APRIL-AUGUST 2007

Vancouver Community College

SEE INSIDE FOR HUNDREDS OF COURSES AND MORE THAN 40 CERTIFICATE AND DIPLOMA PROGRAMS:

- >Business and Technical Writing
- >Counselling Skills
- >Early Childhood Care and Education
- >Fashion Arts
- >Leadership and Coaching
- >Office Administration
- >Teaching English to Speakers of Other Languages
- >Career Development for Health Professionals
- >Court, Health and Community Interpreting

CENTRE FOR CONTINUING STUDIES



HOW TO USE OUR CALENDAR

COURSE INFORMATION

The most important part of the course listing is the Course Reference Number (CRN), which provides key information for the registration process. The listing for each course displays the course title, number, description, fee, duration, start date, times and location. Many courses offer online registration, which is identified by a computer mouse graphic next to the CRN.

Course Title Course Code Course Description

BUSINESS ETHICS (LEAD 1154)

Examine the role of ethics in business and the ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Management" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders who have roles in business situations. Textbook required. (24 hours) \$315

8 wks Th. Jan 25 18:30-21:30 DTN 🕫 CRN 10316



IMPORTANT INFORMATION

For the latest information on courses, times and fees, please check the online calendar at vcc.ca/cs, which is the official calendar for VCC Continuing Studies.

STUDENTS WITH DISABILITIES

VCC PROVIDES INDIVIDUALIZED ACCOMMODATION TO ENABLE STUDENTS WITH DISABILITIES TO PARTICIPATE FULLY IN THE LEARNING ENVIRONMENT.

STUDENTS WITH DISABILITIES WHO REQUIRE ACCOMMODATION MUST MAKE THEIR REQUEST TO VCC DISABILITY SERVICES A MINIMUM OF FOUR MONTHS BEFORE THE START OF THEIR PROGRAM OR COURSE.

PLEASE CONTACT VCC DISABILITY SERVICES AT 604.443.8448.

PLEASE NOTE THAT BOTH THE DOWNTOWN AND BROADWAY CAMPUSES ARE WHEELCHAIR ACCESSIBLE.

LOCATION CODES

ALB	ALBERNI STREET CAMPUS
	1080 ALBERNI ST.

- 3WY BROADWAY CAMPUS 1155 EAST BROADWAY
- DTN DOWNTOWN CAMPUS 200-BLOCK DUNSMUIR AT HAMILTON
- OFS OFF-SITE LOCATION

COURSE FEE DETAILS

PLEASE NOTE THAT PUBLISHED COURSE FEES APPLY TO DOMESTIC STUDENTS ONLY; FEES FOR INTERNATIONAL STUDENTS ARE A MINIMUM OF 1.5 TIMES THAT AMOUNT. PLEASE CONTACT CONTINUING STUDIES AT 604.443.8484 FOR MORE INFORMATION.

YOUR FUTURE STARTS HERE

If you're ready to upgrade your skills, change careers or prepare for a promotion, you've come to the right place. VCC Continuing Studies offers more than 40 certificate and diploma programs, scheduled during the day or in the evenings for maximum flexibility.

We know your schedule is hectic. Our Continuing Studies division offers information sessions at convenient times throughout the year. Join us to explore your career options, learn about our programs and ask questions before you sign up for classes. Find out more about our information session schedules online at www.vcc.ca/cs.

Take control of your future today – explore your options at VCC.

LOOK FOR THESE EXCITING **NEW** OFFERINGS:

Car Rental Sector Customer Service Family Literacy Certificate Fashion Arts Diploma Licensed Practical Nurse specialty courses

For information: 604.443.8484



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WELCOME TO THE CENTRE FOR CONTINUING STUDIES

It's here you'll find the hands-on, flexible programming to help you advance your career or explore a new one.

We're a highly regarded leader in our fields, specializing in giving you the skills and knowledge to succeed in today's ever-changing workplace.

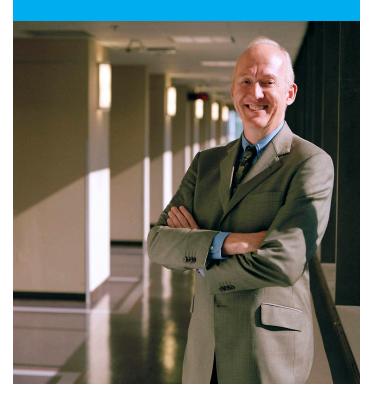
Our continuing studies offerings include more than 40 associate certificate, certificate and diploma programs, all designed keeping your schedule in mind – with day, evening or weekend classes.

Every year nearly 26,000 students – close to half of them part-time students like you – choose VCC for its high-quality programming, expert faculty and highly valued credentials.

We're pleased to have you with us

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Dale Dorn PRESIDENT VANCOUVER COMMUNITY COLLEGE



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4 BUILDING MANAGEMENT & SERVICES / BUSINESS

BUILDING MANAGEMENT & SERVICES

Designed for building managers, this program is recognized and supported by the Professional Association of Managing Agents (PAMA), which is committed to the improvement of education standards within the property management industry. The Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Services Association (CBSA) also support the program and recognize the Building Service Management course for professional certification.

BUILDING MANAGER CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Crystal Kreschuk, 604.443.8711

Graduates are well prepared for building service management and leadership roles in hospitals, schools, and commercial buildings, as well as on-site manager positions in apartment buildings. Participants are trained in building service management, landlord-tenant law, basic building maintenance, fire safety and security matters and learn about relevant office forms and record keeping.

ENTRANCE REQUIREMENTS:

REAL 1101 and REAL 1110 require a minimum Grade 10 English Level (ENG 059).

REQUIRED COURSES:

Students must complete all 4 courses for certificate.

Building Service Management (REAL 1110) Building Cleaning (REAL 1103) Law And Tenant (REAL 1101) Building Maint & Cost Control (REAL 1102)

REQUIRED COURSES are currently scheduled for:

BUILDING SERVICE MANAGEMENT (REAL 1110)

Intended for building supervisors, service staff and others who wish to advance. Topics include budget preparation and controls, estimates and costing, purchasing and care of equipment and chemicals, and inventory control. Learn about teamwork and leadership skills, scheduling, motivating and supervising a multicultural staff. Recognized by the Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Servicing Association (CBSA) for Professional Certification credit. (40 hours) \$365

10 Sa. Apr 14 09:00-13:00 DTN 🕆 CRN 20248

BUILDING CLEANING (REAL 1103)

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

5 Sa. Apr 21 09:00-16:00 DTN 🕆 CRN 20249

LAW AND TENANT (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) \$280

8 Tu. Sep 25 18:30-21:30 DTN 🕀 CRN 30020



Residential and commercial construction in Vancouver is booming - what impact does that have on job opportunities for building managers?

Demand has never been higher for people with expertise in this specialty. Property management companies, real estate developers and condominium complexes regularly seek graduates from VCC's Building Manager certificate program.

BUILDING MAINT & COST CONTROL (REAL 1102)

An introductory course in the physical maintenance of apartment buildings and other multi-unit residential properties. Review the primary maintenance responsibilities of residential building managers. Learn about maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. There is a field trip for the building inspection session. (30 hours) \$295

10 We. Sep 26 18:30-21:30 DTN 🕆 CRN 30021

BUSINESS

The world's most successful companies are always looking for the leaders of tomorrow. They need skilled and experienced people to stay competitive.

That's why VCC's business courses are designed to fit your schedule with evening and weekend classes. Learn to manage people, projects and ideas by taking VCC's part-time business programs while you work full-time. Enhance your professional future and get the skills you need to build a competitive edge.

For information on the Office Administration certificate program please see page 28.

ASSOCIATE CERTIFICATE IN LEADERSHIP COACHING

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Assistant: Lynda Boothby, 604.443.8383

In almost every field where performance is crucial, coaching plays an integral part. The more outstanding the performer, the more likely they will have an organized and committed partnership with a coach. Leadership Coaching is vital to linking organizational goals with people's creativity and ingenuity. Coaching is a process for challenging and supporting people to continually explore new ideas and expand their capacity to produce results.

The program is offered as a subset of the Leadership program. The associate certificate in Leadership Coaching requires the following courses: Coaching for High Performance, Essential Leadership Coaching Skills, Taking your Leadership Coaching to the Next Level, the Coach's Toolkit, Team Coaching and Skill Coaching. Expand to a full Leadership Coaching certificate on completion of the six core courses in the Leadership program (see Leadership program for course descriptions).

REQUIRED COURSES:

Coaching For High Performance (LEAD 1115) Skill Coaching (LEAD 1117) Essential Lead Coach Skills (LEAD 1116) Coaching Next Level (LEAD 1118) Coach's Toolkit (LEAD 1120) Team Coaching (LEAD 1121)

REQUIRED COURSES are currently scheduled for:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able identify when to coach and which type of coaching to use, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop improvements (6 hours) \$165

1 Fr. Apr 20 09:00-16:30 DTN 1 CRN 20402

SKILL COACHING (LEAD 1117)

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

1 Fr. May 11 09:00-16:30 DTN - CRN 20054

ESSENTIAL LEAD COACH 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. (6 hours) \$165

1 Fr. Oct 12 09:00-16:30 DTN 🕆 CRN 30004

COACHING 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) \$165

1 Fr. Nov 23 09:00-16:30 DTN 🕆 CRN 30005

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 practised 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) \$155

1 Sa. Feb 23 09:00-16:30 DTN 🗥 CRN 10002

TEAM COACHING (LEAD 1121)

Prerequisite: Coaching for High Performance (LEAD 1115). This course focuses on tools and skills that are the buildingblocks of leadership coaching. Each tool and skill will be demonstrated and then practised 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) \$165

1 Fr. Mar 28 09:00-16:30 DTN 🕆 CRN 10003

BUSINESS ENGLISH PACKAGE

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Assistant: Crystal Kreschuk, 604.443.8711

The following 4 courses may be taken individually at the regular price of \$85 each or for the package price of \$310 - a savings of \$30. Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (1106), Writing Dynamic Business Letters (OACP 1103), and Memo, Email and Report Writing (OACP 1107). These are not ESL courses.

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

REQUIRED COURSES:

Those registering in all 4 courses, it is recommended that you take the 4 Business English Courses in the following order: Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106), Writing Dynamic Business Letters (OACP 1103) and Effective Memo, Email and Report Writing (OACP 1107). Students in the Office Administration Program must complete the Business English Test which will be administered at the end of the Business English Skills Package.

Grammar Review Bus Writing (OACP 1104) Building Powerful Vocabulary (OACP 1106) Writing Business Letters (OACP 1103) Memos, Emails and Reports (OACP 1107)

ELECTIVE COURSES:

Business English - Non Package

Written & Verbal Comm for Bus (OACP 1196) You Asked for More! (OACP 1197)

REQUIRED COURSES are currently scheduled for:

GRAMMAR REVIEW BUS WRITING (OACP 1104)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. (6 hours) \$85

1 Sa. Apr 28 09:00-16:00 DTN 🕀 CRN 20071

BUILDING 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) \$85

1 Sa. May 12 09:00-16:00 DTN 🕆 CRN 20072

WRITING BUSINESS LETTERS (OACP 1103)

The modern and powerful language of business stresses clarity, conciseness and courteousness. This course provides the most up to date information on business writing and business letters. Discover strategies on how to be an effective business writer and achieve better results with your writing. (6 hours) \$85

1 Sa. May 26 09:00-16:00 DTN 🖓 CRN 20073

MEMOS, EMAILS AND REPORTS (OACP 1107)

Email is quickly becoming the communication standard in the business world. Learn netiquette, formatting and how to be an effective communicator when sending memos, emails and reports. This course discusses how clear and concise writing can help you achieve results in all of your business communication. (6 hours) \$85

1 Sa. Jun 02 09:00-16:00 DTN 🕆 CRN 20074

ELECTIVE COURSES are currently scheduled for:

WRITTEN & VERBAL COMM FOR BUS (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

4 Tu. Sep 25 18:00-21:00 DTN CRN 30007

professional communication. (12 hours) \$125

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

BUSINESS LEADERSHIP & MANAGEMENT CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Assistant: Lynda Boothby, 604.443.8383

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

Core courses focus on timely and topical foundation electives highlight issues related to supervision, leadership, coaching and interpersonal communication. The program comprises of 204 hours. Students must complete all 5 core courses totalling 120 hours and select 84 elective course hours from a number of already existing business certificate programs.

Credit transferability - graduates of the Leadership certificate program may ladder into BCIT's certificate program in Management Systems or HR Management.



REQUIRED COURSES:

Core courses: Introduction to Business LEAD 1150, Human Resource Management 1151, Finance LEAD 1152, Sales & Marketing 1153, Business Ethics LEAD 1154.

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

ELECTIVE COURSES:

Two of the following Management Skills courses: Essential Management Skills MSKL 1103 or Interpersonal Communication Skills MSKL 1101 or Team Skills 1102.

Two of the following Coaching courses: Coaching for High Performance, Essential Leadership Coaching Skills, Skill Coaching, the Coaches Toolkit, Team Coaching, and Taking Your Leadership Coaching to the Next Level.

Four courses from the Leadership Certificate Program LEAD 1102, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1119, 1138, 1155).

Coaching For High Performance (LEAD 1115) Essential Management Skills (MSKL 1103) Facilitation Sks Team Leader (LEAD 1108) Skill Coaching (LEAD 1117) From Conflict To Collaboration (LEAD 1105) Using Leadership Language (LEAD 1112) Managing Change (LEAD 1102) Perform Mgmt: Goals & Review (LEAD 1106) Critical Thinking (LEAD 1101) Diversity in the Workplace (LEAD 1164) Interpers Communication Skills (MSKL 1101) Step Up To Leadership (LEAD 1111) Essential Lead Coach Skills (LEAD 1116) Problem Solving Action Plan (LEAD 1104) Science and Art of Leadership (LEAD 1119) Speak Up (LEAD 1109) Coaching Next Level (LEAD 1118) Building A Productive Team (LEAD 1113) Find Time For Results (LEAD 1114) Team Skills (MSKL 1102) Coach's Toolkit (LEAD 1120) Creative Thinking At Work (LEAD 1110) Team Coaching (LEAD 1121) Bus Communication for Leaders (LEAD 1138) Hiring Right Person (LEAD 1107) Mgng Perf Through Train & Dev (MSKL 1105) Progressive Discipline (LEAD 1155)

REQUIRED COURSES are currently scheduled for:

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. Text required. (24 hours) \$315

8 Th. Apr 26 18:30-21:30 DTN 🖓 CRN 20451

HUMAN RESOURCE MANGEMENT (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) \$315

8 Th. Sep 27 18:30-21:30 DTN 🕆 CRN 30017

INTRO 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. Text required. (24 hours) \$315 8 Th. Jan 24 18:30-21:30 DTN ~ CRN 10001

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REQUIRED COURSES to be scheduled in upcoming terms:

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; ask incisive questions about financial reports; gauge capital investment options and present effective financial strategies. Text required. (24 hours)

BUISINESS ETHICS (LEAD 1154)

Examine the role of ethics in business and the ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Managment" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders who have roles in business situations. Textbook required (24 hours) \$315

ELECTIVE COURSES are currently scheduled for:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able identify when to coach and which type of coaching to use, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop improvements (6 hours) \$165

1 Fr. Apr 20 09:00-16:30 DTN 🕀 CRN 20402

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

Learn 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) \$315

8 We. Apr 25 18:30-21:30 DTN CRN 20053

FACILITATION SKS TEAM LEADER (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) \$155

1 Sa. Apr 28 09:00-16:30 DTN 🕀 CRN 20057

SKILL COACHING (LEAD 1117)

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

1 Fr. May 11 09:00-16:30 DTN 🗥 CRN 20054

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, interests and concerns; apply the conflict resolution process to your everyday work situations; set goals for building competency in the use of conflict resolution skills and methods. (6 hours) \$155

1 Sa. May 12 09:00-16:30 DTN 🕀 CRN 20058

USING LEADERSHIP LANGUAGE (LEAD 1112)

"Lack of communication" is one of the most-cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or supervisors, clear, direct communication results in more productive interactions and effective actions of others. After this course, participants will: understand the communication process in organizations; have improved awareness of key problems in organizational communication; understand the impact of perception on the communication process; have analyzed communication styles in organizations, to assist in more effectively getting the job done. (6 hours) \$155

1 Sa. May 26 09:00-16:30 DTN 🕀 CRN 20059

MANAGING CHANGE (LEAD 1102)

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

1 Fr. Jun 01 09:00-16:30 DTN 🖑 CRN 20055

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Performance management involves working with employees in setting and reaching agreement on goals, action plans and follow-up reviews. Through discussion and practise 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) \$155

1 Sa. Jun 09 09:00-16:30 DTN ⁄ CRN 20060

CRITICAL THINKING (LEAD 1101)

Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in leaders today. Using case studies and current events, this course will help you apply critical thinking in what you do at work and show you what immediate benefits to expect. (6 hours) \$165

1 Fr. Jun 15 09:00-16:30 DTN - CRN 20056

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) \$155

1 Sa. Jun 23 09:00-16:30 DTN 🕆 CRN 20403

INTERPERS 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) \$315

8 Tu. Sep 25 18:30-21:30 DTN 🕀 CRN 30001

STEP UP TO LEADERSHIP (LEAD 1111)

Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." At the end of this course you will understand the skills required to effectively lead by: using leadership skills; coaching staff; giving performance feedback; creating a motivational workplace; delegating work; employing problem-solving techniques; writing a back-at-work plan for applying leadership skills. (6 hours) \$165

1 Fr. Sep 28 09:00-16:30 DTN - CRN 30012

ESSENTIAL LEAD COACH 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. (6 hours) \$165

1 Fr. Oct 12 09:00-16:30 DTN CRN 30004

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

Effectiveness of leaders is determined by their ability to successfully resolve complex problems, both on their own and with their work team. Learn about interpersonal skills for successful group/team participation in the problem-solving process; steps in the problem-solving process; leading the problem-solving process; techniques for assisting in the problem-solving and decision-making process; getting from a solution to an action plan; successful implementation of an action plan. (6 hours) \$155

1 Sa. Oct 13 09:00-16:30 DTN 🕀 CRN 30013

SCIENCE AND 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 current thinking on the art of leadership and how personal values, beliefs and ideas create you as a leader. (6 hours) \$155

1 Sa. Oct 27 09:00-16:30 DTN - CRN 30003

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 practise 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) \$155

1 Sa. Nov 17 09:00-16:30 DTN 🕀 CRN 30014

COACHING 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) \$165

1 Fr. Nov 23 09:00-16:30 DTN 🕆 CRN 30005

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

Building your team 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) \$155

1 Sa. Dec 01 09:00-16:30 DTN 🕆 CRN 30015

FIND TIME FOR RESULTS (LEAD 1114)

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

1 Sa. Dec 15 09:00-16:30 DTN - CRN 30016

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) \$315

8 We. Jan 23 18:30-21:30 DTN 🕆 CRN 10004

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 practised 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) \$155

1 Sa. Feb 23 09:00-16:30 DTN ⁻CRN 10002

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) \$155

1 Sa. Mar 08 09:00-16:30 DTN 🕆 CRN 10005

TEAM COACHING (LEAD 1121)

Prerequisite: Coaching for High Performance (LEAD 1115). This course focuses on tools and skills that are the buildingblocks of leadership coaching. Each tool and skill will be demonstrated and then practised 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) \$165

1 Fr. Mar 28 09:00-16:30 DTN 🕆 CRN 10003

BUS 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. Learn how to use powerful written and oral communication skills to succeed at work. (6 hours) \$155

1 Sa. Mar 29 09:00-16:30 DTN - CRN 10006

ELECTIVE COURSES to be scheduled in upcoming terms: **HIRING RIGHT PERSON (LEAD 1107)**

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

MGNG PERF THROUGH TRAIN & DEV (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)



PROGRESSIVE DISCIPLINE (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. (6 hours)

BUSINESS AND TECHNICAL WRITING CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Course Advisor: Jennifer Gossen, 604.443.8670 Program Assistant: Crystal Kreschuk, 604.443.8711

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 more of their time producing written documentation. Courses will be of interest to those in diverse fields, including science, health, technology and all business occupations. Assignments are designed to build your professional portfolio.

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

REQUIRED COURSES:

Proposal Writing (TECW 1105) Design & Writing Manual (TECW 1107) Industry Specific Rpt Writing (TECW 1108) On Line Documentation (TECW 1106) Info Design & Human Factors (TECW 1110) Document Project Management (TECW 1110) Technical Communication (TECW 1101) Current Issues Tech Writing (TECW 1102) Editing (TECW 1103)

REQUIRED COURSES are currently scheduled for:

PROPOSAL WRITING (TECW 1105)

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

1 Sa. Apr 21 09:00-16:30 DTN 🕆 CRN 20250

DESIGN & WRITING MANUAL (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) \$155

1 Sa. May 26 09:00-16:30 DTN 🕀 CRN 20251

INDUSTRY SPECIFIC RPT WRITING (TECW 1108)

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

1 Sa. Jun 23 09:00-16:30 DTN 🕀 CRN 20252

ON LINE DOCUMENTATION (TECW 1106)

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

1 Sa. Sep 29 09:00-16:30 DTN 🖓 CRN 30031

Why is there a need for technical writers, and how can I become one?

Many companies that previously contracted-out the writing of their technical manuals and other documentation are now relying on in-house staff for that job. Our Business and Technical Writing certificate program gives you the skills to design and write polished technical materials for online or print distribution.

INFO DESIGN & 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) \$155

1 Sa. Oct 27 09:00-16:30 DTN 🕀 CRN 30033

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) \$155

1 Sa. Nov 24 09:00-16:30 DTN 🖓 CRN 30032

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) \$155 1 Sa. Jan 26 09:00-16:30 DTN - CRN 10008

CURRENT ISSUES TECH 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 online 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) \$155

1 Sa. Feb 23 09:00-16:30 DTN 🕀 CRN 10009

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. This course focuses on the use of editing skills to improve writing. Practise the three levels of editing, as well as peer review and group editing. Topics include: grammar review, plain language, conceptual and stylist editing, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers. (6.5 hours) \$155

1 Sa. Mar 29 09:00-16:30 DTN 🕆 CRN 10010

CAREER EXPLORATION

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Learn more about yourself. Explore your dreams, interests, temperament and skills. Consider what you like to do, how you like to do it. Identify and prioritize your core values, a critical component in managing a purposeful career.

REQUIRED COURSES:

Career Exploration (OACP 1184)

REQUIRED COURSES are currently scheduled for:

CAREER EXPLORATION (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. (18 hours) \$197

6 We. Sep 26 18:30-21:30 DTN 🕀 CRN 30018

NEW CUSTOMER SERVICE SECTOR

Senior Program Coordinator, Anne Tollstam, 604.443.8668 Program Coordinator, Nadia Albano, 604.443.8670 Program Assistant, Kevin Coutts, 604.443.8677

Increased competition and expanding industries are forcing businesses to pay more attention to satisfying customers and providing excellent customer service. Meeting or exceeding customer demands for quality service has many implications for small business owners, industry professionals and those in sales and retail. Exhibiting excellent customer service is the least expensive way that your company can set itself apart from the competition. In fact, companies that put heavy emphasis on customer service are more likely to survive and succeed than competitors who emphasize advantages such as lower prices.

What are you waiting for? These Customer Service Courses will give you the skills and qualities you need to improve your customer service and your bottom line.

ELECTIVE COURSES:

Car Rental - Customer Serv 1 (BUSI 1266) Introduction to Sales Cycle (BUSI 1268) Introduction to Marketing Plan (BUSI 1269) Building Your Sales Future (BUSI 1270)

ELECTIVE COURSES are currently scheduled for:

NEW CAR RENTAL - CUSTOMER SERV 1 (BUSI 1266)

This course will provide you with the tools you need to follow the cycle of selling - from initiating conversation with your clients, establishing their needs, helping them come to a buying decision and closing with a sale. Building a strong relationship with your customer is also important as it creates repeat customers and loyalty. You will learn the art of differentiating the four different types of shoppers by identifying body language and communication skills (verbal and non verbal). What are customers thinking? You should find out! (6 hours) \$195

2 Fr.Sa. Apr 13 09:00-16:00 DTN ⁻ CRN 20477 2 Fr.Sa. Jul 06 09:00-16:00 DTN ⁻ CRN 20420

NEW INTRODUCTION TO SALES CYCLE (BUSI 1268)

Almost all of us working in tourism, hospitality, travel or business deal with customers every day. But did you know that there are specific qualities and skills that will not only enhance your relationships with customers but also advance your sales career? This course is designed to upgrade your sales skills and increase your marketability by understanding and using the Sales Cycle. You will learn how to find solid leads, and understand your client's buying process and selection criteria. All of industries and professions from front desk agents to regional sales managers will benefit from enhancing sales and successfully dealing with customers as learned in this course. (12 hours) \$195

2 Fr.Sa. Apr 20 09:00-16:00 DTN 🕆 CRN 20478

NEW INTRODUCTION TO MARKETING PLAN (BUSI 1269)

Moving on from relationship selling and cold calls as learned in Stage 1, Stage 2 will teach you how to contribute to marketing plans. You will learn how stating your goals and listing the actions you will take to achieve company sales objectives can help enhance your profit. This course will characterize the six key market segments and show you how to sell to their needs. We will discuss topics such as networking, building a customer base and how to evaluate and respond to requests for proposals. (12 hours) \$195

2 Fr.Sa. May 04 09:00-16:00 DTN 🕀 CRN 20479

NEW BUILDING YOUR SALES FUTURE (BUSI 1270)

The final course in this series will show the dedicated sales professional how to build for the future. We will see how honing negation skills, identifying deal breakers, knowing legal obligations, and preparing contracts will get you ready for a successful future in sales. We will also discuss proven methods for managing your time and motivating your team. (12 hours) \$195

2 Fr.Sa. May 25 09:00-16:00 DTN 🕆 CRN 20480

EVENT PLANNING

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Nadia Albano, 604.443.8670 Program Assistant: Kevin Coutts, 604.443.8677

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.

ELECTIVE COURSES:

Event Planning (BUSI 1158) Event Planning-Everyday Events (BUSI 1199) Event Marketing (BUSI 1197) Communications Small Business (BUSI 1215) Event Special Effects (BUSI 1198) Wedding Planning (BUSI 1234)

ELECTIVE COURSES are currently scheduled for:

EVENT PLANNING (BUSI 1158)

Learn the art and science of event planning. Understand the basic steps and be able to apply them to any type of event. Become familiar with industry terminology as per Event Coordination Standards. Speakers will share hands-on experience and knowledge. An additional fee of \$5 will be charged for supplies. (24 hours) \$395

10 Th. Apr 19 18:30-21:30 DTN 4 CRN 20427

EVENT PLANNING-EVERYDAY EVENTS (BUSI 1199)

Life is a series of big parties that we cannot avoid, be they 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. Covers one event a week. (30 hours) \$395

10 Tu. Apr 24 18:30-21:30 DTN 🕀 CRN 20438

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 target the right audience with the right marketing medium. Draft an event marketing campaign proposal step by step. Become familiar with a variety of marketing methods. Guest speakers from various industries will provide expertise, creative ideas and practical information. (12 hours) \$190

4 We. May 02 18:30-21:30 DTN - CRN 20436

ELECTIVE COURSES to be scheduled in upcoming terms:

COMMUNICATIONS SMALL BUSINESS (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)

EVENT SPECIAL EFFECTS (BUSI 1198)

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

WEDDING PLANNING (BUSI 1234)

Explore all aspects of wedding planning from its inception to execution. Discover the different types of food service, learn how to assess venues, how to ensure the best photos and music, set a budget and timeline, customize unusual decor 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 potential barriers to a beautiful wedding, and minimize stress through knowledge and good 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)

LEADERSHIP CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Assistant, Lynda Boothby, 604.443.8383

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

The Program consists of 12 courses (total of 72 hours); six core courses and six 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. Please contact Program Coordinator for details.

Credit transferability - graduates of the Leadership Certificate Program may ladder into BCIT's certificate program in Management Systems or Human Resources Management.

On-Site business training available, please contact Anne Tollstam at 604.443.8668.

REQUIRED COURSES:

Six 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.

Facilitation Sks Team Leader (LEAD 1108) Using Leadership Language (LEAD 1112) Managing Change (LEAD 1102) Step Up To Leadership (LEAD 1111) Problem Solving Action Plan (LEAD 1104) Building A Productive Team (LEAD 1113)



ELECTIVE COURSES:

Choose six elective courses (electives may vary each term) Business Communication for Leaders LEAD 1138, Coaching for High Performance LEAD 1115, Creative Thinking at Work LEAD 1110, Critical Thinking LEAD 1101, Finding Time for Results LEAD 1114, From Conflict to Collaboration LEAD 1105, Performance Management Goals and Reviews Lead 1106, Progressive Discipline in the Workplace LEAD 1155, Speak Up LEAD 1109, Diversity in the Workplace LEAD 1164, The Science and Art of Leadership LEAD 1119.

Coaching For High Performance (LEAD 1115) From Conflict To Collaboration (LEAD 1105) Perform Mgmt: Goals & Review (LEAD 1106) Critical Thinking (LEAD 1101) Diversity in the Workplace (LEAD 1164) Science and Art of Leadership (LEAD 1119) Speak Up (LEAD 1109) Find Time For Results (LEAD 1114) Creative Thinking At Work (LEAD 1110) Bus Communication for Leaders (LEAD 1138) Progressive Discipline (LEAD 1155)

REQUIRED COURSES are currently scheduled for:

FACILITATION SKS TEAM LEADER (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) \$155

1 Sa. Apr 28 09:00-16:30 DTN 🕀 CRN 20057

USING LEADERSHIP LANGUAGE (LEAD 1112)

"Lack of communication" is one of the most-cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or supervisors, clear, direct communication results in more productive interactions and effective actions of others. After this course, participants will: understand the communication process in organizations; have improved awareness of key problems in organizational communication; understand the impact of perception on the communication process; have analyzed communication styles in organizations, to assist in more effectively getting the job done. (6 hours) \$155

1 Sa. May 26 09:00-16:30 DTN 🕀 CRN 20059

MANAGING CHANGE (LEAD 1102)

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

1 Fr. Jun 01 09:00-16:30 DTN 🕆 CRN 20055

STEP UP TO LEADERSHIP (LEAD 1111)

Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." At the end of this course you will understand the skills required to effectively lead by: using leadership skills; coaching staff; giving performance feedback; creating a motivational workplace; delegating work; employing problem-solving techniques; writing a back-at-work plan for applying leadership skills. (6 hours) \$165

1 Fr. Sep 28 09:00-16:30 DTN 🕆 CRN 30012

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

Effectiveness of leaders is determined by their ability to successfully resolve complex problems, both on their own and with their work team. Learn about interpersonal skills for successful group/team participation in the problem-solving process; steps in the problem-solving process; leading the problem-solving process; techniques for assisting in the problem-solving and decision-making process; getting from a solution to an action plan; successful implementation of an action plan. (6 hours) \$155

1 Sa. Oct 13 09:00-16:30 DTN 🕀 CRN 30013

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

Building your team is never easy, but it is essential in producing the results you and your employer require. Participants will: understand the importance of teambuilding; 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) \$155

1 Sa. Dec 01 09:00-16:30 DTN - CRN 30015

ELECTIVE COURSES are currently scheduled for:

COACHING FOR HIGH PERFORMANCE (LEAD 1115) Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able identify when to coach and which type of coaching to use, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop improvements (6 hours) \$165

1 Fr. Apr 20 09:00-16:30 DTN 🕆 CRN 20402

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, interests and concerns; apply the conflict resolution process to your everyday work situations; set goals for building competency in the use of conflict resolution skills and methods. (6 hours) \$155

1 Sa. May 12 09:00-16:30 DTN - CRN 20058

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Performance management involves working with employees in setting and reaching agreement on goals, action plans and follow-up reviews. Through discussion and practise 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) \$155

1 Sa. Jun 09 09:00-16:30 DTN 🕆 CRN 20060

CRITICAL THINKING (LEAD 1101)

Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in leaders today. Using case studies and current events, this course will help you apply critical thinking in what you do at work and show you what immediate benefits to expect. (6 hours) \$165

1 Fr. Jun 15 09:00-16:30 DTN 🕆 CRN 20056

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) \$155

1 Sa. Jun 23 09:00-16:30 DTN 🕆 CRN 20403

SCIENCE AND 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 current thinking on the art of leadership and how personal values, beliefs and ideas create you as a leader. (6 hours) \$155

1 Sa. Oct 27 09:00-16:30 DTN ⁻CRN 30003

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 practise 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) \$155

1 Sa. Nov 17 09:00-16:30 DTN - CRN 30014

"Wow - an excellent course. The instructor was very enthusiastic and knowledgeable." **REGISTER ONLINE** KYLENE SHANNON, PARTICIPANT, LEADERSHIP CERTIFICATE PROGRAM



FIND TIME FOR RESULTS (LEAD 1114)

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

1 Sa. Dec 15 09:00-16:30 DTN 🕆 CRN 30016

My work schedule is hectic, but I need to enhance my supervisory and management skills. What are my options?

Our Management Skills for Supervisors certificate program is just one of VCC's many offerings in this field; it covers Essential Management, Interpersonal Communications, Team Skills and more. It's available in the evenings to let you make the most of your schedule.

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) \$155

1 Sa. Mar 08 09:00-16:30 DTN 🕆 CRN 10005

BUS 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. Learn how to use powerful written and oral communication skills to succeed at work. (6 hours) \$155

1 Sa. Mar 29 09:00-16:30 DTN 🕀 CRN 10006

ELECTIVE COURSES to be scheduled in upcoming terms: PROGRESSIVE DISCIPLINE (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. (6 hours)

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Assistant: Lynda Boothby, 604.443.8383

Managers and supervisors spend many hours

ommunicating with others. Communicating not only means talking but listening and understanding other perspectives. Our program provides practical, contemporary supervisory/ management training in three modules that may be taken in any sequence. Training includes individual, small and large group experiences and lecturettes using participants' actual work experience. Enrolment is limited to optimize the effectiveness of this process.

The three modules total 72 hours. Participants who complete three modules qualify for the Management Skills for Supervisors Certificate. One of the strengths of the program is the diversity of experienced shared by the participants. On-Site business training available, please contact Anne Tollstam at 604.443.8668.

Credit transferability - graduates of the Management Skills for Supervisors certificate program may ladder into BCIT's certificate program in Management Systems or Human Resources Management.

REQUIRED COURSES:

Interpersonal Communication Skills (MSKL 1101), Team Skills (MSKL 1102), Essential Management Skills (MSKL 1103)

Essential Management Skills (MSKL 1103) Interpers Communication Skills (MSKL 1101) Team Skills (MSKL 1102)

REQUIRED COURSES are currently scheduled for:

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

Learn 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) \$315

8 We. Apr 25 18:30-21:30 DTN 🖓 CRN 20053

INTERPERS 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) \$315

8 Tu. Sep 25 18:30-21:30 DTN 🕀 CRN 30001

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) \$315

8 We. Jan 23 18:30-21:30 DTN 🖓 CRN 10004

VCC OFFERINGS TO WATCH

DRIVING CAREER OPPORTUNITIES

Canada's car and truck rental sector is a fast-paced, multifaceted and challenging business – a multibillion-dollar business that's a key part of the country's travel and tourism industry.

Now VCC has partnered with sector leaders to introduce a new package of offerings that gets you ready for a career in this growing business, which offers excellent career and advancement opportunities for people with the right skills.

We have put together a host of courses that will prepare you for the ins and outs of this sector, where customer service is critical to success and business know-how is a must. Initial courses will introduce you to the scope of the sector and build key skills necessary to work on the front lines and prepare for possible supervisory roles.

For more details: 604.443.8670

PROJECT MANAGEMENT

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Crystal Kreschuk, 604.443.8711

Learn the basics of planning, controlling or implementing projects.

REQUIRED COURSES:

Project Management (BUSI 1103)

REQUIRED COURSES are currently scheduled for:

PROJECT MANAGEMENT (BUSI 1103)

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

4 Tu. Sep 25 18:30-21:30 DTN 🕆 CRN 30034



12 BUSINESS - SPECIALTY COURSES / CAREER EXPLORATION

BUSINESS - SPECIALTY COURSES

The face of modern business has changed: with the pace of technology and growth, many industries require people with specialized skills. Vancouver Community College works with industry to design courses and programs that address the need for skilled staff. Put your résumé on the top of the pile by taking one or more of our business specialty offerings.

NEW CAR RENTAL SECTOR

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Milena Santoro, 604.443.8670 Program Assistant: Crystal Kreschuk, 604.443.8711

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 the industry executives, Continuing Studies is introducing this new program to prepare you for entry level positions in the car rental sector.

REQUIRED COURSES:

Car Rental - Customer Serv 1 (BUSI 1266) Car Rental - Orientation (BUSI 1260) Car Rental - Fleet Management (BUSI 1261) Car Rental - Marketing & Sales (BUSI 1262) Car Rental - Qualify Customer (BUSI 1263) Car Rental - Claims Adjuster (BUSI 1264) Car Rental - Max Your Impact (BUSI 1265) Car Rental - Customer Serv 2 (BUSI 1267)

REQUIRED COURSES are currently scheduled for:

NEW CAR RENTAL - CUSTOMER SERV 1 (BUSI 1266) This course will provide you with the tools you need to follow the cycle of selling - from initiating conversation with your clients, establishing their needs, helping them come to a buying decision and closing with a sale. Building a strong relationship with your customer is also important as it creates repeat customers and loyalty. You will learn the art of differentiating the four different types of shoppers by identifying body language and communication skills (verbal and non verbal). What are customers thinking? You should find out! (6 hours) \$195 2 Fr.Sa. Apr 13 09:00-16:00 DTN ~ CRN 20477 2 Fr.Sa. Jul 06 09:00-16:00 DTN ~ CRN 20420

NEW CAR RENTAL - ORIENTATION (BUSI 1260)

What makes car and truck rental a fast-paced, multifaceted, challenging and rewarding industry? You will receive the answers to these and many other questions in this session. The facilitators will be introducing participants to the history and evolution of the car rental industry world-wide. This initial portion of the course also includes an introduction and basics of car rental companies internationally, nationally and locally. Who are the players? (6 hours) \$100.70

1 Sa. Apr 14 10:00-16:00 DTN 🕀 CRN 20414

NEW CAR RENTAL - FLEET MANAGEMENT (BUSI 1261)

Introduction for Fleet Management includes buying and selling and maintaining cars and truck. Understanding and working with moving aids, extra equipment and accessories. (6 hours) \$100.70

1 Sa. Apr 28 10:00-16:00 DTN 🕀 CRN 20415

NEW CAR RENTAL - MARKETING & SALES (BUSI 1262)

Partnerships for profit by way of working with the hospitality and tourism industry i.e. hotel, tourist attraction sponsorship, points award programs, coupons etc. Advertising - overview of alternative media channels i.e. buses, vehicles, television, radio and many others. (6 hours) \$100.70

1 Sa. May 12 10:00-16:00 DTN 🖓 CRN 20416

NEW CAR RENTAL - QUALIFY CUSTOMER (BUSI 1263)

Learning to deal with corporations, insurance companies, travel agencies, tour operators, movie industry and the general public to garner business from each area. This portion of the course also includes learning Rental procedures, the "How to". (6 hours) \$100.70

1 Sa. May 26 10:00-16:00 DTN 🕀 CRN 20417

NEW CAR RENTAL - CLAIMS ADJUSTER (BUSI 1264)

Introduction to claims from a car rental point of view. Understanding and conducting a vehicle inspection, damage estimation and dealing with the customer. Also includes working with clients in the area of vehicle support. (6 hours) \$100.70

1 Sa. Jun 09 10:00-16:00 DTN 🕆 CRN 20418

NEW CAR RENTAL - MAX YOUR IMPACT (BUSI 1265)

Focus will be on consumer friendly dialogue that will open the doors of opportunity for customers and the company. Service based sales are the key to increased profit in the multi-billion dollar business of car and truck rental. (6 hours) \$100.70

1 Sa. Jun 23 10:00-16:00 DTN 🖓 CRN 20419

CAREER EXPLORATION

Career exploration is just that, exploration. This course is designed so you will look at your life as a whole: your values, responsibilities, energy, limiting beliefs and where career fits in your life overall. This is a highly experiential form of learning, where each individual is expected to look at themselves deeply: who they are, what they like, what they would like to do, why they would like to do it and how they need to go about researching, and making decisions around the options they find.

CAREER EXPLORATION

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Learn more about yourself by exploring your dreams, interests, personal style and skills. Integrate your preferencex with your core values and develop an effective strategy for investigating and pursuing a career that is a good fit for you!

REQUIRED COURSES:

Career Exploration (OACP 1184)

REQUIRED COURSES are currently scheduled for:

CAREER EXPLORATION (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. (18 hours) \$197

6 We. Sep 26 18:30-21:30 DTN 🕆 CRN 30018



"I had so many personal and professional insight moments in this class and learned so much as I consider a career change. A great eye-opener! " JULIUS BISHOP, STUDENT, CAREER EXPLORATION

COMPUTERS 13

COMPUTERS

At home, at work and at play, technological change is all around us. Stay current by taking one or more of VCC's industry-recognized computer courses, designed for users at every level. Whether you're a beginner looking for a basic introduction to computers and keyboarding, a graphics specialist upgrading to the latest new software or a programmer interested in applying your skills in another area, make the most of today's technology at VCC.

DOWNTOWN CAMPUS COMPUTER LAB

ELECTIVE COURSES:

Introduction To Computers (CMPT 1123) Introduction To Excel (CMPT 1129) Introduction to MS Word (CMPT 1130) Introduction To Windows (CMPT 1130) Intermediate Excel Worksheet (CMPT 1131) Introduction To Power Point (CMPT 1168) Introduction To Access (CMPT 1164) Intermediate MS Word (CMPT 1153) Intermediate Access (CMPT 1165) Advanced Access (CMPT 1166) Advanced Excel (CMPT 1132)

ELECTIVE COURSES are currently scheduled for:

INTRODUCTION TO COMPUTERS (CMPT 1123)

Understand how a computer works. Learn about CPUs, RAM, disk drives, files, and programs. Hands-on training involves using a mouse and overviews of word processing, spreadsheets, Windows and the Internet. Some typing is required. (7 hours) \$165

1 Sa. Apr 14 09:00-17:00 DTN 🕀 CRN 20208

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) \$165

1 Sa. Apr 14 09:00-17:00 DTN ⁻[⊕] CRN 20209 1 Sa. May 05 09:00-17:00 DTN ⁻[⊕] CRN 20210 1 Sa. Jun 02 09:00-17:00 DTN ⁻[⊕] CRN 20211

1 Sa. Jun 23 09:00-17:00 DTN 🕆 CRN 20212

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) \$165

1 Sa. Apr 21 09:00-17:00 DTN 🕆 CRN 20225

INTRODUCTION TO MS 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. (7 hours) \$165 1 Sa. Apr 21 09:00-17:00 DTN ⁽⁴⁾ CRN 20213

INTERMEDIATE EXCEL WORKSHEET (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 three-dimensional workbooks. Build charts using the Chart Wizard and enhance chart and graph presentation. Experience is essential. (7 hours) \$165

1 Sa. Apr 28 09:00-17:00 DTN [⊕] CRN 20214 1 Sa. May 26 09:00-17:00 DTN [⊕] CRN 20215 1 Sa. Jun 16 09:00-17:00 DTN [⊕] CRN 20216

INTRODUCTION TO POWER POINT (CMPT 1168)

PowerPoint combines desktop publishing capabilities and graphic design management 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) \$165

1 Sa. Apr 28 09:00-17:00 DTN ^J CRN 20223 1 Sa. Jun 16 09:00-17:00 DTN ^J CRN 20224

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) \$165

1 Sa. May 05 09:00-17:00 DTN 🕀 CRN 20220

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) \$165

1 Sa. May 12 09:00-17:00 DTN 🕀 CRN 20221

INTERMEDIATE MS 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) \$165

1 Sa. May 12 09:00-17:00 DTN 🕆 CRN 20218

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) \$165

1 Sa. Jun 02 09:00-17:00 DTN 🕆 CRN 20222

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) \$165 1 Sa. Jun 23 09:00-17:00 DTN ~ CRN 20217

DIPLOMA IN NETWORKING TECHNOLOGY

HARDWARE INFRASTRUCTURE (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 students 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 designed room with computer bench and resources founding the PC hardware industry. The instructor will advise class on textbook. (30 hours) \$495

10 Tu. Apr 24 18:00-21:00 DTN - CRN 20157

NETWORKING FUNDAMENTALS (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 troubleshooting 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) \$495

10 We. Apr 25 18:00-21:00 DTN 🕀 CRN 20163

NETWORKING + (NETT 2104)

Please visit our website for course details (30 hours) \$495 10 Th. Apr 26 18:00-21:00 DTN 🕫 CRN 20162

IC3 COMPUTER CERTIFICATION

Program Assistant: Crystal Kreschuk, 604.443.8711, ckreschuk@vcc.ca Course Advice: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca

REQUIRED COURSES:

Computing Fundamentals (CMPT 1302) Computing Applications (CMPT 1301) Internet Applications (CMPT 1303)

REQUIRED COURSES are currently scheduled for:

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 Windows XP operation system, introduction to the basic application programs, such as: MS-Word, Excel, PowerPoint, Internet Explorer, Outlook, anti-virus and computer maintenance programs will be demonstrated. In-depth look at MS-Windows and how to manage folders and files. Text included. (15 hours) \$195

5 Tu. Apr 24 18:00-21:00 DTN 🕀 CRN 20160



14 COMPUTERS / COUNSELLING

COMPUTING APPLICATIONS (CMPT 1301)

An in-depth look at MSWord and MSExcel. Topics include: 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. Textbook included. (30 hours) \$325

10 We. Apr 25 18:00-21:00 DTN CRN 20159

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) \$195

5 Tu. May 29 18:00-21:00 DTN 4 CRN 20161

WEB DEVELOPMENT

Program Assistant: Crystal Kreschuk, 604.443.8711, kreschuk@vcc.ca Course Advice: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca

ELECTIVE COURSES:

Web Page Design PC (CMPT 1114) Dreamweaver 2004 MX (CMPT 1237) Intro Webpages With HTML (CMPT 1173)

ELECTIVE COURSES are currently scheduled for:

DREAMWEAVER 2004 MX (CMPT 1237)

Learn about 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 personal or company web site. It is recommended that you have completed the Web Page Design course, but do not require prior Dreamweaver experience. Textbook information provided at the first class. (30 hours) \$395

10 We. Apr 25 18:00-21:00 DTN 🕀 CRN 20158

WEB PAGE DESIGN PC (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) \$395

10 We. Apr 25 18:00-21:00 DTN CRN 20164

ELECTIVE COURSES to be scheduled in upcoming terms: INTRO WEBPAGES 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)

COUNSELLING

Begin your counselling training at VCC – and we make it easy for you to work and study at the same time.

INFORMATION SESSIONS: WEDNESDAYS MARCH 28, JUNE 13, OR SEPTEMBER 12 6:30 PM - CONTINUING STUDIES OFFICE - VCC DOWNTOWN CAMPUS

VCC's two part-time evening Certificate Programs in Substance Abuse and Counselling Skills provide the theoretical framework and foundational skills to individuals who are making a career change into the counselling field or those currently working in the social services field and who want educational credentialing.

Experiential, practical, topical and transformational, the program is taught and designed by practicing professionals. Students become familiar with current trends in psychology and counselling and are exposed to leading edge practices in the social services profession. They will develop a network of professional contacts in their chosen fields. The student success rate of finding related employment is 85% and they are often working before graduating.

Tuition for each certificate is approximately \$3100. Students are not required to pay for the whole program, but can register and pay for individual courses each term as they proceed through the program.

For more detailed information, please visit www.vcc.ca/cs/cnsk or contact the program coordinator or program assistant.

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

Interested in working as a settlement worker, as a family support worker, as a job club facilitator or in a variety of other positions within the social services or corrections field, then this Program is for you.

Designed for those who have an interest in pursuing a career in the helping profession OR for those currently practicing in the field, this program integrates counselling theory with skill practice and provides thorough evaluation and feedback.

Courses in this program meet some of the educational prerequisites for those students considering graduate studies in Department of Education and Counselling Psychology, and Special Education at UBC.

This program has an excellent reputation in the community and students graduating from this program are successful in finding employment in the field and related occupations. Ministry of Education surveys conducted over the past five years place our employment success rate at over 85%. Students can complete this certificate in as little as fifteen months (once entry requirements are met), but have a three year window to complete. Students can choose to attend school one or two evenings per week for three to six terms. Courses are experiential, practical and topical and is taught by experience, practicing clinicians. A Practicum completes the program and students already working in the field can choose to complete their Practicum at their worksites.

Required Courses: Theories of Counselling, Individual Counselling, Personal and Professional Development, Assessment and Referral and Community Resources

Electives: Family Counselling Skills, Group Counselling Skills, Vocational Counselling Skills and Cross Cultural Counselling Skills

Practicum option.

ENTRANCE REQUIREMENTS:

Grade 12 English or equivalent. For students who do not have this, an assessment test may be required. Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.

Relevant experience in the social services field either paid or volunteer.

Recommended two years successful recovery for those affected by chemical dependency. Mature and emotional stability.

Completed application form and participation in an orientation interview.

Basic Counselling (CNSK 1101)

REQUIRED COURSES:

Theories of Counselling (CNSK 1102) Assess Referral & Comm Resou (CNSK 1108) Personal Prof Development (CNSK 1112) Practicum Option

ELECTIVE COURSES:

Family Counselling Skills (CNSK 1105) Group Counselling Skills (CNSK 1104)

ENTRANCE REQUIREMENT COURSES are currently scheduled for:

BASIC COUNSELLING (CNSK 1101)

Attended by thousands of individuals around B.C., Basic Counselling Skills is the prerequisite for both the Substance Abuse and Counselling Skills certificate programs. This practical skills-based course provides relationship building and listening skills to those who want to improve communication with their clients, coworkers, friends and families. Although the Basic Counselling Skills course serves as the prerequisite course for the Certificate programs, it is open to those who wish to take it as a stand along course for general interest or professional development. Many of our students describe 'Basic' as life changing. This course is offered every term. (36 hours) \$406

12 Tu. Apr 10 18:30-21:30 DTN ↔ CRN 20392 12 We. Apr 11 18:30-21:30 DTN ↔ CRN 20407 10 Tu.Th. Jul 03 18:30-21:30 AND 1 Sa. Jul 07 09:30-16:30 DTN ↔ CRN 20445

COUNSELLING 15

REQUIRED COURSES are currently scheduled for:

ASSESS REFERRAL & COMM RESOU (CNSK 1108) Prerequisite course: Individual Counselling Skills (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) \$406

12 Tu. Apr 10 18:30-21:30 DTN CRN 20444 12 Th. Apr 12 18:30-21:30 DTN CRN 20396

THEORIES OF COUNSELLING (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). \$406

10 Tu. Apr 10 18:30-21:30 AND 1 Sa. May 05 09:30-16:30 DTN CRN 20394

PRACTICUM - WORKSITE OPTION (CNSK 1299)

Available to students who are currently working in the field and who wish to complete the practicum through their current duties, this option gives students an opportunity to enhance their knowledge and skills by examining their worksite experiences in a series of 12 practicum seminars. Students choosing this option must submit information about their current job to the program coordinator to determine suitability. (36 hours) \$406

1 We. Apr 11 18:30-21:30 DTN CRN 10383 1 We. Apr 25 18:30-21:30 DTN CRN 10383 1 We. May 09 18:30-21:30 DTN CRN 10383 1 We. May 23 18:30-21:30 DTN CRN 10383 1 We. Jun 06 18:30-21:30 DTN CRN 10383 1 We. Apr 25 18:30-21:30 DTN CRN 20454 1 We. May 09 18:30-21:30 DTN CRN 20454 1 We. May 23 18:30-21:30 DTN CRN 20454 1 We. Jun 06 18:30-21:30 DTN CRN 20454 1 We. Jun 20 18:30-21:30 DTN CRN 20454 1 We. Jul 04 18:30-21:30 DTN CRN 20454 1 We. Jul 18 18:30-21:30 DTN CRN 20454 1 We. Aug 01 18:30-21:30 DTN CRN 20454 1 We. Aug 15 18:30-21:30 DTN CRN 20454 1 We. Aug 29 18:30-21:30 DTN CRN 20454 1 We. Sep 12 18:30-21:30 DTN CRN 20454 1 We. Sep 26 18:30-21:30 DTN CRN 20454

PERSONAL PROF DEVELOPMENT (CNSK 1112)

Prerequisite course: Individual Counselling Skills (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) \$270

8 We. Apr 18 18:30-21:30 DTN CRN 20400

PRACTICUM - DUAL OPTION (CNSK 1399)

Available to students who have completed all the required courses for both certificiate programs. Students must work in the area of addication in a social service agency to complete their requirments and attend 9 Practicum seminars. \$610

1 We. Apr 25 18:30-21:30 DTN CRN 20456 1 We. May 09 18:30-21:30 DTN CRN 20456 1 We. May 23 18:30-21:30 DTN CRN 20456 1 We. Jun 06 18:30-21:30 DTN CRN 20456 1 We. Jun 20 18:30-21:30 DTN CRN 20456 1 We. Jul 04 18:30-21:30 DTN CRN 20456 1 We. Jul 18 18:30-21:30 DTN CRN 20456 1 We. Aug 01 18:30-21:30 DTN CRN 20456 1 We. Aug 15 18:30-21:30 DTN CRN 20456

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. Practise your skills at a social service agency with an emphasis on supervision and feedback. Continuous liaison with the program is maintained throughout the practicum by attendance in six seminars and a negotiated contract between the student, the agency and VCC. (18 hours) \$406

1 We. Apr 25 18:30-21:30 DTN CRN 20455 1 We. May 09 18:30-21:30 DTN CRN 20455 1 We. May 23 18:30-21:30 DTN CRN 20455 1 We. Jun 06 18:30-21:30 DTN CRN 20455 1 We. Jun 20 18:30-21:30 DTN CRN 20455

ELECTIVE COURSES are currently scheduled for:

FAMILY COUNSELLING SKILLS (CNSK 1105)

Examine the knowledge, and practise 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) \$406

12 Th. Apr 12 18:30-21:30 DTN CRN 20398

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) \$406

10 Mo. Apr 16 18:30-21:30 AND 1 Sa. May 12 09:30-16:30 DTN 🕆 CRN 20399 10 Th. Apr 19 18:30-21:30 AND 1 Sa. Apr 28 09:30-16:30 DTN 🕆 CRN 20401

SUBSTANCE ABUSE 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, rhaqan@vcc.ca

For more detailed information, please visit www.vcc.ca/cs/cnsk, attend an information session or contact the program coordinator.

INFORMATION SESSIONS: WEDNESDAYS MARCH 28, JUNE 13, OR SEPTEMBER 12 6:30 PM - CONTINUING STUDIES OFFICE - VCC DOWNTOWN CAMPUS

For twenty years, this respected and recognized part time evening program has prepared and trained addiction workers providing an excellent foundation for: individuals who wish to work in the field of substance misuse; for those currently practicing who are looking for academic credentialing and individuals with a history of substance abuse who want to support others in a successful recovery.

Graduates find employment in range of government and non-profit societies in the substance misuse field from recovery houses, to detox to addiction service positions at various Health Authorities and their respective agencies.

Employment success rate at over 85% per cent as reported by Ministry of Education surveys.

This program meets the educational requirements of the Addiction Counsellor Federation.

The Substance Abuse Certificate Program integrates a variety of substance misuse treatment options with skill practice so students can enter or continue in their chosen workplaces with confidence and competence. Our Practicum schedule is flexible to meet the needs of the working students and students working in the field can choose to meet their Practicum requirements at their current worksites.

Required Courses: Introduction to SA, Drugs and Human Behaviour, Individual Counselling, Personal and Professional Behaviour, Assessment and Referral for Substance Abuse, Substance Abuse - The Aboriginal Context.

Elective: Family Counselling Skills and Group Counselling Skills. Practicum Option

ENTRANCE REQUIREMENTS:

Grade 12 English or equivalent. For students who do not have this, an assessment test may be required. Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.

Relevant experience in the social services field either paid or volunteer.

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

Mature and emotional stability.

Completed application form and participation in an

orientation interview. Basic Counselling (CNSK 1101)

"I was extremely impressed with the calibre of VCC's program, the intensity of the courses, and the attention given to help students attain the best skills." GOLI MESHKATY SHIFTEH, GRADUATE, COUNSELLING SKILLS CERTIFICATE PROGRAM



16 COUNSELLING

REQUIRED COURSES:

Aboriginal Context (SUAB 1115) Substance Abuse-Ind Counsel (SUAB 1101) Personal Prof Development (CNSK 1112) Practicum Option

ELECTIVE COURSES:

Family Counselling Skills (CNSK 1105) Group Counselling Skills (CNSK 1104)

ENTRANCE REQUIREMENT COURSES are currently scheduled for:

BASIC COUNSELLING (CNSK 1101)

Attended by thousands of individuals around B.C., Basic Counselling Skills is the prerequisite for both the Substance Abuse and Counselling Skills certificate programs. This practical skills-based course provides relationship building and listening skills to those who want to improve communication with their clients, coworkers, friends and families. Although the Basic Counselling Skills course serves as the prerequisite course for the Certificate programs, it is open to those who wish to take it as a stand along course for general interest or professional development. Many of our students describe ¬øBasic¬ø as life changing. This course is offered every term. (36 hours) \$406

12 Tu. Apr 10 18:30-21:30 DTN ↔ CRN 20392 12 We. Apr 11 18:30-21:30 DTN ↔ CRN 20407 10 Tu.Th. Jul 03 18:30-21:30 AND 1 Sa. Jul 07 09:30-16:30 DTN ↔ CRN 20445

REQUIRED COURSES are currently scheduled for:

PRACTICUM - WORKSITE OPTION (CNSK 1299)

Available to students who are currently working in the field and who wish to complete the practicum through their current duties, this option gives students an opportunity to enhance their knowledge and skills by examining their worksite experiences in a series of 12 practicum seminars. Students choosing this option must submit information about their current job to the program coordinator to determine suitability. (36 hours) \$406

1 We. Apr 11 18:30-21:30 DTN CRN 10383 1 We. Apr 25 18:30-21:30 DTN CRN 10383 1 We. May 09 18:30-21:30 DTN CRN 10383 1 We. May 23 18:30-21:30 DTN CRN 10383 1 We. Jun 06 18:30-21:30 DTN CRN 10383 1 We. Apr 25 18:30-21:30 DTN CRN 20454 1 We. May 09 18:30-21:30 DTN CRN 20454 1 We. May 23 18:30-21:30 DTN CRN 20454 1 We. Jun 06 18:30-21:30 DTN CRN 20454 1 We. Jun 20 18:30-21:30 DTN CRN 20454 1 We. Jul 04 18:30-21:30 DTN CRN 20454 1 We. Jul 18 18:30-21:30 DTN CRN 20454 1 We. Aug 01 18:30-21:30 DTN CRN 20454 1 We. Aug 15 18:30-21:30 DTN CRN 20454 1 We. Aug 29 18:30-21:30 DTN CRN 20454 1 We. Sep 12 18:30-21:30 DTN CRN 20454 1 We. Sep 26 18:30-21:30 DTN CRN 20454

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. Through class discussions, activities and specific readings, participants will 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) \$406

10 Tu. Apr 10 18:30-21:30 AND 1 Sa. May 26 09:30-16:30 DTN ℃ CRN 20393 10 Mo. Apr 16 18:30-21:30 AND 1 Sa. Jun 02 09:30-16:30 DTN ℃ CRN 20408

SUBSTANCE ABUSE-IND COUNSEL (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) \$406

12 We. Apr 11 18:30-21:30 DTN CRN 20395 12 Th. Apr 12 18:30-21:30 DTN CRN 20449

PERSONAL PROF DEVELOPMENT (CNSK 1112)

Prerequisite course: Individual Counselling Skills (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) \$270

8 We. Apr 18 18:30-21:30 DTN CRN 20400

PRACTICUM - DUAL OPTION (CNSK 1399)

Available to students who have completed all the required courses for both certificiate programs. Students must work in the area of addication in a social service agency to complete their requirments and attend 9 Practicum seminars. \$610

1 We. Apr 25 18:30-21:30 DTN CRN 20456 1 We. May 09 18:30-21:30 DTN CRN 20456 1 We. May 23 18:30-21:30 DTN CRN 20456 1 We. Jun 06 18:30-21:30 DTN CRN 20456 1 We. Jun 20 18:30-21:30 DTN CRN 20456 1 We. Jul 04 18:30-21:30 DTN CRN 20456 1 We. Aug 01 18:30-21:30 DTN CRN 20456 1 We. Aug 15 18:30-21:30 DTN CRN 20456 1 We. Aug 15 18:30-21:30 DTN CRN 20456

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. Practise your skills at a social service agency with an emphasis on supervision and feedback. Continuous liaison with the program is maintained throughout the practicum by attendance in six seminars and a negotiated contract between the student, the agency and VCC. (18 hours) \$406

1 We. Apr 25 18:30-21:30 DTN CRN 20455 1 We. May 09 18:30-21:30 DTN CRN 20455 1 We. May 23 18:30-21:30 DTN CRN 20455 1 We. Jun 06 18:30-21:30 DTN CRN 20455 1 We. Jun 20 18:30-21:30 DTN CRN 20455

VCC OFFERINGS TO WATCH

EXPLORE TEACHING

VCC's School of Instructor Education trains you to become a successful educator or trainer in your professional field. We offer:

- > B.C. Provincial Instructor Diploma program: this six-course program provides you with the foundation skills needed for teaching adults; it's recognized by industry and public and private colleges. Available at locations in Vancouver and online.
- > Diploma in Adult Education: this program provides in-depth knowledge and skills for instructing mature learners. Available online.
- > Certificate in Online Instruction: this three-course offering enables you to plan, design, create and conduct highly participatory online learning. Delivered online.

For information and registration: www.instructordiploma.com or 604.871.7488.

ELECTIVE COURSES are currently scheduled for:

FAMILY COUNSELLING SKILLS (CNSK 1105)

Examine the knowledge, and practise 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) \$406

12 Th. Apr 12 18:30-21:30 DTN 🕆 CRN 20398

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) \$406

10 Mo. Apr 16 18:30-21:30 AND 1 Sa. May 12 09:30-16:30 DTN ⁻[⊕] CRN 20399 10 Th. Apr 19 18:30-21:30 AND 1 Sa. Apr 28 09:30-16:30 DTN ⁻[⊕] CRN 20401

EARLY CHILDHOOD / FAMILY LITERACY 17

EARLY CHILDHOOD

Studies show that quality early child care education has benefits that last a lifetime. Make a difference and take part in this growing sector of the economy by getting certified at VCC. Our programs and courses are industry-recognized and supported by B.C.'s professional child care community. Choose VCC to gain the confidence and skills you need to take a leading role in caring for the next generation.

For the established early childhood education community we offer workshops that provide enrichment, upgrading and continuing professional development for child care staff. For a brochure outlining our latest offerings, please call 604.443.8428.

EARLY CHILDHOOD CARE AND EDUCATION LEVEL 1

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

Program Assistant: Monica Hegberg, 604.443.8428

This two year part-time provincially certified program prepares graduates to work as supervisors in preschool and child care centres for children ages three to five years. Our well respected, long-standing program offers you the knowledge and skills to provide high quality services for young children and their families. Applications are now being accepted until May 31 for our September 2007 intake. Please call 604.443.8428 for an application.

FAMILY CHILD CARE

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

Program Assistant: Monica Hegberg, 604.443.8428

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 information and skills you need to ensure a good beginning! Learn about child development, health and nutrition, activity planning, guiding behaviour, administration and more.

On-site instruction: 10 evenings plus one six hour Saturday. Spring term offering, 2007: April 25 thru June 27, 1845 - 2145 plus Saturday June 27, 0930 to 1530, DTN. Course fee includes workbook. 36 hours (I. Hager/E. Beltran-Sellitti) \$295.00 (subject to change) CRN 20425. Note: You must be comfortable working in English.

Distance Education Family Child Care: While classroom attendance is recommedned 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 email. \$315 (subject to change) CRN: TBA Please call 604.443.8428 for details. Note: You must be comfortable working in English.

INFANT AND TODDLER CERTIFICATE PROGRAM

Program Coordinator: Jane Jimison, 604.443.8660 Program Assistant: Monica Hegberg, 604.443.8428

For those who have completed basic Early Childhood Education training and who hold a B.C. License from the Ministry in basic ECCE, we offer the Infant and Toddler Certificate program. The Infant and Toddler certificate program commences in September of each year. Our new and revised curriculum includes core courses relevant to both certificate programs as well as specialized courses in each area of specialty.

ENTRANCE REQUIREMENTS:

You must hold a B.C. License in basic ECCE prior to applying for this program.

SPECIAL NEEDS CERTIFICATE PROGRAM

Program Coordinator: Jane Jimison, 604.443.8660 Program Assistant: Monica Hegberg, 604.443.8428

This post basic Certificate program begins each September and provides the knowledge and skills to work with children who have extra support needs.

ENTRANCE REQUIREMENTS:

You must hold a B.C. License in basic ECCE prior to applying for this program.

FAMILY LITERACY

It's a great feeling to work every day changing lives, and Vancouver Community College is now proud to offer the Family Literacy program – the first of its kind in British Columbia. Explore key literacy themes and issues, learn to promote best practices, explore teaching methods and discover effective ways to deal with learning barriers. Make a significant contribution in this growing professional area and play a vital role in B.C.'s social strategy for 2010 and beyond.

NEW FAMILY LITERACY CERTIFICATE

Senior Program Coordinator: Gyda Chud Program Assistant: Monica Hegberg, 604.443.8428

Partnering with Literacy B.C., the Centre for Family Literacy and 2010 Legacies Now, Vancouver Community College is proud to host a new Family Literacy Certificate Program. Designed for those who currently work or plan to work in family literacy, this certificate program will build your knowledge and skills in a wide range of areas that are key to high quality programs and services. This first of its kind in B.C., this credential offers an excellent curriculum facilitated by leaders in the family literacy field.

REQUIRED COURSES:

Intro to Family Literacy (FAML 1101)

VCC OFFERINGS TO WATCH

EXPLORE YOUR FLAIR FOR FASHION

Make your mark in the glamorous world of fashion at B.C.'s No. 1 college, where industry turns to hire some of the world's best new designers.

Building on our acclaimed full- and part-time certificate programs, VCC is now offering a new, two-year diploma program beginning in September 2007.

Foster your individual creativity, learn great skills from instructors with industry experience and enjoy exposure to the industry through fieldtrips, classroom lectures and an optional work-study.

This fall, fashion arts students will enjoy a new working area three times as large with a new, state-of-the art textile lab.

Our graduates are sought out by some of the best fashion houses in the city and around the world. Space is limited, so get your application in early.

Application deadline: May 15, 2007.

For more information: vcc.ca/fashionarts 604.443.8387

REQUIRED COURSES are currently scheduled for:

NEW INTRO TO FAMILY LITERACY (FAML 1101) Join us this term for the pre-requisite course to the Family Literacy Certificate. Whether experienced or new to this exciting field, you will gain an overview of key themes and issues, learn how to promote best practices in family literacy with adults, children and communities, and be prepared to enter the certificate courses in September. This exceptionally affordable fee is made possible by generous support from 2010 Legacies Now. Facilitated by Fiona Morrison, a highly respected leader in the field, this course welcomes all those who communicate in English at a Grade 12 or equivalent level. Required text (\$25.00) available from instructor. \$62

5 We. Apr 04 18:30-21:30 DTN 🕆 CRN 20476



18 FASHION ARTS

FASHION ARTS

VCC's Fashion Arts certificate program is one of the most successful in Western Canada. Designed for those entering the fashion industry and for professionals who need to upgrade their skills, all courses are taught by industry-experienced instructors. VCC has built a reputation for teaching excellent technical skills while maximizing individual creativity. Employers seek our graduates to make their mark on the local, national, and international fashion scenes.

ASSOCIATE CERTIFICATE IN FASHION MERCHANDISING

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: 604.443.8677 Website: 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 three-hour blocks.

ENTRANCE REQUIREMENTS:

Ability to speak, read and write English clearly and correctly

REQUIRED COURSES:

All courses are not offered each term. Merchandising Fashion (FASH 1176) History of Fashion (FASH 1301) Fashion Retailing & Management (FASH 1401) Fashion Styling (FASH 1408) Textiles (FASH 2201) Fashion Forecasting (FASH 1204) Fashion Marketing & Promotion (FASH 1405) Retail Buying (FASH 1402).

REQUIRED Courses offered this term

FASHION MARKETING & PROMOTION (FASH 1405) A study of theory and practical application of fashion sales

A study of theory and practical application of fashion sales promotion, public relations, and special event promotion and activities used to influence the sale of merchandise, services and concepts. Market planning, research, information systems, and consumer behaviour will be examined in conjunction with the ever changing fashion industry. Emphasis is placed on the creative organization of professional quality presentations including evaluating, writing, and editing of copy of advertising, display presentation, internal communications and direct mail for a variety of market levels. (36 hours) \$300

12 Tu. Apr 10 18:30-21:30 DTN 🕆 CRN 20012

HISTORY OF FASHION (FASH 1301)

A study of the evolution of western fashion from early Europe to the 20th century provides the designer with an understanding of the development of fashion and the ability to apply this knowledge to current and future fashion. The course promotes research and provides design inspiration, with the student demonstrating personal interest in the completion of an individual design project or reproduction garment. (36 hours) \$300

12 We. Apr 11 18:30-21:30 DTN 🕀 CRN 20009

FASHION FORECASTING (FASH 1204)

Gain a general overview of the job of the fashion forecaster and the fashion forecasting process. Learn to differentiate between a trend and a fad, how to predict new fashion colours, popular fabrics, new styles, and upcoming trends. An important and essential course for the fashion designer, merchandiser, retailer, and the consumer. Class structures will consist of lectures, group discussions, projects, guest speakers, and presentations. (36 hours) \$300

12 Th. Apr 12 18:30-21:30 DTN 🖓 CRN 20022

REQUIRED COURSES Offered in Upcoming Terms

MERCHANDISING FASHION (FASH 1176)

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

FASHION RETAIL MANAGEMENT (FASH 1401)

Focussing directly on the strategic issues facing Canadian fashion retailers, this course covers the challenges faced by retailers, describe alternate ways to classify the retail structure, outline steps involved in strategic retail planning, explain the strategic dimensions of the location decision, and determine store layout and merchandise. (36 hours)

RETAIL BUYING (FASH 1402)

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. This course emphasizes the coordination of the buyers varied responsibilities, buying terminology, mathematical equations for retail buying, plan projections and stock planning, and domestic and foreign sources. (36 hours)

COURSES OF SPECIALTY IN FASHION

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: 604.443.8677 Website: www.vcc.ca/FashionArts

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 enrolment.

ELECTIVE COURSES:

Fashion Illustration (FASH 1150) Pattern Making (FASH 1153) Sewing - Beginners (FASH 1154) Boot Camp: Fashion Des (Teens) (FASH 1179) Fashion Writing (FASH 1409) Introduction to Fashion Design (FASH 1178) Millinery (FASH 1162)

ELECTIVE Courses offered this term

FASHION ILLUSTRATION (FASH 1150)

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

10 Tu. Apr 17 18:30-21:30 DTN 🕆 CRN 20023

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) \$245

4 Sa. Apr 21 12:30-16:30 DTN ⁻^(†) CRN 20008 2 Sa. May 26 12:30-16:30 DTN ⁻^(†) CRN 20008

SEWING - BEGINNERS (FASH 1154)

This course is for the beginner sewer who wants a good foundation in sewing skills and techniques. Using industrial sewing machines students will practise their skills to construct two simple garments. This course is particularly designed to assist those who are building a portfolio for acceptance into a fashion design program. Bring to first class: metric measuring tape, pencil and a three-ring binder with a supply of paper. During the first class, requirements for the sewing project will be discussed and a list of sewing equipment and supplies will be distributed. \$300

10 Sa. Apr 21 09:00-12:00 DTN 🕆 CRN 20447

BOOT CAMP: FASHION DES (TEENS) (FASH 1179)

BACK BY POPULAR DEMAND!!! Discover fashion design and its processes. Explore drawing and conceptual design skills to create a mini-collection. Emphasis on fashion design principles, and does not include garment construction exercises. Learn fashion drawing, design sketching, as well as creating fabric designs on half-scale dress forms. Participants must be 13 - 17 years of age. (20 hours) \$295

5 Mo.Tu.We.Th.Fr. Jul 16 13:30-17:30 DTN 🖓 CRN 20032

Elective Courses Offered in Upcoming Terms

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)

INTRO TO FASHION DESIGN (FASH 1178)

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

FASHION WRITING (FASH 1409)

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

FASHION ARTS ADVANCED CERTIFICATE PROGRAM

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: 604.443.8677 Website: 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 oneyear period to maximize the scope and depth of study in this highly structured and comprehensive program. Classes run weekdays, 09:00-16:00. Expect at least 15 hours of directed study per week. A Fashion Arts advanced certificate is awarded to those who complete this program.

Fashion Design Certificate: Fashion Drawing; Fashion Design; History of Fashion; Collection Design; Textiles.

Pattern Making Certificate: Block Construction; Design Drafting Theory; Design Drafting Practical; Designer Patterns/Draping; Production Patterns Grading.

Garment Construction Certificate: Sewing Techniques; Industrial Sewing; Tailoring; Couture; Collection Toiles.

Business & Technology Certificate: Professional Practices I (FASH 1171) & II (FASH 1172); Technical Fashion Drawing (FASH 1251); Product Development (FASH 1252); Computer Aided Drafting (FASH 1253)

Fashion Arts Advanced Certificate: Success completion of all courses leading to the Fashion Design Certificate, Pattern Making Certificate, Garment Construction Certificate, Business & Technology Certificate plus Fashion Show Prep (FASH 1353), Collection Portfolio & Studio(FASH 2307), Studio Fashion Courses (FASH 2308) & Photoshop for Fashion (FASH 1410)

ENTRANCE REQUIREMENTS:

Grade 12 or equivalent (waived if mature student), ability to speak, read and write English clearly and correctly, completed application form, successful portfolio assessment and interview.

REQUIRED COURSES:

Adv Computer Aided Drafting (FASH 1253) Design Patterns Draping (FASH 2102) Collection Toiles (FASH 2202) Production Patterns Grading (FASH 2203) Fashion Prof Practices 2 (FASH 1172) Product Development (FASH 1252) Collection Design (FASH 2103) Sewing Techniques (FASH 1103) Design Drafting-Practice (FASH 1303) Block Construction (FASH 1102) History Of Fashion (FASH 1301) Fashion Drawing (FASH 1101) Studio - Fashion (FASH 2308) Tailoring (FASH 1302) Adv Fashion Graphics (FASH 1351) Adv Coll Manufacture & Studio (FASH 2307) Adv Fashion Show Preparation (FASH 1353) Adv Collect Portfolio & Studio (FASH 2306) Photoshop for Fashion (FASH 1410) Fashion Design (FASH 1203) Textiles (FASH 2201) Design Drafting Theory (FASH 1202) Industrial Sewing (FASH 1202) Couture (FASH 2101)

REQUIRED Courses offered this term

ADV COMPUTER AIDED DRAFTING (FASH 1253)

Students will understand the different uses and kinds of technical fashion drawing. They will convey design ideas using technical drawings and terminology to accurately specify proportion, style and detail. They will be able to draw accurately by hand and using computer software. (36 hours) \$408

11 Mo. Apr 02 08:45-12:00 DTN CRN 20021

DESIGN PATTERNS DRAPING (FASH 2102)

Learning the techniques and use of draping for design and pattern making, the student develops skill in draping his/her own designs and copies on the dress form and in translating the 3D pattern to a flat pattern. Using the appropriate method, the student makes flat and/or draped patterns for an individual collection. (36 hours) \$300

1 Mo. Apr 02 13:00-16:00 DTN CRN 20030 1 We. Apr 11 13:00-16:00 DTN CRN 20030 4 Mo. Apr 16 13:00-16:00 DTN CRN 20030 1 Mo. May 14 13:00-16:00 DTN CRN 20030 1 We. May 23 13:00-16:00 DTN CRN 20030 4 Mo. May 28 13:00-16:00 DTN CRN 20030

COLLECTION TOILES (FASH 2202)

This course covers the production of patterns and toiles in preparation for the manufacture of a collection. Students learn how to make professional toiles as "sample garments" to plan the sewing construction with consideration to garment type and fabric, using fit models to finalize pattern proportion and detail. The development of working drawings and specification sheets ensure accuracy, speed and efficiency in manufacture. (36 hours) \$300

12 Tu. Apr 03 13:00-16:00 DTN CRN 20005

PRODUCTION PATTERNS GRADING (FASH 2203)

Students learn the skills necessary to produce accurate patterns for the apparel industry. The course covers the development of production patterns with consideration of construction methods and garment type, the development of grade tables, grading techniques and procedures, layplanning and markers. (36 hours) \$300

12 Tu. Apr 03 09:00-12:00 DTN CRN 20003

FASHION PROF PRACTICES 2 (FASH 1172)

In this second 12-week course, the student will finalize information essential for the preparation of a business plan. This will be developed for a sample product that the student has provided. Finally, there will be an opportunity to test your product line in order to receive invaluable product feedback. (36 hours) \$300

1 We. Apr 04 13:30-16:30 DTN CRN 20004 11 Fr. Apr 13 13:30-16:30 DTN CRN 20004

FASHION ARTS 19

COLLECTION DESIGN (FASH 2103)

Students learn how to design seasonal, theme, and specialist collections in this course and how to develop a line of clothing. The emphasis on personal design interest and philosophy helps formulate ideas for the student's individual collections in particular the collection which will be presented at their Graduate Fashion Show. (36 hours) \$300

6 Th. Apr 05 09:00-12:00 DTN CRN 10002

PRODUCT DEVELOPMENT (FASH 1252)

Study and apply brand building methods to a mass market line. Working in small groups, students will develop and choose appropriate fabrics, trim, graphics, labelling and accessories to reinforce the brand image of a local mass market line. Develop the ability to brand on a "shoe-string" budget without advertising aids. (36 hours) \$300

12 Th. Apr 05 13:00-16:00 DTN CRN 20031

STUDIO - FASHION (FASH 2308)

Students will advance their understanding of design drawing, drafting and sewing techniques. Included is a series of guest lecturers and demonstrations that will enhance technical skills. (36 hours) \$300

11 Fr. Apr 13 09:30-12:30 DTN CRN 20026

ADV FASHION GRAPHICS (FASH 1351)

Students learn the "language" of graphic design and fashion photography to assist them in future advertising and in portfolio presentation. Graphic design principles are covered in the production of individual business cards, programs and other promotional materials. Students experience styling for a professional photo shoot of their work. (18 hours) \$203

6 Th. May 17 18:30-21:30 DTN CRN 20007

ADV COLL MANUFACTURE & STUDIO (FASH 2307)

With the focus on accurate correlation of design, to flat, to pattern, to construction method and on the necessity to meet deadlines in all areas of the industry: students develop time management and costing skills in the manufacture of their collection. (96 hours) \$595

8 Tu.We. Jul 03 09:00-16:00 DTN CRN 20027 8 Tu.We. Aug 07 09:00-16:00 DTN CRN 20027

ADV COLLECT PORTFOLIO & STUDIO (FASH 2306)

Students complete presentation fashion drawings, detailed flats and fabric swatches for their individual collection, assembling these in a portfolio for job application. Particular attention is paid to the overall design and presentation of this collection portfolio. This, and other examples of work, are presented to a committee of professionals from all areas of the industry, at an individual assessment interview. (48 hours) \$300

4 Th. Jul 05 09:00-16:00 DTN CRN 20028 4 Th. Aug 09 09:00-16:00 DTN CRN 20028

ADV FASHION SHOW PREPARATION (FASH 1353)

These workshops provide practical experience in the planning and production of fashion shows. Each student plans, choreographs and presents a mini-collection of their designs in the graduate fashion show. (24 hours) \$253

9 Th. Jul 05 18:30-21:30 DTN CRN 20001



20 FASHION ARTS

PHOTOSHOP FOR FASHION (FASH 1410)

Students will further develop presentation skills in portfolio development by using Photoshop to manipulate fashion illustrations: create shapes, fill with colour, and apply patterns and gradients. Object manipulation: scaling, rotating, shearing, distorting objects and changing perspective. Blend shapes and colours. (36 hours) \$403 5 Mo.Tu.We.Th.Fr. Jul 30 09:00-17:12 DTN CRN 20029

FASHION ARTS CERTIFICATE PROGRAM

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: 604.443.8677 Website: 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 is comprised of four separate certificates in Pattern Making, Garment Construction, Fashion Design, and the Fashion Arts certificate. You have the option to take the full program or concentrate on an individual certificate. On a part-time evening basis, this program allows you to maintain regular employment while completing training.

Fashion Design Certificate: Fashion Drawing; Fashion Design; History of Fashion; Collection Design; Textiles.

Pattern Making Certificate: Block Construction; Design Drafting Theory; Design Drafting Practical; Designer Patterns/Draping; Production Patterns Grading.

Garment Construction Certificate: Sewing Techniques; Industrial Sewing; Tailoring; Couture; Collection Toiles.

Fashion Arts Certificate: Success completion of all courses leading to the Fashion Design Certificate, Pattern Making Certificate, Garment Construction Certificate plus Fashion Graphics (FASH 1351), Fashion Show Prep (FASH 1353), Collection Manufacture (FASH 2302) & P/T Collection Portfolio (FASH 2305)

ENTRANCE REQUIREMENTS:

Grade 12 or equivalent (waived if mature student), ability to speak, read and write English clearly and correctly, completed application form, successful portfolio assessment and interview.

REQUIRED COURSES:

Design Patterns Draping (FASH 2102) Collection Toiles (FASH 2202) Production Patterns Grading (FASH 2203) Collection Design (FASH 2103) Sewing Techniques (FASH 1103) Design Drafting-Practice (FASH 1303) Collection Manufacturing (FASH 2302) Block Construction (FASH 1102) History Of Fashion (FASH 1301) Fashion Drawing (FASH 1101) Tailoring (FASH 1302) P/T Collection Portfolio (FASH 2305) Adv Fashion Graphics (FASH 1351) Adv Fashion Show Preparation (FASH 1353) Design Drafting Theory (FASH 1202) Industrial Sewing (FASH 1201) Couture (FASH 2102)

REQUIRED Courses offered this term

COLLECTION MANUFACTURING (FASH 2302)

With the focus on accurate correlation of design, to flat, to pattern, to construction method and on the necessity to meet deadlines in all areas of the industry; students develop time management and costing skills in the manufacture of their collection. Prerequisite: all three practical certificates (12 hours) \$155

1 Tu. Apr 10 18:30-20:30 DTN CRN 20014 1 Tu. Apr 24 18:30-20:30 DTN CRN 20014

- 1 Tu. May 08 18:30-20:30 DTN CRN 20014
- 1 Tu. May 22 18:30-20:30 DTN CRN 20014
- 1 Tu. Jun 05 18:30-20:30 DTN CRN 20014 1 Tu. Jun 19 18:30-20:30 DTN CRN 20014

DESIGN DRAFTING-PRACTICE (FASH 1303)

This course provides for the practical application of the principles and methods learned in Level Two Theory classes. Full-scale design/drafting exercises cover the basic adaptations and constructions in standard sizes. The student uses individual Blocks to draft accurate flat patterns for his/ her own designs in preparation for the Level Four Couture course. (36 hours) \$300

12 Tu. Apr 10 18:30-21:30 DTN CRN 20033 12 Th. Apr 12 18:30-21:30 DTN CRN 20016

SEWING TECHNIQUES (FASH 1103)

Designers and pattern makers need to be familiar with industrial and couture sewing methods to understand the design/drafting possibilities and limitations in mass production and to identify the sewing techniques to be used for couture garments. Students learn to use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (36 hours) \$300

12 Tu. Apr 10 18:30-21:30 DTN CRN 20020

BLOCK CONSTRUCTION (FASH 1102)

A designer/pattern maker must understand the current figure/fashion shape in order to draft contemporary patterns. In this course students learn these fundamentals by constructing a set of Blocks (Slopers) in standard sizes for industrial pattern making, and a set of Blocks in individual sizes for custom work. (36 hours) \$300

12 We. Apr 11 18:30-21:30 DTN CRN 20013

HISTORY OF FASHION (FASH 1301)

A study of the evolution of western fashion from early Europe to the 20th century provides the designer with an understanding of the development of fashion and the ability to apply this knowledge to current and future fashion. The course promotes research and provides design inspiration, with the student demonstrating personal interest in the completion of an individual design project or reproduction garment. (36 hours) \$300

12 We. Apr 11 18:30-21:30 DTN 🕆 CRN 20009

FASHION DRAWING (FASH 1101)

The fashion designer must be able to draw, not only to illustrate his/her work, but to execute accurately proportioned "working drawings" for production purposes. The study of anatomical and garment proportions will develop skill in making technical drawings for use by pattern makers and manufacturers. Drawing from the fashion model, experimenting with a variety of media, and fabric rendering will develop an individual style of fashion drawing. (36 hours) \$300

12 Th. Apr 12 18:30-21:30 DTN CRN 20017

TAILORING (FASH 1302)

The designer/pattern maker must have a sound knowledge of all types of garment construction in order to be able to design realistic garments and to make accurate, well-fitting patterns. This course combines the study and practice of machine tailoring with that of hand tailoring, providing the student with a link between mass production and haute couture methods of garment construction. Students learn to fit by making a tailored jacket to their own measurements. (36 hours) \$300

9 Mo. Apr 16 18:00-22:00 DTN CRN 20019

P/T COLLECTION PORTFOLIO (FASH 2305)

Students complete presentation fashion drawings, detailed flats and fabric swatches for their individual collection, assembling these in a Portfolio for a job application. Particular attention is paid to the overall design and presentation of this collection portfolio. This, and other examples of work, is presented to a committee of professionals from all areas of the industry, at an individual assessment interview. Prerequisite: all three practical certificates (21 hours) \$245

7 We. Apr 25 18:30-21:30 DTN CRN 20015

ADV FASHION GRAPHICS (FASH 1351)

Students learn the "language" of graphic design and fashion photography to assist them in future advertising and in portfolio presentation. Graphic design principles are covered in the production of individual business cards, programs and other promotional materials. Students experience styling for a professional photo shoot of their work. (18 hours) \$203 6 Th. May 17 18:30-21:30 DTN CRN 20007

ADV FASHION SHOW PREPARATION (FASH 1353)

These workshops provide practical experience in the planning and production of fashion shows. Each student plans, choreographs and presents a mini-collection of their designs in the graduate fashion show. (24 hours) \$253

9 Th. Jul 05 18:30-21:30 DTN CRN 20001

Required Courses Offered in Upcoming Terms SEWING TECHNIQUES (FASH 1103)

Designers and pattern makers need to be familiar with industrial and couture sewing methods to understand the design/drafting possibilities and limitations in mass production and to identify the sewing techniques to be used for couture garments. Students learn to use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (36 hours)

FASHION DRAWING (FASH 1101)

The fashion designer must be able to draw, not only to illustrate his/her work, but to execute accurately proportioned "working drawings" for production purposes. The study of anatomical and garment proportions will develop skill in making technical drawings for use by pattern makers and manufacturers. Drawing from the fashion model, experimenting with a variety of media, and fabric rendering will develop an individual style of fashion drawing. (36 hours)

BLOCK CONSTRUCTION (FASH 1102)

A designer/pattern maker must understand the current figure/fashion shape in order to draft contemporary patterns. In this course students learn these fundamentals by constructing a set of Blocks (Slopers) in standard sizes for industrial pattern making, and a set of Blocks in individual sizes for custom work. (36 hours)

FASHION ARTS / GEMMOLOGY & JEWELLERY 21

DESIGN DRAFTING THEORY (FASH 1202)

This course provides the theoretical knowledge necessary for accurate flat pattern making, and an understanding of the inherent design possibilities and limitations. Students study the principles and methods of flat pattern drafting, and produce comprehensive reference notebooks illustrating basic adapatations and constructions in 1/5 scale. (36 hours)

DESIGN PATTERNS DRAPING (FASH 2102)

Learning the techniques and use of draping for design and pattern making, the student develops skill in draping his/her own designs and copies on the dress form and in translating the 3D pattern to a flat pattern. Using the appropriate method, the student makes flat and/or draped patterns for an individual collection. (36 hours)

COUTURE (FASH 2101)

In this course, students develop speed and skill in haute couture methods and the ability to fit and finish to perfection. Couture methods and custom fitting are practised in the construction of the individual designs drafted in Level Three. Prerequisite: Tailoring and Design Drafting Practical (unless prior permission is granted). (36 hours)

COLLECTION DESIGN (FASH 2103)

Students learn how to design seasonal, theme, and specialist collections in this course and how to develop a line of clothing. The emphasis on personal design interest and philosophy helps formulate ideas for the studentís individual collections in particular the collection which will be presented at their Graduate Fashion Show. (36 hours)

NEW FASHION ARTS DIPLOMA PROGRAM

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: 604.443.8677 Website: www.vcc.ca/FashionArts

VCC is excited to announce the September 2007 launch of our two-year full-time fashion design program. This program has been designed to produce graduates with the highly desirable combination of creative flair and technical competence. This is achieved throughout the program by developing both creative ability and an awareness of technological and business applications.

The Fashion Arts Diploma Program is a 2-year program. In both years (9 months each year) Classes consist of 24 hours of class instruction and a minimum 6 hours of Directed Study per week. In general, it is necessary for students to complete the entire program over a two-year period to maximize the cope and depth of study in this highly structured and comprehensive program. Classes are offered 3.5 - 4 days/ week, 9am to 5pm. A Fashion Arts Diploma is awarded to those who complete this program. Graduates can transfer credits to other design programs bases on transcript/ portfolio strengths. For a detailed program guide, call 604.443.8484 or visit our website at www.vcc.ca/fashionarts

ENTRANCE REQUIREMENTS:

Grade 12 or equivalent (waived if mature student), ability to speak, read, and write English clearly and correctly, completed application form, 2 recommendation letters, letter of introduction, completed application form, and successful portfolio assessment and interview.

REQUIRED COURSES:

The Fashion Arts Diploma Program courses will be offered beginning in September 2007.

NEW YEAR 1:

Illustration and Design 1 (FASH 1101) Introduction to Fashion (FASH 1110) Costume History (FASH 1113) Block Construction (FASH 1102) Computer Applications (FASH 1111) Fabric and Textile Studies (FASH 1115) Sewn Product Techniques (FASH 1114) Illustration and Design 2 (FASH 1210) Personal Block Construction (FASH 1214) Technical Fashion Drawing (FASH 1213) Pattern Drafting Theory (FASH 1211) Industrial Sewing Techniques (FASH 1212) Fashion Marketing (FASH 1405) Collection Design 1 (FASH 1312) Technical Fashion Drawing 2 (FASH 1314) Professional Practices 1 (FASH 1171) Pattern Drafting Practical 1 (FASH 1310) Textile Surface Design & Lab (FASH 1313) Studio Lab A (FASH 1315) Tailoring Techniques (FASH 1311)

NEW YEAR 2:

Collection Design 2 (FASH 2113) Computer Aided Drafting 1 (FASH 2114) Draping Techniques (FASH 2110) Designer Patterns & Toiles (FASH 2111) Product Development (FASH 1252) Pattern Drafting Practical 2 (FASH 2115) Studio Lab B (FASH 2116) Couture (FASH 2112) Portfolio Design 1 (FASH 2210) Photoshop for Fashion (FASH 1410) Professional Practices 2 (FASH 1172) Production Patterns Grading (FASH 2203) Integrated Visual Communication (FASH 2210) Studio Lab C (FASH 2213) Computer Aided Drafting 2 (FASH 2212) Collection Manufacture & Studio (FASH 2310) Portfolio Design 2 (FASH 2312) Studio Lab D (FASH 2213) Advanced Fashion Show Preparation (FASH 2203)

"I took a fashion design program at another school in the Vancouver area, and it did not compare to the advanced skills I learned in the part-time Fashion Arts program at VCC. I couldn't wait to get back into VCC's full-time program."

MELISSA MCMAHON, GRADUATE, FASHION ARTS ADVANCED CERTIFICATE PROGRAM

GEMMOLOGY & JEWELLERY

Get started on a great career in jewellery design at VCC. The college is affiliated with the Canadian Gemmological Association and the Gemmological Association Gem Testing Lab of Great Britain and is pleased to offer the Canadian Gemmological Association's (CGA) two-year diploma program in gemmology.

The Canadian Gemmological Association and VCC will host the **Gemmological Conference 2007** on Oct. 19-21, 2007. This event is open to all, and information packages can be requested from 604.443.8670. Topics covered will involve many aspects of the gem and jewellery world. Speakers will include experts from De Beers, RCMP members and appraisers from the Antiques Road Show TV series, as well as members of Canada's diamond mining community. This is a oncein-a-lifetime opportunity.

CANADIAN GEMMOLOGICAL ASSOCIATION DIPLOMA PROGRAM

Program Coordinator: Donna Hawrelko, 604.443.8670 Program Assistant: Kevin Coutts, 604.443.8677

This professional program covers the scientific, aesthetic and historic aspects of gemmology. Emphasis is placed on learning how to use the equipment currently available to gemmologist. 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. Upon successful completion of the exam, you will be certified as an internationally recognized gemmologist.

Become skilled 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.

Please note that the study of gemmology requires the use of toxic chemicals including methylene iodide. You will be requested to wear protective glasses, gloves and apron.

ENTRANCE REQUIREMENTS:

1. Secondary school or equivalent (may be waived if students have work experience in jewellery or gemstones).

2. English language skills and comprehension.

ELECTIVE COURSES: Graduate Sales Associate (GEMM 2137) How to Buy Diamonds (GEMM 2136)

ELECTIVE COURSES are currently scheduled for:

GRADUATE SALES ASSOCIATE (GEMM 2137)

This internationally recognized and accredited course is offered in a seven-part series covering pertinent facts on diamonds, coloured stones, pearls, watches, metals and period jewellery as well as information on the jewellery industry. Upon successful completion of the final exam, the associate is awarded the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. Fee includes GST and all materials (12 hours). \$495

4 Mo. Apr 23 18:30-21:30 DTN 🕀 CRN 20267



22 GEMMOLOGY & JEWELLERY / HEALTH

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) \$85

1 Mo. May 28 18:30-21:30 DTN 🕀 CRN 20266

GIA CERTIFICATION

Program Coordinator: Donna Hawrelko, 604.443.8670 Program Assistant: Kevin Coutts, 604.443.8677

The Canadian Gemmological Association and VCC will host the **Gemmological Conference 2007** on Oct. 19-21, 2007. This event is open to all, and information packages can be requested from 604.443.8670. Topics covered will involve many aspects of the gem and jewellery world. Speakers will include experts from De Beers, RCMP members and appraisers from the Antiques Road Show TV series, as well as members of Canada's diamond mining community. This is a once-in-a-lifetime opportunity.

ELECTIVE COURSES:

GIA Diamond Cut Grading System (GEMM 2110) is free to those who are registered in GIA Diamond Grading Course (GEMM 2130).

Diamond Grading (GEMM 2130) GIA Diamond Cut Grading System (GEMM 2110)

ELECTIVE COURSES are currently scheduled for:

DIAMOND GRADING (GEMM 2130)

Learn to grade diamonds consistently and accurately directly from the creators of the 4C's and the International Diamond Grading System - GIA.

Working with a GIA instructor and actual diamonds, learn to judge the features that affect the value of a diamond - cut, color, clarity, and carat weight. Find out how to read a GIA diamond grading report and explain its benefits to your friends or customers. No previous experience or qualifications necessary. \$1995

5 Mo.Tu.We.Th.Fr. May 28 09:00-17:00 DTN 🖓 CRN 20363

GIA DIAMOND CUT GRADING SYSTEM (GEMM 2110)

By practicing with real diamonds and under the guidance of an experienced GIA instructor, you'll not only learn about the new GIA Diamond Cut Grading System for round brilliant cut diamonds, but you'll also gain valuable hands-on experience in estimating cut grades. You¬øll learn how to judge brightness, fire, and scintillation, and how proportions, polish and symmetry relate to the final cut grade. Previous diamond training and/or experience required, including a working knowledge of GIA's International Diamond Grading System. \$49

1 Sa. Jun 02 09:00-13:00 DTN 🕆 CRN 20450

JEWELLERY

Program Coordinator: Donna Hawrelko, 604.443.8670 Program Assistant: Kevin Coutts, 604.443.8677

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.

ELECTIVE COURSES:

Introductory Metal Techniques (JEWL 1111) Jewellery Techniques I (JEWL 1103) Graduate Sales Associate (GEMM 2137) Jewellery Techniques II (JEWL 1104)

ELECTIVE COURSES are currently scheduled for:

INTRODUCTORY METAL TECHNIQUES (JEWL 1111) Work at your own pace while creating a jewellery object you have a heart for. No experience necessary. Learn fabrication techniques including piercing, filing, soldering, textures, folding, patinas, and finishes. Emphasis will be on introducing you to as many options as possible in this workshop style course. Additional costs for supplies, tools and materials approximately \$100. (18 hours) \$325

6 We. Apr 04 18:45-21:45 DTN 🕀 CRN 20405

JEWELLERY TECHNIQUES I (JEWL 1103)

Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application. Additional costs for tools and materials - approximately \$150. List of supplies provided at first class (24 hours). \$405

8 Mo. Apr 16 18:30-21:30 DTN 🕀 CRN 20264

GRADUATE SALES ASSOCIATE (GEMM 2137)

This internationally recognized and accredited course is offered in a seven-part series covering pertinent facts on diamonds, coloured stones, pearls, watches, metals and period jewellery as well as information on the jewellery industry. Upon successful completion of the final exam, the associate is awarded the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. Fee includes GST and all materials (12 hours). \$495

4 Mo. Apr 23 18:30-21:30 DTN 🕀 CRN 20267

ELECTIVE COURSES to be scheduled in upcoming terms: 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 is approximately \$150. List of supplies provided at first class. Prerequisite: Jewellery Techniques I or the equivalent. (24 hours)

"The superior expertise and the excellent guidance of the teachers in my course, along with the state-of-the-art gemmological instruments, led me to achieve the top mark Canada-wide in both my preliminary and diploma years. I'd like to say 'thank you' to my teachers."

SHEREE HUEN, GRADUATE, GEMMOLOGY PROGRAM

HEALTH

Upgrade your skills or launch your career in the exciting field of health care. Your skills will always be in demand, and at VCC you can build your career based on your interests and skill level. VCC's courses and programs are designed for registered nurses, licensed practical nurses, resident care attendants and those with no previous experience who want to work in health care. Start taking classes now to do a job that makes a difference every day.

Our offerings are clinically relevant, recognized and supported by the College of Registered Nurses of British Columbia, the College of Licensed Practical Nurses and provincial health authorities.

CPR AND FIRST AID

Program Assistant, 604.443.8672

DENTAL

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

FOODSAFE

Program Assistant: 604.443.8672

ELECTIVE COURSES:

Foodsafe Level 1 (HLTH 1101) Foodsafe Level 1 - Cantonese (HLTH 1104)

ELECTIVE COURSES are currently scheduled for:

FOODSAFE LEVEL 1 (HLTH 1101)

A one day Saturday course designed for kitchen staff and dining room attendants. Explore microbiology, foodborne 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 Sa. Apr 14 09:00-18:00 DTN 🕆 CRN 20039 1 Sa. Apr 21 09:00-16:00 DTN 🕀 CRN 20040 1 Sa. Apr 28 09:00-16:00 DTN 🕆 CRN 20041 1 Sa. May 05 09:00-18:00 DTN 🕀 CRN 20230 1 Sa. May 12 09:00-18:00 DTN 1 CRN 20231 1 Sa. May 26 09:00-18:00 DTN 🕆 CRN 20232 1 Sa. Jun 09 09:00-18:00 DTN - CRN 20233 1 Sa. Jun 16 09:00-18:00 DTN 🕀 CRN 20234 1 Sa. Jun 23 09:00-18:00 DTN 🕆 CRN 20235 1 Sa. Jul 07 09:00-18:00 DTN 🕆 CRN 20236 1 Sa. Jul 14 09:00-18:00 DTN - CRN 20237 1 Sa. Jul 21 09:00-18:00 DTN 🕀 CRN 20238 1 Sa. Jul 28 09:00-18:00 DTN ⁄ CRN 20239 1 Sa. Aug 04 09:00-18:00 BWY 🕀 CRN 20240 1 Sa. Aug 11 09:00-18:00 BWY 🕆 CRN 20241 1 Sa. Aug 18 09:00-18:00 BWY CRN 20242 1 Sa. Aug 25 09:00-18:00 BWY 1 CRN 20243

FOODSAFE LEVEL 1 - CANTONESE (HLTH 1104) (8 hours) \$95

1 Sa. Jun 02 09:00-18:00 DTN 🕆 CRN 20245

HEALTH 23

HEALTH CARE AND PROFESSIONAL DEVELOPMENT

Program Assistant: 604.443.8672

LPN CONTINUING STUDIES

Senior Program Coordinator: Leslie Stuart, 604.443.8673, lstuart@vcc.ca Department website: http://continuinged.vcc.ca/health

ELECTIVE COURSES:

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

CPNRE Prep Course (HLTH 1334) Transcribing Orders (HLTH 1138) LPN IM Lab and Skill Check (HLTH 1139) LPN Pharmacology Tutoring (HLTH 1308) LPN Pharmacy Lab (HLTH 1130) Parenteral Inject Skill Check (HLTH 1330) LPN Pharmacy Theory (HLTH 1128) Pharmacology Review (HLTH 1295) Heightened Expectations (HLTH 1337) SubQ Injection For LPN (HLTH 1266) Tutorial For LPN Pharmacology (HLTH 1269)

ELECTIVE COURSES are currently scheduled for:

CPNRE PREP COURSE (HLTH 1334)

If you are preparing to write the Canadian Practical Nurse Registration exam this year, this course has been developed to help you succeed. The instructor-led evening sessions will cover the relevant information for the exam. Offered three times per year. (36 hours) \$175

5 Tu. Apr 03 17:00-21:00 DTN CRN 20036

TRANSCRIBING ORDERS (HLTH 1138)

A self-paced distance module intended to introduce the LPN to competently receive and transcribe physician's verbal and telephone orders. Class size limited to 12. (6 hours) \$160 1 Sa. May 05 09:00-15:00 DTN CRN 20227

1 Sa. May 05 09.00-15.00 D110 CKN 20227

ELECTIVE COURSES to be scheduled in upcoming terms:

LPN IM LAB AND SKILL CHECK (HLTH 1139)

Prerequisite: successful completion of the final exam prior to this session. Class is held on the second Saturday of the month. Please call to register. (5 hours)

LPN PHARMACOLOGY TUTORING (HLTH 1308)

Have you signed up for the Pharmacology Theory class but find it difficult to study on your own? Join our five week tutorial. Course cost does not include the course syllabus. (30 hours)

LPN PHARMACY LAB (HLTH 1130)

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

Last Saturday of every month - 08:00-16:00. (7 hours)

PARENTERAL INJECT SKILL CHECK (HLTH 1330)

Prerequisite: Successful completion of theory exam. Held on the second Saturday of each month. (7 hours)

LPN PHARMACY THEORY (HLTH 1128)

This comprehensive course is available as a distance program. The usual completion time is 3-6 months. This course has continuous intake. Subjects covered are oral administration of medication, subcutaneous and intramuscular injections. Included in the cost of the course is a tutorial and full day skills check out. Please call 604.443.8635 for details. To obtain a Statement of Completion of Professional Studies, you must complete a Clinical Practicum (HLTH 1131). (70 hours)

PHARMACOLOGY REVIEW (HLTH 1295)

Are you a LPN returning to Nursing and require a pharmacology review? This is an opportunity to practice math calculations and the skills associated with medication administration. Topics covered in this hands-on course are: oral, subcutaneous and intramuscular injections, topical and sublingual delivery modes. Pre-requisites: Valid practicing license, completion of a pharmacology course within the past three years. (7 hours)



I work in long-term care, and I've heard about a new assessment course you're offering. What does it cover?

Heightened Expectations is a three-day course that reviews the anatomy and physiology of each body system as well as common disease processes such as CVAs, CHF and renal failure; coursework emphasizes the importance of critical thinking and how to manage the care of increasingly complex patient profiles.

NEW HEIGHTENED EXPECTATIONS (HLTH 1337)

For RNs and LPNs. Expand your knowledge of assessment in this three-day course. Theory and lab practice are combined to offer you an opportunity to practise the skills associated with heart and lung sounds. You will use your expert knowledge to identify the potential risks and intervene before the crisis in some of the most common client diagnosis (congestive heart failure, diabetes, hypertension). Bring a stethoscope. (24 hours)

SUBQ INJECTION FOR LPN (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)

TUTORIAL FOR LPN PHARMACOLOGY (HLTH 1269)

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

NURSING COMPETENCIES

Program Assistant: 604.443.8672

RENAL DIALYSIS TECHNICIAN CERTIFICATE PROGRAM

Senior Program Coordinator: 604.443.8673, lstuart@vcc.ca Program Assistant: 604.443.8672

ENTRANCE REQUIREMENTS:

Grade 12 or equivalent, English Language Assessment, successful completion of Medical Terminology, Interpersonal Skills for Health Workers, and one semester of first-year post-secondary sciences. Medical Terminology 1 (OACP 1108) Interpersonal/Commun - Health (MSKL 1104)

ENTRANCE REQUIREMENT COURSES are currently scheduled for:

MEDICAL TERMINOLOGY 1 (OACP 1108)

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. First half of a two-part course. Purchase text at downtown campus bookstore prior to first class. (30 hours) \$195

10 Tu. Apr 24 18:00-21:00 DTN ⁽²⁾ CRN 20387 10 Tu. Apr 24 18:00-21:00 DTN ⁽²⁾ CRN 20388 10 Tu. Apr 24 18:00-21:00 DTN ⁽²⁾ CRN 20389

INTERPERSONAL/COMMUN - HEALTH (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, decisionmaking, conflict resolution, teamwork, leadership skills, personal motivation and empowerment in self-education. For Sterile Supply and Renal Dialysis Technician students. (24 hours) \$315

4 Sa. Apr 28 09:00-16:00 DTN 🖓 CRN 20061



24 HEALTH / HOSPITALITY

RESIDENT CARE/ HSW CONTINUING STUDIES

Program Assistant: 604.443.8672

STERILE SUPPLY TECHNICIAN CERTIFICATE PROGRAM

Program Assistant: 604.443.8672

ENTRANCE REQUIREMENTS:

Grade 12, English Language Assessment, 30 hour Medical Terminlogy course (OACP 1108) or equivalant, 24 hour Interpersonal Communication course (MSKL) or equivalent. Medical Terminology 1 (OACP 1108) Interpersonal/Commun - Health (MSKL 1104)

ENTRANCE REQUIREMENT COURSES are currently scheduled for:

MEDICAL TERMINOLOGY 1 (OACP 1108)

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. First half of a two-part course. Purchase text at downtown campus bookstore prior to first class. (30 hours) \$195

10 Tu. Apr 24 18:00-21:00 DTN ^{(*}) CRN 20387 10 Tu. Apr 24 18:00-21:00 DTN ^{(*}) CRN 20388 10 Tu. Apr 24 18:00-21:00 DTN ^{(*}) CRN 20389

INTERPERSONAL/COMMUN - HEALTH (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) \$315

4 Sa. Apr 28 09:00-16:00 DTN 🕀 CRN 20061



I still have courses to complete for my LPN upgrading. What are my options at VCC?

We offer all LPN upgrading courses, with flexible scheduling designed to suit the busy schedules of today's health-care professionals. Among the courses offered this term are Pharmacy Theory, IV Therapy, Transcribing Orders and Pharmacology Review.

HOSPITALITY

VCC trains the best to be the best in B.C.'s thriving hospitality industry. Check out our great programs in baking and pastry arts, bartending and event planning or become an expert in fine wines. Whether you're already working in this growing sector, or want to get involved, VCC is where this industry turns to hire great people.

BAKING AND PASTRY ARTS

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Nadia Albano, 604.443.8670 Program Assistant: Kevin Coutts, 604.443.8677

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 let you reach those goals.

ELECTIVE COURSES:

Decorate Wedding/Spec Oc Cakes (CUIS 1117) Chocolate Tempering & Making (CUIS 1118) Sugar Craft And Display (CUIS 1115) Cake Making And Decorating (CUIS 1121) Basic Breads (CUIS 1102) Christmas Baking To Impress (CUIS 1131) Dessert Making & Presentation (CUIS 1122) Rustic Bread Making (CUIS 1134)

ELECTIVE COURSES are currently scheduled for:

CHOCOLATE TEMPERING & MAKING (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) \$190

5 We. Apr 18 18:30-21:00 DTN - CRN 20468

DECORATE WEDDING/SPEC OC CAKES (CUIS 1117)

Learn how to use rolled fondant for covering cakes. Techniques from crimping to ribbon insertion and flowers will be practiced. Recipes included. (12.5 hours) \$190 5 We. Apr 18 18:30-21:00 DTN ~ CRN 20467

SUGAR CRAFT AND DISPLAY (CUIS 1115)

Learn the skill of cooking with 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) \$190

5 Tu. Apr 24 18:30-21:00 DTN 🕀 CRN 20471

CAKE MAKING AND DECORATING (CUIS 1121)

Learn the art of decorating birthday, occasion cakes and dessert cakes. Recipes included. (15 hours) \$240 5 Mo. Apr 30 18:30-21:30 DTN 🕆 CRN 20474

ELECTIVE COURSES to be scheduled in upcoming terms: BASIC BREADS (CUIS 1102)

Multigrain, cornmeal and raisin breads will be demonstrated and created. Take-home samples included. (4 hours)

VCC OFFERINGS TO WATCH

NEW FAMILY LITERACY PROGRAM IS A FIRST IN B.C.

VCC has launched a new certificate program in family literacy, expanding the college's considerable expertise in literacy training.

This new offering is designed specially for literacy educators, and will focus on best practices in this vital and expanding field, providing graduates with a highly regarded VCC credential that recognizes their specialized knowledge and skills. It starts this term.

Courses explore a host of issues in family literacy, which offers a cross-sector approach to support, education and services for families. Included in the program will be the dynamics of working with parents and young children, emergent literacy, working with communities, and administering family literacy projects.

It's the first training program of its kind in British Columbia, and is developed jointly with 2010 Legacies Now, Literacy BC and the Centre for Family Literacy.

For information: See page 17.

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. \$70 (3 hours)

DESSERT MAKING & PRESENTATION (CUIS 1122)

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

RUSTIC BREAD MAKING (CUIS 1134)

Country style rye, cranberry-pecan sourdough and fancy buns will be demonstrated and created. Take-home samples included. (4 hours)

INTERIOR DESIGN

Turn your flair for creative expression into a practical, exciting career in interior design. VCC's part-time program is tailored to the needs of the rapidly growing residential design industry, offering you foundation skills for entry-level employment and an opportunity to develop a solid portfolio. Explore visual art techniques to convey information, express ideas and outline possibilities. Learn to use materials, construction methods and technology to create distinctive design solutions and beautiful spaces to live and work.

Interior design is to a great extent a visual art: drawings are used to convey information, express ideas and outline possibilities. Interior design limitations are difficult to define precisely since it lies in the continuum between architecture and product design. It encompasses both visual and functional design as well as aspects of materials, construction and technology.

INTERIOR DESIGN CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Bernie Lyon, 604.443.8671, blyon@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677

This part-time program is tailored to the needs of the evergrowing residential design industry. Our program offers you foundation skills for entry-level employment and the opportunity to develop a solid portfolio for further study. Some courses have been articulated to BCIT's Interior Design program and may be used for credit with BCIT for further education in this area (subject to portfolio review and 65% GPA).

ENTRANCE REQUIREMENTS:

B.C. Secondary School completion or equivalent. B.C. Grade 12 level English or equivalent.

REQUIRED COURSES:

The program will take 444 hours to complete with total credits of 18.5 (14 courses).

Graphic Presentation (INTD 1160) Design Current 1 (INTD 1171) AutoCad for Interior Designers (INTD 1150) Design Basics (INTD 1158) Design for Small Spaces (INTD 1172) Lighting (INTD 1121) Design Drawing (INTD 1159) History Of Furniture (INTD 1102) Living Space and Bedroom (INTD 1170) Materials and Finishes (INTD 1125) Textiles: ID (INTD 1122)

ELECTIVE COURSES:

The following courses 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): INTD 1158, 1159, 1114, 1102, 1124, 1120. Not all courses are offered each term.

REQUIRED COURSES are currently scheduled for:

GRAPHIC PRESENTATION (INTD 1160)

A continuation of Design Drawing that includes techniques for polishing presentation drawings and boards and for creating a personal identity package as well as for skill building in model making and in personal communication with clients. Emphasis is placed upon communicative drawing. (36 hours) \$380

12 Tu. Apr 10 18:30-21:30 DTN 🕀 CRN 20262

DESIGN CURRENT 1 (INTD 1171)

A field course in which the class visits design industry professionals and primary suppliers. Students create a valuable binder of research, notes and printed information for future reference. (24 hours) \$270

12 We. Apr 11 18:30-21:30 DTN 🕆 CRN 20261

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)

Today's designer relies heavily on computer aided drafting to communicate design details, make revisions and transfer information between disciplines. Learn techniques for producing 2D CAD drawings and move quickly from a "beginner" to "capable" user. Master the basics of AutoCAD and learn how to effectively use creative drawing strategies and shortcuts. Study drawing, editing, dimensioning and drawing layout, specific to Interior Design. Prerequisite: Basic Drafting. (36 hours) \$380

12 Th. Apr 12 18:30-21:30 DTN A CRN 20260

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. Text: Designing Interiors, (Kilmer & Kilmer) available at Downtown campus bookstore. (36 hours) \$380

12 Th. Apr 12 18:30-21:30 DTN A CRN 20258

DESIGN FOR SMALL SPACES (INTD 1172)

To prepare students for practical realities of residential design in Vancouver's urban areas as reflected in the diminutive size of the typical high-rise condominium. Current trends towards "Do it Yourself" renovations present opportunities for residential designers to help demanding clientele navigate through the world of product, materials, and budget constrictions, especially as they apply to small space design. (24 hours) \$270

12 Th. Apr 12 19:00-21:00 DTN 4 CRN 20259

INTERIOR DESIGN 25

LIGHTING (INTD 1121)

Lighting plays a significant role in determining the effectiveness of any designed space. Interior designers must understand the relationship between lighting, atmosphere, the end user and overall efficiency. Gain a foundational understanding of residential lighting in the context of aesthetic, functional and economic factors. Learn basic principles of lighting design; including criteria, calculations, planning, code and layout. Develop an understanding of lighting design and its relationship to the overall design process. (24 hours) \$270

6 Sa. Apr 14 10:00-14:00 DTN 🕆 CRN 20263

REQUIRED COURSES to be scheduled in upcoming terms: DESIGN DRAWING (INTD 1159)

Learn the basic concepts of expressing your ideas through freehand drawing. Develop skills in manipulating line, form, space, volume, proportion and value to effectively communicate in a visual format. Useful for interior design as well as other design disciplines. 3 credits (36 hours)

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)

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

TEXTILES: ID (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

"I enjoyed the program at VCC, and my business has benefited from it tremendously. The format of instruction was highly suited to adult students, and my time at VCC was a very vital investment in my business and personal success." TIEN WEE, GRADUATE, INTERIOR DESIGN PROGRAM





26 INTERPRETING

INTERPRETING

Unique across Canada, VCC's interpreting programs prepare bilingual individuals to work as language interpreters in the community and within the health care and legal systems. Our instructors are bilingual and well acquainted with the needs of their sectors. Core courses will prepare you to work effectively as a general interpreter or you can choose to continue studies in one of two specializations – health care or court interpretation. Both programs can be completed on a part-time basis. For more information, please visit the department website at:

www.continuinged.vcc.ca/interpreting.

COURT INTREPRETING CERTIFICATE PROGRAM

Program Coordinator: Silvana Carr, 604.443.8389, scarr@vcc.ca Program Assistant: 604.443.8661, ce-interpret@vcc.ca

INFORMATION SESSION: APRIL 12, 2007, 7 P.M. - DOWNTOWN CAMPUS.

Having completed the prerequisites for the Interpreting program, you may choose to continue with part-time studies that incorporate the skills necessary for work in our Court Systems. Your studies will provide sound knowledge of the legal system as well as an awareness of the procedures and terminology used. The Ministry of Attorney General, Court Services accepts our eight-month certificate program in Court Interpreting as proof of accreditation. Offered in October 2007, following completion of entrance requirements.

ENTRANCE REQUIREMENTS:

Successful completion of An Orientation to Intrepreting course Successful completion of entrance exam Excellent knowledge of English and another language both oral and written An aptitude for interpreting. An Orientation to Interpreting (INTR 1178) Interpreting Entrance Exam (INTR 1106)

ENTRANCE REQUIREMENT COURSES are currently scheduled for:

AN ORIENTATION TO INTERPRETING (INTR 1178)

Interested in interpreting as a profession? An overview of interpreting and its attendant skills. Examine the process of interpretation, the role of the interpreter, ethics and professionalism. Use this opportunity to practice advanced listening and language skills, memory and note-taking, all of which are essential to interpreting. Learn about specialized terminologies and self-evaluation skills that differentiate a bilingual person from a professional interpreter. This course is the prerequisite for certificates in Court Interpreting or Health Care and Community Services Interpreting. Please note classes are held on Mondays and Thursdays as shown below. (30 hours) \$305

7 Mo. Apr 16 18:30-21:30 AND 3 Th. May 24 18:30-21:30 DTN CRN 20382

INTERPRETING ENTRANCE EXAM (INTR 1106)

The entrance exam evaluates written and oral command of English and a language of specialty, as well as your aptitude for interpreting. Registration is accepted only on completion of An Orientation to Interpreting course. (1 day) \$97

1 Sa. Jun 16 09:30-13:30 DTN CRN 20384

HEALTH CARE & COMMUNITY SERVICES INTERPRETING CERTIFICATE PROGRAM

Program Coordinator: Silvana Carr, 604.443.8389, scarr@vcc.ca Program Assistant: 604.443.8661, ce-interpret@vcc.ca

INFORMATION SESSION: APRIL 12, 2007, 7 P.M. - DOWNTOWN CAMPUS.

Following completion of the prerequisites, the Health Care & Community Services Interpreting option expands your studies to include those skills necessary to work as an important member of the health care team. Understanding the health care system; helping others to access facilities and services for maintaining good health; prevention clinics and social services; medical terminology; ethics and the role of the interpreter are all covered in detail in our program. The certificate from this program receives professional recognition in the health care system. Offered in October 2007.

ENTRANCE REQUIREMENTS:

Successful completion of An Orientation to Intrepreting. Successful completion of entrance exam. Excellent knowledge of English and another language both oral and written. An aptitude for interpreting. An Orientation to Interpreting (INTR 1178) Interpreting Entrance Exam (INTR 1106)

ENTRANCE REQUIREMENT COURSES are currently scheduled for:

AN ORIENTATION TO INTERPRETING (INTR 1178) See course description under the Court Interpreting Certificate Program on this page. (30 hours) \$305

7 Mo. Apr 16 18:30-21:30 AND 3 Th. May 24 18:30-21:30 DTN CRN 20382

INTERPRETING ENTRANCE EXAM (INTR 1106)

See course description under the Court Interpreting Certificate Program on this page. (1 day) \$97

1 Sa. Jun 16 09:30-13:30 DTN CRN 20384

PROFESSIONAL DEVELOPMENT COURSES FOR TRANSLATORS AND INTREPRETERS

Program Coordinator: Silvana E. Carr, 604.443.8389

ELECTIVE COURSES:

Translation- Punjabi & Hindi 1 (INTR 1182) Interpreting In WCB System (INTR 1183) Grief 101 for Interpreters (INTR 1159) Interpreting For Immigration (INTR 1116) Legal Aspects of Interpreting (INTR 1160) Mental Health Interpreting (INTR 1179) Quality in Translation (INTR 1180)

ELECTIVE COURSES are currently scheduled for:

TRANSLATION- PUNJABI & HINDI 1 (INTR 1182)

Part I - Focus on accurate and professional translation from English into Punjabi, Hindi and Urdu, and from one of these languages into English. Designed for professional translators to hone skills in translation by practise in the classroom. Learn to develop and use bilingual terminology in specialized fields. This is a practical hands-on course culminating in one-page translation as evaluation of participants' skills. \$250

6 Sa. Apr 14 10:00-13:00 DTN CRN 20381

INTERPRETING IN WCB SYSTEM (INTR 1183)

This course will introduce participants to the following: the underlying theory of workers' compensation schemes; the nature and limits of benefits available under the B.C. Act; the process of claims adjudication; the appeal system; the changes in appeal structure since 2002; the changes in benefits since 2002 changes; the non-medical vocabulary associated with intrepreting in the WCB field. (3 hours) \$40 1 We. Apr 18 18:30-21:30 DTN CRN 20383

ELECTIVE COURSES to be scheduled in upcoming terms:

GRIEF 101 FOR INTERPRETERS (INTR 1159)

Witnessing suffering and hearing about death and dying can have a serious impact on the mental well-being of service providers in health care and the justice system. This course will examine responses to loss; types of loss; service provider traumatization; and strategies to deal with these issues. There will be an opportunity to share case scenarios. (3 hours)

INTERPRETING FOR IMMIGRATION (INTR 1116)

This course is for immigration interpreters without any previous training and for trained interpreters who would like to start working for immigration matters. We will review the various immigration and refugee proceedings as well as new changes in the immigration system and the special terminology used. (15 hours)

LEGAL ASPECTS OF INTERPRETING (INTR 1160)

This interactive seminar will focus on various aspects of law as they affect the professional and contractual rights and responsibilities of self-employed interpreters (as such it will be of limited benefit to translators). The following areas of law will be addressed: contract, including effective billing practices; tort, including negligence and negligence misstatement; fiduciary duty; codes of professional conduct. The instructor is a lawyer who has worked for 18 years with interpreters. (3 hours)

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 mental health care setting.

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)

LANGUAGES 27

LANGUAGES

Explore the world or improve your business skills equipped with a second, third or fourth language. Learn more than just the mechanics of speaking another language by taking courses from native speakers trained in adult education. VCC currently offers Japanese, Mandarin, Cantonese, Spanish, French and Italian, with some courses tailored specifically for business.

LANGUAGES

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca Program Assistant: Christina Wong, 604.443.8335, chwong@vcc.ca

ELECTIVE COURSES:

Mandarin 2 (LANG 1114) Mandarin 1 (LANG 1113) Cantonese 2 (LANG 1122) Spanish 1 (LANG 1101) Spanish 2 (LANG 1102) Japanese 2 (LANG 1102) Mandarin 3 (LANG 1115) Cantonese 1 (LANG 1121) French 2 (LANG 1138) Japanese 3 (LANG 1138) Japanese 3 (LANG 1136) French 1 (LANG 1137) Japanese 1 (LANG 1109) Italian 1 (LANG 1139)

ELECTIVE COURSES are currently scheduled for:

MANDARIN 2 (LANG 1114)

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

10 We. Apr 11 18:30-21:00 DTN 🕀 CRN 20090

CANTONESE 2 (LANG 1122)

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

10 Th. Apr 12 18:30-21:00 DTN 🕆 CRN 20092

MANDARIN 1 (LANG 1113)

The learning of "Hanyu Pinyin" phonetic system facilitates the quick start of Mandarin. Sentence structure and vocabulary, as well as situational topics on daily conversation will be taught through class activities. Rhyming phrases, simple songs, and Chinese culture are interwoven into the classroom lessons. Text available at both campus bookstores. Fee includes GST. (25 hours) \$160

10 Th. Apr 12 18:30-21:00 DTN 🕆 CRN 20089 10 Sa. Apr 14 09:30-12:00 BWY 🕆 CRN 20088

SPANISH 1 (LANG 1101)

For pleasure or business, learning Spanish has never been more enjoyable! This introductory course uses interactive methods to "quick start" learning the basics of Spanish. Emphasis is on developing conversational skills by integrating vocabulary and grammar. Come and have fun with this wonderful language. Text with CD available at the Downtown campus bookstore. Fee includes GST (20 hours) \$160

8 Sa. Apr 14 09:30-12:00 DTN 🕆 CRN 20078 8 Mo. Apr 16 18:30-21:00 DTN 🕆 CRN 20443 8 Tu. Apr 17 18:30-21:00 DTN 🕆 CRN 20077

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: past and future tenses, reflexive verbs and pronouns. Same text as Level 1. Fee includes GST (20 hours) \$160

8 Sa. Apr 14 13:00-15:30 DTN 🖓 CRN 20079 8 We. Apr 18 18:30-21:00 DTN 🖓 CRN 20081

CANTONESE 1 (LANG 1121)

An introductory course that focuses on conversation. Vocabulary, phrases and sentences are taught through inclass 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. Fee includes GST and text. (25 hours) \$160

10 Tu. Apr 17 18:30-21:00 DTN 🕆 CRN 20084

FRENCH 2 (LANG 1138)

Have completed French 1 or have some experience with basic pronunciation, phrases and beginning verb conjugations. Learn how to express yourself easily and efficiently, through learning language structures and with the help of everyday idiomatic expressions. Includes information on francophone culture. Same text as Level 1. (20 hours) \$160

8 Tu. Apr 17 18:30-21:00 DTN 🕀 CRN 20082

JAPANESE 2 (LANG 1110)

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

8 Tu. Apr 17 18:30-21:00 DTN 4 CRN 20087

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 taught to increase your knowledge in Mandarin. Same text as Level 1 and 2. Fee includes GST (25 hours) \$160

10 Tu. Apr 17 18:30-21:00 DTN 4 CRN 20091

FRENCH 1 (LANG 1137)

Learn basic conversational French. Work from simple situational and interactive topics such as introductions, nationality, family, describing objects, your activities, leisure time, expressing feelings and states of mind, location in time and space. Learn to communicate easily when visiting francophone countries. Text with CD available at the Downtown campus bookstore. (20 hours) \$160

8 We. Apr 18 18:30-21:00 DTN 🕆 CRN 20080

JAPANESE 3 (LANG 1117)

You are ready for level 3 if you have completed level 2, can read Hiragana and Katakana, and have mastered basic conversational skills. More situational topics on daily conversation are taught to help improve your spoken Japanese. Fee includes GST and text. (20 hours) \$160 8 We. Apr 18 18:30-21:00 DTN ⁽²⁾ CRN 20093

3 We. Apr 18 18:30-21:00 DTN °0 CRN 200

SPANISH 3 (LANG 1136)

Increase your knowledge of Spanish while enhancing your conversation skills. We will cover grammar points such as present perfect, imperfecto, conditional and future tense. Focus on the use of grammar acquired through reading, conversation and typical situations. Same text as Level 1 and 2. Fee includes GST (20 hours) \$160

8 We. Apr 18 18:30-21:00 DTN 🕆 CRN 20083

ITALIAN 1 (LANG 1139)

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

8 Th. Apr 19 18:30-21:00 DTN 🕆 CRN 20086

JAPANESE 1 (LANG 1109)

A beginners course introduces Japanese phonetics, basic vocabulary, and sentence patterns for daily conversation. This course is suitable for those planning a trip to Japan. Interactive learning of Japanese gives you an enjoyable experience in learning this language. Fee includes GST and text. (20 hours) \$160

8 Th. Apr 19 18:30-21:00 DTN 4 CRN 20085



28 MANDARIN SCHOOL / OFFICE ADMINISTRATION

MANDARIN SCHOOL FOR CHILDREN & YOUTH

Let your children learn their native, family language or open up opportunities for English-speaking children with a bilingual education. Prepare your children to succeed in B.C.'s changing economy by enrolling them in part-time weekend classes at VCC's Mandarin School for Children and Youth, offering preschool through Grade 12 courses in reading, writing and conversation. Taught by native Mandarin speakers, your child will learn both traditional and simplified written characters, which 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.

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

Fall semester for VCC's Mandarin School begins Sept. 8, 2007, for students from four to 20 years old. Fees include textbooks, exercise books, Duotangs and hand-outs. For details see the next VCC Continuing Studies flyer or look online at vcc.ca/cs; classes will be posted online as soon as they are scheduled.

ENGLISH WRITING AND COMPREHENSION

Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca Program Assistant: Christina Wong, 604.443.8335, chwong@vcc.ca

FINE ARTS

Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca Program Assistant: Christina Wong, 604.443.8335, chwong@vcc.ca

MATHEMATICS FOR CHILDREN AND YOUTH

Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca Program Assistant: Christina Wong, 604.443.8335, chwong@vcc.ca

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. 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.

OFFICE ADMINISTRATION

Modern offices work smarter. Rapid changes in technology and greater specialization have created more opportunity than ever before. VCC consults with industry regularly and tailors its programs to give students an edge in the job market. Specialize in administration and supervision, legal, medical or records management or take just a few courses to get promoted or find entry-level work.

OFFICE ADMINISTRATION CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Assistant: Crystal Kreschuk, 604.443.8711

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 (OACP 1126) - 18 hours, Business English Skills Package - (OACP 1103, OACP 1104, OACP 1106, OACP 1107) 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 (OACP 1102) - 18 hours.

NOTE:

Medical Speciality: 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

Records Management I (OACP 1128) - 30 hours, Effective Oral Communication (OACP 1145) - 18 hours and 36 elective hours from the Office Administration Program or Management Skills and any Leadership Certificate Programs.

Option 2 - Legal Office Skills

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 Adminstration Program - 33 hours.

Option 3- Medical Office Skills

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

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 may select any course from the Office Administration Program, Computer Courses or other specialized options to fulfill elective requirements. 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.

Scheduling

Program courses scheduled in one or all of three terms.

ACCOUNTING/BOOKKEEPING/PAYROLL

ELECTIVE COURSES:

Introduction To Payroll (OACP 1105) Introduction To Bookkeeping (OACP 1130) Accounting For NonAccountant (OACP 1129)

ELECTIVE COURSES are currently scheduled for:

INTRODUCTION TO BOOKKEEPING (OACP 1130) This introductory course will deal with the procedures that make up the accounting cycle for a service business. You will be introduced to transactions, journals, general ledgers, trial balances, as well as preparing simple financial statements. The text/kit: Accounting Fundamentals, Sixth Edition, Hoffman Pacsy Flashner, should be purchased from Downtown Bookstore before the first class. (24 hours) \$173 8 We. Apr 25 18:30-21:30 DTN ⁽²⁾ CRN 20065

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) \$168

8 We. Apr 25 18:30-21:30 DTN 🕆 CRN 20069

ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

A management overview of accounting. Previous knowledge is not required. Learn the role of an accountant, the doubleentry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Accounting: Nanci Lee, see downtown campus bookstore for textbook purchase prior to class. (18 hours) \$157

6 Th. Sep 20 18:30-21:30 DTN 🕀 CRN 30022

ADMINISTRATION AND SUPERVISION

REQUIRED COURSES:

Supervis/Mgmt DecisionMaking (OACP 1127) Office Procedures (OACP 1126)

ELECTIVE COURSES:

Other Administration, Supervision and Elective Courses.

The following courses may be used as electives in the Office Administration Certificate Program. Students may select elective hours from the Management Skills for Supervisors or from Leadership Certificate Courses.

Make Time For Success (OACP 1185) Effectve Notes & Minutes (OACP 1122)

REQUIRED COURSES are currently scheduled for:

SUPERVIS/MGMT DECISIONMAKING (OACP 1127)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered include communication, decision making and leadership skills, all vital skills for an effective supervisor/manager. (24 hours) \$193 8 Mo. Apr 23 18:00-21:00 DTN - CRN 20064

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. Text: Administrative procedures for the Canadian Office. Purchase at the Downtown Campus Bookstore prior to class. (18 hours) \$155

6 Th. Apr 26 18:30-21:30 DTN - CRN 20063

ELECTIVE COURSES are currently scheduled for:

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 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) \$110

1 Sa. May 05 09:30-16:30 DTN 4 CRN 20067

EFFECTVE NOTES & MINUTES (OACP 1122)

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

1 Sa. Oct 20 09:00-16:00 DTN 🕀 CRN 30006

BUSINESS ENGLISH

The following 4 courses may be taken individually at the regular price of \$85 each or for the package price of \$310 - a savings of \$30. Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (1106), Writing Dynamic Business Letters (OACP 1103), and Memo, Email and Report Writing (OACP 1107). These are not ESL courses.

On Site Business Training - For further information on training opportunities to be offered at your business site, please call Anne Tollstam, 604.443.8668

REQUIRED COURSES:

Those registering in all 4 courses, it is recommended that you take the 4 Business English Courses in the following order: Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106), Writing Dynamic Business Letters (OACP 1103) and Effective Memo, Email and Report Writing (OACP 1107). Students in the Office Administration Program must complete the Business English Test which will be administered at the end of the Business English Skills Package.

Grammar Review Bus Writing (OACP 1104) Building Powerful Vocabulary (OACP 1106) Writing Business Letters (OACP 1103) Memos, Emails and Reports (OACP 1107) Business English Skills Test (OACP 1123)

ELECTIVE COURSES:

Business English - Non Package Written & Verbal Comm for Bus (OACP 1196) You Asked for More! (OACP 1197)

REQUIRED COURSES are currently scheduled for:

GRAMMAR REVIEW BUS WRITING (OACP 1104) Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. (6 hours) \$85

1 Sa. Apr 28 09:00-16:00 DTN 🕀 CRN 20071

BUILDING 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) \$85

1 Sa. May 12 09:00-16:00 DTN CRN 20072

WRITING BUSINESS LETTERS (OACP 1103)

The modern and powerful language of business stresses clarity, conciseness and courteousness. This course provides the most up to date information on business writing and business letters. Discover strategies on how to be an effective business writer and achieve better results with your writing. (6 hours) \$85

1 Sa. May 26 09:00-16:00 DTN - CRN 20073

MEMOS, EMAILS AND REPORTS (OACP 1107)

Email is guickly becoming the communication standard in the business world. Learn netiquette, formatting and how to be an effective communicator when sending memos, emails and reports. This course discusses how clear and concise writing can help you achieve results in all of your business communication. (6 hours) \$85

1 Sa. Jun 02 09:00-16:00 DTN 🕆 CRN 20074

REQUIRED COURSES to be scheduled in upcoming terms:

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

The Business English Skills Test is a requirement for those wanting an Office Administration certificate; it is optional for other students

1 Sa. Jun 16 09:00-12:00 DTN CRN 20075

ELECTIVE COURSES are currently scheduled for:

WRITTEN & VERBAL COMM FOR BUS (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) \$125

4 Tu. Sep 25 18:00-21:00 DTN - CRN 30007

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

COMMUNICATION/WORK SKILLS

REQUIRED COURSES:

Effective Oral Communication (OACP 1145)

REQUIRED COURSES are currently scheduled for:

EFFECTIVE ORAL COMMUNICATION (OACP 1145)

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) \$193

6 Mo. Sep 24 18:00-21:00 DTN - CRN 30008

KEYBOARDING

REQUIRED COURSES:

Keyboarding For Beginners (OACP 1102)

ELECTIVE COURSES:

Keyboarding For Speed Building (OACP 1101)

REQUIRED COURSES are currently scheduled for:

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 Windows software. Textbook: College Keyboarding to be purchased at the downtown campus bookstore prior to first session. (18 hours) \$120

6 Sa. Apr 21 09:30-12:30 DTN 🕀 CRN 20379 6 Mo. Apr 23 18:00-21:00 DTN 🕆 CRN 20380 6 Mo.We. Jun 11 18:00-21:00 DTN 🖓 CRN 20482

ELECTIVE COURSES are currently scheduled for:

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. (18 hours) \$130

6 Sa. Apr 21 09:30-12:30 DTN 🕆 CRN 20385

LEGAL OFFICE SKILLS

REQUIRED COURSES:

The following 5 course program package introduces you to basic concepts and legal office routines. Gain an understanding of the values of discretion and confidentiality in the legal field in respect to the four major areas of Law. Introduction to the Legal Office Program (OACP 1113) - 3 hours is recommended as the first of 5 courses in the Legal Package. Remaining courses are 9 hours in duration. Enroll in individual price courses or register for the Legal Package at a reduced rate of \$375

Intro Legal Office Program (OACP 1113) Conveyancing (OACP 1117) Corporate (OACP 1115) Family Law (OACP 1116) Civil Litigation (OACP 1114) Legal Office Package Test (OACP 1120)



OFFICE ADMINISTRATION 29

30 OFFICE ADMINISTRATION

ELECTIVE COURSES:

Legal - Non Package Courses The following courses are not part of the legal package and not eligible for the discount described above however they must be taken to complete the Legal Office Skills option.

Legal Terminology (OACP 1138) Legal Office Procedures (OACP 1139) Legal Ethics&Confidentiality (OACP 1140)

REQUIRED COURSES are currently scheduled for:

INTRO LEGAL OFFICE PROGRAM (OACP 1113)

This course will cover the various types of law firms in existence and the roles of legal support staff, as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation is also included. (3 hours) \$48

1 Tu. Sep 25 18:30-21:30 DTN 🖓 CRN 30023

CONVEYANCING (OACP 1117)

This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. (9 hours) \$88

3 Th. Sep 27 18:30-21:30 DTN 🕆 CRN 30027

CORPORATE (OACP 1115)

Outlines the steps to incorporate a British Columbia company, plus annual reports and filings and keeping minute books. (9 hours) \$88

3 Tu. Oct 02 18:30-21:30 DTN - CRN 30025

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) \$88

3 Th. Oct 18 18:30-21:30 DTN 🕆 CRN 30026

CIVIL LITIGATION (OACP 1114)

Discuss 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) \$88 3 Tu. Oct 23 18:30-21:30 DTN 🖓 CRN 30024

REQUIRED COURSES to be scheduled in upcoming terms:

LEGAL OFFICE PACKAGE TEST (OACP 1120)

Administered at the end of the Introductory Legal Office program (five courses). No Charge.

ELECTIVE COURSES are currently scheduled for:

LEGAL TERMINOLOGY (OACP 1138)

This course covers the rules of legal language and terminology unique to each area of law. This course consists of miniworkshops to familiarize students with the main areas of law. Handouts included. Please bring a dictionary. (9 hours) \$111

3 We. Apr 25 18:30-21:30 DTN 4 CRN 20070

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) \$115

4 Th. Nov 08 18:30-21:30 DTN 🕀 CRN 30030

LEGAL ETHICS & CONFIDENTIALITY (OACP 1140)

This program will cover legal ethics as they apply to support staff in the various areas of law. Using case studies reviewed by the Bar Association, how the ethics of the profession bind you will be discussed. Emphasis will be placed on the importance of confidentiality. (9 hours) \$111

3 We. Nov 14 18:30-21:30 DTN 🕆 CRN 30029

MEDICAL OFFICE SKILLS

REQUIRED COURSES:

Medical Terminology 1 (OACP 1108) Medical Office Procedures (OACP 1111) Medical Terminology 2 (OACP 1109) Medical Office Billing 2 (OACP 1137) Clinical Procedures (OACP 1155) Medical Document Transcript (OACP 1156)

REQUIRED COURSES are currently scheduled for:

MEDICAL TERMINOLOGY 1 (OACP 1108)

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. First half of a two-part course. Purchase text at downtown campus bookstore prior to first class. (30 hours) \$195

10 Tu. Apr 24 18:00-21:00 DTN ^{(*}) CRN 20387 10 Tu. Apr 24 18:00-21:00 DTN ^{(*}) CRN 20388 10 Tu. Apr 24 18:00-21:00 DTN ^{(*}) CRN 20389

MEDICAL OFFICE PROCEDURES (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) \$175

8 We. Apr 25 18:00-21:00 DTN 🕀 CRN 20062

MEDICAL TERMINOLOGY 2 (OACP 1109)

Follows Medical Terminology I and is offered twice a year. Continues medical terminology with further study of body systems. In addition, body senses are studied; aspects of oncology are considered; and pharmacology is introduced. Prerequisite Medical Terminology I or a comparable course which must be approved by the instructor. The textbook used in Medical Terminology will be used again in this course. (30 hours) \$195

10 Th. Apr 26 18:00-21:00 DTN 🕆 CRN 20386

MEDICAL OFFICE BILLING 2 (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) \$147

2 Sa. Jun 16 09:30-16:30 DTN 🖓 CRN 20066

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) \$97

2 We. Jun 20 18:00-21:00 DTN 🖓 CRN 20068

MEDICAL DOCUMENT TRANSCRIPT (OACP 1156)

A basic course in the production of medical documents and transcribing of medical reports. Prerequisite: Medical Terminology I (OACP 1108), basic computer skills and typing speed of 35 wpm is recommended. Please bring Walkman-type earphones and computer diskette. Textbook: Medical Transcription, to be purchased from the downtown campus bookstore prior to first class. (18 hours) \$150

5 Mo. Sep 23 18:30-21:30 DTN 🖓 CRN 30010

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

Records Management Special (OACP 1147) Records Management 1 (OACP 1128) Records Management Adv Topics (OACP 1146)

REQUIRED COURSES are currently scheduled for:

RECORDS MANAGEMENT SPECIAL (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 hour) \$180

8 We. Apr 25 18:30-21:30 DTN 🖓 CRN 20076

RECORDS MANAGEMENT 1 (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 that information. Valuable for anyone working with records and information systems in business or government. Key contemporary issues around freedom of information and privacy are covered. Purchase "Information and Image Management" (Ricks, Swafford & Gow) from the Downtown Campus Bookstore prior to class. Supported by the Association of Records Managers and Administrators, this course is offered once a year. (30 hours) \$188

10 We. Sep 26 18:30-21:30 DTN 🕀 CRN 30009

RECORDS MANAGEMENT ADV TOPICS (OACP 1146)

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

10 We. Jan 23 18:30-21:30 DTN 🖓 CRN 10007

PARALEGAL

Visit our program website: http://continuinged.vcc. ca/legal, "Special Events" for a free orientation.

The Vancouver Community College Paralegal Certificate and Diploma Program is designed for experienced Paralegals and Legal Administrative Assistants to increase their knowledge and professional opportunities. All courses are offered in the evenings or online, to accommodate students employed full time in the legal field.

Six Core courses provide a foundation of legal principals, which students build on by selecting one of four Practice Areas: Litigation, Corporate Law, Real Estate, or Family and Estate Law. Two electives, plus a Practicum experience on the job to incorporate your learning into your working life, complete the Certificate requirements.

Certificate graduates who complete all four Practice Areas are eligible for VCC's highest standard of legal professional education, the Paralegal Diploma.

PARALEGAL CERTIFICATE PROGRAM

Program Advisor: Christine Williams, 604.443.8649, email: cwilliams@vcc.ca Program Assistant: Crystal Kreschuk, 604.443.8711, email: ckreschuk@vcc.ca

You can complete all the Paralegal Certificate Program requirements in approximately two years of part-time study. For information, visit the program website: http://continuinged.vcc.ca/legal.

REQUIRED COURSES:

Required courses include LEGL 1202, 1203, 1204, 1205, 1206, 1207 and 1208. Students employed in a legal office environment may use their existing position towards their practicum experience, LEGL 1208, to be completed at or near the end or the program.

Online course sections are marked "NET". Online course registrants must provide an email address. Courses offered this term include:

Agency & Business Structures (LEGL 1203) Contracts (LEGL 1206) Legal Research (LEGL 1207) Legal Communications (LEGL 1205) Practicum (LEGL 1208)

ELECTIVE COURSES:

Choose four courses from related Practice Area Courses: 1301 - 1304, 1305 - 1308, 1309 - 1312, or 1313 - 1316. Choose two electives from 1401 - 1406. Courses are listed chronologically. Not all courses are offered every term. Evidence (LEGL 1401) ALF: Automated Legal Forms (LEGL 1406) Corp Law 2: Securities (LEGL 1306) Corp Law: Basic Procedures (LEGL 1305) Court of Appeal Practice (LEGL 1403) Family Law 1 (LEGL 1313) Family Law 2 (LEGL 1314) Intellectual Property (LEGL 1405) Legal Document Management (LEGL 1402) Legal Drafting (LEGL 1404) Litigation for Paralegals 1 (LEGL 1301) Litigation for Paralegals 2 (LEGL 1302) Paralegal Program Orientation (LEGL 1201) Property Law (LEGL 1309) Property Transactions (LEGL 1310) Wills & Estate Planning (LEGL 1315)

REQUIRED COURSES are currently scheduled for:

AGENCY & BUSINESS STRUCTURES (LEGL 1203) Explains agency relationships and liabilities, formation of partnerships and general concepts underlying incorporations, corporate structure and duties of directors and officers. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (36 hours) \$224

6 Th. Apr 05 NET 🕆 CRN 20226

CONTRACTS (LEGL 1206)

Contract law essentials, including: formation, consideration, capacity, breach and remedies. Prerequisites: legal secretary work experience, formal admission to the Paralegal program, or previous legal coursework. (36 hours) \$224

6 Tu. Apr 10 18:00-21:00 DTN ⁽¹⁾ CRN 20051 6 Tu. May 22 18:00-21:00 NET ⁽¹⁾ CRN 20052

LEGAL RESEARCH (LEGL 1207)

Need to cite a case? Learn correct legal research citation and briefing skills. 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. Prerequisites: due to limited seating, formal admission to the Paralegal certificate program is required. (48 hours) \$224

4 Sa. Apr 14 09:00-16:00 DTN ⁻ CRN 20483 4 Sa. May 12 09:00-16:00 DTN ⁻ CRN 20048

LEGAL COMMUNICATIONS (LEGL 1205)

Communication is key in the legal office workplace. Learn to communicate with confidence. Includes both business writing and verbal communication skills. Prequisites: legal secretary work experience, formal admission to the Paralegal program, or previous legal coursework. Note: all sections are provided as Integrated Lecture and Online. The integrated course requires students to attend the fourth session, and requests attendance at the first and final session as well (preferred but not mandatory).(36 hours) \$224

1 Mo. Apr 16 18:00-21:00 DTN ⁻CRN 20042 1 Mo. May 07 18:00-21:00 DTN ⁻CRN 20042 1 Mo. May 28 18:00-21:00 DTN ⁻CRN 20042

"Every day my boss is amazed at what I have learned. Thank you for making this subject a career passion."

KATHERINE LANDRATH, CURRENT STUDENT, PARALEGAL CERTIFICATE PROGRAM

PARALEGAL 31

PRACTICUM (LEGL 1208)

Use your existing position at a legal office to fulfill practicum requirements. Participate in group seminars to synthesize your practicum experience. Pre-requisites: formal admission to the Paralegal program and completion of all level 1 core courses. You must complete a practicum sponsor form prior to registration. (518 hours) \$117

1 Fr. Apr 20 18:00-21:00 DTN ⁻⊕ CRN 20043 1 Fr. Jun 01 18:00-21:00 DTN ⁻⊕ CRN 20043 1 Fr. Jul 06 18:00-21:00 DTN ⁻⊕ CRN 20043

REQUIRED COURSES to be scheduled in upcoming terms:

CANADIAN LEGAL PROCESS (LEGL 1202)

Learn the history of Canadian law, various institutions in the Canadian court system, and basic legal principles. Examine the sources of law and the structure of the court system. Understand the roles and responsibilities of members of the legal profession. This course provides a foundation for further studies in the Paralegal Program. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (48 hours)

ELECTIVE COURSES are currently scheduled for:

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) \$235

7 Tu. Apr 17 18:00-21:00 DTN 🕀 CRN 20046

ALF: AUTOMATED LEGAL FORMS (LEGL 1406)

ALF products are used by law firms and in-house corporate departments in five provinces and two territories. Master hands-on ALF technology to track and automate corporate records. Taught by ALF company experts. (42 hours) \$224

7 We. May 09 18:00-21:00 DTN 🕀 CRN 20481

ELECTIVE COURSES to be scheduled in upcoming terms:

CORP LAW 2: SECURITIES (LEGL 1306)

Covers securities law and practice in corporate administration, legislation (including the new B.C. Securities Act and the new Business Corporations Act), filing requirements, stock exchange listings, due diligence, BCSC policies, public financing and related matters. Pre-requisites: Company Law (LEGL 1305), or equivalent work experience in the corporate field. (42 hours)

CORP LAW: BASIC PROCEDURES (LEGL 1305)

Company overview, including choice of business organization and jurisdiction, incorporation and organization of a British Columbia Company under the new Business Corporations Act, corporate maintenance (annual and Records Books) and transactions (appointments of directors, allotments and transfers of shares). Provides a foundation for Advanced Corporate Procedure 1 (LEGL 1307) and Advanced Corporate Procedure 2 (LEGL 1308). Pre-requisites: Agency and Business Structures (LEGL 1203). (42 hours)



32 PARALEGAL / PRIVATE INVESTIGATING

COURT OF APPEAL PRACTICE (LEGL 1403)

Offers a comprehensive examination of the appellate procedure in British Columbia, including jurisdiction, filings and forms. Instructs on Court of Appeal Leave to Appeal applications, chamber motions and the required supporting material, and appellate Bills of Costs. This course is recommended for all students in the litigation practice area. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours)

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. Prerequisites: legal secretary work experience or formal admission to the Paralegal program. (42 hours)

FAMILY LAW 2 (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. Prerequisites: Family Law 1. (42 hours)

INTELLECTUAL PROPERTY (LEGL 1405)

Learn the legal concepts and procedures around patents, copyright, trademarks, and trade secrets, including discussion of special issues on the Internet. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours)

LEGAL DOCUMENT MANAGEMENT (LEGL 1402)

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

LEGAL DRAFTING (LEGL 1404)

Improve the quality of your documents by learning about the drafting process. Covers guidelines for drafting and applying plain language drafting strategies to legal documents. Note: Effective September 2005, graduates from an approved Legal Administrative Assistant Program will receive transfer credit for this course. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours)

LITIGATION FOR PARALEGALS 1 (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)

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

Build your litigation knowledge with a more in-depth look at the Rules of Court as they apply to the various areas such as interlocutory applications, family law, evidence, experts, orders and costs. Learn more complex and detailed Chambers practice including the preparation of interlocutory application materials for various forms of relief. Gain insight into Fast Track Litigation and the new Rule 68 Expedited Litigation. Prerequisites: Litigation for Paralegals 1 (LEGL 1301). (42 hours)

PARALEGAL PROGRAM ORIENTATION (LEGL 1201)

Do you have questions about the VCC Paralegal Program? Join us for this one evening discussion forum for both prospective and current students. Get answers to your questions regarding admission and course planning. (3 hours)

PROPERTY LAW (LEGL 1309)

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

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)

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)

PARALEGAL DIPLOMA PROGRAM

Program Advisor: Christine Williams, 604.443.8649, email: cwilliams@vcc.ca Program Assistant: Crystal Kreschuk, 604.443.8711, email: ckreschuk@vcc.ca

The Paralegal Diploma program is designed for graduates of the certificate program who wish to continue their professional growth. In the diploma program, students complete 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.

For information, visit Program Website: http://continuinged.vcc.ca/legal

ENTRANCE REQUIREMENTS:

Completion of the Paralegal certificate program

REQUIRED COURSES:

Students are eligible to receive a Diploma when they complete all 12 practice area courses.

ELECTIVE COURSES:

Further electives are NOT required to qualify for the diploma.

PRIVATE INVESTIGATING & CRIME AND JUSTICE STUDIES

Learn about the field of private investigating by taking one or more of these workshops, designed to introduce you to the many aspects of this exciting field. Enhance your current career by learning strategies for conducting Internet research and gathering evidence, or explore licensing and credential requirements. Workshops are taught by a former law enforcement officer currently working in special investigation and strategic fraud prevention.

CRIME AND JUSTICE STUDIES

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Lynda Boothby, 604.443.8383

Add to your skill as an investigator and researcher by learning about how crime and justice impact our society. These series of courses examine law, justice and societal values and how they relate to today's world.

ELECTIVE COURSES:

Famous Criminal Trials (BUSI 1239) International Justice (BUSI 1245)

ELECTIVE COURSES are currently scheduled for:

FAMOUS CRIMINAL TRIALS (BUSI 1239) Delve into trials that have changed legal history. Explore the age-old concepts of justice, truth, and fairness. In this course we'll consider a wide range of criminal cases: from Galileo to Nelson Mandela; from the Nuremberg Trials

to O.J. Simpson. From the theatrical to the tragic, these larger-than-life trials have dramatically shaped modern society. (12 hours) \$155

4 Mo. Apr 23 18:00-21:00 DTN 🕆 CRN 20409

INTERNATIONAL JUSTICE (BUSI 1245)

Across the globe, nations struggle to maintain law and order. In this course we'll examine how different countries administer justice, and in turn, uphold their societal values. How does it differ from our own? Where have we borrowed from? We will explore how culture and history influence an effective system of justice. A broad sampling will come under our microscope: European nations such as France, Britian and Germany; Arab nations; the USA and Canada; the Far East. (12 hours) \$155

4 We. Apr 25 18:00-21:00 DTN 🕀 CRN 20410

PRIVATE INVESTIGATING

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Lynda Boothby, 604.443.8383

Learn about the field of private investigating by taking one or more of these workshops, designed to introduce you to the many aspects of this exciting field. Enhance your current career by learning strategies for conducting internet research and gathering evidence or explore licensing and credential requirements. Workshops are taught by a former law enforcement officer currently working in special investigation and strategic fraud prevention.

REQUIRED COURSES:

The following courses are designed for Private Investigators and people interested in accessing publicly available information:

ELECTIVE COURSES:

Investigative Research (BUSI 1237) Evidence Collection (BUSI 1236) Identity Theft (BUSI 1238)

ELECTIVE COURSES are currently scheduled for:

INVESTIGATIVE RESEARCH (BUSI 1237) This comprehensive course gives participants search techniques and samplings of available databases to conduct investigative research. Participants will see different search databases and learn how to best use these to maximize search results. Emphasis will be on internet research, and how to conduct quick, broad and successful searches for all available information related to private investigating. (6 hours) \$150

1 Sa. Apr 28 09:00-16:00 DTN - CRN 20411

EVIDENCE COLLECTION (BUSI 1236)

If you're interested in private investigating, then you need to learn how to collect and store evidence. This course examines various aspects of evidence such as search warrants, police versus private investigators, rules of evidence and documentation. Different types of evidence collection will be discussed such as video surveillance, interviews, financial, business and open source records and dumpster diving.

(6 hours) \$150

1 Sa. May 26 09:00-16:00 DTN A CRN 20412

IDENTITY THEFT (BUSI 1238)

Identify theft is a common trend in today's society. Learn how it happens, why it happens and what the ramifications are. This course will teach participants about identify theft using methodologies such as theft of cards and documents, shoulder surfing, skimming, email fraud, mail theft and others. Come and learn how to prevent identify theft and what services are available if you do become a victim.

(6 hours) \$150

1 Sa. Jun 23 09:00-16:00 DTN A CRN 20413

SMALL BUSINESS

Thinking of starting a small business? Just started a small business? Maximize your chances of success by doing it right the first time. If you've already started your business but need help in specific areas to keep your business running profitably, VCC has something for you too. Learn to finance, market, staff, manage and operate your small business. Sign up today for flexible classes, tailored for busy entrepreneurs and future proprietors working towards their dream.

SMALL BUSINESS

Program Coordinator: Jennifer Gossen, 604.443.8670, jgossen@vcc.ca Program Assistant: Crystal Kreschuk, 604.443.8711

Designed for those thinking of starting or who have just started a small business, this step-by-step five week program guides you through information on all topics required to operate your business. Participants attending eight out of ten courses will receive a Document of Professional Studies.

\$85.00 per course or a total of \$595.00 for all ten courses. A savings of \$255.00.

REQUIRED COURSES:

Entrepeneurial Ldrship Skills (BUSI 1130) Market Your Business (BUSI 1131) Understanding Financial Needs (BUSI 1134) Bookkeeping For Sm Bus (BUSI 1133) Fin Statements & Fin Planning (BUSI 1136) Small Business Operations (BUSI 1132) Legal Obligations (BUSI 1137) Human Resources (BUSI 1135) Financing Your Business (BUSI 1138) Preparing Your Business Plan (BUSI 1139)

ELECTIVE COURSES:

Financial Freedom (BUSI 1254) Sm Business Finance Strategies (BUSI 1140) Business Partnerships (BUSI 1255)

REQUIRED COURSES are currently scheduled for:

ENTREPENEURIAL LDRSHIP 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) \$85 1 We. May 02 18:00-21:00 DTN - CRN 20368

MARKET YOUR BUSINESS (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) \$85 1 Mo. May 07 18:00-21:00 DTN CRN 20369

UNDERSTANDING FINANCIAL NEEDS (BUSI 1134)

This course will identify your financial needs and those of your program. The course will also examine methods used to determine your initial business investment. (3 hours) \$85

1 We. May 09 18:00-21:00 DTN 🕀 CRN 20370

BOOKKEEPING FOR SM BUS (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) \$85 1 Mo. May 14 18:00-21:00 DTN 🕆 CRN 20378

FIN STATEMENTS & FIN PLANNING (BUSI 1136)

Learn how to prepare and interpret a statement of income, a balance sheet, a cash budget and cash flow. (3 hours) \$85 1 We. May 16 18:00-21:00 DTN 🕆 CRN 20372

SMALL BUSINESS OPERATIONS (BUSI 1132)

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

1 We. May 23 18:00-21:00 DTN - CRN 20373

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) \$85

1 Mo. May 28 18:00-21:00 DTN 🕆 CRN 20374

HUMAN RESOURCES (BUSI 1135)

Do you know how to build a team? Learn how to keep your team an effective working group. (3 hours) \$85 1 We. May 30 18:00-21:00 DTN 🕆 CRN 20375

FINANCING YOUR BUSINESS (BUSI 1138)

Become familiar with different sources of financing and banking and how applications are evaluated. (3 hours) \$85 1 Mo. Jun 04 18:00-21:00 DTN - CRN 20376

PREPARING YOUR BUSINESS PLAN (BUSI 1139)

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

1 We. Jun 06 18:00-21:00 DTN 🕆 CRN 20377

ELECTIVE COURSES are currently scheduled for:

FINANCIAL FREEDOM (BUSI 1254)

Learn key financial strategies that will help you build a solid financial plan both personally and for your small business. Topics covered include: Understanding How Money Works, Retirement Strategies, Insurance Solutions, Maximizing Real Estate, and Your Financial Plan. Participants will learn what to look for in each strategy and what questions to ask. Set yourself on course to financial freedom! (12 hours) \$240

4 Tu. Apr 24 18:00-21:00 DTN 🕀 CRN 20254

SM BUSINESS FINANCE STRATEGIES (BUSI 1140)

Find out how smart business owners get rich! Learn key financial strategies to build a solid financial plan for your business. This course is perfect for self employed or small business owners and covers topics such as understanding how to protect your business, cash flow and debt management. Come and learn how to assess your own risk tolerance clearly understand your financial situation. (6 hours) \$120

1 Sa. Apr 28 09:00-16:00 DTN - CRN 20255

BUSINESS PARTNERSHIPS (BUSI 1255)

Successful business partnerships, like marriages, require skill and talent. This course is designed to support business partners and those thinking of entering a partnership to clarify and achieve their business and personal objectives. Participants will receive information in legal and tax issues as well as skills and tools to leverage each partner¬øs strengths and make business success inevitable. (12 hours) \$240 4 Tu. May 22 18:30-21:30 DTN 🗥 CRN 20253



SMALL BUSINESS 33

34 TESOL PROGRAMS

TESOL PROGRAMS

VCC is a recognized leader in Teaching English to Speakers of Other Languages (TESOL), with a variety of certificate and diploma programs that cover all facets of this exciting specialty. We're home to the largest TESOL program of its kind in Canada, and we're proud to be recognized nationally and internationally for our excellence in the field. This achievement is due to our faculty who are respected for their expertise in teacher training as well as our comprehensive program of studies. Visit www.tesol.vcc. ca for all the latest course and program details

TEFL CERTIFICATE FOR INTERNATIONAL STUDENTS

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Stephanie Howard, 604.443.8663, showard@vcc.ca Department website: tesol.vcc.ca

REQUIRED COURSES:

Please note students must complete TESO 1262 and TESO 1263 in order to be certified.

Pt 1 - ITEFL - Int Stdts (TESO 1262) Pt 2 - ITEFL - Int Stdts (TESO 1263)

REQUIRED COURSES are currently scheduled for:

PT 1 - ITEFL - INT STDTS (TESO 1262)

This is Part I of the TEFL Certificate Program for International Students. (50 hours). \$700

10 Mo.Tu.We.Th.Fr. Jul 23 09:00-16:00 DTN CRN 20149

PT 2 - ITEFL - INT STDTS (TESO 1263)

This is Part II of the TEFL Certificate Program for International Students. (50 hours). \$700

10 Mo.Tu.We.Th.Fr. Aug 20 09:00-16:00 DTN CRN 20150

TEFL CERTIFICATE FOR TEACHING YOUNG LEARNERS

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Stephanie Howard, 604.443.8663, showard@vcc.ca Department website: tesol.vcc.ca

Department website. tesoi.vcc.c

REQUIRED COURSES:

Please note students must complete TESO 1264 and TESO 1265 in order to be certified. Pt 1 - ITEFL - YLS (TESO 1264)

Pt 2 - ITEFL - YLS (TESO 1265)

REQUIRED COURSES are currently scheduled for:

PT 1 - ITEFL - YLS (TESO 1264)

This is Part I of the TEFL Certificate Program for Young Learners. (50 hours). \$700

10 Mo.Tu.We.Th.Fr. Apr 30 09:00-16:00 DTN CRN 20143 9 Mo.Tu.We.Th.Fr. Jul 30 09:00-16:00 DTN CRN 20145

PT 2 - ITEFL - YLS (TESO 1265)

This is Part II of the TEFL Certificate Program for Young Learners. (50 hours). \$700

9 Mo.Tu.We.Th.Fr. May 14 09:00-16:00 DTN CRN 20144 10 Mo.Tu.We.Th.Fr. Aug 13 09:00-16:00 DTN CRN 20146

TEFL CERTIFICATE: PART TIME PROGRAM

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Jayeson VanBryce, 604.443.8669, jvanbryce@vcc.ca

Department website: tesol.vcc.ca

REQUIRED COURSES:

Please note that the required courses for successful completion of the Tutoring ESOL Certificate Program must be taken in a specified order. For full information regarding the specified order for the required courses - please check the TESOL Department website: tesol.vcc.ca

TEFL In-Class Assignment (TESO 1277) Overview of TESOL (TESO 1101) Tutor/Teach Pronunciation (TESO 1201) Teaching Vocabulary (TESO 1269) Tutor/Teach Convers Skills (TESO 1220) Apply for a TESOL Job (TESO 1227) Tutor/Teach Grammar (TESO 1276)

Candidates for this program are required to pass a takehome examination with a grade of 60 percent.

<u>REQUIRED COURSES are currently scheduled for:</u>

TEFL IN-CLASS ASSIGNMENT (TESO 1277)

To successfully complete the TEFL Certificate students are required to volunteer in an English language classroom for a minimum of 31 hours and successfully complete the TEFL In-Class Assignment. (31 hours) \$150

0 tba Apr 01 tba-tba OFS CRN 20130 0 tba May 01 tba-tba OFS CRN 20131 0 tba Jun 01 tba-tba OFS CRN 20132 0 tba Jul 01 tba-tba OFS CRN 20133 0 tba Aug 01 tba-tba OFS CRN 20134

OVERVIEW OF TESOL (TESO 1101)

This course provides an overview of the teaching methodology and instructional resources used to teach English language. It examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$230

5 Mo.Tu.We.Th.Fr. Apr 16 09:30-16:30 DTN CRN 20099 10 Tu. Apr 17 18:00-21:00 DTN CRN 20100

TUTOR/TEACH PRONUNCIATION (TESO 1201)

This course examines the theory and instructional methodology used to teach/tutor pronunciation to Englishlanguage students. (12 hours) \$200

10 Mo. Apr 23 18:00-21:00 DTN CRN 20110

TEACHING VOCABULARY (TESO 1269)

This hands-on workshop examines how to teach vocabulary in a classroom or tutoring situation, including introducing new vocabulary and guidelines for teaching vocabulary, as well as how to develop thought-provoking vocabulary activities. Using vocabulary computer programs to create creative vocabulary activities is covered. (6 hours) \$105 2 Mo.We. Jun 04 18:00-21:00 DTN CRN 20125

TUTOR/TEACH CONVERS SKILLS (TESO 1220) This course is designed to prepare potential EFL instructors for teaching conversational skills. It will include strategies for planning conversation topics, unit plans, as well as teaching resources. (6 hours) \$105

1 Sa. Jun 09 09:30-16:30 DTN CRN 20112

VCC OFFERINGS TO WATCH

BUILD YOUR SKILLS

Are you keen to register for a VCC continuing studies offering, but unsure about your reading, writing, research, math or study skills? We can help. Our educators will work with you to build the skills and confidence you need to meet program requirements and realize your education goals. Experts from VCC's College and Career Access department will help you assess your needs, then develop a plan that fits your schedule.

For information: 604.871.7366

APPLY FOR A TESOL JOB (TESO 1227)

This workshop will feature information on how to be effective in identifying TESOL teaching positions that are right for you using print resources and the Internet. Learn how to use effective interviewing skills and how to create a personal employment portfolio. Bring your most recent résumé to the workshop. (6 hours) \$105

1 Sa. Jun 23 09:30-16:30 DTN CRN 20115

TUTOR/TEACH GRAMMAR (TESO 1276)

See page 37 for course description

5 We. Apr 25 18:00-21:00 DTN CRN 20129

TESOL CERTIFICATE PROGRAM

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Stephanie Howard, 604.443.8663, showard@vcc.ca

Department website: tesol.vcc.ca

REQUIRED COURSES:

Please note students must complete TESO 1274 and TESO 1275 in order to be certified.

Pt 1 TESOL Certificate Program (TESO 1274) Pt 2 TESOL Certificate Program (TESO 1275)

REQUIRED COURSES are currently scheduled for:

PT 1 TESOL CERTIFICATE PROGRAM (TESO 1274)

This program of studies consists of 60 hours of courses. \$975 16 Mo.Tu.Th.Fr. Apr 30 09:00-16:00 DTN CRN 20151 16 Mo.Tu.Th.Fr. Jul 30 09:00-16:00 DTN CRN 20153

PT 2 TESOL CERTIFICATE PROGRAM (TESO 1275)

This program consists of 60 hours of courses. \$975 4 We. May 02 09:00-16:00 DTN CRN 20152

4 We. Aug 01 09:00-16:00 DTN CRN 20154

TESOL DIPLOMA PROGRAM

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Jayeson VanBryce, 604.443.8669, jvanbryce@vcc.ca Department website: tesol.vcc.ca

REQUIRED COURSES:

Students must complete the following nine core courses. Please note that the nine core courses must be taken in a specified order. For full information regarding the specified order for the core courses - please check the TESOL Department website: tesol.vcc.ca

Teaching Grammar Two (TESO 1169) TESOL Internship (TESO 1270) Teaching Reading (TESO 1133) Teaching Writing (TESO 1128) Overview of TESOL (TESO 1101) Teaching Grammar One (TESO 1168) Teaching Pronunciation (TESO 1127) Teaching EAP (TESO 1266)

ELECTIVE COURSES:

Students are required to complete 21 hours of the following elective courses.

Tutoring ESOL (TESO 1154) Teaching Idioms (TESO 1218) Teaching Beginning ESL (TESO 1228) Teaching the IBT TOEFL Exam (TESO 1273) Using/Adapting Language Games (TESO 1110) Teaching Business English (TESO 1256) Teaching Vocabulary (TESO 1269) Introduction To CALL (TESO 1181) Apply for a TESOL Job (TESO 1227)

REQUIRED COURSES are currently scheduled for:

TEACHING GRAMMAR TWO (TESO 1169)

This course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar Two focuses on advanced-through-collegepreparatory-level grammar. (30 hours) \$295

2 Mo.We. Apr 02 18:00-21:00 DTN CRN 20107 8 Mo. Apr 16 18:00-21:00 DTN CRN 20107

TESOL INTERNSHIP (TESO 1270)

Features workshops focusing on classroom management, instructional aids, cross cultural teaching and Canadian Language Benchmarks as well as 24 hours of practice teaching in an English language classroom. (48 hours) \$500

0 tba Apr 03 tba-tba OFS CRN 20124 tba Tu.Th. Apr 03 18:00-21:00 DTN CRN 20124 1 Tu. Apr 10 18:00-21:00 DTN CRN 20124 2 Sa. Apr 21 09:00-16:00 DTN CRN 20124 1 Th. May 17 18:00-21:00 DTN CRN 20124

TEACHING READING (TESO 1133)

This course focuses on the theory and instructional methodology used to teach reading in an English language class, as well as the instructional resources used to develop a reading program. (30 hours) \$295

10 Th. Apr 05 18:00-21:00 DTN CRN 20104

TEACHING WRITING (TESO 1128)

This course focuses on the theory and instructional methodology used to teach writing in the English language classroom. The course will examine techniques for integrating all language skills, generating ideas, revising, editing and assessing writing. (30 hours) \$295

10 We. Apr 11 18:00-21:00 DTN CRN 20102

OVERVIEW OF TESOL (TESO 1101)

This course provides an overview of the teaching methodology and instructional resources used to teach English language. It examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$230

5 Mo.Tu.We.Th.Fr. Apr 16 09:30-16:30 DTN CRN 20099 10 Tu. Apr 17 18:00-21:00 DTN CRN 20100

TEACHING GRAMMAR ONE (TESO 1168)

This course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar One focuses on beginner-through-intermediatelevel grammar. (30 hours) \$295

10 Mo. Apr 16 18:00-21:00 DTN CRN 20106

TEACHING PRONUNCIATION (TESO 1127)

This 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

9 Th. Apr 24 18:00-21:00 DTN CRN 20101

TEACHING EAP (TESO 1266)

This 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

8 Tu. May 01 18:30-21:30 DTN CRN 20123

ELECTIVE COURSES are currently scheduled for:

TUTORING ESOL (TESO 1154)

This 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 plan for tutorial sessions and how to prepare and select tutoring materials. (6 hours) \$105 1 Sa. Apr 14 09:00-16:00 DTN CRN 20098

TEACHING IDIOMS (TESO 1218)

This four-hour workshop will focus on creative ways to teach idioms in the ESL classroom. Participants will explore using games, advertisements, newspapers and contextual clues for getting across meanings of everyday idioms to ESL students.

(4 hours) \$55

1 Sa. Apr 21 13:00-17:00 DTN CRN 20111

TEACHING BEGINNING ESL (TESO 1228)

This six-hour, hands on workshop will examine lesson ideas, instructional techniques, teaching strategies and resources for teaching ESL students at the beginning levels. Participants will explore and practise ideas and activities during the workshop. Handouts of teaching ideas will be given to each participant. (6 hours) \$85

1 Sa. Apr 28 09:30-16:30 DTN CRN 20116

TEACHING THE IBT TOEFL EXAM (TESO 1273)

The new TOEFL Examinations (iBT) integrates academic listening, speaking, reading and writing skills and adds two new speaking components. Participants in this six hour workshop will learn about the format of the new test, gain an understanding of the skills, practise grading the components, learn about resources, and develop activities to use in preparation for teaching the Next Generation TOEFL Examination (iBT). (6 hours) \$85

1 Sa. May 05 09:30-16:30 DTN CRN 20126

USING/ADAPTING LANGUAGE GAMES (TESO 1110)

This dynamic, hands-on, five-hour workshop will focus on using new language games in the classroom. Participants will also adapt existing games and create language games for use in ESL/EFL classroom. It is recommended that participants in this course have some ESL/EFL classroom experience or have completed one or more of the TEFL or TESOL core courses. (5 hours) \$70

1 Sa. May 12 09:30-15:30 DTN CRN 20095

TEACHING BUSINESS ENGLISH (TESO 1256)

This four hour workshop will examine how to teach the increasingly important subject area of Business English. English is the international language for conducting business globally. If an international company wants to compete in the global economy, it must attract and retain employees who speak and understand business English. Workshop participants will student key concepts and vocabulary used in international business as well as strategies for developing language skills through stimulating and communicative language activities including business presentations, reports, data analysis and role playing, Sample lessons plans and unit plans for Business English classes will be discussed and presented. (4 hours) \$55

1 Sa. May 26 12:30-16:30 DTN CRN 20118

TEACHING VOCABULARY (TESO 1269)

This hands-on workshop examines how to teach vocabulary in a classroom or tutoring situation, including introducing new vocabulary and guidelines for teaching vocabulary, as well as how to develop thought-provoking vocabulary activities. Using vocabulary computer programs to create creative vocabulary activities is covered. (6 hours) \$105

2 Mo.We. Jun 04 18:00-21:00 DTN CRN 20125

INTRODUCTION TO CALL (TESO 1181)

This four-hour, hands-on workshop explores the use of the computer lab as a tool for teaching English language. It will provide those unfamiliar with computer labs with an introduction to computer-assisted language learning (CALL) and a review of the TESOL multi-media, interactive software programs for IBM compatible computers. Current TESOL websites will be featured. This workshop will be held in the Computer Lab at the Broadway Campus. (4 hours) \$65

1 Sa. May 26 13:00-17:00 BWY CRN 20094

APPLY FOR A TESOL JOB (TESO 1227)

This workshop will feature information on how to be effective in identifying TESOL teaching positions that are right for you using print resources and the Internet. Learn how to use effective interviewing skills and how to create a personal employment portfolio. Bring your most recent résumé to the workshop. (6 hours) \$105

1 Sa. Jun 23 09:30-16:30 DTN CRN 20115



TESOL PROGRAMS 35

36 TESOL PROGRAMS

TESOL DIPLOMA PROGRAM FOR INTERNATIONAL STUDENTS

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Anne Sandor, 604.443.8706, asandor@vcc.ca Department website: tesol.vcc.ca

REQUIRED COURSES:

Students must complete the following nine core courses. Please note that the nine core courses must be taken in a specified order. For full information regarding the specified order for the core courses - please check the TESOL Department website: tesol.vcc.ca

Teaching Grammar Two (TESO 1169) TESOL Internship (TESO 1270) Teaching Reading (TESO 1133) Teaching Writing (TESO 1128) Overview of TESOL (TESO 1101) Teaching Grammar One (TESO 1168) Teaching Pronunciation (TESO 1127) Teaching EAP (TESO 1266) Academic Writing (TESO 1254) Pronunciation & Communication (TESO 1222) X Culture Wrkshp/Int Stdts (TESO 1245)

ELECTIVE COURSES:

Students are required to complete 21 hours of the following elective courses.

Tutoring ESOL (TESO 1154) Teaching Idioms (TESO 1218) Teaching Beginning ESL (TESO 1228) Teaching the IBT TOEFL Exam (TESO 1273) Using/Adapting Language Games (TESO 1110) Teaching Business English (TESO 1256) Teaching Vocabulary (TESO 1269) Introduction To CALL (TESO 1181) Apply for a TESOL Job (TESO 1227)

REQUIRED COURSES are currently scheduled for:

TEACHING GRAMMAR TWO (TESO 1169)

This course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar Two focuses on advanced-through-collegepreparatory-level grammar. (30 hours) \$295

2 Mo.We. Apr 02 18:00-21:00 DTN CRN 20107 8 Mo. Apr 16 18:00-21:00 DTN CRN 20107

TESOL INTERNSHIP (TESO 1270)

Features workshops focusing on classroom management, instructional aids, cross cultural teaching and Canadian Language Benchmarks as well as 24 hours of practice teaching in an English language classroom. (48 hours) \$500

0 tba Apr 03 tba-tba OFS CRN 20124 tba Tu.Th. Apr 03 18:00-21:00 DTN CRN 20124 1 Tu. Apr 10 18:00-21:00 DTN CRN 20124 2 Sa. Apr 21 09:00-16:00 DTN CRN 20124 1 Th. May 17 18:00-21:00 DTN CRN 20124

TEACHING READING (TESO 1133)

This course focuses on the theory and instructional methodology used to teach reading in an English language class, as well as the instructional resources used to develop a reading program. (30 hours) \$295

10 Th. Apr 05 18:00-21:00 DTN CRN 20104

TEACHING WRITING (TESO 1128)

This course focuses on the theory and instructional methodology used to teach writing in the English language classroom. The course will examine techniques for integrating all language skills, generating ideas, revising, editing and assessing writing. (30 hours) \$295

10 We. Apr 11 18:00-21:00 DTN CRN 20102

OVERVIEW OF TESOL (TESO 1101)

This course provides an overview of the teaching methodology and instructional resources used to teach English language. It examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$230

5 Mo.Tu.We.Th.Fr. Apr 16 09:30-16:30 DTN CRN 20099 10 Tu. Apr 17 18:00-21:00 DTN CRN 20100

TEACHING GRAMMAR ONE (TESO 1168)

This course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar One focuses on beginner-through-intermediatelevel grammar. (30 hours) \$295

10 Mo. Apr 16 18:00-21:00 DTN CRN 20106

TEACHING PRONUNCIATION (TESO 1127)

This 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 9 Th. Apr 24 18:00-21:00 DTN CRN 20101

TEACHING EAP (TESO 1266)

This course examines the instructional techniques and resources for teaching reading, composition, literature and study skills to students planning to study in English at a postsecondary level. (24 hours) \$255

8 Tu. May 01 18:30-21:30 DTN CRN 20123

REQUIRED COURSES to be scheduled in upcoming terms:

ACADEMIC WRITING (TESO 1254)

This nine-hour workshop is designed to provide an overview of essay writing for academic purposes. The elements of academic essay writing will be examined through the use of model essays, hands-on writing assignments, group discussions, student-teacher and peer writing conferences, as well as in-class essay presentations. (9 hours)

PRONUNCIATION & COMMUNICATION (TESO 1222)

Designed specifically for international students studying to be English language teachers, this course will focus on developing the advanced-level pronunciation and communication skills required for teaching English language.

X CULTURE WRKSHP/INT STDTS (TESO 1245)

A six-hour workshop is designed specifically for international students in the first term of the International TESOL Diploma program. (6 hours)

ELECTIVE COURSES are currently scheduled for:

TUTORING ESOL (TESO 1154)

This 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 plan for tutorial sessions and how to prepare and select tutoring materials. (6 hours) \$105

1 Sa. Apr 14 09:00-16:00 DTN CRN 20098

TEACHING IDIOMS (TESO 1218)

This four-hour workshop will focus on creative ways to teach idioms in the ESL classroom. Participants will explore using games, advertisements, newspapers and contextual clues for getting across meanings of everyday idioms to ESL students. (4 hours) \$55

1 Sa. Apr 21 13:00-17:00 DTN CRN 20111

TEACHING BEGINNING ESL (TESO 1228)

This six-hour, hands on workshop will examine lesson ideas, instructional techniques, teaching strategies and resources for teaching ESL students at the beginning levels. Participants will explore and practise ideas and activities during the workshop. Handouts of teaching ideas will be given to each participant. (6 hours) \$85

1 Sa. Apr 28 09:30-16:30 DTN CRN 20116

TEACHING THE IBT TOEFL EXAM (TESO 1273)

The new TOEFL Examinations (iBT) integrates academic listening, speaking, reading and writing skills and adds two new speaking components. Participants in this six hour workshop will learn about the format of the new test, gain an understanding of the skills, practise grading the components, learn about resources, and develop activities to use in preparation for teaching the Next Generation TOEFL Examination (iBT). (6 hours) \$85

1 Sa. May 05 09:30-16:30 DTN CRN 20126

USING/ADAPTING LANGUAGE GAMES (TESO 1110)

This dynamic, hands-on, five-hour workshop will focus on using new language games in the classroom. Participants will also adapt existing games and create language games for use in ESL/EFL classroom. It is recommended that participants in this course have some ESL/EFL classroom experience or have completed one or more of the TEFL or TESOL core courses. (5 hours) \$70

1 Sa. May 12 09:30-15:30 DTN CRN 20095

TEACHING BUSINESS ENGLISH (TESO 1256)

This four hour workshop will examine how to teach the increasingly important subject area of Business English. English is the international language for conducting business globally. If an international company wants to compete in the global economy, it must attract and retain employees who speak and understand business English. Workshop participants will student key concepts and vocabulary used in international business as well as strategies for developing language skills through stimulating and communicative language activities including business presentations, reports, data analysis and role playing, Sample lessons plans and unit plans for Business English classes will be discussed and presented. (4 hours) \$55

1 Sa. May 26 12:30-16:30 DTN CRN 20118

TESOL PROGRAMS 37

TEACHING VOCABULARY (TESO 1269)

This hands-on workshop examines how to teach vocabulary in a classroom or tutoring situation, including introducing new vocabulary and guidelines for teaching vocabulary, as well as how to develop thought-provoking vocabulary activities. Using vocabulary computer programs to create creative vocabulary activities is covered. (6 hours) \$105

2 Mo.We. Jun 04 18:00-21:00 DTN CRN 20125

INTRODUCTION TO CALL (TESO 1181)

This four-hour, hands-on workshop explores the use of the computer lab as a tool for teaching English language. It will provide those unfamiliar with computer labs with an introduction to computer-assisted language learning (CALL) and a review of the TESOL multi-media, interactive software programs for IBM compatible computers. Current TESOL websites will be featured. This workshop will be held in the Computer Lab at the Broadway Campus. (4 hours) \$65

1 Sa. May 26 13:00-17:00 BWY CRN 20094

APPLY FOR A TESOL JOB (TESO 1227)

This workshop will feature information on how to be effective in identifying TESOL teaching positions that are right for you using print resources and the Internet. Learn how to use effective interviewing skills and how to create a personal employment portfolio. Bring your most recent $r\sqrt{@sum}\sqrt{@}$ to the workshop. (6 hours) \$105

1 Sa. Jun 23 09:30-16:30 DTN CRN 20115

TESOL DISTANCE DIPLOMA

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Anita Schuller, 604.443.8362, aschuller@vcc.ca Department website: tesol.vcc.ca

REQUIRED COURSES:

Teaching Pronunciation (TESO 1108) Foundations for TESOL (TESO 1103) Teaching Grammar (TESO 1104) Teaching Listening/Speaking (TESO 1105) Teaching Reading/Writing (TESO 1106) Practicum (TESO 1107)

REQUIRED COURSES are currently scheduled for:

TEACHING PRONUNCIATION (TESO 1108)

This course examines the instructional methodology used to teach pronunciation to English language learners. (60 hours) \$395

0 tba Apr 02 tba-tba OFS CRN 20142

FOUNDATIONS FOR TESOL (TESO 1103)

This course examines the foundations for English language instruction, focusing on the adult English language learner, cultural awareness and cross-cultural communication, and the instructional approaches used to teach English language. (60 hours) \$395

0 tba Apr 09 tba-tba OFS CRN 20137

PRACTICUM (TESO 1107)

This course, completed under supervision of a sponsor teacher, focuses on the practical application of the theory of English language instruction in an English language classroom. (60 hours) \$450

0 tba Apr 09 tba-tba OFS CRN 20141

TEACHING GRAMMAR (TESO 1104)

This course examines the instructional methodology used to teach grammar to English language learners. (60 hours) \$395 0 tba Apr 09 tba-tba OFS CRN 20138

TEACHING LISTENING/SPEAKING (TESO 1105)

This course examines the instructional methodology used to teach listening and speaking skills to English language learners. (60 hours) \$395

0 tba Apr 09 tba-tba OFS CRN 20139

TEACHING READING/WRITING (TESO 1106)

This course examines the instructional methodology used to teach reading and writing skills to English language learners. (60 hours) \$395

0 tba Apr 09 tba-tba OFS CRN 20140

TUTORING ESOL CERTIFICATE PROGRAM

Senior Program Coordinator: Jennifer Pearson Terell Program Coordinator: Jayeson VanBryce, 604.443.8669, jvanbryce@vcc.ca Department website: tesol.vcc.ca

REQUIRED COURSES:

Please note that the required courses for successful completion of the Tutoring ESL Certificate Program must be taken in a specified order. For full information regarding the specified order for the required courses - please check the TESOL Department website: tesol.vcc.ca

Tutoring ESOL Practicum (TESO 1278) Tutoring ESOL (TESO 1154) Overview of TESOL (TESO 1101) Tutor/Teach Pronunciation (TESO 1201) Tutor/Teach Grammar (TESO 1276) Teaching Vocabulary (TESO 1269) Tutor/Teach Convers Skills (TESO 1220)

Candidates for the Tutoring ESOL Certificate are required to pass a take-home examination with a grade of 60 percent.

REQUIRED COURSES are currently scheduled for:

TUTORING ESOL PRACTICUM (TESO 1278)

This course will focus on the practical application of the theory of tutoring ESOL skills in a real-life situation. The principles of lesson planning, the effective use of instructional aids, as well as dealing specific tutoring situations will be addressed. This course consists of a two-hour workshop as well as hours of tutoring an ESOL student. \$350

0 tba Apr 11 tba-tba OFS CRN 20128 tba We. Apr 11 18:00-20:00 DTN CRN 20128

TUTORING ESOL (TESO 1154)

This 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 plan for tutorial sessions and how to prepare and select tutoring materials. (6 hours) \$105

1 Sa. Apr 14 09:00-16:00 DTN CRN 20098

OVERVIEW OF TESOL (TESO 1101)

This course provides an overview of the teaching methodology and instructional resources used to teach English language. It examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$230

5 Mo.Tu.We.Th.Fr. Apr 16 09:30-16:30 DTN CRN 20099 10 Tu. Apr 17 18:00-21:00 DTN CRN 20100

TUTOR/TEACH PRONUNCIATION (TESO 1201)

This course examines the theory and instructional methodology used to teach/tutor pronunciation to English-language students. (12 hours) \$200

10 Mo. Apr 23 18:00-21:00 DTN CRN 20110

TUTOR/TEACH GRAMMAR (TESO 1276)

This course examines the theory and instructional methodology used to tutor/teach grammar to English language learners. Grammatical structures from the beginner-level through the advanced-level will be addressed. A list of reference and teaching resources will also be provided. Candidates for the Tutoring ESOL Certificate are required to pass a take-home examination with a grade of 60 percent. (15 hours) \$235

5 We. Apr 25 18:00-21:00 DTN CRN 20129

TEACHING VOCABULARY (TESO 1269)

This hands-on workshop examines how to teach vocabulary in a classroom or tutoring situation, including introducing new vocabulary and guidelines for teaching vocabulary, as well as how to develop thought-provoking vocabulary activities. Using vocabulary computer programs to create creative vocabulary activities is covered. (6 hours) \$105

2 Mo.We. Jun 04 18:00-21:00 DTN CRN 20125

TUTOR/TEACH CONVERS SKILLS (TESO 1220)

This course is designed to prepare potential EFL instructors for teaching conversational skills. It will include strategies for planning conversation topics, unit plans, as well as teaching resources. (6 hours) \$105

1 Sa. Jun 09 09:30-16:30 DTN CRN 20112



JENNIFER YORK, CURRENT STUDENT, TESOL DIPLOMA PROGRAM



REGISTER ONLINE



www.vcc.ca/cs

38 WRITING

WRITING

Hone your skills as a creative writer and find out how to market your skills by taking VCC's creative writing program. Let your creativity flow, build your portfolio and meet others who share your passion for writing. Courses are conveniently scheduled evenings and weekends – take the next step and launch your writing career with VCC.

CREATIVE WRITING

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Crystal Kreschuk, 604.443.8711

Get Creative! More and more writers are taking advantage of creative writing courses that allow them to actively discover and improve their writing skills. These courses are perfect for all writers - from beginner to advanced. Our courses range from evening, day or weekend workshops that teach techniques to help you access or make the most of your creativity. From overcoming writer's block to generating ideas, to understanding how to achieve your desired effects and structure your work, we have it all!

These courses will give you the chance to work with published and produced professional writers and to develop professional-level skills in various aspects of literature ranging from poetry to short fiction to online writing and novels to editing and publishing.

Join VCC's talented Creative Writing instructors for a one day WRITERS' WORKSHOP on Saturday, June 2. Spend the day attending workshops designed for emerging and fluent writers.

Whether it's poetry, fiction or getting published - you'll find what you're looking for at our WRITERS' WORKSHOP!

ELECTIVE COURSES:

Book Magic (CWRI 1130) Irresistible Query Letters (CWRI 1132) Publishing Poetry in the U.S. (CWRI 1144) Radiant Imagery for Writers (CWRI 1145) Copy Edit Like A Pro (CWRI 1152) Write Like A Master (CWRI 1153) Hit it Big-Write Sports Novel (CWRI 1149) Open Your Creative Channel! (CWRI 1149) Seven Deadly Sins of Poetry (CWRI 1146) The Spoken Word (CWRI 1148)

ELECTIVE COURSES are currently scheduled for: BOOK MAGIC (CWRI 1130)

Books are magic! They turn unknown writers into authors and perhaps into household names. But publishing is a complex world, full of insider rules and financial constraints which, if not respected, cause good book ideas to wither on many a hard-drive and writers to question their calling. Discover how the Canadian publishing scene differs from the American and how approachable Canadian publishers really are. Learn some uniquely Canadian spells that will boost your chances of getting published; explore the wizardry surrounding agents, query letters, phone calls to editors, sales, and the North American market. Join Julie as she waves her magic wand and takes you from inspiration to publication! Instructor: Julie Ferguson (3 hours) \$53

1 Sa. Jun 02 13:00-16:00 DTN 🕀 CRN 20367

COPY EDIT LIKE A PRO (CWRI 1152)

In the worlds of business and publishing, language is going through an upheaval and a rebound. With heavy emphasis being put on search-engine optimization and email communications, the need for competent copy editors is growing. This course is designed to give students the knowledge to be copy editors of high aptitude and proficiency while working in fast-paced, deadline-oriented environments. Students will learn how to maximize their language skills and to understand the practical applications of writing for a business world that's increasingly being driven by the Internet. Included are lectures, close reading of text, and workshopping of students' own writing. Instructor: Adrian Brijbassi (3 hours) \$53

1 Sa. Jun 02 09:00-12:00 DTN 🕆 CRN 20390



Our Creative Writing program covers all aspects of creative writing – from poetry to general non-fiction to specialties such as sports writing. Try Writing Online to build your publishing portfolio, tap your romantic side with How to Write a Love Poem or explore our many other courses.

IRRESISTIBLE QUERY LETTERS (CWRI 1132)

Learn the essential components and style to compose query letters that captivate editors or agents, whether you write magazine articles, non-fiction books, or novels. Start to develop the key paragraphs; discover how to format print and electronic queries, handle follow-ups, and manage the oral query . Explore all the tools and receive the assistance you need to craft irresistible queries that result in publication. Instructor: Julie Ferguson (3 hours) \$53

1 Sa. Jun 02 09:00-12:00 DTN 🕆 CRN 20366

PUBLISHING POETRY IN THE U.S. (CWRI 1144)

The U.S. poetry market can be daunting for a Canadian poet. Given the size, complexity, and variety of journals (both online and print) situated in the U.S., it often seems like a gigantic maze where every door tends to end in a brick wall. This workshop provides key information to help Canadian writers navigate their way to a successful U.S. publication. Students will learn about the different tiers of online and print journals, which resources to consult, and basic strategies to improve their odds. Instructor: Neil Aitken (3 hours) \$53

1 Sa. Jun 02 13:00-16:00 DTN 🗥 CRN 20364

RADIANT IMAGERY FOR WRITERS (CWRI 1145)

What makes a scene or an image "work" in a story or poem? Why are some passages utlimately dull and forgettable and others vibrant and easily imagined? Learn how to create truly vivid and powerful images using five proven techniques. This course provides examples and exercises for all writers to hone this important skill. Instructor: Neil Aitken (3 hours) \$53

1 Sa. Jun 02 09:00-12:00 DTN 🖓 CRN 20365

WRITE LIKE A MASTER (CWRI 1153)

You've got a killer idea for a story. Now, how do you tell it? Choosing the point of view for a short story or novel is often the most critical decision a creative writer makes. In this workshop course, you will get crucial feedback on your work while learning how to handle point of view, giving your story the foundation it needs. You will gain experience using a variety of points of view, discovering the merits and limitations of each, and finding the one most suited to your style. Instructor: Adrian Brijbassi (3 hours) \$53

1 Sa. Jun 02 13:00-16:00 DTN 🕀 CRN 20391

ELECTIVE COURSES to be scheduled in upcoming terms:

HIT IT BIG-WRITE SPORTS NOVEL (CWRI 1149)

Comedy, tragedy, failure, triumph. The sports novel is filled with classic themes of storytelling. It's also loaded with cliches and plots less original than most pop songs. Be fresh, be riveting, be the author of a sports novel that evokes past tales of victory while also introducing characters and storylines unique to the genre. In this course, you will get assistance on your project from the instructor and fellow students. Instructor: Adrian Brijbassi (12 hours)

OPEN YOUR CREATIVE CHANNEL! (CWRI 1129)

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

SEVEN DEADLY SINS OF POETRY (CWRI 1146)

A fun, light-hearted expose of the seven most common poetry missteps made by new and old writers alike. Bad examples will be provided (no need to bring your own!). This course will focus on a different poetry "sin" each week and offer more productive alternatives. This is an enjoyable and useful class for anyone interested in improving their writing in a non-workshop environment. Exercises will be given to encourage revision on your own time. Instructor: Neil Aitken (24 hours)

THE SPOKEN WORD (CWRI 1148)

It's one thing to write a poem and a completely different thing to read or perform it in public. This course presents some simple ways to improve your reading of poetry. For poets new to the microphone or for experienced writers who would like to deliver a more engaging reading, these tips and exercises will be helpful in making their next reading one to be remembered. Instructor: Neil Aitken (6 hours)

REGISTRATION 39

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報名及查詢,請致電 中文熱線 604.443.8335

PAYMENT OF FEES

FAX & MAIL-IN REGISTRATION Fax to: 604.443.8393 for VISA, MasterCard or American Express only.

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

MALE FEMALE		BIRTHDAT		lay Year	_	
SURNAME		GIVEN NA	MES			
ADDRESS		CITY/MUNICIPALITY			POSTAL CODE	
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	Country of Citizer	Country of Citizenship				
COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATION	CRN #
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CHEQUE	Name on card					
MONEY ORDER	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 the Centre for Continuing Studies at 604.443.8484.

Citizenship Requirements for Admission

- Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrolment at Vancouver Community College. By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrolment 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 that 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.
- Iter 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.
 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

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Cancellations: Effective April 01, 2006 The college reserves the right to cancel courses 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 six weeks or less.
 Start of second class for courses of six weeks or more.

- Start date for all certificates and programs that 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. 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 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; all decisions of the committee are final.



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We're B.C.'s No. 1 college, and we've built our reputation around meeting your needs: flexibility, quality and convenience. Move up in your current job, get ready for a new challenge or turn your business idea into reality. Choose your direction, and let VCC Continuing Studies help you get there.

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