

September - December 2006

Vancouver Community College *Centre for Continuing Studies*



604.443.8484 PHONE

FAX **604.443.8393**

Look inside for our professional certificate & diploma programs:

- ◆ Business Leadership & Management
- ◆ Career Development for Health Professionals
- ◆ Leadership & Coaching
- ◆ Office Administration
- ◆ Counselling Skills
- ◆ Interpreting
- ◆ Teaching English to Speakers of Other Languages

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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.

We are excited to announce the launch of the new two-year full-time Fashion Arts diploma program slated to start in fall 2007. Build your portfolio now by taking some of the core courses or join our certificate programs to ladder into the new diploma program.

Fashion Arts Advanced Certificate Program

Fashion Arts Certificate Programs:

- Fashion Design
- Pattern-Making
- Garment Construction

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/FashionArts**

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

**Vancouver
Community
College** 

INFO NIGHT

OCTOBER 4, 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 Fall Term 2006

Applied Art & Design

Creative Writing for Profit and Pleasure

Creative Journal Writing (CWRI 1133)

Jewellery

Jewellery Appraisal (JEWL 1107)

Baking & Pastry Arts

Christmas Baking to Impress (CUIS 1131)

Business, Leadership & Law

Car Rental Sector (January 2007)

Paralegal

Intellectual Property (LEGL 1405)

Project Management

Fundamentals of Project
Management (BUSI 1103)

Computers

Certificate in Networking Technology (CNT) and Approved Diploma in Networking Technologies

Hardware Infrastructure, A+
Certification (NETT 2119)

Networking Fundamentals, MCP
Certification (NETT 2113)

Linux, Linux + Certification (NETT 2136)

One-Day Saturday Courses

Introduction to Computers (CMPT 1123)

Introduction to Windows (CMPT 1169)

Introduction to Creating Web Pages
with HTML (CMPT 1173)

Introduction to Microsoft Word
(CMPT 1130)

Intermediate Microsoft Word
(CMPT 1153)

Introduction to Excel (CMPT 1129)

Intermediate Excel - Worksheets and
Charts (CMPT 1131)

Advanced Excel (CMPT 1132)

Introduction to PowerPoint (CMPT 1168)

Introduction to Access (CMPT 1164)

Intermediate Access (CMPT 1165)

Advanced Access (CMPT 1166)

Health

Health Care & Professional Development

Heightened Expectations: Non-Acute
Care Nurses (HLTH 1342)

Heightened Expectations: Acute Care
Nurses (HLTH 1337)

Hospitality and Tourism

Bartending

Bartending - Life after Mixology!
(HLTH 1299)

Interpreting

Professional Development Courses for Translators and Interpreters

Mental Health Interpreting (INTR 1179)

Quality in Translation (INTR 1180)

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Creative Writing for Profit and Pleasure

Program Coordinator: Jennifer Gossen, 604.443.8670, jgossen@vcc.ca

Program Assistant: Crystal Kreschuk, 604.443.8711, ckreschuk@vcc.ca



Creative Journal Writing (CWRI 1133)

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

4 eve - Tu. Sep 26, 18:30-21:30 - DTN **CRN 30133**

Crack Open Your Creative Channel (CWRI 1129)

Revitalize your creative process with new approaches to writing. Designed to release the floodgates for emerging and experienced writers of short stories, novels, non-fiction books, and articles. Hands-on and packed with proven professional writing tips, learn how to warm up your brain, banish boring beginnings, and use power triplets so that get you published more often. No grammar in this session. Craft paragraphs that jump off the page! 3 hours (Ferguson) \$80 Fee includes GST

1 eve - We. Sep 27, 18:30-21:30 - DTN **CRN 30112**

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. Sep 27, 18:30-21:30 - DTN **CRN 30236**

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. Sep 28, 18:30-21:30 - DTN **CRN 30359**

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. Sep 30, 09:00-16:00 - DTN **CRN 30115**

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. Oct 4, 18:30-21:30 - DTN **CRN 30114**

Brainstorming Brilliant Bios (CWRI 1134)

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

1 eve - We. Oct 25, 18:30-21:30 - DTN **CRN 30126**

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. Nov 22, 18:30-21:30 - DTN **CRN 30113**

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

Fashion Arts

Program Coordinator: Evelyn May, 604.443.8387, emay@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

Website address: www.vcc.ca/FashionArts New Designer Fashion Show Fiat Mode XIX

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

Fiat Mode XIX takes place on Thursday, October 26, 2006, at Performance Works, Granville Island, at 8 pm. For more information call 604.443.8484.

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.

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 prepared to be measured; wear usual bra and a simple slip. 24 hours (Sustersich) \$245

6 aft - Sa. Sep 23, 12:30-16:30 - DTN **CRN 30256**

Introduction to Fashion Design (FASH 1178)

This creativity workshop explores the fundamentals of good fashion design. Working on fashion figures, students learn how to create fashionable imini-collections starting with the basic sketch and following through to finished presentation quality. Topics include: symmetry and proportion; line and silhouette; colour theory; fabric pattern and texture. Basic figure drawing will be taught, but no previous drawing or design experience is necessary. Bring to first class: 9" x 12" tracing paper, HB pencil, blue and red fine-tipped felt pens, 12" ruler, scotch tape, fashion magazines. 30 hours (TBA) \$285

10 eve - We. Sep 27, 18:30-21:30 - DTN **CRN 30266**

Fashion Merchandising Associate Certificate Program

Program Coordinator: Evelyn May, 604.443.8387, emay@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

Website address: www.vcc.ca/FashionArts

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

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

Entrance Requirements

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

Application Procedures

None required

Required Courses

FASH 1176 Merchandising Fashion
FASH 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

Merchandising Fashion (FASH 1176)

Explore the planning, buying, and selling processes from initial concept to final consumer demand. Gain a broad understanding of the product life cycle, fashion adoption processes, trends, forecasting methods, and social, political, economic, and cultural influences upon the fashion industry. Deal with the challenges faced by today's designers, manufacturers, marketers, and retailers. (Ho) \$300

12 eve - Mo. Sep 18, 18:30-21:45 - DTN **CRN 30254**

Textiles (FASH 2201)

This course provides the designer with the information necessary for the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Students study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics, as well as textile law and regulations. 36 hours (Sustersich) \$300

12 eve - Tu. Sep 19, 18:30 - 21:30 - DTN **CRN 30515**

Fashion Retailing and Management (FASH 1401)

Focussing on the strategic issues facing Canadian fashion retailers, this course covers the challenges faced by retailers, describes alternate ways to classify the retail structure, outlines steps involved in strategic retail planning, and explains the strategic dimensions of location decision, layout and merchandise presentation. Text required: Retailing Management, Canadian Edition, Levy, Weitz and Beattie 2005. ISBN: 0-07-093173-9. (Sam) \$300

12 eve - Th. Sep 21, 18:30 - 21:30 - DTN **CRN 30246**

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Courses Offered in January Term

Merchandising Fashion (FASH 1176)
Retail Buying (FASH 1402)
Fashion Marketing and Promotion (FASH 1405)

Fashion Arts Certificate Program

Program Coordinator: Evelyn May, 604.443.8387, emay@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

Website address: www.vcc.ca/FashionArts

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

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

Entrance Requirements

Grade 12 or equivalent (waived if mature student)
Ability to speak, read and write English clearly and correctly.
Completed application form, work samples and successful interview.

Application Procedures

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

Application Deadlines

February 15 for entry in April
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, 604.443.8387, emay@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

Website address: www.vcc.ca/FashionArts

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

Typically, students complete the entire program over a one-year period to maximize the scope and depth of study in this highly structured and comprehensive program. Classes are offered 3.5-4 days per week, 09:00-16:00. You can also expect at least 15 hours of Directed Study per week. A Fashion Arts Advanced Certificate is awarded to those who complete this program.

Entrance Requirements

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

Completed application form, work samples and successful interview.

Application Procedures

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

Application Deadlines

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

Required Courses

All courses previously listed under the

Fashion Design Certificate

Pattern Making Certificate

Garment Construction Certificate

Fashion Arts Certificate

As well as courses in the Fashion Business and Technology Certificate:

Computer Aided Drafting (FASH 1352) 3 credits
Technical Fashion Drawing (FASH 1251) 3 credits
Product Development (FASH 1252) 3 credits
FA Professional Practices I (FASH 1171) 3 credits
FA Professional Practices II (FASH 1172) 3 credits
Photoshop for Fashion (FASH 1410) 3 credits

Gemmology

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

Senior Program Coordinator: Anne Tolstam, 604.443.8668

Program Coordinator: Donna Hawrelko, 604.443.8670, dhawrelko@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

Please join us for a free information session. Learn about the program and meet the program instructors.

**Information Session: Wednesday, September 6
18:30-19:30, Room 164, DTN**

Gemmology Certification Program – Canadian Certification

Gemmologists are certified in Canada by the Canadian Gemmological Association after an extensive program of study leading to a final exam. This intensive, part-time, two-year program requires regular classroom attendance, considerable home study, weekly homework, regular quizzes, and a final exam. On successful completion of the exam, you will be certified as an internationally recognized gemmologist.

Obtain proficiency with a wide range of gemmological equipment and learn to test and identify a variety of gemstones. Learn to differentiate between natural and synthetic gemstones as well as treatments and enhancements. Diamond grading, coloured stone grading and appraisal formats are also studied.

Preliminary year classes (GEMM 1101)

Offered once a year - Wednesday evenings from September to June. \$1,800 (supplies and examination fees extra)

Diploma year classes (GEMM 2101)

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

DTN **CRN 30242**

Centre for Continuing Studies

Locations

**DTN • Vancouver Community College Downtown Campus,
250 W. Pender St. Vancouver
(City Centre Campus)**

**BWY • Vancouver Community College Broadway Campus
1155 East Broadway, Vancouver
(King Edward Campus)**

**ALB • Alberni Campus
1080 Alberni Street, Vancouver
(International Education Centre - IEC)**

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. Extra fees will apply for tutor assistance and examination fees. Please 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. Look for G.I.A. classes in Spring of 2007.

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. Nov 20, 18:30-21:30 - DTN **CRN 30285**

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. This course is a must for those who want to succeed in the jewellery trade.

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. Registration deadline: September 11, 2006.

4 eve - Mo. Sep 25, 18:30-21:30 (No class Oct 9) - DTN **CRN 30286**

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



Interior Design

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

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

Interior Design Certificate Program

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

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

Design Basics* (INTD 1158)

An introduction to the field of Interior Design. Focuses on design theory, process, principles and elements and their practical application as well as the development of problem solving skills. Introduces you to space planning techniques, colour, lighting and drafting. Recommended text: available at DTN Bookstore: Designing Interiors (Kilmer & Kilmer). 36 hours (Robinson) \$380

12 eve - Th. Sep 14, 18:30-21:30 - DTN **CRN 30481**

Design Drawing* (INTD 1159)

Learn the basic concepts of expressing your ideas through freehand drawing. Develop skills in manipulating line, form, space, volume, proportion and value to effectively communicate in a visual format. One and two-point perspective will be introduced. 36 hours (Lyon) \$380

12 eve - Tu. Sep 12, 18:30-21:30 - DTN **CRN 30482**

Colour Theory and Application* (INTD 1114)

Colour is the foundation of the mood, style and feel of interior spaces. Learn about a variety of colour systems, traditional and contemporary colour schemes, as well as colour mixing, relationships and applications. 36 hours (Harman) \$380

12 eve - We. Sep 13, 18:30-21:30 - DTN **CRN 30480**

History of Furniture* (INTD 1102)

Knowledge of furniture styles is a crucial factor for the interior designer in today's marketplace. Whether advising clients on the purchase of antiques or furnishing a client's home with contemporary furniture, designers' credibility rests in the extent of their knowledge. Offered only in the Fall Term. Text: Sotheby's Concise Encyclopaedia of Furniture. 36 hours (Thomson) \$380

12 eve - Th. Sep 14, 18:00-21:00 - DTN **CRN 30479**

Materials and Finishes* (INTD 1125)

Introduces a variety of interior materials and finishes including: wood furniture and flooring, carpet, stone and tile, glass, metal and plastics. Includes discussion of environmental issues and their impact on design. Study and research origin, characteristics, installation and maintenance of the materials. 24 hours (Keith) \$270

6 day - Sa. Oct 28, 10:00-14:00 - DTN **CRN 30532**

Textiles* (INTD 1122)

Become familiar with the history, properties, production, maintenance and specialized uses of textiles in designing interiors. Includes the use of appropriate fabrics for soft home furnishings such as window treatments, upholstery and bedding. 24 hours (Kramer) \$270

6 day - Sa. Sep 9, 10:00 -14:00 - DTN **CRN 30531**

Kitchen and Bath Design (INTD 1169)

The focus of this vital area of home design will be upon planning, circulation layouts, scheduling, researching specifications, appliances, cabinets and fixtures. Students will create elevations and floor plans and learn NKBA guidelines, prepare finished materials boards and present projects in class. Text: Designing Interiors, (Kilmer) 36 hours (Askey) \$380

12 eve - Tu. Sep 12, 18:30-21:30 - DTN **CRN 30475**

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. Portable drafting board required. Call for details. 36 hours (Keith) \$380

12 eve - We. Sep 13, 18:30-21:30 - DTN **CRN 30476**

Jewellery

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

Program Coordinator: Donna Hawrelko, 604.443.8670, dhawrelko@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

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 (Brechault) \$405 Fee includes GST

8 eve - Mo. Sep 18, 18:30-21:30 (No class Oct 9 or Nov 13) - DTN **CRN 30239**

Jewellery Techniques II (JEWL 1104)

Further your knowledge and experience as you explore advanced jewellery projects, design, construction and detailing. Additional costs for tools and materials approximately \$150. List of supplies provided at first class. Prerequisite: Jewellery Techniques I or the equivalent. 24 hours (Baker) \$405 Fee includes GST

8 eve - Th. Sep 21, 18:30-21:30 - DTN **CRN 30240**

NEW! Jewellery Appraisal (JEWL 1107)

A practical hands-on appraisal course that will teach students how to properly evaluate both the building block and market comparison approaches. During the fifteen hours, students will learn how to prepare appraisal documents for insurance, estate/probate, collateral and asset division. 15 hours (Dominy) \$405 Fee includes GST

3 day - Sa. Sep 16/23/30, 10:00-16:00 - DTN **CRN 30427**

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. This course is a must for those who want to succeed in the jewellery trade.

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. Registration deadline: September 11, 2006.

4 eve - Mo. Sep 25, 18:30-21:30 (No class Oct 9) - DTN **CRN 30286**

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

Baking & Pastry Arts

Program Coordinator: Milena Santoro, 604.443.8670, msantoro@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

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

Tantalizing Desserts (CUIS 1126)

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

1 mng - Sa. Sep 30, 09:30-12:30 - DTN [CRN 30121](#)

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 (TBA) \$190

5 eve - Tu. Oct 3, 18:30-21:00 - DTN [CRN 30117](#)

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 (TBA) \$190

5 eve - We. Oct 4, 18:30-21:00 - DTN [CRN 30116](#)

Dessert Making and Plate Presentations (CUIS 1122)

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

3 mng - Sa. Oct 14, 09:30-12:30 - DTN [CRN 30120](#)

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. Oct 16, 18:30-21:30 - DTN [CRN 30119](#)

Decorating Wedding and Special Occasion Cakes (CUIS 1117)

Learn how to use rolled fondant for covering cakes. Techniques for crimping to ribbon insertion and flowers will be practiced. Recipes included. 12.5 hours (TBA) \$190

5 eve - We. Oct 18, 18:30-21:00 - DTN [CRN 30117](#)

More Pies! Pies! Pies! (CUIS 1133)

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

1 mng - Sa. Oct 21, 08:30-12:30 - DTN [CRN 30125](#)

Basic Breads (CUIS 1102)

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

1 mng - Sa. Oct 28, 08:30-12:30 - DTN [CRN 30123](#)

Rustic Bread Making (CUIS 1134)

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

1 mng - Sa. Nov 4, 08:30-12:30 - DTN [CRN 30124](#)

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. Nov 18, 08:30-12:30 - DTN [CRN 30297](#)

NEW! Christmas Baking to Impress (CUIS 1131)

Move into the spirit of the festive season by making a yule log and Christmas cookies (cinnamon stars and spitzbuben). Decorate the yule log with decorations such as meringue mushrooms, marzipan candles and chocolate. Take home samples included. 3 hours (TBA) \$70

1 eve - We. Nov 22, 18:30-21:30 - DTN [CRN 30122](#)

Building Management & Services

Senior Program Coordinator: Anne Tolstam, 604.443.8668

Program Coordinator: Jennifer Gossen, 604.443.8670, jgossen@vcc.ca

Program Assistant: Crystal Kreschuk, 604.443.8711, ckreschuk@vcc.ca

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).

Application Procedures

Students may register directly into any of the program courses.

Centre for Continuing Studies

Locations

DTN • Vancouver Community College Downtown Campus,
250 W. Pender St. Vancouver
(City Centre Campus)

BWY • Vancouver Community College Broadway Campus
1155 East Broadway, Vancouver
(King Edward Campus)

ALB • Alberni Campus
1080 Alberni Street, Vancouver
(International Education Centre - IEC)

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. Sep 16, 09:00-13:00 (No class Oct 7 and Nov 11) - DTN [CRN 30109](#)

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. Sep 23, 09:00-16:00 (No class Oct 7) - DTN [CRN 30110](#)

Law and Tenant Relations (REAL 1101)

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. Fee includes cost of Residential Tenancy Act and Residential Tenancy Regulation. 20 hours (Chauvin) \$280

8 eve - Tu. Sep 26, 19:00-21:30 - DTN [CRN 30107](#)

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

10 eve - We. Sep 27, 18:30-21:30 - DTN [CRN 30108](#)

Other suggested courses:

IC3 Computer Certification. See page 18.

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Office Administration

Office Administration Certificate Program

Senior Program Coordinator: Anne Tollstam,
604.443.8668, atollstam@vcc.ca

Program Assistant: Crystal Kreschuk, 604.443.8711,
ckreschuk@vcc.ca

Information Session:
Wednesday, September 6,
18:00

Downtown campus, 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 Specialty: Office Procedures and Accounting, Bookkeeping or Payroll not required.

Legal Specialty: 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 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 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, 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 the 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.

Scheduling

Program courses are scheduled in one or all of three terms - Fall (September to December), Winter (January to March), and Spring (April to June).

Accounting/Bookkeeping/Payroll

Introduction to Bookkeeping (OACP 1130)

This introductory course deals with the procedures that make up the accounting cycle for a service business. You will be introduced to transactions, journals, general ledgers, trial balanced, as well as preparing simple financial statements. Purchase text/kit Accounting Fundamentals, Sixth Edition, Hoffman Pacey Flashner, from DTN Bookstore before the first class. 24 hours (Huston) \$173

8 eve - We. Sep 27, 18:30-21:30 - DTN **CRN 30161**

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 (Coop) \$168

8 eve - We. Sep 27, 18:30-21:30 - DTN **CRN 30243**

Accounting for the Non-Accountant (OACP 1129)

A management overview of accounting. Previous knowledge is not required. Learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook required. 18 hours (TBA) \$157

6 eve - Th. Jan 25, 18:30-21:30 - DTN

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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) \$193

8 eve - Mo. Sep 25, 18:30-21:30 - DTN **CRN 30162**

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. Textbook required from DTN Bookstore prior to class. 18 hours (Alden) \$155

6 eve - Th. Sep 28, 18:30-21:30 - DTN **CRN 30244**

Other Administration, Supervision and Elective Courses

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

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 - DTN **CRN 30163**

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. Feb 3, 09:30-16:30 - DTN

Computer Applications (CMPT 1301)

For description, see Computers/Keyboarding page 18

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CIF

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Business English

Business English – Package

The following four courses may be taken individually at the regular price of \$85 each or for the package price of \$310 - 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 take Grammar Review for Productive Business Writing (OACP 1104) prior to taking Writing Dynamic Business Letters (OACP 1103). \$310

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) \$85

2 eve - We. Sep 27, 18:00-21:00 - DTN **CRN 30151**

1 day - Sa. Sep 30, 09:00-16:00 - DTN **CRN 30152**

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) \$85

2 eve - We. Oct 11, 18:00-21:00 - DTN **CRN 30153**

1 day - Sa. Oct 14, 09:00-16:00 - DTN **CRN 30154**

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) \$85

2 eve - We. Oct 25, 18:00-21:00 - DTN **CRN 30155**

1 day - Sa. Oct 28, 09:00-16:00 - DTN **CRN 30156**

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) \$85

2 eve - We. Nov 8, 18:00-21:00 - DTN **CRN 30157**

1 day - Sa. Nov 18, 09:00-16:00 - DTN **CRN 30158**

Note

Business English Skills Test

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

We. Nov 22, 18:00 - DTN

Sa. Nov 25, 09:00 - DTN

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 - DTN **CRN 30159**

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 - DTN **CRN 30160**

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. Jan 22, 18:30-21:30 - DTN

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 DTN Bookstore prior to first class. 18 hours (TBA) \$120

6 mng - Sa. Sep 30, 09:30-12:30 - DTN **CRN 30164**

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. 18 hours (Wong) \$130

6 mng - Sa. Sep 30, 09:30-12:30 - DTN **CRN 30165**

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 18. Textbook included. 30 hours \$295

10 eve - We. Sep 27, 18:30-21:30 - DTN **CRN 30245**

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 - DTN **CRN 30166**

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 - DTN **CRN 30182**

Corporate (OACP 1115)

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

3 eve - Tu. Oct 3, 18:30-21:30 - DTN **CRN 30183**

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 - DTN **CRN 30184**

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 - DTN **CRN 30185**

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 - DTN

Students wishing to pursue a career as a Paralegal or Legal Administrative Assistant are encouraged to contact Christine Williams at cwilliams@vcc.ca or 604.443.8649 for further course options.

Legal - Non-Package Courses

Legal Office Procedures (OACP 1139)

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

4 eve - We. Sep 27, 18:30-21:30 - DTN **CRN 30186**

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. Jan 24, 18:30-21:30 - DTN **CRN 20530**

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. Feb 21, 18:30-21:30 - DTN

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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 DTN Bookstore prior to class. 30 hours (Menhinick) \$195

10 eve - Tu. Sep 26, 18:00-21:00 - DTN **CRN 30167**

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 - DTN **CRN 30189**

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. Sep 28, 18:00-21:00 - DTN **CRN 30188**

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 (Hapke) \$97

2 eve - We. Nov 29/Dec 6, 18:00-21:00 - DTN **CRN 30190**

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 - DTN **CRN 30191**

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 DTN Bookstore prior to first class. (Wong) 18 hours \$150

6 eve - Tu. Jan 23, 18:00-21:00 - DTN

Records Management

Records Management I (OACP 1128)

As the volume of information processed by business increases so does the need for a systematic approach to creating, classifying, storing, retrieving and disposing of it. Valuable for anyone working with records and information systems in business or government. Covers key contemporary issues around freedom of information and privacy. Purchase Information and Image Management (Ricks, Swafford & Gow) from Bookstore prior to class. Supported by the Association of Records Managers and Administrators. Offered once a year. 30 hours (Bradley) \$188

10 eve - We. Sep 27, 18:30-21:30 - DTN **CRN 30522**

Records Management - Advanced (OACP 1146)

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

10 eve - We. Jan 24, 18:30-21:30 - DTN

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

Next offered: April 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.

To obtain an industry certification, completion of Computer Application (CMPT 1301) Computer Fundamentals, (CMPT 1302) and Internet Applications (CMPT 1301) will prepare students to write the IC3 Certification. See Computer/ Keyboarding section or Computers section for course descriptions.

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

Business Leadership and Management

Business Leadership and Management Certificate Program

Senior Program Coordinator: Anne Tollstam, 604.443.8668, atollstam@vcc.ca

Program Assistant: Lynda Boothby, 604.443.8383, lboothby@vcc.ca

Maximize your leadership potential in a business environment and meet the knowledge and skills base desired by industry. Position yourself for career advancement! This new Certificate Program is designed for those who wish to qualify as professionals in the public, private and non profit sectors. The program is designed to meet the knowledge and skills base desired by industry. Building on excellent offerings in our Business area, it provides professional development in Leadership, Coaching, Management Skills and other critical areas for success.

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

Credit Transferability

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

Core Courses

Introduction to Business (LEAD 1150)

Human Resource Management (LEAD 1151)

Finance (LEAD 1152)

Sales and Marketing Management (LEAD 1153)

Business Ethics (LEAD 1154)

Electives

Two of the following from the Management Skills for Supervisors Certificate Program. Please see page 14 for these listings.

Essential Management Skills (MSKL 1103)

Interpersonal Communication Skills (MSKL 1101)

Managing Performance through Training and Development (MSKL 1105)

Team Skills (MSKL 1102)

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

Diversity in the Workplace (LEAD 1164)

Facilitation Skills for Team Leaders (LEAD 1108)

Finding Time for Results (LEAD 1114)

From Conflict to Collaboration (LEAD 1105)

Managing Change (LEAD 1102)

Performance Management: Goals and Reviews (LEAD 1106)

Problem Solving and Action Planning (LEAD 1104)

Progressive Discipline in the Workplace (LEAD 1155)

Speak Up! (LEAD 1109)

Stepping Up to Leadership (LEAD 1111)

The Science and the Art of Leadership (LEAD 1119)

Using Leadership Language (LEAD 1112)

Two of the following from the Associate Certificate in Leadership Coaching. Please see page 13 for these listings.

Coaching for High Performance (LEAD 1115)

Essential Leadership Coaching Skills (LEAD 1116)

Skill Coaching (LEAD 1117)

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

Team Coaching (LEAD 1121)

The Coach's Toolkit (LEAD 1120)

Evaluation

Each core course requires assignments and tests and all elective courses require completion of an assignment after each session. Participants will have up to two weeks to submit the assignment to the instructor for evaluation.

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 (Cheung) \$315

8 eve - Th. Sep 21, 18:30-21:30 - DTN **CRN 30167**

Look for the following offerings in the future

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 (TBA) \$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 (TBA) \$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 (Brindle) \$315

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



Business English Skills

Senior Program Coordinator: Anne Tollstam,
604.443.8668, atollstam@vcc.ca

Program Assistant: Crystal Kreschuk, 604.443.8711,
ckreschuk@vcc.ca

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 \$85 or register for all four at \$310 - a saving of \$30. This is not an ESL course. It is recommended that students take Grammar Review for Productive Business Writing (OACP 1104) prior to taking Writing Dynamic Business Letters (OACP 1103).

All Four Courses Listed Below: \$310

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) \$85

2 eve - We. Sep 27, 18:00-21:00 - DTN **CRN 30151**

1 day - Sa. Sep 30, 09:00-16:00 - DTN **CRN 30152**

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) \$85

2 eve - We. Oct 11, 18:00-21:00 - DTN **CRN 30153**

1 day - Sa. Oct 14, 09:00-16:00 - DTN **CRN 30154**

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) \$85

2 eve - We. Oct 25, 18:00-21:00 - DTN **CRN 30155**

1 day - Sa. Oct 28, 09:00-16:00 - DTN **CRN 30156**

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) \$85

2 eve - We. Nov 8, 09:00-18:00 - DTN **CRN 30157**

1 day - Sa. Nov 18, 09:00-16:00 - DTN **CRN 30158**

Note

Business English Skills Test

We. Nov 22, 18:00 - DTN

Sa. Nov 25, 09:00 - DTN

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 - DTN **CRN 30159**

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 - DTN **CRN 30160**

Business Writing

Business & Technical Writing Certificate Program

Senior Program Coordinator: Anne Tollstam,
604.443.8668, atollstam@vcc.ca

Program Advisor: Jennifer Gossen, 604.443.8670,
jgossen@vcc.ca

Program Assistant: Crystal Kreschuk, 604.443.8711,
ckreschuk@vcc.ca

Information Session: Wednesday,
September 13, 17:30-18:30
DTN, Room 218B

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

1 eve - We. Sep 13, 17:30-18:30 - DTN Room 218B

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

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

On-line Documentation (TECW 1106)

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

1 day - Sa. Sep 30, 09:00-16:30 - DTN **CRN 30148**

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 - DTN **CRN 30149**

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 - DTN **CRN 30150**

Technical Communication (TECW 1101)

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

1 day - Sa. Jan 27, 09:00-16:30 - DTN

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 (Morrison) \$155

1 day - Sa. Feb 24, 09:00-16:30 - DTN

continued on next page...

**Register
online!**

Click here!

...continued from previous page

Editing (TECW 1103)

Successful technical writers have good style and design skills built on a foundation of strong technical skills in writing mechanics, editing and plain language usage. Focus on the use of editing skills to improve writing. Practise the three levels of editing, peer review and group editing. Other topics include: grammar review, plain language, conceptual and stylist editing, proofreading, interpersonal issues in editing, and computerized document checkers. 6.5 hours (Twiss) \$155

1 day - Sa. Mar 31, 09:00-16:30 – DTN

Proposal Writing (TECW 1105)

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

Next offered: Spring 2007

Designing and Writing Manuals (TECW 1107)

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

Next offered: Spring 2007

Industry Specific Report Writing (TECW 1108)

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

Next offered: Spring 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.

NEW!

Car Rental Sector

Senior Program Coordinator: Anne Tollstam,
604.443.8668, atollstam@vcc.ca

Program Coordinator: Milena Santora, 604.443.8670

Program Assistant: Crystal Kreschuk, 604.443.8711,
ckreschuk@vcc.ca

When entering hospitality or tourism training programs, people often look forward to working with hotels, airlines and restaurants. Few consider the car rental business. However, this is a multi-billion dollar sector and provides excellent career and promotional opportunities. With input from industry executives, Continuing Studies is introducing this new program to prepare you for entry level positions in the car rental sector. Initial courses are designed to increase awareness of careers in this sector and provide background and skills to move easily into entry level positions in preparation for supervisory roles.

Vancouver Community College, Continuing Studies is planning now for this new exciting offering. Watch for details in our Winter Calendar. Please contact, Senior Program Coordinator Anne Tollstam at 604.443.8668.

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

Leadership

Leadership Certificate Program

Senior Program Coordinator: Anne Tollstam,
604.443.8668, atollstam@vcc.ca

Program Assistant: Lynda Boothby, 604.443.8383,
lboothby@vcc.ca

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)
- Business Etiquette for Leaders (LEAD 1163)
- Coaching for High Performance (LEAD 1115)
- Creative Thinking at Work (LEAD 1110)
- Critical Thinking (LEAD 1101)
- Diversity in the Workplace (LEAD 1164)
- 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. Sep 23, 09:00-16:30 - DTN **CRN 30170**

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 - DTN **CRN 30173**

Broadway Campus



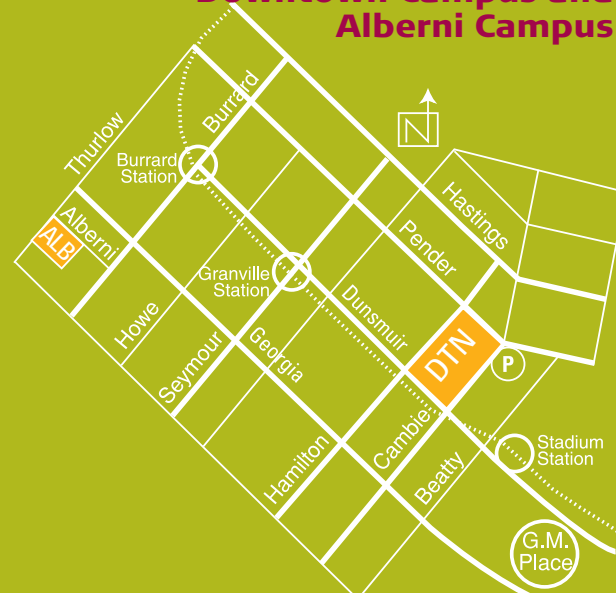
**Vancouver
Community
College**

Downtown Campus
250 West Pender Street
Vancouver, BC V6B 1S9

Broadway Campus
1155 East Broadway
Vancouver, BC V5T 4V5

Alberni Campus
1080 Alberni Street
Vancouver, BC V6E 1A3

Downtown Campus and Alberni Campus



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. Oct 14, 09:00-16:30 - DTN **CRN 30177**

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 (Hannah) \$165

1 day - Fr. Oct 20, 09:00-16:30 - DTN **CRN 30175**

Diversity in the Workplace (LEAD 1164)

Whether with colleagues or customers, diversity reigns! In today's world, it is critical to develop attitudes and skills that enable us to work well in multicultural, multilingual environments. Join us to explore the many layers of human diversity; the ways in which it shapes our interpersonal relationships and strategies for responding to both the charm and the challenge that diversity brings to our workplace. 6 hours (Chud) \$165

1 day - Fr. Nov 3, 09:00-16:30 - DTN **CRN 30178**

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. Nov 18, 09:00-16:30 - DTN **CRN 30174**

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 24, 09:00-16:30 - DTN **CRN 30176**

Speak Up! (LEAD 1109)

In this highly participatory course practise proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, read your audience, use visual aids, handle impromptu speaking situations, organize and practice for a business presentation, use non-verbal communication to reinforce the spoken message, and make the presentation more memorable. You will have the opportunity to make a presentation and receive constructive feedback in a supportive environment. 6 hours (Swankey) \$155

1 day - Sa. Dec 2, 09:00-16:30 - DTN **CRN 30179**

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 - DTN **CRN 30180**

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) \$155

1 day - Sa. Dec 16, 09:00-16:30 - DTN **CRN 30181**

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 ideer to delegator. At the end of this course you will understand the skills required to effectively lead by: using leadership skills; coaching staff; giving performance feedback; creating a motivational workplace; delegating work; employing problem-solving techniques; writing a back-at-work plan for applying leadership skills. 6 hours (Hannah) \$155

1 day - Sa. Jan 27, 09:00-16:30 - DTN

Building a Productive Team (LEAD 1113)

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

1 day - Fr. Feb 2, 09:00-16:30 - DTN

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. Feb 10, 09:00-16:30 - DTN

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 idiet 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. Feb 24, 09:00-16:30 - DTN

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) \$165

1 day - Fr. Mar 9, 09:00-16:30 - DTN

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 - Sa. Mar 31, 09:00 - 16:30 - DTN

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 9, 09:00-16:30 - DTN

Withdrawal and Refund Policy

Please see page 31 for details.

Business Training at your Workplace

Consider off-site training as a cost-effective approach to training.

Our courses in Leadership, Leadership Coaching & Business can be customized to complement and support your work environment.

We specialize in assessing your current professional development needs; providing unique offerings for you and bringing our expert trainers to your site.

Please call:
Anne Tollstam
604.443.8668

Leadership Coaching

Associate Certificate in Leadership Coaching

Senior Program Coordinator: Anne Tollstam,
604.443.8668, atollstam@vcc.ca

Program Assistant: Lynda Boothby, 604.443.8383,
lboothby@vcc.ca

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 14 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. Sep 23, 09:00-16:30 - DTN **CRN 30170**

continued on next page...

**Register
online!**

Click here!



...continued from previous page

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 - DTN **CRN 30171**

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 - ALB **CRN 30172**

The Coach's Toolkit (LEAD 1120)

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

1 day - Fr. Feb 9, 09:00-16:30 - DTN

Team Coaching (LEAD 1121)

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

1 day - Fr. Mar 2, 09:00-16:30 - DTN

Skill Coaching (LEAD 1117)

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

1 day - Fr. May 11, 09:00-16:30 - DTN

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, atollstam@vcc.ca

Program Assistant: Lynda Boothby, 604.443.8383, lboothby@vcc.ca

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 - Mo. Sep 25, 18:30-21:30 - DTN **CRN 30168**

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 - DTN **CRN 30169**

Managing Performance through Training and Development (MSKL 1105)

Effective management of employee training and development is more important than ever in today's workforce. This course provides students with the tools and insights required to master the art of helping employees reach their full potential through professional development training. You will experience constructive hands on case studies featuring actual companies and situations. 24 hours (Stene Murphy) \$315

8 eve - Mo. Jan 22 18:30-21:30 - DTN

Team Skills (MSKL 1102)

Learn your personal leadership style and how your style impacts a team; how a team develops and moves effectively through each stage; tools and skills which address critical team challenges; what motivates and demotivates your team; how to facilitate effective meetings and identify what stressors affect a team and how a leader can minimize them. 24 hours (Brindle) \$315

8 eve - We. Jan 24, 18:30-21:30 - DTN

Career Exploration

Senior Program Coordinator: Anne Tollstam,
604.443.8668, atollstam@vcc.ca

Program Assistant: Crystal Kreschuk, 604.443.8711,
ckreschuk@vcc.ca

Career Exploration and Management (OACP 1184)

This course offers a holistic approach to exploring your passions, interests, skills, personal style and potential in order to gain a deeper understanding of yourself and what career areas may be most compatible for you. Thought-provoking exercises and dynamic group discussions will expand career possibilities that are secured in a strong foundation of personal values, vision and self worth. Consolidation of your preferences and values will reveal themes which require thorough investigation into reliable resources. The components of your career plan will be grounded in the knowledge you have accumulated, and self management techniques will be offered to help you overcome potential personal limitations and fears around making a career change.

6 eve - We. Jan 24, 18:30-21:30 - DTN

Event Planning

Senior Program Coordinator: 604.443.8668

Program Coordinator: Milena Santoro, 604.443.8670,
msantoro@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677,
kcoutts@vcc.ca

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 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. 12 hours (Zhou) \$190

2 day - Sa. Sep 23/30, 09:00-16:00 - DTN **CRN 30141**

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 - Mo. Sep 25, 18:30-21:30 (No class Oct 9) - DTN **CRN 30140**

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 - Tu. Sep 26, 18:30-21:30 - DTN **CRN 30197**

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. Sep 26, 18:30-21:30 - DTN **CRN 30204**

Wedding Planning (BUSI 1234)

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. 30 hours (Santoro) \$395

10 eve - Tu. Sep 26, 18:30-21:30 - DTN **CRN 30533**

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 - We. Sep 27, 18:30-21:30 - DTN **CRN 30139**

Paralegal

Paralegal Certificate Program and

Paralegal Diploma Program

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

Program Assistant: Crystal Kreschuk, 604.443.8711,
ckreschuk@vcc.ca

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

We offer two programs: the Paralegal Certificate Program and the Paralegal Diploma Program. The core courses cover basic concepts which are fundamental to the study of law. You will select one legal practice area for concentration: Litigation, Corporate Law, Real Estate, or 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 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 .

Online Courses

Many of our students have child care responsibilities, professional demands, or are geographically located outside the Vancouver area. Accordingly, a number of our courses are now available Online or in Integrated Online/Lecture format.

Online courses require a high level of student involvement and online participation. Courses include the same learning objectives as lecture style courses, but course work is completed at any time during the week, and at any computer the student wishes. High speed internet access is strongly recommended. Students registered for an online course are directed to log on to the Access VCC website: <https://access.vcc.ca>, providing their student number and password for login.

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, Notary or Senior Paralegal. 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 "Tips and Tricks for Success" (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. Aug 18, 18:00-19:00 - DTN **CRN 20824**

1 eve - Fr. Aug 25, 18:00-19:00 - DTN **CRN 20825**

1 eve - Fr. Sep 8, 18:00-19:00 - DTN **CRN 30226**

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 and understand the roles and responsibilities of members of the legal profession. 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 or 6 online hours) (McGilligan) \$224.

8 mng - Sa. Oct 14, 09:00-12:00 - DTN **CRN 30221**

8 weeks - Sa. Oct 14, **ONLINE - CRN 30222**

8 aft - Sa. Oct 14, 13:00-16:00 - DTN **CRN 30585 (Dattilo)**

Agency & Business Structures (LEGL 1203)

Explains agency relationships and liabilities, formation of partnerships and general concepts underlying incorporations, and 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. 6 hours (online) OR 3 hours lecture plus 3 hours tutorial. \$224.

6 wks - We. Sep 6, **ONLINE - CRN 30219 (Williams)**

6 eve - Tu. Oct 17, 18:00-21:00 - DTN **CRN 30220 (Eng)**

continued on next page...

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

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

**Register
online!**

Click here!

...continued from previous page

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) \$224.

Next offered: January 2007

Legal Communications (LEGL 1205)

Polishing your communication style will enhance your career opportunities and upgrade your performance. This practical course will improve your business writing style and verbal communication skills for a more polished, professional on-the-job presentation. 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) \$224.

Next offered: January 2007

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) (Demeulemeester) \$224.

Next offered: May 2007

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) \$224.

Next offered: April 2007

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) (Vianello) \$235.

*7 eve - Tu. Sep 12, 18:00-21:00 - DTN **CRN 30218***

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 Rule 68 Expedited Litigation. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Vianello) \$235.

*7 eve - Tu. Oct 31, 18:00-21:00 - DTN **CRN 30199***

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) \$235

Next offered: January 2007

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) (TBA) \$235

Next offered: January 2007

B. Corporate Practice Area

Corporate Law I: Basic Procedures (formerly called 'Company Law') (LEGL 1305)

Company overview, including choice of business organization and jurisdiction, incorporation and organization of a British Columbia Company under the Business Corporations Act, corporate maintenance (annual and Records Books) and transactions (appointments of directors, allotments and transfers of shares). Pre-requisites: Agency and Business Structures (LEGL 1203). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Komorowska) \$194

*7 eve - Tu. Sep 12, 18:00-21:00 - DTN **CRN 30200***

Corporate Law II: Securities (formerly called 'Securities') (LEGL 1306)

Covers securities law and practice in corporate administration, legislation (including the B.C. Securities Act and the Business Corporations Act), filing requirements, stock exchange listings, due diligence, BCSC policies, public financing and related matters. Pre-requisites: Corporate Law I (LEGL 1305), or equivalent work experience in the corporate field. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (McCool) \$235

*7 eve - Th. Oct 26, 18:00-21:00 - DTN **CRN 30201***

Corporate Law III: Intermediate (formerly called '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 B.C. Business Corporations Act. Pre-requisites: Corporate Law I (LEGL 1305), or equivalent work experience in the corporate field. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Komorowska) \$194

Next offered: January 2007

Corporate Law IV: Advanced (formerly called 'Advanced Corporate Law II') (LEGL 1308)

Advanced corporate procedures and documentation for continuations, amalgamations, dissolutions, restorations and other procedures under Federal and B.C. corporate legislation. Pre-requisites: Corporate Law III (LEGL 1307). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Komorowska) \$194

Next offered: January 2007

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 regulate 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) (McGilligan) \$235

*7 eve - We. Sep 6, 18:00-21:00 - DTN **CRN 30202***

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) (Morten) \$194

*7 eve - Mo. Oct 23, 18:00-21:00 - DTN **CRN 30203***

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) \$235

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: Property Transactions (LEGL 1310). 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Morten) \$235

Next offered: January 2007

D. Family and Estate Practice Area

Family Law 1 (LEGL 1313)

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) (Halkett, D.) \$235.

*7 eve - We. Sep 6, 18:00-21:00 - DTN **CRN 30223***

Family Law 2 (formerly called 'Family Law Practice') (LEGL 1314)

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) (Halkett, D.) \$235

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) (McGilligan) \$235

*7 eve - We. Oct 25, 18:00-21:00 - DTN **CRN 30224***

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) \$235.

Next offered: January 2007

Elective Courses

NEW! Intellectual Property (LEGL 1405)

Learn the legal concepts and procedures around patents, copyright, trademarks, and trade secrets, including a discussion of special issues on the Internet. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 42 hours (Per week: est. 6 hours online) (McGilligan) \$235

*7 wks - Th. Sep 7 - **CRN 30483** (Online)*

Legal Drafting (LEGL 1404)

Want better, smarter, more polished documents? Learn about the drafting process, including drafting guidelines and plain language strategies, for stronger legal documents. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Chee) \$194

Next offered: April 2007

Legal Document Management (LEGL 1402)

Draft legal documents efficiently! Learn tips and tricks to manage complex legal documents and versions in the drafting process. Create legal templates and automate them for faster document service. This ihands-on course uses MSWord. Pre-requisites: Formal Admission to the Paralegal Program. 42 hours (Per week: 3 lecture hours, 3 tutorial hours) (Komorowska) \$235

*7 eve - Th. Sep 7, 18:00-21:00 - DTN **CRN 30225***

Court of Appeal Practice (LEGL 1403)

Offers a comprehensive examination of the appellate procedure in British Columbia, including jurisdiction, filings and forms. Leave to Appeal applications, chamber motions and the supporting material, and appellate Bills of Costs are also covered. 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) \$235

Next offered: May 2007

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, D.) \$235

Next offered: April 2007

Practicum (LEGL 1208)

Enhance your on-the-job performance by incorporating your academic learning. Students will complete the course with a professional Portfolio suitable for a job performance evaluation, pay raise request, or applying for your next position. Pre-requisites: Formal Admission to the Paralegal Program, completion of all Level 1 Core Courses, and submission of a Practicum Sponsor Form prior to registration. 509 hours (9 instructional hours, 500 practicum hours) (Halkett, A.) \$117 Note: Attendance at the initial and mid-term practicum sessions is mandatory.

*12 weeks **CRN 30198***

Group meeting dates:

- Initial meeting: Fr. Sep 8, 18:00-21:00 DTN

- Mid-term meeting: Fr. Oct 20, 18:00-21:00 DTN

- Final meeting: Fr. Dec 1, 18:00-21:00 DTN

Personal Financial Planning & Management

Program Coordinator: Jennifer Gossen, 604.443.8670, jgossen@vcc.ca

Program Assistant: Crystal Kreschuk, 604.443.8711, ckreschuk@vcc.ca

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

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 Fee includes GST

2 mng - Sa. Sep 16, 09:00-12:00 - DTN **CRN 30193**

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 Fee includes GST

1 day - Sa. Sep 30, 09:00-16:00 - DTN **CRN 30194**

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 Fee includes GST

1 mng - Sa. Oct 14, 09:00-13:00 - DTN **CRN 30195**

Private Investigating

Senior Program Coordinator: Anne Tollstam, 604.443.8668, atollstam@vcc.ca

Program Assistant: Lynda Boothby, 604.443.8383, lboothby@vcc.ca

Watch for January offerings in our Winter Calendar.

Learn more about a career as a Private Investigator. Join us for a free two-hour information session - find out what is needed to obtain a PI licence, required academic training and where to find jobs. To learn more about the courses being offered at VCC Continuing Studies, register for this seminar by calling Lynda Boothby at 604.443.8383.

**Information Session: Thursday,
September 14, 19:00
Downtown campus**

NEW! Project Management

Program Coordinator: Jennifer Gossen, 604.443.8670

Program Assistant: Crystal Kreschuk, 604.443.8711, ckreschuk@vcc.ca

Learn the basics of planning, controlling or implementing projects!

NEW! Fundamentals of Project Management (BUSI 1103)

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

4 eve - Tu. Sep 26, 18:30-21:30 - DTN **CRN 30105**

Small Business

Program Coordinator: Jennifer Gossen, 604.443.8670, jgossen@vcc.ca

Program Assistant: Crystal Kreschuk, 604.443.8711, ckreschuk@vcc.ca

How to Start a Business Program

How to Start a Business Package

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

Entrepreneurial Leadership Skills (BUSI 1130)

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

1 eve - Mo. Sep 18, 18:00-21:00 - DTN **CRN 30095**

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 - We. Sep 20, 18:00-21:00 - DTN **CRN 30096**

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 - Mo. Sep 25, 18:00-21:00 - DTN **CRN 30101**

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 - We. Sep 27, 18:00-21:00 - DTN **CRN 30097**

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 - Mo. Oct 2, 18:00-21:00 - DTN **CRN 30102**

Legal Obligations (BUSI 1137)

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

1 eve - We. Oct 4, 18:00-21:00 - DTN **CRN 30103**

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. Oct 11, 18:00-21:00 - DTN **CRN 30098**

Financing Your Business (BUSI 1138)

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

1 eve - Mo. Oct 16, 18:00-21:00 - DTN **CRN 30104**

Preparing Your Business Plan (BUSI 1139)

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

1 eve - We. Oct 18, 18:00-21:00 - DTN **CRN 30099**

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 - Mo. Oct 23, 18:00-21:00 - DTN **CRN 30100**

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 (TBA) \$395 Fee includes GST

10 eve - Tu. Sep 26, 8:30-21:30 - DTN **CRN 30196**

Also see:

Event Planning, page 15

Wedding Planning, page 15

Business Leadership and Law at VCC:

Check out our many courses and programs for career entry or career change. Position yourself for career advancement by enrolling in any of our many current business offerings. Working with industry, we offer you courses that are well suited for today's business environment.

See all of our offerings inside this flyer starting on page 8.

For more information call **604.443.8711** or **604.443.8383** or visit www.vcc.ca.

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

Vancouver
Community
College

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Downtown (DTN) Campus Computer Lab

Location: All courses in this section are held at the Downtown (DTN) Campus, 250 West Pender Street.

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

Program Assistant: Crystal Kreschuk, 604.443.8711, ckreschuk@vcc.ca

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. Sep 26, 18:00-21:00 - DTN **CRN 30466**

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. Sep 27, 18:00-21:00 - DTN **CRN 30465**

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. Nov 7, 18:00-21:00 - DTN **CRN 30451**

Computer Application Package

Combine the above IC3 courses with a keyboarding course to 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)

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 DTN Bookstore prior to first session. 18 hours \$116

6 mng - Sa. Sep 30, 9:30-12:30 - DTN **CRN 30164**

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 DTN Bookstore prior to first session. 18 hours (Wong) \$126

6 mng - Sa. Sep 30, 9:30 - 12:30 - DTN **CRN 30165**

NEW! Certificate in Networking Technology (CNT) and Approved 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 from Vancouver Community College.

Courses include:

Networking Fundamentals NETT 2113 - Microsoft (MCP)

A+ Computer Hardware NETT 2119 - CompTIA A+

Linux NETT 2136 - CompTIA Linux+

Network Infrastructure NETT 2104 - CompTIA Network+

Network Security NETT 2105 - CompTIA Security+

Managing Information Technology NETT 2122 - (PMP)

Information Technology Internet Library NETT 2116 (ITIL)

Only 3 of these courses will be offered during each semester. It is recommended, but not mandatory that students take either NETT 2113 or NETT 2119 first. Students who complete all 7 courses may apply to take the Directive Studies NETT 2206. 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.

NEW! Hardware Infrastructure, A+ Certification (NETT 2119)

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. Sep 26, 18:00-21:00 - DTN **CRN 30468**

NEW! Networking Fundamentals, MCP Certification (NETT 2113)

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. Sep 27, 18:00-21:00 - DTN **CRN 30469**

NEW! Linux, Linux + Certification (NETT 2136)

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. Sep 28, 18:00-21:00 - DTN **CRN 30470**

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 \$298

10 eve - Tu. Sep 26, 18:00-21:00 - DTN **CRN** 30467

Dreamweaver MX 2004 Version 7 (CMPT 1237)

For those with no prior Dreamweaver experience. Provides knowledge and hands-on practice to build dynamic web sites. Learn the fundamentals of Dreamweaver's interface; create pages with well-structured HTML content; create hyperlinks between documents; add image maps, tables, frames, cascading style sheets, forms, test and deploy your own web site. Gain confidence to build and maintain your own personal or company web site. Completion of the Web Page Design course recommended. Text information provided at first class. 30 hours \$378

10 eve - We. Sep 27, 18:00-21:00 - DTN **CRN** 30463

Buy and Sell on eBay (CMPT 1238)

eBay is one of the most visited, and most popular online auction sites on the Internet. Discover a new way of finding bargains, or possibly even doing business on eBay. This unique course teaches you how to successfully buy and sell on eBay, and on all the other major online auction sites. Online auction topics covered include how to: Search for bargains online, over paying, determine what sells, effectively marketing what you are selling, be a savvy bidder. No textbook. 9 hours \$96

3 eve - We. Sep 27, 18:00-21:00 - DTN **CRN** 30464

NEW! DTN Campus Computer Lab: One-Day Saturday Courses

Introduction to Computers

NEW! 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) \$165

1 day - Sa. Sep 9, 9:00-17:00 - DTN **CRN** 30484

Windows

NEW! 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) \$165

1 day - Sa. Sep 16, 9:00-17:00 - DTN **CRN** 30485

Internet and Web Publishing

NEW! 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 - Sa. Sep 16, 9:00-17:00 - DTN **CRN** 30486

1 day - Sa. Oct 28, 9:00-17:00 - DTN **CRN** 30487

Computer Applications

Microsoft Office

NEW! 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

NEW! 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 - Sa. Sep 30, 9:00-17:00 - DTN **CRN** 30491

NEW! 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 - Sa. Oct 21, 9:00-17:00 - DTN **CRN** 30492

Spreadsheets/Charts

NEW! 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 - Sa. Sep 9, 9:00-17:00 - DTN **CRN** 30493

1 day - Sa. Oct 14, 9:00-17:00 - DTN **CRN** 30494

1 day - Sa. Nov 4, 9:00-17:00 - DTN **CRN** 30495

1 day - Sa. Nov 25, 9:00-17:00 - DTN **CRN** 30496

NEW! 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 - Sa. Sep 23, 9:00-17:00 - DTN **CRN** 30497

1 day - Sa. Oct 21, 9:00-17:00 - DTN **CRN** 30498

1 day - Sa. Nov 18, 9:00-17:00 - DTN **CRN** 30499

NEW! 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 - Sa. Nov 25, 9:00-17:00 - DTN **CRN** 30500

Graphics, Publishing, and Presentations

Windows Environment

NEW! Introduction to PowerPoint (CMPT 1168)

PowerPoint combines publishing and graphics capabilities with tools to organize your work into professional presentations. Use PowerPoint to arrange presentation order and style. Create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Basic mouse skills are required. 7 hours (Mathern) \$190

1 day - Th. Sep 23, 9:00-17:00 - DTN **CRN** 30501

1 day - Th. Nov 18, 9:00-17:00 - DTN **CRN** 30502

Database Management

NEW! Introduction to Access (CMPT 1164)

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

1 day - Th. Sep 30, 9:00-17:00 - DTN **CRN** 30503

1 day - Th. Nov 4, 9:00-17:00 - DTN **CRN** 30504

NEW! 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 - Sa. Oct 14, 9:00-17:00 - DTN **CRN** 30505

NEW! 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 - Sa. Oct 28, 9:00-17:00 - DTN **CRN** 30506



VISION for the future

VCC Campus Expansion

Did you know that VCC has not had an expansion of facilities in 25 years? The Broadway campus currently serves more than 5,500 students in a facility planned for 1,800. Construction of a new Health Sciences building at Glen Drive and 7th Ave. is to begin in the Fall of 2006 with the completion scheduled for Fall 2008. VCC is seeking support from the community to expand the campus, alleviate the space shortages and increase enrolments.

For more information on how you can support this project, call **604-871-7237**.

**Register
online!**

Click Here!

Counselling Skills and Substance Abuse Certificate Programs

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

Program Assistant: Carol Agostini, 604.443.8661, cagostini@vcc.ca

Practicum Coordinator: Rayma Hagan, 604.443.8651, rhagan@vcc.ca

Information Sessions:
Thursday, September 14,
Thursday, December 7, OR
Wednesday, January 3, 2007
18:30-19:30, Centre for
Continuing Studies Office, DTN

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

Basic Counselling Skills (CNSK 1101)

Attended by thousands, this course is the prerequisite for both the Substance Abuse and Counselling Skills Certificate Programs. This practical course provides relationship building and listening skills to improve communication with clients, coworkers, friends and families. Open to those who wish to take it as a stand alone course for general interest and/or professional development. Students describe "Basic" as life changing! Self disclosure, self exploration and fluency in English is necessary. 36 hours (Krakow/Picton/Shamai) \$398 plus textbook

*12 eve - Tu. Sep 19, 18:30-21:30 - DTN **CRN 30231***
*12 eve - We. Sep 20, 18:30-21:30 - DTN **CRN 30230***
*11 mng - Fr. Sep 22, 9:30-12:30 AND 1 day Fr. Oct 13, 9:30-16:30 - BWY **CRN 30233***

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, DTN Campus, 250 West Pender Street

Online: www.vcc.ca

Counselling Skills Certificate Program

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

Program Assistant: Carol Agostini, 604.443.8661, cagostini@vcc.ca

Practicum Coordinator: Rayma Hagan, 604.443.8651, rhagan@vcc.ca

Information Sessions:
Thursday, September 14, and
Thursday, December 7, OR
Wednesday, January 3, 2007
18:30-19:30, Centre for
Continuing Studies Office, DTN

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 (May be waived if applicant is a 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) \$398

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 (Mann) \$398

*12 eve - Th. Sep 21, 18:30-21:30 - DTN **CRN 30205***
Next offered: April 2007

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 (May/Adilman) \$265

*7 eve - Tu. Sep 19, 18:30-21:30 AND 1 mng Sa. Sep 30, 9:30-12:30 - DTN **CRN 30234***
*8 eve - We. Sep 20, 18:30-21:30 - DTN **CRN 30206***
Next offered: January 2007

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 (TBA) \$398

*12 eve - Tu. Sep 19, 18:30-21:30 - DTN **CRN 30207***
Next offered: April 2007

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

*10 eve - Mo. Sep 18, 18:30-21:30 AND 1 day - Sa. Nov 18, 09:30-16:30 (No class Oct 9 and Nov 13) - DTN **CRN 30208***

*10 eve - Th. Sep 21, 18:30-21:30 AND 1 day - Sa. Nov 4, 09:30-16:30 - DTN **CRN 30209***
Next offered: January 2007

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) \$398

*12 eve - Th. Sep 21, 18:30-21:30 - DTN **CRN 30210***
Next offered: January 2007

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

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

Next offered: January 2007

Clinical Practice Course (CNSK 1113)

Do you wish you could have additional supervised clinical practice? Taught by an experienced clinician, this course focuses on integrating theoretical knowledge and experience with instruction, demonstration, practice and feedback. Prerequisite course: CNSK 1103 or SUAB 1101 or permission of program coordinator. This course is NOT required for certificate completion. 18 hours (TBA) \$230

Next offered: Spring 2007

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. 18 hours (Laird) \$398

- OR -

Practicum: Worksite option (CNSK 1299)

For those currently working in the field, this option offers an opportunity to enhance knowledge and skills by examining worksite experiences during 9 practicum seminars plus a skill-based assignment and interview. Program Coordinator approval is required. 36 hours (Laird) \$398

Practicum seminar dates: Aug 30, Sep 13/27, Oct 11/25, Nov 8/22, Dec 6/20, Jan 3/17. (This course has a continuous intake and seminars are offered all year round on alternate Wednesday evenings except during Christmas closure), 18:30-21:30 - DTN (Laird)

*Practicum: Volunteer option (CNSK 1398) **CRN 30216***

*Practicum: Worksite option (CNSK 1299) **CRN 30215***

Practicum information meeting: Tu. Oct 17, 17:30 - 18:30 - DTN, Centre for Continuing Studies Office

Substance Abuse Counselling Skills Certificate Program

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

Program Assistant: Carol Agostini, 604.443.8661, cagostini@vcc.ca

Practicum Coordinator: Rayma Hagan, 604.443.8651, rhagan@vcc.ca

Information Sessions:
Thursday, September 14,
Thursday, December 7, OR
Wednesday, January 3, 2007
18:30-19:30, Centre for
Continuing Studies Office, DTN

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 (may be waived if applicant is a 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 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

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

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

12 eve - We. Sep 20, 18:30-21:30 (No class Oct 25) - DTN CRN 30211

12 eve - Th. Sep 21, 18:30-21:30 - DTN CRN 30212

Next offered: April 2007

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 (May/Adilman) \$265 plus textbook

7 eve - Tu. Sep 19, 18:30-21:30 AND 1 mng Sa. Sep 30, 9:30-12:30 - DTN CRN 30234

8 eve - We. Sep 20, 18:30-21:30 - DTN CRN 30206

Next offered: January 2007

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

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

10 eve - Mo. Sep 18, 18:30-21:30 AND 1 day - Sa. Oct 28, 09:30-16:30 (No class Oct 9 and Nov 13) - DTN CRN 30213

10 eve - Tu. Sep 19, 18:30-21:30 AND 1 day - Sa. Oct 21, 09:30-16:30 - DTN CRN 30214

Next offered: April 2007

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. Sep 18, 18:30-21:30 AND 1 day - Sa. Nov 18, 09:30-16:30 (No class Oct 9 and Nov 13) - DTN CRN 30208

10 eve - Th. Sep 21, 18:30-21:30 AND 1 day - Sa. Nov 4, 09:30-16:30 - DTN CRN 30209

Next offered: January 2007

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) \$398 plus textbook

12 eve - Th. Sep 21, 18:30-21:30 - DTN CRN 30210

Next offered: January 2007

Clinical Practice Course (CNSK 1113)

Do you wish you could have additional supervised clinical practice? Taught by an experienced clinician, this course focuses on integrating theoretical knowledge and experience with instruction, demonstration, practice and feedback. Prerequisite course: CNSK 1103 or SUAB 1101 or permission of program coordinator. This course is NOT required for certificate completion. 18 hours \$230

Next offered: Spring 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. 15 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. 27 hours (Laird) \$398

Practicum seminar dates: Aug 30, Sep 13/27, Oct 11/25, Nov 8/22, Dec 6/20, Jan 3/17. (This course has a continuous intake and seminars are offered all year round on alternate Wednesday evenings except during Christmas closure), 18:30-21:30 - DTN (Laird)

Practicum: Volunteer option (CNSK 1398) CRN 30216

Practicum: Worksite option (CNSK 1299) CRN 30215

Practicum information meeting: Tu. Oct 17, 17:30 - 18:30 - DTN, Centre for Continuing Studies Office

Centre for Continuing Studies

Locations

DTN • Vancouver Community College Downtown Campus, 250 W. Pender St. Vancouver (City Centre Campus)

BWY • Vancouver Community College Broadway Campus 1155 East Broadway, Vancouver (King Edward Campus)

ALB • Alberni Campus 1080 Alberni Street, Vancouver (International Education Centre - IEC)

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Early Childhood

Program Coordinator: Jane Jimison, 604.443.8660, jjimison@vcc.ca

Information: 604.443.8428

The Centre for Continuing Studies at VCC is a well-respected leader in training for the early childhood community. We offer a variety of exciting programs and courses to prepare you as a child care professional.

Early Childhood Care and Education Level I

This two-year, provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five years old. Please note: Applications are now being accepted until May 31 for September 2007. 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 2007.

Please 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 2008) and complete the additional practica hours to complete your second specialty and receive your additional certification.

After mid-April 1, 2007, 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 Fall term offerings, please call 604.443.8428.

Family Child Care

Introduction to Family Child Care: Good Beginnings (ECCE 1202)

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. Oct 4, 18:45-21:45 AND 2 Sa. Oct 14 and Nov 18, 09:00-15:00 (ten sessions) - Please note: You must attend all ten sessions for your Statement of Completion. DTN CRN 30516

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.

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

Health

www.continuinged.vcc.ca/health

Dental

Program Assistant: Sarah Mokaber, 604.443.8635, smokaber@vcc.ca

Registration: 604.443.8635

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. 50-72 hours (Rosko) \$600

Continuous Intake - DTN

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 - DTN

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 - DTN

Health Care & Professional Development

Program Coordinator: 604.443.8674

Program Assistant: Margaret McIlwaine, 604.443.8672, mmcilwaine@vcc.ca

To register for these courses please call 604.443.8672

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. Sep 16, 09:00-14:30 - DTN CRN 30288

NEW! Heightened Expectations: Non-Acute Care Nurses (HLTH 1342)

Meet the challenges of today's workplace! This 3-day course will assist Nurses to identify priorities of care using comprehensive assessment tools and to develop critical thinking skills and leadership in managing increasingly complex patient profiles. A review of anatomy, physiology, and pathophysiology of the five body systems will be highlighted. Join us in this interactive, practical and stimulating course for skills based approach in meeting our collective heightened expectations. \$325

This course can also be offered to groups, for more information call VCC's Centre for Continuing Studies at 604-443-8673.

3-day - Sa. Oct 21/28, We. Nov 1, 09:00-16:00 - DTN CRN 30270

NEW! **Heightened Expectations:
Acute Care Nurses (HLTH 1337)**

Meet the challenges of today's workplace! This 3-day course will assist Nurses to identify priorities of care using comprehensive assessment tools and to develop critical thinking skills and leadership in managing increasingly complex patient profiles. A review of anatomy, physiology, and pathophysiology of the five body systems will be highlighted. Join us in this interactive, practical and stimulating course for skills based approach in meeting our collective heightened expectations. \$325

This course can also be offered to groups, for more information call VCC's Centre for Continuing Studies at 604-443-8673.

3-day - Sa. Nov 18/25, Dec.2, 9:00-16:00 - DTN **CRN 30271**

Foot Care for Older Adults Level 1 (HLTH 1241)

In response to requests from nurses, this course has been expanded to five full days, offered in two blocks. Level I reviews the anatomy of the foot and introduces the basics of foot care in the older adult. Prerequisite: participants must be a RN, RPN or LPN currently licensed in BC. Proof of professional registration is required with your application. Maximum Class size: 12. 24 hours (Olson) \$405 plus supplies

3 day - Fr/Sa/Su. Oct 27/28/29, 09:00 - 16:00 - BWY and clinical site **CRN 30445**

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) \$230 plus supplies

2 day - Fr/Sa. Nov 17/18, 09:00-16:00 - BWY and clinical site **CRN 30446**

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 one day course to gain competency and confidence from a highly regarded employment transitional specialist. (Ryane) \$150

1 day - Mo. Nov 6, 09:00-16:00 - DTN **CRN 30272**

Wound Care for RNs (HLTH 1239)

Do you know the difference between an arterial ulcer and venous ulcer? How much pressure does it take to cause a pressure sore? Can you prevent amputation of a diabetic limb? Join this all day, interactive session developed to bring nurses up to date on all the exciting changes that have occurred in wound care. 7 hours (Pearson) \$155

1 day - Fr. Nov 17, 09:00-16:00 - DTN **CRN 30308**

CPR & First Aid

Program Assistant: Margaret Mcilwaine, 604.443.8672, mmcilwaine@vcc.ca

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 \$130

2 day - Sa/Su. Oct 14/15, 09:00-17:00 - BWY **CRN 30447**

CPR Basic Rescuer: CPR - C (HLTH 1218)

This 8-hour course is of particular interest to health and dental personnel. Course includes obstructed airway management for infant, child and adult as well as CPR for infant, child and adult, and two-person CPR. Bring a blanket. No prerequisites. 8 hours (Clark) \$80

2 eve - Th. Nov 9/16, 18:00-22:00 - DTN **CRN 30449**

Foodsafe

Program Assistant: Margaret Mcilwaine, 604.443.8672, mmcilwaine@vcc.ca

Call 604.443.8484 to register

An essential program for food and beverage handlers, servers and cooks. The course was revised in 2002.

Offered every Saturday

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

Health Certificate Programs

Nursing Management Certificate Program (HLTH 1199)

Program Coordinator: 604.443.8673

Program Assistant: Margaret Mcilwaine, 604.443.8672, mmcilwaine@vcc.ca

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 BWY bookstore. Held once per year. 45 hours \$465 plus textbook. To register please call: 604.443.8672.

PeriAnesthesia Nursing Certificate Program (HLTH 1311)

Program Coordinator: 604.443.8673

Program Assistant: Margaret Mcilwaine, 604.443.8672, mmcilwaine@vcc.ca

Course Tutor: L. Magri

Enhance your understanding of the medications administered in PeriAnesthesia Care Units and the impact they have on the client. This distance education program is clinically relevant for Registered Nurses whose career goals include working with patients requiring anesthesia, analgesia and procedural sedation.

The course content is organized within 9 modules that address General and Regional Anesthesia, PeriAnesthesia Nursing Assessment and Care, Pain Management, Hemodynamica Monitoring, Mechanical Ventilation and Extubation, Care and Management of Immediate Postoperative Problems, Fine Tuning PeriAnesthesia Practice, and Procedural Sedation. The program is offered through correspondence over a one-year period: 135 hours are required to complete the theory portion but nurses study at their own pace. Completion of the theory component is followed by 144 hours of a Clinical Practicum (HLTH 1312). (In special circumstances, the Clinical Practicum can be waived).

Evaluation is through exams, journaling and peer review. Candidates who successfully complete all 9 modules may qualify for university transfer credits.

Prerequisites

Currently licensed as a RN

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

Current Level C CPR

Recommendation letter from an immediate supervisor

Proficiency with ECG interpretation (an ECG course can be taken concurrently.) All registrants will be

required to successfully complete the Basic ECG Exam, prior to writing the theory examination and beginning the Clinical Practicum.

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

Costs:

Application Fee: \$30

Course Fee: \$1020 includes the practicum and preceptor costs.

Renal Dialysis Technician Certificate Program

Program Assistant: Margaret Mcilwaine, 604.443.8672, mmcilwaine@vcc.ca

Renal dialysis technicians work as part of the team of health care providers; families and patients to provide quality care to patients undergoing hemodialysis. Hemodialysis technicians work in major acute care centers throughout BC as well as dialysis clinics managing the operation, maintenance and quality control of the equipment used in dialysis.

Program combines classroom theory and clinical practice to prepare participants to work as entry-level practitioners in renal dialysis units. Application fee: \$30. Program tuition: \$3,160.

Entrance requirements

Download an application form from continuing.vcc.ca/health.

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. Sep 23, 09:00-16:00 (No class Oct 7) - DTN **CRN 30143**

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 DTN Bookstore prior to class. 30 hours (Keatley) \$195

10 eve - Tu. Sep 26, 18:00-21:00 - DTN **CRN 30142**

Free Information Sessions

Business & Technical Writing Certificate Program (pg 11)
Wednesday, September 13, 17:30-18:30, DTN, Room 218B

Counselling Skills (pg 20)
Thursday, September 14, Thursday, December 7, OR Wednesday, January 3, 2007, 18:30-19:30, DTN, Centre for Continuing Studies Office

Gemmology (pg 5)
Wednesday, September 6, 18:30-19:30, DTN, Room 164

Interpreting (pg 25) - Wednesday, August 25, 19:00, DTN

Office Administration Certificate Program (pg 8)
Wednesday, September 6, 18:00, DTN, Room 237

Private Investigating (pg 17) - Thursday, September 14, 19:00, DTN

Sterile Supply - Wednesday, September 13, 19:00, DTN

LPN Continuing Studies

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

Registration and course information: Sarah Mokaber, Phone: 604.443.8635,
E-mail: smokaber@vcc.ca

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 \$160 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 \$160 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. Usually held on the second Saturday of each month. Please call to register. 7 hours

*1 day - Sa. Sep 9, 08:00-16:00 - DTN **CRN 30293***

*1 day - Sa. Oct 14, 08:00-16:00 - DTN **CRN 30294***

*1 day - Sa. Nov 18, 08:00-16:00 - DTN **CRN 30295***

*1 day - Sa. Dec 9, 08:00-16:00 - DTN **CRN 30296***

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. \$260

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

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) \$275

*8 eve - Mo. Sep 11/18/25, Oct 2/16/23/30, Nov 6, 17:30-20:30 - DTN **CRN 30448***

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 \$160

*1 day - Sa. Sep 23, 09:00-15:00 - DTN **CRN 30450***

*1 day - Sa. Oct 7, 09:00-15:00 - DTN **CRN 30473***

*1 day - Sa. Nov 25, 09:00-15:00 - DTN **CRN 30452***

*1 day - Sa. Dec 9, 09:00-15:00 - DTN **CRN 30474***

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. Sep 14, 16:00-21:00 - DTN **CRN 30301***

*1 eve - Th. Oct 12, 16:00-21:00 - DTN **CRN 30302***

*1 eve - Th. Nov 9, 16:00-21:00 - DTN **CRN 30303***

*1 eve - Th. Dec 14, 16:00-21:00 - DTN **CRN 30304***

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. Sep 16, 09:00-16:00 - DTN **CRN 30471***

*1 day - Sa. Oct 21, 09:00-16:00 - DTN **CRN 30457***

*1 day - Sa. Nov 18, 09:00-16:00 - DTN **CRN 30472***

*1 day - Sa. Dec 2, 09:00-16:00 - DTN **CRN 30459***

Also available as 6 Month Distance Self-Study

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. 15 hours \$175

*5 eve - We. Nov 15/22/29, Dec 6/13, 18:00-21:00 - DTN **CRN 30462***

CLPNBC Immunization Certificate Course for LPN's (HLTH 1344)

The College of Licensed Practical Nurses is offering a self-study Immunization Certificate course through Vancouver Community College. Usual completion is 4-6 weeks. This course prepares the LPN to administer flu vaccines and other immunizations. Course cost includes a one-day workshop for theory review and exam writing. 70 hours \$235

Workshop Dates:

*1 day - Sa. Oct 14, 09:00-16:00 - DTN **CRN 30527***

*1 day - Fr. Nov 10, 09:00-16:00 - DTN **CRN 30528***

*1 day - Sa. Dec 16, 09:00-16:00 - DTN **CRN 30529***

*1 day - Sa. Jan 13, 09:00-16:00 - DTN **CRN 30530***

Nursing Competencies

Program Coordinator: 604.443.8674

Program Assistant: Margaret Mcilwaine,
604.443.8672, mmcilwaine@vcc.ca

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. Sep 9, 08:30-16:30 - BWY **CRN 30273***

*1 day - Sa. Oct 28, 08:30-16:30 - BWY **CRN 30274***

*1 day - Sa. Dec 2, 08:30-16:30 - BWY **CRN 30276***

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) \$230

*2 day - Fr/Sa. Nov 3/4, 09:00-16:00 - DTN **CRN 30280***

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) \$155

*1 day - Mo. Nov 6, 09:00-16:00 - DTN **CRN 30279***

Register Immediately

Common Medical Emergencies: Nursing Assessment and Intervention (HLTH 1231)

For nurses in acute care, home care and long term care working with adults at risk for emergency episodes, such as respiratory failure, angina, myocardial infarction, heart failure, stroke, seizures, hypo/hyperglycemia, delirium. Increase your clinical judgement of how and when to intervene and how to prioritize your assessment and actions. 6 hours (S. Clarke MSN, RN) \$155

*1 day - Fr. Nov 17, 09:00-16:00 - DTN **CRN 30278***

Conscious Sedation Workshop (HLTH 1182)

Fast tracking in the Operating Room, Surgical Centres, Dental offices, Diagnostic Imaging all rely on the fast acting medications that produce amnesia, reduced anxiety and pain relief and allow the person to return to normal function as quickly as possible. Learn how to establish standards of practice for your unit and work areas that provide a safe and consistent level of care regardless of where the procedure takes place. (Clarke) \$155

*1 day - Fr. Nov 24, 09:00-16:00 - DTN **CRN 30277***

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. \$255

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

The ABC's of PQRS: 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 BWY bookstore. 21 hours \$305 plus text. To register please call 604.443.8672.

Resident Care/ Home Support Worker Continuing Studies

Program Coordinator: Leslie Stuart, 604.443.8673,
lstuart@vcc.ca

Program Assistant: Sarah Mokaber, 604.443.8635,
smokaber@vcc.ca

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) \$255

Call 604.443.8672

*2 day - Fr/Sa. Sep 15/16, 09:00-16:00 - DTN **CRN 30306***

*2 day - Fr/Sa. Nov 3/4, 09:00-16:00 - DTN **CRN 30307***

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 \$500. Date: TBA

*5 day - We/Th/Fr/Sa/Su. Oct 11/12/13/14/15, 09:00-16:00 - DTN **CRN 30521***

Hospitality and Tourism

Program Coordinator: Milena Santoro, 604.443.8670, msantoro@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

Look for these exciting new courses beginning Winter 2007:

Tour Guide Director

Tour Operator

Tourism Small Business Owner/Operator

Tourism Visitor Information Counsellor

NEW!

Bartending

NEW!

Bartending - Life after Mixology! (BUSI 1233)

Even after a mixology course, landing a bartending job can be a difficult task. With this course you will discover all the unconventional tips, tricks, and techniques that you need to land your dream job bartending and make serious money as a professional bartender. Focus on all crucial aspects of bartending beyond mixology. Create a sizzling resume that gets noticed, have more confidence and bring your best self to the interview, increase your efficiency behind the bar, skyrocket your tips, and pull in record sales with suggestive selling techniques. Learn what it takes to land a job in this competitive industry. Participants attending six out of seven classes will receive a Document of Completion. 21 hours (Sherk) \$295 Fee includes GST

7 eve - We. Sep 27, 18:30-21:30 - DTN CRN 30229

Sommelier Programs

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

Visit their website at

www.internationalsommelier.com.

Call their toll free line at 866.399.5009.

Email info@internationalsommelier.com

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 I

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

For full information, visit our website at

continuinged.vcc.ca/interpreting

Information Session: Wednesday, August 23, 19:00 - DTN

Program Coordinator: Silvana E. Carr, 604.443.8389, scarr@vcc.ca

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

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

Individual courses qualify for STIBC Continuing Education requirements.

Note

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. 249 hours Program Cost: \$2,450

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

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. 279 hours Program Cost: \$2,960

Program length: 8 months of part-time study DTN (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 - see below

University education recommended

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

Aptitude for interpreting

Prerequisites:

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 intensive course is a prerequisite for Certificates in Court Interpreting or Health Care Interpreting. 30 hours \$305

8 eve - Mo/Tu/We/Th. Aug 28/29/30/31, Sep 5/6/7/11, 18:30-21:30 AND 1 day - Sa. Sep 9, 9:30-16:00 - DTN CRN 20839

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: \$97 payable on submission of application.

1 eve - Mo. Sep 11, 18:00-22:00 - DTN

Please call 604.443.8661 to register for the prerequisite course 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

BC Provincial Instructor Diploma Program



Learn how to:

- design courses
- plan learner-centered training
- conduct participatory classes
- use media effectively
- assess student learning
- evaluate the effectiveness of training

Teaching — A World of Difference

Start a career in adult education and training with Canada's premier instructor and facilitator training program. For more than 30 years, the Provincial Instructor Diploma Program has prepared experienced professionals and specialists to instruct adults in business, industry and education.

For information go to www.instructordiploma.com or contact the School of Instructor Education 604.871.7488

Vancouver
Community
College

VCC's School of Instructor Education offers the Provincial Instructor Diploma throughout the Lower Mainland.



Professional Development Courses for Translators and Interpreters

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 take a look at Immigration Law, review the various changes in the immigration system and the special terminologies used. 15 hours (Hobrough) \$200 (VCC Interpreting students and STIBC membership number required \$150)

5 aft - Sa. Sep 30, 13:30-16:30 - DTN **CRN 30423**

NEW! Mental Health Interpreting (INTR 1179)

Learn about the unique characteristics of mental health interpreting. In this course participants who are already proficient in medical interpreting, will learn how to effectively work in the specialized field of mental health interpreting, and will develop an appreciation for this distinct role. The training will also explore cultural differences in approaches to health and mental health and culture as an element of the mental health care setting. 18 hours (Mali/Sasso) \$250 (VCC Interpreting students and STIBC membership number required \$200)

6 eve - Th. Oct 5, 18:15-21:15 - DTN **CRN 30426**

NEW! Quality in Translation (INTR 1180)

This workshop is designed for anyone interested in quality in translation. We will look at translation as an art and craft, the translation process, stakeholders, quality control including standards, benchmarks, measurements and process, and discuss how some of these concepts may be applied to the field of translation. Workshop participants are expected to make constructive contributions. 6 hours (Eichbauer) \$75 (VCC Interpreting students and STIBC, membership number required, \$70)

2 mng - Sa. Oct 21, 10:00-13:00 - DTN **CRN 30441**

Interpreting Programs by Distance Education

If you live outside the Lower Mainland and are unable to attend classes at VCC, you may choose to register in this web-based course.

This exciting self-study opportunity with tutor support enables you to begin your training as an interpreter. The course will be delivered to your home in a variety of formats: online; through printer materials and audio tapes. Interaction with course instructors takes place by e-mail and audio conferencing.

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 a prerequisite for Certificates in Court Interpreting or Health Care Interpreting. 30 hours of self-paced home study (Oct - Jan 31) \$305

Application deadline: September 25 **CRN 30443**

24-hour clock

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

Modern Languages

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

Program Assistant: Christina Wong, 604.443.8335, ch Wong@vcc.ca

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. All instructors have their language of instruction as their first language.

Cantonese 1 (LANG 1121)

An introductory course that focuses on conversation. Vocabulary, phrases, and sentences are taught through in-class activities in ten situational topics specifically designed for this course. The use of Cantonese phonetics and explanation in English facilitates the easy learning of this language. 25 hours (Hong) \$160 Fee includes GST and text

10 eve - Tu. Sep 26, 18:30-21:00 - DTN **CRN 30082**

Cantonese 2 (LANG 1122)

For those who have taken Level 1 or have some exposure to the Cantonese dialect. More vocabulary, phrases, and sentences are taught through situational dialogues used in almost everyday life. Learn to speak fluently and accurately through interactive activities. 25 hours (Hong) \$160 Fee includes GST and text

10 eve - We. Sep 27, 18:30-21:00 - DTN **CRN 30083**

French 1 (LANG 1137)

Learn basic conversational French. Work from simple situational and interactive topics such as introductions, nationalities, families, descriptions of objects, activities, leisure time, expressing feelings and states of mind, location in time and space. Learn to communicate easily when visiting francophone countries. 20 hours (Meyer) \$155. Text with tape available at DTN Bookstore.

8 eve - Mo. Sep 25, 18:30-21:00 (No class Oct 9 and Nov 13) - DTN **CRN 30079**

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. 20 hours (St. Pierre) \$155. Same text as Level 1.

8 eve - Tu. Sep 26, 18:30-21:00 - DTN **CRN 30078**

Japanese 1 (LANG 1109)

A beginner course introduces Japanese phonetics, basic vocabulary and sentence patterns for daily conversation. This course is 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. Sep 28, 18:30-21:00 - DTN **CRN 30081**

Mandarin 1 (LANG 1113)

Start with the learning of the iHanyu Pinyin phonetic system to facilitate a quick start of Mandarin. Sentence pattern and vocabulary, as well as ten situational topics will be taught through class activities. Rhyming phrases and simple songs are interwoven into the classroom lessons. 25 hours (Pan) \$160 Fee includes GST. Text available at BWY and DTN Bookstore.

10 eve - Th. Sep 28, 18:30-21:00 - DTN **CRN 30281**

10 mng - Sa. Sep 23, 09:30-12:00 (No class Oct 7 and Nov 11) - BWY **CRN 30282**

Mandarin 2 (LANG 1114)

For those with knowledge of iHanyu Pinyin who want to improve the speaking of Mandarin. More vocabulary through topics on situational dialogues in real life will be taught. Practice on listening and speaking through games and activities. 25 hours (Pan) \$160 Fee includes GST. Same text as Level 1.

10 eve - We. Sep 27, 18:30-21:00 - DTN **CRN 30283**

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

10 eve - Sa. Sep 23, 09:30-12:00 - BWY **CRN 30284**

Spanish 1 (LANG 1101)

For pleasure or business, learning Spanish has never been more enjoyable! This introductory course uses interactive methods to quickly start learning the basics of Spanish. Emphasis is on developing conversational skills by integrating

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vocabulary and grammar. Come and have fun with this wonderful language. 20 hours (Menyhart/Ugalde) \$160 Fee includes GST. Text with CD available at DTN Bookstore.

8 eve - Mo. Sep 25, 18:30-21:00 (No class Oct 9 and Nov 13) - DTN **CRN 30287 (Ugalde)**

8 eve - Tu. Sep 26, 18:30-21:00 - DTN **CRN 30076 (Menyhart)**

8 mng - Sa. Sep 30, 09:30-12:00 (No class Oct 7 and Nov 11) - DTN **CRN 30075 (Menyhart)**

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. 20 hours (Ugalde/Menyhart) \$160 Fee includes GST. Same text as Level 1.

8 eve - We. Sep 27, 18:30 - 21:00 - DTN **CRN 30077 (Ugalde)**

8 aft - Sa. Sep 30, 13:00 - 15:30 (No class Oct 7 and Nov 11) - DTN **CRN 30080 (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 the use of grammar acquired through readings, conversation, and typical situations. 20 hours (Menyhart) \$160 Fee includes GST. Same text as Level 1 and 2.

8 eve - We. Sep 27, 18:30 - 21:00 - DTN **CRN 30091**

Mandarin School for Children and Youth

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

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

Registration: 604.443.8335 (English, Cantonese, Mandarin)

Our courses emphasize practicality, modern and interesting presentation methods and the use of simple, easy-to-learn materials. Focus on Chinese reading, writing and conversational skills. Hanyu Pinyin phonetics are adopted to complement the practice of conversational Mandarin. Both the traditional version and the simplified version written characters are taught in separate classes. Please specify your option at registration. There are take home assignments for every session. Report cards on the progress of each student are issued twice a semester. A graduation certificate will be issued to students who have completed the elementary or secondary levels. All instructors have Mandarin as their first language. Classes are held at BWY Campus.

Three ways to register:

1. Register in person at 250 West Pender Street during registration hours. Pay by debit, credit card, cash or cheque. New students who want to confirm their class level could call 604.443.8335 to arrange a placement test.
2. Call 604.443.8335 (English, Mandarin or Cantonese). Phone registrations are by VISA or MasterCard only.
3. Use the fax/mail-in form on page 31 of this calendar.

Children and Youth Mandarin Education

Each course has 16 sessions. Classes are held on Saturday from 09:30-12:00 or 12:30-15:00 at BWY Campus. Courses begin September 10, 2005. Students from 4 to 20 years old will be accepted. Fee includes textbooks, exercise books, duo tangs and supplementary materials.

Traditional Version Mandarin Classes

The following courses are 40 hours each

Mandarin Preschool (MAND 1119)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30003 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30004 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30005 \$130**

16 aft - Sa. Sep 9, 12:30-15:00 - BWY **CRN 30020 \$130**

Mandarin Grade 1 (MAND 1101)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30008 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30010 \$130**

16 aft - Sa. Sep 9, 12:30-15:00 - BWY **CRN 30047 \$130**

Mandarin Grade 2 (MAND 1102)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30012 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30013 \$130**

16 aft - Sa. Sep 9, 12:30-15:00 - BWY **CRN 30015 \$130**

Mandarin Grade 3 (MAND 1103)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30017 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30018 \$130**

16 aft - Sa. Sep 9, 12:30-15:00 - BWY **CRN 30019 \$130**

Mandarin Grade 4 (MAND 1104)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30022 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30023 \$130**

16 aft - Sa. Sep 9, 12:30-15:00 - BWY **CRN 30049 \$130**

Mandarin Grade 5 (MAND 1105)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30024 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30025 \$130**

16 aft - Sa. Sep 9, 12:30-15:00 - BWY **CRN 30026 \$130**

Mandarin Grade 6 (MAND 1106)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30027 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30028 \$130**

16 aft - Sa. Sep 9, 12:30-15:00 - BWY **CRN 30064 \$130**

Mandarin Grade 7 (MAND 1107)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30029 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30030 \$130**

Mandarin Grade 8 (MAND 1108)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30032 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30033 \$130**

Mandarin Grade 9 (MAND 1109)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30034 \$130**

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30074 \$130**

Mandarin Grade 10 (MAND 1110)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30035 \$140**

Mandarin Grade 11 (MAND 1111)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30036 \$140**

Mandarin Grade 12 (MAND 1112)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30037 \$140**

Mandarin Conversation for Children and Teens (MAND 1133)

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

16 mng - Sa. Sep 9, 09:30-12:30 - BWY **CRN 30050 \$130**

16 aft - Sa. Sep 9, 12:30-15:00 - BWY **CRN 30051 \$130**

Conversational Mandarin (MAND 1138)

For children and teens who know the Hanyu phonetic system and some Mandarin but want to practice more. Designed to improve Mandarin speaking ability through intensive oral practice in class. Focus on correct pronunciation and intonation. Cultural and practical topics are included. 40 hours

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30062 \$130**

16 aft - Sa. Sep 9, 12:30-15:00 - BWY **CRN 30063 \$130**

Simplified Version Mandarin Classes

The following courses are 40 hours each

Mandarin Grade 1 (MAND 1201)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30065 \$130**

Mandarin Grade 2 (MAND 1202)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30066 \$130**

Mandarin Grade 3 (MAND 1203)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30067 \$130**

Mandarin Grade 4 (MAND 1204)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30069 \$130**

Mandarin Grade 5 (MAND 1205)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30068 \$130**

Mandarin Grade 6 (MAND 1206)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30070 \$130**

Mandarin Grade 7 (MAND 1207)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30071 \$130**

Mandarin Grade 8 (MAND 1208)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30084 \$130**

Mandarin Grade 9 (MAND 1209)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30085 \$130**

Mandarin Grade 10 (MAND 1210)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30090 \$130**

Mandarin Grade 11 (MAND 1211)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30086 \$140**

Mandarin Grade 12 (MAND 1212)

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30087 \$140**

Chinese Culture and History (MAND 1129)

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

16 mng - Sa. Sep 9, 09:30-12:00 - BWY **CRN 30088**

Mathematics for Children and Youth

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

Mathematics Grade 1 (MAND 1141)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30038 \$130

Mathematics Grade 2 (MAND 1142)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30039 \$130

Mathematics Grade 3 (MAND 1143)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30040 \$130

Mathematics Grade 4 (MAND 1144)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30041 \$130

Mathematics Grade 5 (MAND 1145)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30042 \$130

Mathematics Grade 6 (MAND 1146)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30043 \$130

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30137 \$130

Mathematics Grade 7 (MAND 1147)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30044 \$130

Mathematics Grade 8 (MAND 1148)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30046 \$130

Mathematics Grade 9 (MAND 1149)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30045 \$130

Mathematics Grade 10 (MAND 1150)

16 aft - Sa. Sep 9, 13:30-15:00 - BWY (24 hours)

CRN 30002 \$180

Mathematics Grade 11 (MAND 1151)

16 aft - Sa. Sep 9, 13:30-15:00 - BWY (24 hours)

CRN 30060 \$180

Mathematics Grade 12 (MAND 1152)

16 aft - Sa. Sep 9, 13:30-15:00 - BWY (24 hours)

CRN 30061 \$180

Fine Arts

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

Cartoon Drawing (MAND 1117)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30006 \$130

16 aft - Sa. Sep 9, 13:45-14:45 - BWY (16 hours)

CRN 30052 \$130

Water Colour Drawing (MAND 1118)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30053 \$130

Charcoal Drawing (MAND 1125)

16 aft - Sa. Sep 9, 12:30-13:30 - BWY (16 hours)

CRN 30007 \$130

16 aft - Sa. Sep 9, 13:45-14:45 - BWY (16 hours)

CRN 30072 \$130

continued on next page...

NEW! Courses for
Fall Term 2006
see page 3

**Register
online!**

Click Here!

...continued from previous page

English Writing and Comprehension

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

The following courses are 16 hours each

English Writing and Comprehension 1 (MAND 1161)

16 aft - Sa. Sep 9, 13:45-14:45 - BWY **CRN 30048** \$130

English Writing and Comprehension 2 (MAND 1162)

16 aft - Sa. Sep 9, 13:45-14:45 - BWY **CRN 30054** \$130

English Writing and Comprehension 3 (MAND 1163)

16 aft - Sa. Sep 9, 13:45-14:45 - BWY **CRN 30055** \$130

English Writing and Comprehension 4 (MAND 1164)

16 aft - Sa. Sep 9, 13:45-14:45 - BWY **CRN 30056** \$130

English Writing and Comprehension 5 (MAND 1165)

16 aft - Sa. Sep 9, 13:45-14:45 - BWY **CRN 30057** \$130

English Writing and Comprehension 6 (MAND 1166)

16 aft - Sa. Sep 9, 13:45-14:45 - BWY **CRN 30058** \$130

English Writing and Comprehension 7 (MAND 1167)

16 aft - Sa. Sep 9, 13:45-14:45 - BWY **CRN 30059** \$130

English Writing and Comprehension 8 (MAND 1168)

16 aft - Sa. Sep 9, 13:45-14:45 - BWY **CRN 30089** \$130

VCC Training and Consulting Services

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

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

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

Safety

Foodsafe

Program Assistant: Margaret McIlwaine,
604.443.8672, mmcilwaine@vcc.ca

Call 604.443.8484 to register.

Foodsafe is a program in sanitary food handling to train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of food-borne illnesses. Endorsed by the Restaurant and Foodservices Association of BC and the Provincial Ministry of Health. Students who successfully complete Level I and/or Level II qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. All instructors are Public Health inspectors.

The Basic Course consists of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of food-borne diseases, and maintaining a sanitary food service operation. All student materials are provided.

Foodsafe - Level 1 (Basic) (HLTH 1101)

A one day Saturday course designed for kitchen staff and dining room attendants. Explore microbiology, food-borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. 8 hours \$95

1 day - Sa. Sep 9, 09:00-18:00 - DTN **CRN 30428**

1 day - Sa. Sep 16, 09:00-18:00 - DTN **CRN 30429**

1 day - Sa. Sep 23, 09:00-18:00 - DTN **CRN 30430**

1 day - Sa. Sep 30, 09:00-18:00 - DTN **CRN 30431**

1 day - Sa. Oct 7, 09:00-18:00 - DTN **CRN 30432**

1 day - Sa. Oct 21, 09:00-18:00 - DTN **CRN 30433**

1 day - Sa. Oct 28, 09:00-18:00 - DTN **CRN 30434**

1 day - Sa. Nov 4, 09:00-18:00 - DTN **CRN 30435**

1 day - Sa. Nov 18, 09:00-18:00 - DTN **CRN 30436**

1 day - Sa. Nov 25, 09:00-18:00 - DTN **CRN 30437**

1 day - Sa. Dec 2, 09:00-18:00 - DTN **CRN 30438**

1 day - Sa. Dec 9, 09:00-18:00 - DTN **CRN 30439**

1 day - Sa. Dec 16, 09:00-18:00 - DTN **CRN 30440**

Food Safe Level I - Cantonese (HLTH 1104)

8 hours \$95

1 day - Sa. Sep 23, 09:00-18:00 - DTN **CRN 30442**

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

12 hours \$110

2 day - Sa. Nov 25, Dec 2, 09:00-16:00 - DTN **CRN 30444**

Students with Special Needs

Services including interpreting, note-taking and Brailling, for students with disabilities who are registered in our certificate programs may be arranged.

City Centre and King Edward Campuses and many other locations are wheelchair accessible and provide parking for the disabled.

For further information, please call Counselling at

604-443-8596

TESOL

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: www.tesol.vcc.ca

TESOL Programs

TESOL Diploma

Senior Program Coordinator: Jennifer Pearson Terell

Program Coordinator: Jayeson Van Bryce,
604.443.8669, jvanbryce@vcc.ca

Program Assistant: Dorothy Giroux, 604.443.8665,
dgiroux@vcc.ca

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 a university entry level. The Program consists of a prerequisite course, seven core courses, 21 hours of elective courses and a teaching internship. There are two formats: the Fast Track Program and the Self-Paced Program. Graduates receive the TESOL Diploma from Vancouver Community College and qualify for TESL Canada national professional certification.

Admission Requirements

- A university degree
- Successful completion of the prerequisite course, Overview of TESOL, or an equivalent university course at a recognized university
- A standard of English equivalent to a score of 570 on the written TOEFL Test, 230/300 on the computer TOEFL Test, iBT score of 88 overall with a minimum score of 20 in each area, 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.

For further information contact:

TESOL Program Coordinator: Jayeson Van Bryce,
604.443.8669, jvanbryce@vcc.ca



TESOL Diploma for International Students

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Anne Sandor, 604.443.8706, asandor@vcc.ca

Program Assistant: Dorothy Giroux, 604.443.8665, dgiroux@vcc.ca

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 contact:

TESOL Program Coordinator for International Programs: Anne Sandor
604.443.8706; asandor@vcc.ca

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

TESOL Distance Diploma

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Anita Schuller, aschuller@vcc.ca, 604.443.8362

Program Assistant: Dorothy Giroux, 604.443.8665, dgiroux@vcc.ca

The TESOL Distance Diploma Program is a teacher training program for those wishing to complete a TESOL Diploma by distance education. This excellent program consists of six courses.

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 Distance Diploma from Vancouver Community College and qualify for national TESL Canada Professional Certification. Graduates also may apply for the MA Applied Linguistics and TESOL Program at the University of Leicester.

Admission Requirements

- Applicants must complete the application form and provide official sealed transcripts documenting completion of a university degree.
- Applicants whose first language is not English may be asked to submit an English language proficiency scores at the discretion of the Program Coordinator.
- A successful interview with the Program Coordinator.

Program of Studies

Foundations for English Language Instruction (TESO 1103)

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

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

Teaching Grammar (TESO 1104)

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

Teaching Listening and Speaking (TESO 1105)

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

Teaching Pronunciation (TESO 1108)

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

Teaching Reading and Writing (TESO 1106)

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

Practicum (TESO 1107)

This course is completed under supervision of a sponsor teacher and focuses on the practical application of the theory of English language instruction in an English-language classroom. (60 hours) \$435

For further information contact:

Program Coordinator: Anita Schuller

Email: aschuller@vcc.ca **Phone:** 604.443.8362

TESOL Certificate Program

Program Coordinator: Stephanie Howard, 604.443.8663, showard@vcc.ca

Program Assistant: Dorothy Giroux, 604.443.8665, dgiroux@vcc.ca

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 following two English language proficiency tests: IELTS: Pronunciation score of 8/9 and Band 7 overall or a score of 89 on the overall iBT/Next Generation TOEFL Test with a score of 23/30 on the speaking component.
- Successful interview with Program staff.

Program Fees

Application Fee (non-refundable): \$50

Program Fee: \$1,900

Program Dates:

October 2 to October 30, 2006

January 15 to February 9, 2007

April 30 to May 28, 2007

July 30 to August 27, 2007

October 1 to October 29, 2007

Centre for Continuing Studies

Locations

**DTN • Vancouver Community College
Downtown Campus,
250 W. Pender St. Vancouver
(City Centre Campus)**

**BWY • Vancouver Community College
Broadway Campus
1155 East Broadway, Vancouver
(King Edward Campus)**

**ALB • Alberni Campus
1080 Alberni Street, Vancouver
(International Education Centre - IEC)**

Tutoring ESOL Certificate

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Jayeson Van Bryce,
604.443.8669, jvanbryce@vcc.ca

Program Assistant: Dorothy Giroux, 604.443.8665,
dgiroux@vcc.ca

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

Teach/Tutor 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 25-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: Jayeson Van Bryce,
604.443.8669, jvanbryce@vcc.ca

Program Assistant: Dorothy Giroux, 604.443.8665,
dgiroux@vcc.ca

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.

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,
604.443.8663, showard@vcc.ca

Program Assistant: Dorothy Giroux, 604.443.8665,
dgiroux@vcc.ca

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. The Intensive TEFL Certificate Program is taught by professional teacher trainers who are considered to be among the finest in Canada. The Teaching English as a Foreign Language Certificate from Vancouver Community College is awarded to all successful graduates.

Admission Requirements

- A university degree is not required, but a strong academic background is necessary for admission into the program.
- One of the following language proficiency scores is required: a score of 480 on the written TOEFL Test, a score of 157/300 on the computerized TOEFL Test, iBT score of 55 overall, 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

October 30 to November 24, 2006

January 8 to February 2, 2007

July 23 to August 20, 2007

October 29 to November 23, 2007

Intensive TEFL Certificate for Teaching Young Learners (TESO 1264/1265)

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Stephanie Howard,
604.443.8663, showard@vcc.ca

Program Assistant: Dorothy Giroux, 604.443.8665,
dgiroux@vcc.ca

The Intensive TEFL Certificate for Teaching Young Learners is designed for teaching English to children from the age of eight to sixteen years. This program has been developed in response to the growing demand worldwide for English language instruction for young learners. This excellent four-week program presents the instructional methodology for teaching grammar, pronunciation, writing, reading, and communication skills as well as featuring micro-teaching sessions. The program is taught by an internationally recognized teacher trainer who is considered to be among the finest in Canada. All successful graduates are awarded the TEFL Certificate for Teaching Young Learners from Vancouver Community College.

Admission Requirements

For International applicants:

- One of the following language proficiency scores: a score of 480 on the written TOEFL Test, a score of

157/300 on the computerized TOEFL Test, iBT score of 55 overall, 650 on the TOEIC Test, or 108/200 on the VCC English Language Assessment is required for admission into the Intensive TEFL Certificate for Young Learners.

For Canadian applicants:

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

Program Fees

Application Fee (non-refundable) \$100

Program Fee 100 hours \$1,375

Program Dates

October 2 to October 27, 2006

January 15 to February 9, 2007

April 30 to May 25, 2007

July 30 to August 24, 2007

October 1 to October 26, 2007

MA: Applied Linguistics and TESOL - University of Leicester

Senior Program Coordinator: Jennifer Pearson Terrell

Program Coordinator: Anita Schuller, aschuller@vcc.ca, 604.443.8362

Program Assistant: Dorothy Giroux, 604.443.8665,
dgiroux@vcc.ca

Vancouver Community College is pleased to offer, in partnership with the University of Leicester, a Master of Arts: Applied Linguistics and TESOL Program. 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 TESOL Distance 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 database, and inter-library loan services. Graduates receive a MA: Applied Linguistics and TESOL from the University of Leicester.

General Admission Requirements

- University degree in high standing
- Two years of documented English language teaching experience
- TESOL credential from a well recognized educational institution
- English language Proficiency: a score of 250/300 on the computer TOEFL Test, a score of 600 on the written TOEFL Test, a score of 100 on the iBT with a minimum score of 20 in each area 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!



www.VCC.ca

2

By Fax

Use the registration form on this page and Fax to 604-443-8393. Payment is by credit card only. Please provide complete information

3

By Mail

Fill in the registration form on this page and mail it with your cheque or credit card information. Sorry, no post-dated cheques. **Mail to:** VCC Centre for Professional and Continuing Studies 250 West Pender Street Vancouver, BC V6B 1S9 Please provide complete information

4

By Phone

Pay by MasterCard, VISA or American Express City Centre Campus, 604-443-8484. Please quote **CRN** (find it at bottom right corner of course description)

5

In Person

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

Registration hours

City Centre Campus

Mon. - Thur. 09:00-20:00

Fri. 09:00-17:00 & Sat. 09:00-14:00

報名及查詢，請致電



中文熱線

604-443-8335

Information is available to Cantonese and Mandarin speakers. 604-443-8335.

Payment of Fees

Course fees must be paid in full at the time of registration. 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 Professional and Continuing Studies, 250 W. Pender St., Vancouver, BC V6B 1S9 Ph: 604-443-8484

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

☐ Female

☐ Male

Birthdate
MONTH DAY YEAR

Surname

Given Names

Address

City/Municipality

Province

Postal Code

Home Phone

Business Phone

Email

(Please check one)

☐ Canadian Citizen

☐ Permanent Resident (landed Immigrant)

☐ Visitor

Country of Citizenship

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

Method of Payment

Credit Card Information

☐ VISA

☐ MasterCard

☐ American Express

☐ Cheque

☐ Money Order

☐ Fee Credit

\$ Total

Name on Card

Credit Card Account Number

Expiry Date

Signature

Date

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the Director of Centre for Continuing Studies, telephone 604.443.8484.

Citizenship Requirements for Admission

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

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

- A. 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*

604.443.8484 PHONE

FAX 604.443.8393



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

- Providing over 40 professional certificate/diploma programs
- Facilitating career entry, advancement and change
- 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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