

it's VCC if you want to KNOW

VANCOUVER COMMUNITY
COLLEGE THAT IS!

INDEX
PAGE
2

AUTOMOTIVE
PAGE
3

HOME
REPAIRS
PAGE 4

INTERIOR
DESIGN &
DECORATING
PAGE 5

USE
YOUR
VISA
SEE PAGE
2

WINE
TASTING TOURS
PAGE
5

PACIFIC RIM
PROGRAM
PAGE
9

LANGUAGES
PAGE
9

"GET UP AND
GO" COURSES
AT LANGARA
CAMPUS
PAGES 8 & 9

FOOD AND
FUN PAGE
5, 9, 12

COMPUTER
SKILLS PAGE 10 & 11

ARTS
AND
CRAFTS
PAGES
3 & 8



Come and Learn a Better Living With us

COURSES for SPRING 1984

FOR REFERENCE
Do Not Take From This Room

VANCOUVER COMMUNITY COLLEGE



COURSE INDEX

and CONTINUING EDUCATION REGISTRATION INFORMATION

Accounting	10	Electronics Courses	11,4	Professional Development	9,10
Acting & Speech	9	Engineering Courses	4	Receptionist/Switchboard	3
Access Control & Patrolling	12	English	5	Recorder	8
Air Brakes	3	English Language Training	5,7,9	Recreation/Rec. Education	9
Afro Jazz Dancercise	3	Ensembles - Early New, Wind	8	Retail Security	12
Air Conditioning	3	Financial Management	9	Safety & Accident Prevention	6,12
Airbrush Painting	3	First Aid	4	Salesmanship	10
Alcohol & Drug Addition	8	Flute	7	Secretarial Skills	3,12
Appliance Repair	4	G.E.D. Preparation	5	Security Officer Program	12
Arts & Crafts	3,8,9	Gardening	7	Senior Citizens	9
Art & Design, Commercial	3	Grammar	5	Singing	8
Badminton	9	Graphic Design/Arts	3	Sign Painting	3
Bilingual Citizenship	5	Guitar	7	Speed Reading	9
Blueprint Reading	3,5	Gourmet Pursuits	9	Sports	9
Bridge	9	Hairdressing	4	Stage Band	8
Broadcasting Production	9	Handicapped, Programs for Mentally	7	Supervision	10
Budgeting	7	Health Promotion Services	4,6,9	Survey	3
Building Construction	9	Health Services	4,6	Tai Chun	9
Business Admin. Cert. Program	3	Heart Savers	6	Telecollege	11
Business Communications	3,12	Historical Interests	6	Tours & Travel, Educational	5,6
Business Math & Machines	3	Hobbies, Crafts	9	Typing	3,9
Business Training	3	Home Living	5	Voice Workshop	8
Business and Law	5	Homemaker	5	Volunteer Training	9
Calligraphy	9	House Construction	3,4	Watercolour	3,9
Canadian Inst. Traffic & Trans.	9	Hunter Training	6,7	Welding	5,12
Canadian Citizenship	5	Independent Study	10	Wine	5
Care Care Maintenance	3	Interior Design	3	Women's Courses/Events	7
Cardio Pulmonary Resuscitation	7	Japanese	5	Word Processing	10,11
-(CPR)	7	Jazz Choir	8	Writing, Creative, Freelance, Script	5,9
Career Awareness Program	7	Jewellery Making	5	Writing, Romances	9
(Mentally Handicapped)	7	Kodaly Solfege	8	Yoga	9
Career Change	7	Languages	9		
Carpentry	3	Lifestyling "Ventures 1"	7		
Cartooning	3	Matting, Framing	3		
Coastal Navigation	5	Management Principles & Practices	10		
Children	5	Marine Biology	7		
Chinese Art	9	Marketing	10		
Coaching	9	Mechanical Contractors Assn.	9		
Commercial Music	8	Medical Terminology	4		
Communications, Business &	5,9,10,12	Mentally Handicapped Adults	7		
Communications & Lifestyles	5	Microprocessors	4,10,11		
Community Based Social Services	7	Motorcycle Maintenance	3		
Computer Skills Training	7,10,11,12	Music & Instruments	7,8		
Cooking	9	Natural History	6		
Crafts, Hobbies	9	Nursing	2,3,4		
Creative Writing	9	Nutrition	6		
Crime Prevention	12	Orton Dyslexia Society	9		
Dancing	4	Pacific Rim	9		
Darkroom Techniques	4	Painting	3,9		
Data Entry	10,11	Paste-up and Assembly	3		
Data Processing	10,11	Personnel Management	10		
Dental Assistant	12	Pharmacy Assistant	12		
Dining Room & Lounge Service Pgm.	12	Photography	3,4,5,9		
Drafting, General & Architectural	3,11	Photo Journalism	5		
Drawing, Perspective	3	Piano	8		
Drawing	3,9	Power Engineering Program	12		
Early Childhood Studies	5,6,7	Printing	5		
Economics	10	Programming, Computer	10,11		
Electrical Courses	4	Public Speaking	5,9		
		Pattern Making	3		

PLEASE NOTE:

Fees as stated are subject to approval by the Board of Vancouver Community College.

Now you can register for Continuing Education Courses - 3 Ways And use your VISA, too!

1. By MAIL by filling in the Mail Registration form on this page and sending it in with your cheque or VISA information.
2. By PHONE, call the phone number given in the registration information for the campus in which the course is being held and we'll charge it to your VISA card.
3. In PERSON as outlined in the registration information with payment by cheque, cash or VISA

WITHDRAWALS, REFUNDS & COURSE CANCELLATIONS

Requests for refunds stating reasons must be received in writing at the appropriate program centre BEFORE THE THIRD COURSE SESSION. Your receipt MUST accompany the request. Refunds are not permitted for some courses and events. Some short courses require refund requests prior to start date. Please read each section carefully. Specifically, if the duration of a course is three sessions or less a refund request must be received PRIOR to the course start date. Refunds are subject to an administrative charge of 10 per cent of course fees or a minimum of \$5.00, unless a course is cancelled, in which case a FULL refund will be made. Should a course be cancelled, your receipt MUST be returned before a refund can be issued. Refunds are made by cheque. Please allow four weeks for processing any refunds. Fee payments made by VISA are refunded by means of a VISA credit voucher.

RIGHT TO CANCEL COURSES

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 made, however, your receipt MUST be returned before a refund can be issued.

No you can REGISTER for CONTINUING EDUCATION COURSES 3 easy WAYS and you can USE YOUR VISA, TOO!

1. BY MAIL — fill in the Mail Registration Form in the VCC flyer and send it in with your cheque or VISA information.
2. BY PHONE — call the number listed to the left for the campus in which the course is being held and charge it on your VISA card.
3. IN PERSON — at the Continuing Ed. office, on the campus where the course is being held, with payment by cheque, cash or VISA.

Continuing Education on-campus phone numbers:
Vancouver Vocational Institute 682-5844
new King Edward Campus 875-8200
Langara Campus 324-5322

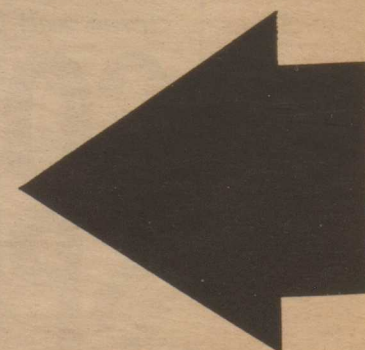
If you did not receive a VCC flyer in the mail, pick one up at the nearest VCC campus, community centre or library.

CONTINUING NURSING EDUCATION REGISTERED NURSES!

Update your knowledge and skills. Look for our courses advertised in the R.N.A.B.C. News and in flyers sent to health care agencies. We offer short courses for nurses working in all types of settings. Post basic clinical specialty programs are also available in critical care, perinatal, pediatric, and neonatal intensive care nursing.

For further information about courses, or if you wish to receive course announcements, please call: 681-8111 (loc 405) or write: Continuing Nursing Education, 250 West Pender St., Vancouver, B.C.

This mail-in registration form is valid for most Continuing Education courses on pages 3-10



VOCATIONAL COURSES

Unless otherwise noted, Saturday classes will begin April 14 and all other classes will begin the week of April 16.

Starting Monday, April 2nd, PRE-REGISTRATION, with fees, for all courses at locations listed below (except Focal Point) will be accepted in person at the Continuing Education Office in the Vancouver Vocational Institute, Monday to Thursday from 10:00 a.m. to 8:00 p.m. and Friday from 10:00 a.m. to 4:00 p.m. You may also register by phone during these hours using your VISA card or by submitting a Registration Form by mail with your cheque or money order.

For courses held at Focal Point, you may PRE-REGISTER at that Centre Tuesday to Saturday from 11:00 a.m. to 4:30 p.m. or from Tuesday, April 3rd to Thursday, April 5th only, you may pre-register from 7:00 p.m. to 9:00 p.m. For further information about these courses, please call 224-3636 at the above noted times.

For courses listed below which are held at the King Edward Campus, you may PRE-REGISTER at the C.E. office at V.V.I. or, if space permits, on the first night of instruction at the C.E. Office at K.E.C.

For courses held at Vancouver Technical School, you may PRE-REGISTER at that Centre from Monday, April 9th to Thursday, April 12th from 7:00 p.m. to 9:00 p.m.

Registration for all courses will also be accepted on the first night of instruction providing space is still available. Please be advised that some courses offered may be cancelled or relocated due to space considerations and reconstruction of facilities. Please note the Refund Policy as it is stated on the Registration Form and that application for refunds for one to five session courses must be submitted prior to the start of the first session. Courses marked with an asterisk (*) are NOT free to senior citizens. For further information on courses at any of these locations, please phone 682-5844, Monday to Thursday from 10:00 a.m. to 8:00 p.m. or Friday from 10:00 a.m. to 4:00 p.m.

Eric Hamber Centre	5025 Willow St.
Focal Point Centre	4474 West 10th Ave.
King Edward Campus	1155 E. Broadway
Raymur Centre	630 Raymur St.
Vancouver Technical School	2600 E. Broadway
Vancouver Vocational Institute	250 W. Pender St.

AUTOMOTIVE

AIR BRAKE THEORY AND OPERATION 60.00
This course prepares truck operators in the basic operation, maintenance and adjustment of air brake equipped vehicles. This training is necessary prior to sitting for the motor vehicle test for an air endorsement on a driving licence.
Sat. K.E.C. 9:00 a.m.-3:30 p.m. 5 weeks

AUTOMOTIVE AIR CONDITIONING 60.00
This course provides the fundamentals required to service automotive air conditioning systems and to write qualifying examinations.
Thurs. K.E.C. 7:00-10:00 p.m. 10 weeks

AUTOMOTIVE BRAKE SERVICING 60.00
This course provides knowledge of most domestic brake systems to enable the student to diagnose and service.
Wed. Van Tech 7:00-10:00 p.m. 10 weeks

AUTOMOTIVE MECHANICS, BASIC 100.00
How and why it works, an introduction to certain service procedures in repair and maintenance of the automobile.
Tue. & Thur. Van Tech 7:30-10:00 p.m. 10 weeks

AUTOMOTIVE MECHANICS, INTERMEDIATE 100.00
A theoretical and practical course on servicing the electrical systems, drive train, power units, etc.
Mon. & Wed. K.E.C. 7:30-10:00 p.m. 10 weeks

AUTOMOTIVE TUNE-UP, BASIC 60.00
This course will give the basic requirements to become a tune-up technician.
Mon. Van Tech 7:00-10:00 p.m. 10 weeks
Tues. K.E.C. 7:00-10:00 p.m. 10 weeks

AUTOMOTIVE TUNE-UP ADVANCED, ELECTRICAL AND CARBURETORS* 120.00
This course will cover conventional and transistor ignition systems, tune-up procedures, carburetor principles and repair. (Admission to this class is by examination to be held Saturday, April 7th, 1984 at 10:00 a.m. or by permission of the Instructor.)
Sat. K.E.C. 9:00 a.m.-3:30 p.m. 10 weeks

AUTOBODY ESTIMATING 48.00
This course will upgrade skills in assessing and estimating collision damage to modern vehicles. (Admission to this class is by examination to be held Saturday, April 7th, 1984 at 10:00 a.m. or by permission of the instructor.)
Mon. & Wed. King Edward 6:30-9:30 p.m. 4 weeks

BASIC MOTORCYCLE MAINTENANCE 60.00
This course provides instruction on basic maintenance and repair procedures as they apply to today's motorcycles. Students will be required to provide tools and equipment.
Wed. K.E.C. 7:00-10:00 p.m. 10 weeks

BUILDING CONSTRUCTION

BUILDING CONSTRUCTION ESTIMATING 60.00
Assists the student in gaining sufficient knowledge and practical experience in preparing accurate quantity take-offs in the residential construction field.
Wed. V.V.I./Raymur 6:30-9:30 p.m. 10 weeks

PRACTICAL VOCATIONAL COURSES

...many available in
neighbourhood facilities

HOUSE CONSTRUCTION 50.00
An introduction to basic house construction, West Coast Framing Method. Registration fee includes a nominal charge for supplies.
Mon. Van Tech 7:00-9:30 p.m. 8 weeks
Tues. V.V.I./Raymur 7:00-9:30 p.m. 8 weeks

INTRODUCTORY BLUEPRINT READING 60.00
This introductory course will provide basic knowledge related to reading blueprints associated with architectural construction.
Mon. V.V.I./Raymur 7:00-10:00 p.m. 10 weeks

TRANSIT AND LEVEL 60.00
This course will provide instruction for the correct use of levels, transits and steel tapes.
Sat. V.V.I./Raymur 9:00 a.m.-12 noon 10 weeks

BUSINESS TRAINING

ACCELERATED LEARNING 60.00
For those interested in increasing their learning power, this course will offer training in such topics as concentration and focus, reading comprehension/speed, developing a photographic memory, whole brain problem solving and learning with all your senses.
Tues. V.V.I. 6:30-9:30 p.m. 10 weeks

RECEPTIONIST SWITCHBOARD 30.00
A course consisting of practical instruction on switchboard, lectures and films of receptionist duties.
Wed. Van Tech 7:30-9:30 p.m. 6 weeks

TYPING FOR BEGINNERS 35.00
This basic course is intended to introduce students to the operation of touch typing with accuracy and confidence.
Wed. Van Tech 7:00-9:00 p.m. 8 weeks

TYPING REFRESHER AND OFFICE PRACTICE 50.00
This course is intended to help the student increase typing speed with accuracy and serve as a refresher course for all office practice. Pre-requisite: To be able to type 15 w.p.m.
Mon. Van Tech 7:00-10:00 p.m. 8 weeks

INTRODUCTION TO MEDICAL TERMINOLOGY MEDICAL OFFICE ASSISTANT REFRESHER see under "HEALTH" section

COMMERCIAL ART AND DESIGN

AIRBRUSH PAINTING* 75.00
Through lectures, demonstrations and creative assignments, students will learn basic skills in the use of friskets, stencils, masks and free-hand methods as they apply to painting, illustration, advertising and painting on fabrics. A nominal fee for rental of air equipment is included and students will be required to supply their own airbrush and some materials. The class size is limited to 15 students. (M. Heine)
Wed. Van Tech 7:00-10:00 p.m. 10 weeks
Tues. Van Tech 7:00-10:00 p.m. 10 weeks

ANATOMY FOR ARTISTS 70.00
This course will assist artists in developing their figure drawing skills through a study of such topics as skeletal framework, origin and insertion of body muscles and how these interact dynamically. Photographic slides will be used. Registration fee includes the cost of models. (G. Finlay)
Mon. V.V.I. 7:00-10:00 p.m. 10 weeks

CARTOONING, BASIC 48.00
This basic course is intended to provide students with an understanding of drawing techniques, tools, and principles of composition and design as applied to preparation of cartoons for reproduction. These principles will be provided by demonstrations and assignments. (G. Metzger)
Sat. V.V.I. 9:00 a.m.-12 noon 8 weeks

DRAWING, ADVANCED 70.00
Some sound experience in elementary drawing is a pre-requisite to this course which will emphasize the continued study of forms and of anatomy with drawing from the draped and nude figure. The registration fee includes the cost of models and the class is limited to 14 students. (R. Sen)
Mon. V.V.I. 7:00-10:00 p.m. 10 weeks

DRAWING ON THE RIGHT SIDE OF THE BRAIN 60.00
Designed for graphic artists, teachers, and artists who wish to radically upgrade their drawing ability, course applies recent discoveries in brain research to understanding drawing and perception. Registration fee includes the cost of models. (K. Juhl)
Tues. V.V.I. 7:00-10:00 p.m. 8 weeks

GRAPHIC DESIGN - AN INTRODUCTION* 60.00
This practical course will examine the problems of design layout, rendering, lettering and the theory of advertising. This class is limited to 20 students. (D. Lim/L. Coe)
Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks
Sat. V.V.I. 9-12 noon 10 weeks

GRAPHIC DESIGN - PRINTING AND PRODUCTION TECHNIQUES* 72.00
This course will facilitate photographers and artists who wish to expand their knowledge in graphic design by studying lettering, design layout and the theory of printing. Emphasis will be placed on the actual printing process as it relates to graphics. This class is limited to 18 students. (D. Lim)
Wed. V.V.I. 7:00-10:00 p.m. 12 weeks

ILLUSTRATION FOR GRAPHIC DESIGN 60.00
This course is intended for graphic designers and illustrators who wish to explore a wide range of illustration techniques as applied in advertising and various print media. Colour theory and basic design will also be covered. (L. Coe)
Wed. V.V.I. 7:00-10:00 p.m. 10 weeks

INTERIOR DESIGN 60.00
A course in interior design, including working from and designing a floor plan, proper choice of colour, furnishings and design for home or business. This class is limited to 20 students. (L. Allan)
Mon. V.V.I. 7:00-10:00 p.m. 10 weeks

MATting AND FRAMING 20.00

Through lecture and demonstration, this short course will explain the procedures for matting and framing artwork and will advise students concerning the choice and quality of materials.
Tues. & Thurs. V.V.I. 7:00-10:00 p.m. 3 days

PAINTING, BASIC 70.00
Beginning with the basic techniques, this course in oil and acrylic painting is for the student who has had little or no previous training. The registration fee includes the cost of models and the class size is limited to 18 students. (R. Sen)
Wed. V.V.I. 7:00-10:00 p.m. 10 weeks

PAINTING, ADVANCED 70.00
Some sound experience in elementary painting is a pre-requisite to this course which will emphasize the continued study of forms and of anatomy with painting from the draped and nude figure. The registration fee includes the cost of models and the class is limited to 14 students. (R. Sen)
Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

PASTE-UP AND ASSEMBLY TECHNIQUES* 75.00
This course will examine two techniques of paste-up and assembly, rubber cement and wax. Cleanliness, speed and efficiency will be stressed. Class projects will range from a simple mechanical to a full page colour ad. Some experience in graphic design is essential. The class is limited to 14 students. (D. Lim)
Tues. Van Tech 7:00-10:00 p.m. 10 weeks

PATTERN MAKING AND DESIGN 60.00
This course is intended for garment designers and others who wish to learn the fundamentals of pattern making as a basis to developing one's own creativity and style. The instruction will include guidance on how to apply this knowledge in specialty areas such as children's wear, sports wear or lingerie. The class size is limited to 16 students. (B. Walker)
Wed. V.V.I. 7:00-10:00 p.m. 10 weeks

PERSPECTIVE DRAWING AND RENDERING 70.00
This course is designed to facilitate designers and drafts-persons in producing perspective drawings and renderings. Presentation drawings will be developed using one and two point perspectives, shadows, colour and reflections. Students must have knowledge of geometry and some drafting ability. The class is limited to 24 students. (G. Finlay)
Wed. Van Tech 6:30-10:00 p.m. 10 weeks
Thurs. V.V.I. 6:30-10:00 p.m. 10 weeks

PHOTO RETOUCHING 75.00
This course is intended for serious photographers and production artists who wish to restore, correct or enhance photographic prints. The student will be able to modify black and white or colour photographs with the use of dyes or several different pigments. Students will be required to purchase additional supplies.
Thurs. Van Tech 7:00-10:00 p.m. 10 weeks

PORTFOLIO PRESENTATION 15.00
For professional artists who rely on their portfolio as a major selling device, this course will analyse methods of presentation, composition of content and other important factors. Bring your own subject matter for analysis. (D. Lim)
Sat. V.V.I. 9-2 p.m. 1 day

SIGN PAINTING: AN INTRODUCTION 60.00
This course is directed towards artists and people involved in the display area. The students will gain the knowledge and skills to be able to paint a freehanded sign, a display window, and machinery such as cars and trucks. A basic study of typography with emphasis on the techniques of rendering will be discussed and applied. Problems such as transposing a very small scaled image, to a very large scaled image will be discussed in detail.
Wed. Van Tech 7:00-10:00 p.m. 10 weeks

HAND TINTING PHOTOGRAPHS

See under "PHOTOGRAPHY" section.

DATA PROCESSING

For information on Computer Courses offered through C.E. and V.V.I., please see pages 10 & 11.

DIESEL

GENERAL DIESEL ENGINES* 156.00
This course will provide a basic knowledge of the history, development and theory of the diesel engine and allow the student to obtain theoretical and practical knowledge of the operation and maintenance of the present day diesel. The course will also prepare the student for further instruction in diesel servicing.
Mon. & Wed. K.E.C. 6:30-9:30 p.m. 13 weeks

DRAFTING

BLUEPRINT READING IN COMMERCIAL AND INDUSTRIAL ARCHITECTURE 60.00
This course is for persons who want to develop or upgrade their skills in interpreting architectural working drawings of light commercial and industrial construction. Participants will learn the meaning of the architectural drafting symbols, the identification of drawings and details, the functions of the structural components of building; the use of finishing materials and the role of the sub-trades. The three major structural concepts; woodframe, concrete and steel will be covered.
Thurs. Van Tech 7:00-10:00 p.m. 10 weeks

PRACTICAL DRAFTING * 90.00
This course will enable students to develop skills in general drafting techniques along with a satisfactory level of comprehension of drawing and related trade-skills. Participants should be able to develop drawings within their own field of expertise.
Tues. & Thurs. Van Tech 7:00-10:00 p.m. 7½ weeks
Sat. V.V.I. 9:00 a.m.-2:30 p.m. 9 weeks

PERSPECTIVE DRAWING AND RENDERING see under "COMMERCIAL ART AND DESIGN" section

For more information:
Phone: 682-5844
Monday - Friday
10:00 - 20:00 hrs.

MAIL IN REGISTRATION FORM

Include cheque or money order and mail to:

VANCOUVER COMMUNITY COLLEGE
Continuing Education Division
1155 East Broadway, Box 24785, Station 'C'
Vancouver, B.C. V5T 4N5

Please TYPE or PRINT. Note: Only one student may register on this form. Put additional registrations on a sheet of paper.			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.	Surname _____ Given Names _____ Office Phone _____ Home Phone _____		
Address	Apt. and/or Number & Street _____ City/Municipality _____ Province _____ Postal Code _____		
Give complete Course Name, Location, Day and Time, and Fee			
1. _____	_____		
2. _____	_____		
3. _____	_____		
Include Course Titles and Numbers on back of cheque			
VISA INFORMATION NAME ON VISA CARD _____ VISA ACCOUNT NUMBER _____ VISA EXPIRY DATE _____		AMOUNT ENCLOSED Do not send cash! <input type="checkbox"/> Money Order <input type="checkbox"/> Cheque <input type="checkbox"/> VISA	
Signature _____	Date _____		

ELECTRICAL

INDUSTRIAL MOTOR CONTROLS	120.00
This course examines a wide variety of control devices and explains circuits from basic full-voltage stop/start control to reduced-voltage autotransformer starters. How the logic programmable controller is related to those circuits is also discussed. Hands-on wiring of numerous control circuits is included as well as Canadian Electrical Code requirements regarding layout and protection. The course also examines the principles and applications of both A.C. and D.C. motors, where necessary.	
Tues. & Thurs. V.V.I.	7:00-10:00 p.m. 10 weeks
ELECTRICITY, BASIC	120.00
A course in understanding the basic principles of electricity.	
Tues. & Thurs. Van Tech	7:00-10:00 p.m. 10 weeks
ELECTRICAL CODE	
This course is designed for 4th year Apprentices and Journeyman Electricians.	
BASIC	100.00
Tues. & Thurs. Van Tech	7:00-9:30 p.m. 10 weeks
INTERMEDIATE	100.00
Tues. & Thurs. Van Tech	7:00-9:30 p.m. 10 weeks
ADVANCED	100.00
Tues. & Thurs. Van Tech	7:00-9:30 p.m. 10 weeks
ELECTRICAL TQ REFRESHER	144.00
This course will review basic electrical principles, machine and control. The topics are designed to prepare the student to write the T.Q. examination.	
Tues. & Thurs. V.V.I.	7:00-10:00 p.m. 12 weeks

ELECTRONICS

ELECTRONIC MUSICAL INSTRUMENT REPAIR	80.00
This course is oriented toward the working technician. Students with a thorough working knowledge of basic electronics will be accepted. Topics covered will include: analog and microprocessor controlled home organs, synthesizers, rhythm and effective units. *Students requiring test equipment for lab projects will be required to purchase 3 I.D. cards.	
Wed. V.V.I.	7:00-10:00 p.m. 10 weeks
INTRODUCTORY ELECTRONICS*	120.00
This course will provide the student with an introduction to electronic components, circuits and their functions. Theoretical knowledge is enhanced by laboratory projects. Students will be required to purchase or provide some basic tools. *Students requiring test equipment for lab projects will be required to purchase 3 I.D. cards.	
Mon. & Wed. V.V.I.	7:00-10:00 p.m. 10 weeks
Tues. & Thurs. V.V.I.	7:00-10:00 p.m. 10 weeks
INTRODUCTORY FIBRE OPTICS	96.00
This course, both theoretical and practical, covers transmitter and receiver principles using analog to digital techniques connected by fibre optic cable.	
Mon. & Wed. V.V.I.	7:00-10:00 p.m. 8 weeks
INTRODUCTORY MICROPROCESSORS	84.00
This general course will introduce the basic concepts of microprocessors. The course will cover such topics as basic digital theories, the microprocessor control processing unit, memory, input/output, and some Assembler language programming. Students should possess a working knowledge of basic electronics.	
Mon. & Wed. Van Tech	7:00-10:00 p.m. 7 weeks
Tues. & Thurs. Van Tech	7:00-10:00 p.m. 7 weeks
MICROPROCESSOR APPLICATIONS	120.00
This course covers the operation, architecture and application of microprocessors as well as the digital theory needed to understand these devices. In particular, the M6800 will be studied. Pre-requisite: "Introductory Microprocessors" or equivalent knowledge.	
Tues. & Thurs. Van Tech	7:00-10:00 p.m. 10 weeks
SENSING TRANSDUCERS AND AMPLIFIERS	120.00
This course is designed to familiarize the student with circuitry associated with fluid, pressure, light, temperature and related instrumentation measurements which are used in industrial control systems. 50% PRACTICAL LAB. Prerequisite: "Introductory Electronics." *Students requiring test equipment for lab projects will be required to purchase 3 I.D. cards.	
Tues. & Thurs. V.V.I.	7:00-10:00 p.m. 10 weeks
TROUBLESHOOTING TECHNIQUES	60.00
Learn the quick and easy methods of diagnostics, troubleshooting and repair for AM and FM radios, stereo and general domestic electronic equipment. Students requiring test equipment for lab projects will be required to purchase 3 I.D. cards.	
Tues. & Thurs. V.V.I.	7:00-10:00 p.m. 5 weeks
T.V. SERVICING - BLACK AND WHITE*	120.00
An in-depth study of black and white television including testing and troubleshooting on modern equipment. Principles of colour transmission and receiver colour circuits will be presented toward the end of the course. As this course includes hands-on testing, students must be capable of using basic test equipment and be graduates of a basic electronic course. Home entertainment technicians are welcome. *Students requiring test equipment for lab projects will be required to purchase 3 I.D. cards.	
Tues. & Thurs. V.V.I.	7:00-10:00 p.m. 10 weeks
T.V. SERVICING — COLOUR*	120.00
This course will cover process circuits, picture tubes — set-up and servicing procedures. Students requiring test equipment for projects will be required to purchase 3 I.D. cards.	
Mon. & Wed. V.V.I.	7:00-10:00 p.m. 10 weeks

PRACTICAL VOCATIONAL COURSES ... that can add new dimensions to your job opportunities

For more information
Phone: 682-5844
Monday - Friday
10:00 - 20:00 hrs.

HAIRDRESSING

MARKETING YOUR HAIR AND BEAUTY SKILLS	105.00
Improved marketing skills and client relations will help build a better business. Intended for barbers, estheticians and hairdressers, this course examines, by theory and practical application, the areas of customer relations, problem solving, appointment management and sales promotion.	
Wed. V.V.I.	6:30-9:30 p.m. 10 weeks
TECHNICAL HAIR COLOURING	105.00
This course, open to hairdressers, examines the field of technical hair colouring including: colour levels, types of colour and colour selection. Also covered are: hair colouring chemistry, bleaching and formula development in both theory and practical sessions. This class will begin April 24th.	
Tues. & Thurs. V.V.I.	6:30-9:30 p.m. 5 weeks
HAIRCUTTING — ELEMENTS OF DESIGN	105.00
This course examines by theory and practical applications the basic elements of design haircutting and finishing. Techniques of contemporary haircutting will be demonstrated and participants will apply these techniques in a workshop each session. Areas covered will include: selected graduations, selected layering, selection of design based on growth patterns, equipment based techniques and finishing of design with use of gels, mousse, etc. Qualified members of the Hairdressers' Association of B.C. are eligible to enroll. The class size is limited. Participants will be required to provide their own models and equipment for the practical activities of this program. This class will begin April 30th.	
Mon. & Wed. V.V.I.	6:30-9:30 p.m. 5 weeks

HEALTH

INTRODUCTION TO MEDICAL TERMINOLOGY	100.00
This introductory course will examine basic medical language for clerical use in any health related field. Topics will include elementary anatomy and physiology of body systems plus symptomatic and diagnostic terms. No typing skills are required. (Mrs. N. Rogers)	
Mon. & Wed. Van Tech	6:00-8:30 p.m. 10 weeks
INTRODUCTION TO PSYCHIATRIC NURSING	25.00
This course is designed for L.P.N.'s and other related nursing personnel and is intended to provide basic information relevant to human development, care-giver/patient relationships and dynamic nursing care practices. Concepts relating to behaviour, development, defense mechanisms, communication skills, common patient behaviour in the mentally ill adult and nursing interventions will be reviewed.	
Wed. Van Tech	7:00-9:30 p.m. 5 weeks
LABOUR RELATIONS IN A LONG TERM CARE SETTING	75.00
A one-day workshop for administrators in Long Term Care. Topics will include: roles of management and unions, collective agreements, management rights, grievance handling and minimizing problems. Lunch is included. Registration fees must be received before May 3rd.	
Fri., May 4th V.V.I.	9 a.m.-4:30 p.m. 1 day
MEDICAL OFFICE ASSISTANT REFRESHER*	130.00
Intended for those interested in returning to work in the medical field as medical assistants, this course will provide instruction in administrative and business aspects of a medical office. Topics will include clinical procedures, routine tests, medical terminology and abbreviations, minor surgical assistance, bookkeeping, banking, billing, appointments and referrals.	
Mon. & Thurs. Van Tech	7:15-9:45 p.m. 12 weeks

NURSING CARE OF THE SURGICAL PATIENT	30.00
This course is intended for L.P.N.'s or related nursing personnel who care for patients undergoing surgery. It will include pre and post operative care, recent diagnostic procedures, total parenteral nutrition, specific nursing care of the patient undergoing gastic, biliary and intestinal surgery and discussions of possible post operative complications.	
Thurs. Van Tech	7:00-9:30 p.m. 6 weeks
SURVIVAL FIRST AID	30.00
Do you know what to do for the injured before help arrives? This course is intended to provide people in industry with first aid experience. A Workers' Compensation Certificate is issued to successful participants.	
Sat. May 5th V.V.I.	9 a.m.-4 p.m. 1 day

WORKING WITH THE DISTURBED RESIDENT IN LONG TERM CARE	35.00
This course is intended for Long Term Care Staff who work with residents who exhibit confused, aggressive or disturbed behaviour. The participants will have an opportunity to increase their understanding of the physiological and psychological causes of confusional states. Resident assessment and methods for planning care will be explored through the use of case histories, group discussion and exercises.	
Sat., Apr. 28th V.V.I.	9 a.m.-4 p.m. 1 day
LONG TERM CARE FACILITIES	
Staff are available to plan and teach inservice classes to your staff at a time and location suitable for you.	

Some examples of possible topics are: "Caring for the Diabetic Resident," "Lifting Techniques and Body Mechanics," "Planning Care," "Charting." Topics can be prepared at your request. Phone Continuing Education at Vancouver Vocational Institute at 682-5844.

HOME IMPROVEMENT

BUILDING A SUN-DECK AND PATIO	70.00
This practical course will provide instruction on how to construct and finish a sun-deck and complete a patio as well as draw up necessary plans for permits.	
Sat. V.V.I./Raymur	9 a.m.-4 p.m. 5 weeks
HOUSE PLANNING AND DESIGN	70.00
This course is intended for the first time home buyers and those interested in the planning, designing or renovating of their own homes. Topics included are property layout, building codes, architectural symbols, building shape and orientation, location of indoor spaces, energy efficient house construction, structural elements, interior and exterior insulation and finishes, selection of windows and doors, heating systems, electrical, plumbing and the production of permit drawings. No drafting skills are required.	
Wed. Van Tech	6:30-10:00 p.m. 10 weeks

PHOTOGRAPHY

BASIC PHOTOGRAPHY 1000*	90.00
An introduction to the principles of photography. Some darkroom work is included. Students should have a 35mm S.L.R. camera. This class is limited to 18 students. (10 weeks)	
Mon. Focal Point	7:00-10:00 p.m. Hayes
Tues. Focal Point	12:30-3:30 p.m. Hayes
Tues. Focal Point	7:00-10:00 p.m. Hayes
INTERMEDIATE PHOTOGRAPHY 2000	100.00
This course deals with the practical and technical aspects of photographing people, places and things. Students will be introduced to basic lighting concepts and cover such topics as: theory of light, portrait lighting techniques, composition, available light, fill-in flash, filters and still life and students must have completed basic photography or its equivalent. (10 weeks)	
Mon. Focal Point	7:00-10:00 p.m. Miles
Tues. Focal Point	12:30-3:30 p.m. Sheldon
Tues. Focal Point	7:00-10:00 p.m. Sheldon
ADVANCED PHOTOGRAPHY 3000	120.00
A problem solving approach to photography. The situations chosen will challenge the student. Some of the subjects included are studio techniques, view cameras, and industrial photography. In addition, there will be several field trips, studio demonstrations and working sessions. Pre-requisite: Intermediate Photography or its equivalent. This class is limited to 18 students. (10 weeks)	
Wed. Focal Point	7:00-10:00 p.m. Otte
BASIC DARKROOM 1000*	95.00
Theoretical and practical approach to the principles of Black and White printing. Class sizes are limited, please register early. (10 weeks)	
Thurs. Focal Point	7:00-10:00 p.m. Swinnard
Sat. Focal Point	10:00-1:00 p.m. Swinnard
INTERMEDIATE DARKROOM 2000*	105.00
Advanced Black and White techniques are covered in a workshop format. This class is limited to 12 students. (10 weeks)	
Wed. Focal Point	7:00-10:00 p.m. LaBounty

ADVANCED PEOPLE AND STUDIO TECHNIQUES 3000	120.00
This course will introduce the student to more sophisticated portrait, editorial and other photographic concepts, using people as subjects. Heavy emphasis is on advanced studio lighting techniques, using two or more lights. Problems of lighting ratios, metering and lighting for enhancement or correction are among the many topics covered. Pre-requisite: Intermediate Photography or its equivalent. This class is limited to 18 students. (10 weeks)	
Thurs. Focal Point	7:00-10:00 p.m. LaBounty
BASIC VIDEO 1000*	110.00
Learn to use your colour 1/2" V.H.S. camera system with technical competence and artistic flair. Hands-on experience with state-of-the-art equipment provide for professional results. Camera techniques, audio/sound recording, lighting and editing are some of the topics dealt with in this course. Cameras, V.C.R.'s and editing facilities provided. This class is limited to 12 students. (10 weeks)	
Tues. Hamber	6:45-9:45 p.m. Barker

COMMERCIAL PHOTOGRAPHY WORKSHOP 3000	100.00
This course will give students practical experience in the field of commercial photography, with emphasis placed on advertising. Students will be given assignments, each stage of which will be followed and guided by a professional art director and photographer. Content will include, working with clients, art directors and models, composing layouts, and getting the most out of photographic equipment and lighting. Pre-requisite: Intermediate Photography or its equivalent. This class is limited to 18 students. (Wiles/Tsetsekas)	
Sat., Apr. 28 Focal Point	10 am-4 pm Lec/Demo
Sun., Apr. 29 Focal Point	T.B.A. Workshop
Sat., May 12 Focal Point	10 am-4 pm Lecture/Critique
FASHION PHOTOGRAPHY WORKSHOP 2000	105.00
Topics to be covered include: approaches to fashion photography, catalogue vs. editorial; elements of composition; lighting, studio flash, available light; photography/model relationship; fashion poses; makeup; critique. This class is limited to 16 students. (Harvey)	
Sat., June 2 Focal Point	10 am-4 pm Lecture
Sun., June 3 Focal Point	T.B.A. Workshop
Sat., June 16 Focal Point	10 am-4 pm Lecture/Critique

4 x 5 VIEW CAMERA WORKSHOP 2000	85.00
The theory and application of the 4 x 5 View Camera in indoor, outdoor and studio settings. The course includes lectures, demonstrations and hands-on sessions covering the use of camera, camera movements and special films and materials. The class size is limited to 12 students. (Otte)	
Sat., May 26 Focal Point	10:00-4:00 p.m. Lecture/Workshop
Sun., May 27 Focal Point	T.B.A. Lecture/Workshop
Sat., June 02 Focal Point	10:00-4:00 p.m. Lecture/Workshop
FIGURE PHOTOGRAPHY 2000	110.00
This three day workshop will cover both technical and practical aspects of photographing the nude human form. Topics will include history and trends, finding and selecting models, make-up, lighting and composition. The student will have a shooting session with a model and will review and critique their work with the instructor. (Harvey)	
Sat., May 5 Focal Point	10 a.m.-4 p.m. Lec/Wkshp
Sun., May 6 Focal Point	T.B.A. Workshop
Sat., May 26 Focal Point	10 a.m.-4 p.m. Lctr/Crit
HAND TINTING PHOTOGRAPHS 1000	65.00
This 2-day workshop will explore techniques of photo-tinting, and colour theory. Techniques will include applications of various mediums to appropriate photographic papers. The class size is limited. (Hawkes)	
Sat., Apr. 28 & Sat., May 05 V.V.I.	9:00-4:00 p.m. 2 sessions
PHOTOJOURNALISM 2000	85.00
Telling a story with photographs. Will look at the news photo, feature photo, and photo-essay studying the technical and editorial considerations of each. Technical emphasis will be on using your camera with speed and confidence. Professional, legal, and ethical aspects of photojournalism will also be discussed. (Otte)	

NON-CREDIT COURSES at KING EDWARD CAMPUS 1155 East Broadway

REGISTER EARLY

Classes will be cancelled before the first meeting if there is insufficient registration. Others are extremely popular and fill up immediately. Register by April 12, 1984.

REGISTER

- (1) in PERSON at Continuing Education, King Edward Campus, 4th level, 1155 E. Broadway, 9:00 a.m. to 8:00 p.m. Mon.-Thurs.; and 9:00 a.m. to 3:00 p.m. Fri.
- (2) by MAIL using the Mail-in Registration on Page 2. Mail by April 5, 1984
- (3) by PHONE call 875-8200 from 9:00 a.m.-8:00 p.m. Mon.-Thurs.; 9:00 a.m. to 3:00 p.m. Fri. and charge your registration fee to your VISA.

ALL CLASSES START THE WEEK OF APRIL 16 and are held at KING EDWARD CAMPUS unless otherwise noted. Some classes are held at Quantum Research, 4336 Dunbar Street, Vancouver. Courses marked with an asterisk (*) are NOT free to senior citizens.

FOR MORE INFORMATION

PHONE 875-8200
MON. - THURS. 9:00 a.m. - 8:00 p.m.
FRIDAY 9:00 a.m. - 3:00 p.m.

CANADIAN CITIZENSHIP

PREPARING FOR CANADIAN CITIZENSHIP*	25.00
This course, in ENGLISH ONLY, will help you prepare for your Citizenship Court hearing, and outline the privileges and duties of being a Canadian citizen. You must be able to speak reasonably good English. 4 sessions.	
Tues. 7:30-10:00 a.m.	B.K. Dhillon
BILINGUAL CITIZENSHIP CLASSES*	\$20.00
These classes prepare people with limited knowledge of English for Canadian Citizenship Examinations and provide an introduction to Canadian culture. We offer instruction in your own language and English. A helpful bilingual text is provided. Participants are encouraged to further their knowledge of English and are provided with information about suitable English Language Training classes at our King Edward Campus. The fee is \$20.00 per course.	

We have resources to offer Bilingual Citizenship classes in Chinese, Greek, Italian, Japanese, Punjabi, Spanish and Vietnamese and other languages at locations throughout the city.

You may register for a class at the following centres. Classes start whenever there are sufficient registrations.

Chinese:
S.U.C.C.E.S.S., 449 E. Hastings; 253-5561
Kiwassa Neighbourhood Services Association,
600 Vernon St., 254-5401 Frog Hollow Neighbourhood House,
2617 E. Broadway, 251-1225

Italian:
Frog Hollow Neighbourhood House, 2617 E. Broadway;
251-1225

Portuguese:
Our Lady of Fatima Portuguese Parish Church,
1423 E. 13th Ave.; 879-6261

For information about classes in other languages, please call 875-8200, local 763.

BUSINESS AND LAW

DEALING WITH A HOSTILE OR VIOLENT CLIENT	35.00
Workshop stresses early recognition of potentially dangerous situations. Crisis management strategies are discussed with focus on prevention. Will review current research on aggression. 4 sessions.	
Wed., Apr. 25	7:00 p.m.-9:00 p.m. S. Sigmond

Sat., June 9	Focal Point	10 am-4 pm	Lecture
Sun., June 10	Focal Point	T.B.A.	Field Trip
Sat., June 16	Focal Point	T.B.A.	Lecture
Sat., June 23	Focal Point	10 am-4 pm	Lecture/Critique

PORTFOLIO DESIGN WORKSHOP 2000	40.00
A 1-day workshop taught by an art director. The course will consist of demonstrations and discussions on the content, form, and presentation of a photographic portfolio with a critique of student portfolios. The class size is limited. (Tsetsekas)	
Sat., June 23 Focal Point	10:00-4:00 p.m. Lecture/Workshop

C.E. FOCAL POINT OPEN HOUSE	FREE
The Open House will allow those people interested in photography to drop in and see examples of student projects and meet the instructors.	
Sat., Apr. 7	Focal Point 12 noon-4 pm & 7-10 p.m.

PHOTO RETOUCHING	
see under "COMMERCIAL ART AND DESIGN" section	

WELDING

BLUEPRINT READING & LAYOUT FOR STEEL FABRICATORS	60.00
This course will deal primarily with the reading and understanding of structural steel drawings used in our industry. The following topics will be covered as they relate to this type of drawing: relationship of views, structural symbols and abbreviations, welding symbols, bill of material and title block and the making of plate and angle templates. It will also touch on simple parallel line development.	
Sat. V.V.I.	9 a.m.-3 p.m. 6 weeks

DO IT YOURSELF DIVORCE	50.00
Learn how to obtain a simple divorce without a lawyer. Includes basic divorce laws, preparation of documents and for court appearance. You should be a citizen or permanent resident with a one year residency in B.C., intend to remain in Canada, have been separated for three years or spouse be willing to admit adultery under oath, and be in agreement about the divorce and post-divorce financial and custody arrangements. The instructor is a Vancouver lawyer who practices family law.	
Sat., Apr. 28	10:00 a.m.-4:30 p.m. B. Katz
THE LEGAL ASPECTS OF BUYING A HOUSE	20.00
This short course will help you buy a house and avoid common pitfalls in this complicated transaction. Topics covered are: the role of the real estate agent, what to look for when signing the interim agreement, understanding mortgages, insurance, and closing the deal.	
Wed., Apr. 25	7:00 p.m.-10:00 p.m. B. Katz
LIVING COMMON-LAW IN THE 80's	20.00
Learn about the legal aspects of cohabitation between unmarried persons. Custodial rights, the law of maintenance, property rights, the law of trusts, and inheritance rights will be discussed.	
1 session	
Wed. 6:30 p.m.-9:30 p.m.	B. Katz
SO, YOU WANT TO TEACH ADULTS...	100.00
If you want to teach, or are already teaching adults in night school or a community setting, and would like to brush up your teaching skills, this two-day, "hands-on" workshop is for you. Included are: — Preparing objectives, creating workable lesson plans, selecting teaching methods and techniques, handling questions, and evaluation, plus opportunities to practise your skills. Bring a packed lunch. Registration limited to 12 students. 2 sessions	
Sat., May 12 and May 19	9:30 a.m.-4:30 p.m. T. Dennett
UNDERSTANDING BASIC PRINCIPLES OF TRADING ON THE VANCOUVER STOCK EXCHANGE	40.00
Introduction to venture capital investments from evaluations of prospectuses and statements of material facts to technical analysis for timing of trades. Emphasis will be on charting and interpreting trading patterns. Individual portfolios will be compiled.	
Mon. 7:00-9:00 p.m.	K. Tang

COMMUNICATIONS

THE ART OF PUBLIC SPEAKING	40.00
Address groups more confidently and comfortably. Basic speaking skills will be developed by delivering three speeches, listening to others and learning to evaluate presentations. Fee includes manual.	
Thurs. 7:00 p.m.-9:00 p.m.	E. Mina
CREATIVE WRITING	50.00
Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of interest will be the short story, poetry and certain aspects of comedy writing.	
Tues., May 8	7:00-9:00 p.m. W. Dacie
G.E.D. PREPARATION WORKSHOPS	60.00
Course will cover all five subject areas. Will prepare students for G.E.D. exam to take place at K.E.C. on June 8, 9 or June 22, 23. Book available in K.E.C. bookstore or at first class for \$10.95. 5 sessions	
Sat., May 5	9:30 a.m.-1:30 p.m. L.A. Booker
AN ORIENTATION TO TEACHING ENGLISH IN JAPAN	40.00
This course covers aspects of living and working as a language teacher in Japan - where and how to look for work in Japan, an introduction to living a Japanese style, adapting to and understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student.	
Sat., Apr. 21	9:00 a.m.-11:00 a.m. D. Smith
PUBLIC SPEAKING WORKSHOP	45.00
This two-day workshop will allow student to address groups	

	Page 5
WELDING, COMBINED GAS AND ARC*	125.00
This course introduces the student to welding fundamentals and gives a working knowledge of the properties and characteristics of metal and equipment used. Registration fee includes a nominal charge for supplies. Pre-registration is at V.V.I. only.	
Mon. & Wed.	Van Tech 8:00-10:30 p.m. 10 weeks

NON-CREDIT COURSES at KING EDWARD CAMPUS

1155 East Broadway

For more information:
Phone: 875-8200
Mon. - Thur. 9 a.m.-8 p.m.
Fri. 9 a.m. - 3 p.m.

THE BABY CLASS

An interactional approach to loving and learning for parents and babies (birth to 6 months). Positive and mutually rewarding interactions between parent and infant are likely to lead to the ultimate goal of optimum infant development. One or both parents may attend with baby. 1 session.
Sat., Apr. 28 OR 1:00-4:00 p.m. V. Henson
Sat., May 28 2:00-5:00 p.m. V. Henson

CHILDHOOD ILLNESS AND EMERGENCIES

Would you know what to do if a child in your care ran a high fever or had convulsions or sustained a serious injury? Do you know when to call and what to tell the Doctor? Do you know how to make the young child's environment safe? All these and many other questions are covered in this course designed for anyone caring for young children. Taught by an R.N. 4 sessions.
Tues. 7:00 p.m.-9:30 p.m. B. Margern

THREE ACTIVITY WORKSHOPS FOR EVERYONE WHO LIVES OR WORKS WITH PRESCHOOLERS

SCIENCE IN A BUCKET! 15.00
Help children to learn about the world around them; how things grow; how things work. This exciting workshop gives you buckets full of ideas for simple, scientific experiments and projects for preschoolers. 1 session.
Sat., May 5 9:30 a.m.-11:30 a.m. G. Bartnik

CREATIVE MOVEMENT AND DRAMA

An enjoyable introduction to teaching young children body awareness, improvisation and creativity, through dance and music. Wear casual clothes. 1 session.
Wed., May 9 7:30 p.m.-9:30 p.m. G. Loeffler

FUN WITH PAINT, CLAY AND CRAFTS

Everything you ever wanted to know about art activities for children — and more! Come prepared to roll up your sleeves and have fun. Lots of ideas, recipes, projects. 1 session.
Sat., May 12 9:00 a.m.-12:00 noon M. Jones

Save \$10.00 by taking all three workshops.
Two workshops — save \$5.00.

HEALTH AND FITNESS

YOGA

Stretch and strengthen with Hatha Yoga. Learn to centre and relax. Realize the potential of your body as a spiritual tool. 10 sessions
Tues. 7:00-8:30 R. McLaren

COED FITNESS

11 wks., (3x/wk.) 66.00
6 wks., (3x/wk.) 36.00
Increase muscle tone, endurance and flexibility at your own level. Each session includes warm ups, aerobics and warm downs.
Mon., Wed. & Fri. 12:05-12:45 p.m. C. Fisher

WEIGHT MANAGEMENT SEMINAR

The statistics: An average of 10 lbs. lost during the course and another 4 lbs. two months later. Control your weight and eating habits instead of them controlling you. This course focuses on providing support during weight loss. 6 sessions.
Wed. 7:30 p.m.-9:30 p.m. D. McPherson

SAFETY ORIENTED FIRST AID

An 8-hour program in co-operation with St. John Ambulance. Successful participants will be awarded a 3-year first aid certificate. Wear comfortable clothing, slacks for women. 1 session.
Sat., May 12 8:30 a.m.-5:30 p.m. D. Kiewer

HANDS ON HEALING TECHNIQUES — PART I

Maximize your physical energy sense and balance the energy of others. Tai Chi, acupressure, meditation, touch therapy and polarity therapy are some of the alternative methods introduced and practiced. 6 sessions
Thurs. 7:00 p.m.-9:00 p.m. KEC

HANDS ON HEALING TECHNIQUES — PART II

For those who have completed Hands on Healing Techniques — Part I, or those who have had previous experience in the area of holistic medicine. The emphasis will be on the Chinese system of healing, including acupuncture, massage, Tai Chi, and the Lam of the Five Elements. 6 sessions
Wed. 7:00 p.m.-9:00 p.m. J. Yates

NUTRITION AND FITNESS

COUNSELLING 40.00
Evaluation and application of the principles of good nutrition and fitness in a counselling format. For professionals called upon for nutritional and fitness advice, but presented simply enough for those without a scientific background. Classes are held at and in cooperation with the Holistic Health Centre, 2245 West Broadway. 5 sessions.
Thurs. 7:30 p.m.-9:30 p.m. J. Yates

ACHIEVING WELLNESS

This course encourages you in making positive decisions in your health and fitness. There is group involvement emphasizing prevention in areas of nutrition, weight control, exercise, stress and degenerative diseases. 4 sessions.
Wed. 7:30 p.m.-9:30 p.m. G. Scully

RELAXATION AND STRESS MANAGEMENT

This program is designed to help people realize their freedom of choice, set goals and take charge of their life in a positive manner. 2 sessions.
Tues. 7:30-9:30 p.m. L. Massey

WORKING WITH THE ELDERLY

1. CREATING A QUALITY ENVIRONMENT FOR THE INSTITUTIONALIZED ELDERLY

This workshop is designed for personnel providing direct patient care. Learn to identify a patient's potential, promote independence through environmental stimuli and reduce learned helplessness. 1 session.
Sat., Apr. 14 9 a.m.-12 noon K. Scalzo, O.T.R.

2. CREATIVE PROGRAMS TO PROMOTE MOBILITY IN THE INSTITUTIONALIZED ELDERLY

This workshop will assist personnel providing direct care in developing an activity program despite limited time, personnel and materials. Topics include activities that provide sensory as well as physical stimulation. 1 session.
Sat., Apr. 14 1:30-4:30 p.m. K. Scalzo, O.T.R.

NATURAL HISTORY

CHRISTMAS ISLAND/OAHU NATURAL HISTORY TOUR*

Christmas Island, lying just north of the equator in the mid-Pacific, was at the centre of the 1982 oceanographic anomalies, popularly termed El Nino. Our trip to this island is designed to experience the diverse biological beauties of a major Pacific atoll, view at close range and possibly assist biologists measuring the impacts of El Nino on seabirds and other fauna, and enjoy the solitude of a quiet, sparsely populated island. Access to Christmas Island is through Oahu, and we will use this opportunity to visit a sea bird colony and wildlife refuge.
February, 1985 (12 days) I. Robertson Price T.B.A.
Free introductory lecture — May 16 8:00 p.m. — 10:00 p.m.
Call Great Expeditions: 734-4948.

MANDARTE ISLAND BREEDING SEABIRD WORKSHOP

Observe at close-range the breeding activities of some of B.C.'s most characteristic seabirds: gulls, cormorants, guillemots and oystercatchers. The many blinds strategically located around Mandarte Island provide excellent photographic opportunities. The classroom session will introduce the principal features of the Mandarte Island area in Haro Strait; and the main ecological challenges faced by breeding seabirds.
Wed., May 23 8:00 p.m.-10:00 p.m. I. Robertson
Sat., June 2 All day

CREATURES OF COASTAL SHORELINES

Learn about the habitats, habits and adaptations of local marine organisms through lectures, slide shows and live animals at the aquarium and on two field trips. Discussions include marine pollution, mariculture and local research. Presented in conjunction with the Vancouver Public Aquarium. 6 class sessions, 2 field sessions.
M. de Jong
Wed. 7:00-9:00 p.m.
P. Youngman

TEACHING CHILDREN, ABOUT NATURE

Design techniques, including games, to interpret actively nature's ways to children; examine different possibilities of experiencing our environment and learn basic ecological principles applied to local habitats. The evening sessions are for adults and the field sessions include the children, ages 6 and up. 4 class sessions, 2 field sessions.
Thurs. 8:00 p.m.-10:00 p.m. L. Yip

HUNTER TRAINING — CONSERVATION AND OUTDOOR RECREATION EDUCATION*

A certification program prescribed by the Department of the Environment necessary for obtaining a first hunting license. Basic training for the government examination will be followed by advanced study of game hunting, field dressing and preparation, backcountry trip planning and map reading. Ecology, conservation and safety will be stressed. A range session is included. 15 sessions.
Mon. and Wed. 8:00-10:00 p.m. W. Paulik

BREEDING ECOLOGY OF B.C. BIRDS

Expand your knowledge of behaviour, habitat selection and feeding requirements of B.C. birds. Field trips will emphasize seabirds and waterfowl, with special attention given to nesting, brood-rearing, and chick survival. Instruction for one local and one all-day field trip is included. 4 class sessions, 2 field sessions.
Mon. 8:00 p.m.-10:00 p.m. I. Robertson

NATURAL HISTORY FOR WALKERS & HIKERS

If you've wondered about the plants, animals and landforms you've encountered in British Columbia, come learn with these two naturalists in lectures, slides and local weekend field trips. 5 class sessions, 3 field sessions (after 1st, 2nd and 3rd class sessions).
Wed., Apr. 18 8:00 p.m.-10:00 p.m. R. Cannings
S. Cannings

GALAPAGOS/EQUADOR

NATURAL HISTORY TOUR* Approx. 2,950.00
Vancouver Return
Andean Highlands, Indian villages and marketplaces, subtropical rainforest and then on to the legendary and enchanted Galapagos Islands where we board the finest sailing vessel on the islands to explore blue lagoons, sandy white beaches, the Darwin Research station and the amazing animals and plants which so inspired Charles Darwin. Phone Great Expeditions at 734-4948. 5 spaces left.
Dec. 26/84-Jan. 11/85 Galapagos/Ecuador Great Expeditions

KILLER WHALES AND THE NATURAL HISTORY AND ANTHROPOLOGY OF NORTHERN VANCOUVER ISLAND*

Join a small group for a week aboard the Gikumi plying the waters of Johnstone Straits observing orcas, porpoises, sea birds and eagles. We will learn about Kwakwaka'wakw culture in the museum in Alert Bay and more remote Indian villages, visit the tall trees on Nimpkish Island, explore the Tsitika estuary and sample marine life. Evenings will include slide shows and discussions.
July 2-7 Stubbs Island Charters

NATURAL HISTORY TOUR OF MEXICO*

Western Mexico is an area of tremendous bird diversity. Here, the relatively familiar species of North America meet the rich bird fauna of the New World tropics in a wide variety of habitats. These extend from the beaches of Mazatlan through the coastal jungles up to the highland pine/oak forests. We expect to see over 250 species of birds on this ten day trip, including blue-footed boobies, roseate spoonbills, common potoos, russet-crowned motmots, elegant trogons and tufted jays.
Feb. 2-11, 1985 R. Cannings Price T.B.A.
Free introductory lecture — May 8, 1984 8:00-10:00 p.m.
Call Great Expeditions — 734-4948.

NICOLA VALLEY NATURAL HISTORY TOUR*

The wetlands of the Nicola Valley represent the best habitat for breeding waterfowl near Vancouver. In May, small potholes will be teeming with early breeding ducks, migrating shorebirds, and other marsh animals. The surrounding shrub and forest habitats will have large numbers of breeding and migrating songbirds, and some raptors. Basic breeding ecology will be covered in the introductory lecture. Costs of travel by car pool and lodging at Quilchena Inn are not included.
Wed., May 9 8:00 p.m.-10:00 p.m. I. Robertson
Sat., Sun., May 12-13 All weekend

CARDIO-PULMONARY RESUSCITATION SERIES (C.P.R.)

Learn what to do before the ambulance arrives. C.P.R. — an emergency procedure to maintain life in a pulseless and breathless victim. All classes taught according to Canadian Heart Foundation standards.

REGISTRATION INFORMATION

Pre-registration one week prior to class is essential. Receipt of payment is the only assured confirmation of registration. Call the Health Programmer at 875-8200, local 755 for class locations and to arrange classes off V.C.C. premises. Please wear comfortable clothing.

SIGNALS & ACTIONS FOR SURVIVAL

A two and a half hour workshop for those with no health care background. The participants will learn to recognize the signs and symptoms of heart attack and stroke, what to do before the ambulance arrives, the risk factors of heart and blood vessel disease and the procedure in dealing with a conscious choking person. Private course available to groups of 10 or more.

HEARTSAVER — BABY I

A 4-hour course for people with no health care background. This course looks at the common causes of sudden death in infants and children and how they can be PREVENTED. It teaches the performance skills of infant C.P.R., unconscious airway obstructed (infant), conscious choking infant and C.P.R. for a child. Classes for groups of 8 or more may be arranged off V.C.C. premises.
Wed., Apr. 25 6:00 p.m.-10:00 p.m.
Wed., May 9 6:00 p.m.-10:00 p.m.
Sat., May 26 10:00 a.m.-2:00 p.m.
Tues., June 5 6:00 p.m.-10:00 p.m.
Mon., June 18 6:00 p.m.-10:00 p.m.

HEARTSAVER BABY II

Pre-requisite: Heartsaver Baby I. A 4-hour workshop designed to improve your infant and child C.P.R. skills. The participant will also learn to deal with many child related first-aid emergencies. Topics include bleeding, burns, cuts and scrapes, falls, bites, stings, head injuries, fever and shock. Find out what to put in a first-aid kit and how to use it.
Sat., Apr. 28 9:00 a.m.-1:00 p.m.
Wed., May 16 6:00 p.m.-10:00 p.m.
Thurs., May 31 6:00 p.m.-10:00 p.m.
Thurs., June 7 6:00 p.m.-10:00 p.m.
Wed., June 20 6:00 p.m.-10:00 p.m.

HEARTSAVER **

A 4-hour course for people with no health-care background. It teaches recognition of, and how to deal with heart attack. Performance skills include 1 person C.P.R. and management of a conscious choking person.
Thurs., Apr. 19 6:00 p.m.-10:00 p.m.
Sat., May 5 9:00 a.m.-1:00 p.m.
Thurs., May 17 6:00 p.m.-10:00 p.m.
Wed., June 6 6:00 p.m.-10:00 p.m.
Thurs., June 28 6:00 p.m.-10:00 p.m.

BASIC I **

Pre-requisite: Heartsaver or heartn-care background. A 6-hour course. Content as for Heartsaver plus performance skills for infant C.P.R., 2 person C.P.R., obstructed airway for unconscious infant and adult. Practical and written exam. Pre-reading material provided.
Mon., Apr. 30 AND Wed., May 2 6:00 p.m.-9:00 p.m.
Tues., May 22 AND Thurs., May 24 6:00 p.m.-9:00 p.m.
Sat., June 9 9:00 a.m.-4:00 p.m.
Tues., June 12 AND Thurs., June 14 6:00 p.m.-9:00 p.m.

BASIC II **

An 8-hour course primarily for those in critical care and a pre-requisite to the C.P.R. Instructor course. Same content as Basic I with the additional requirement of one and two person recorded tape on the manikin allowing for 10% error. Practical and written exam. Pre-reading material provided.
Mon., Apr. 16 AND Wed., Apr. 18 6:00 p.m.-10:00 p.m.
Sat., May 12 8:30 a.m.-5:30 p.m.
Sat., June 23 8:30 a.m.-5:30 p.m.

BASIC I — RECERTIFICATION

A 3-hour course of skills only for persons whose Basic I and II certification is current or outdated by no more than 12 months. Practical and written exam.
Tues., Apr. 17 6:00 p.m.-9:00 p.m.
Wed., May 23 6:00 p.m.-9:00 p.m.
Wed., June 13 6:00 p.m.-9:00 p.m.

INSTRUCTOR RECERTIFICATION COURSE

A valid C.P.R. Instructor's Certificate. This 8-hour course is designed to:
-update your C.P.R. skills
-inform you of any changes within the C.P.R. network
-offer information regarding A.V. aids and effective teaching techniques
Sat., June 2 8:30 p.m.-5:30 p.m.

GENERAL INTEREST

BUDGET MAGIC I

Who needs to budget? You do if you want to save for a special holiday or major purchase, or if every dollar seems to disappear. Learn to balance your income, and expenditures, to set spending priorities, to save money with cost-saving tips and ideas.
Wed., Apr. 18 6:30 p.m.-9:30 p.m. 1 session
OR Sat., Apr. 28 9:00 a.m.-12 noon R. Kaplan

BUDGET MAGIC II

Reviews practices and principles of Budget Magic I. Refine and add to your newly learned skills. Individual reviews of your personal budget. Requirements: 1) Bring personal budget to class. 2) Budget Magic I session.
Wed., Apr. 25 OR 6:30 p.m.-9:30 p.m. R. Kaplan
Sat., Apr. 28 1:00-4:00 p.m.

GO FOR IT

For unemployed people to discover their strengths and motivations and learn ways of strengthening them. Motivations, if they can be harnessed, can improve your chances of succeeding whether it is getting a job, or a promotion. All participants receive a follow-up counselling session. 6 sessions.
Tues. 7:00-9:30 p.m. J. Hughes

GROW YOUR OWN VEGETABLES — AND SAVE!

It's fun, good exercise, and can save you money! Learn the right way by preparing next year's vegetable garden now. Learn to plan your garden, amend your soil, choose the right seed varieties, and grow annual and perennial vegetables and fruits. 6 sessions.
Thurs. 7:00-9:00 p.m. S. McNamara

MANAGING CAREER CHANGE

In this 6-hour workshop, you'll learn to take control of career through self-assessment, goal setting and planning strategies. The focus is on the individual's career strengths and inventory of interests. At its completion, you should have a basic understanding of personal evaluation skills, be equipped to set attainable goals and develop planning strategies. 1 session.
Sat., May 12 9:30 a.m.-3:30 p.m. V. Hunter

MANAGING COMPUTER CHANGE

For people who feel they should be learning about computers but don't know where to begin. The sessions are conducted in plain English and are designed to take the fear out of making the change. Through discussion and hands-on demonstration, students will learn to speak "computerese", have an overview of new technology and look at possible careers. 4 sessions.
Tues. 7:00 p.m.-9:00 p.m. J. Johnson

NORTHWEST COAST INDIAN ART APPRECIATION

In conjunction with U.B.C. Museum of Anthropology, an introductory course dealing with the art of B.C.'s coastal Indians. Emphasis on cultural styles, two-dimensional design, recognizing life forms, the role of art in the potlatch, winter ceremonies and daily life, and an examination of contemporary revival of N.W. Coast Indian Art. Course includes a free pass to Museum of Anthropology until May 31, 1984. Members of the Museum of Anthropology - 3.00 discount. 4 sessions.
Tues. 7:00-9:00 p.m. K. Duffek

VENTURES I: A PRACTICAL APPROACH TO CREATIVE LIFESTYLING*

Meet the challenge of the 80's by streamlining your strategies of decision-making, creating enriching relationships, goal clarification, stress reduction, personal commitment, clear communication, commanding your feelings and enjoying your life. Learn the joy and simplicity of operating from that source of power and confidence within you. Presented in conjunction with the New Ventures Foundation. For more information and monthly starting dates call 879-6191. Six sessions each course: Wed.-Fri. evenings, all day Sat. and Sun., and an evening about a week later. New Ventures Foundation

VANCOUVER COMMUNITY COLLEGE Continuing Education Division

and The Vancouver Volunteer Centre

present POSITIVE STRATEGIES FOR CHANGING TIMES*

EFFECTIVE MANAGEMENT TECHNIQUES FOR NON-PROFIT ORGANIZATIONS:

SATURDAY, MAY 5, 1984 9:00 a.m. - 4:30 p.m.

KING EDWARD CAMPUS

1155 E. Broadway — Vancouver, B.C.

A day of workshops for board members, staff and volunteers of non-profit agencies, designed to help you make the most of your limited resources.

AGENDA:

9:00 a.m. — Coffee and introductions
9:30 a.m. — Workshop I - Building a Strong Board of Directors
Recruiting good people, orienting them, making your board into a successful team.
RUTH OLIVER & PENNY MEYERHOFF

Workshop II - Making Meetings Count!

Avoiding meeting doldrums and getting things done!
RUTH SHELL
12:00 noon — Lunch
12:30 — Keynote Speaker:
MAJORIE MARTIN, M.S.W., University of Victoria
School of Social Work
Theme: EMPOWERMENT FOR VOLUNTARY AGENCIES

2:00 p.m. — Workshop III - It's a Team Effort!

The art of motivating your employees to raise productivity.
BRIAN SALVADOR

Workshop IV - Building a Strong Image For Your Agency

Public relations strategies that keep your agency's name well known.
DENISE ROGERS

Workshop V - Planning for Fundraising

A look at the process involved in preparing a fundraising campaign.
ROY CROWE

Registration Fee: \$20.00 in advance; \$25.00 at the door
This includes lunch and 2 workshops
— REDUCTION FOR GROUPS OF AGENCY MEMBERS—

\$20.00 for first registration
\$15.00 for other registrations from same agency
(Note: This reduction applies to pre-registrations only)
For more information, call Jill Tyndale at 875-8200. Register in person at King Edward Campus or phone 875-8200 and use your VISA card.

TEACHING ENGLISH AS A SECOND LANGUAGE

ESL TEACHING TECHNIQUES

A practical course in ESL classroom teaching techniques for practising ESL teachers, those entering the field or planning to teach abroad. Topics include developing aural/oral skills, writing, using dialogues, improving pronunciation, using role playing, grouping and using A/V equipment. Enrolment is limited to 25. 10 sessions.
Tues., April 17 7:00 p.m.-10:00 p.m. M. Trivisano
or Sat., June 23 9:30 a.m.-12:30 p.m. M. Trivisano

ENGLISH REVISITED

A language discovery course. Topics include understanding parts of speech, recognizing basic sentence patterns, working with clauses and phrases, realizing intuitive knowledge and finding new insights. 6 sessions.
Sat., April 28 or June 23 9:30 a.m.-12:30 p.m. L. Hawes

PROGRAM FOR MENTALLY HANDICAPPED ADULTS

Alternative Route Life Skills courses for adults with a mild mental handicap will be held at King Edward Campus. Each daily class lasts 2 hours and runs over a period of 2 weeks. Daytime and evening classes include instruction in the following skills areas: reading, time-telling, handling money, communication, decision making, leisure activity and employment orientation. Frequently classes are attended by individuals who have an affiliation with Associations for the Mentally Handicapped, POLARIS, Community Living Board, Vancouver Neurological Centre, Ministry of Human Resources and other societies and agencies. Persons with no agency affiliation are welcome as well. There will be approximately twelve daytime classes. Each course costs 18.00. However, depending on individual need, community agencies may provide some financial assistance. For a complete copy of the Spring/Summer brochure and to register, call 875-8200.

ASSERTIVENESS TRAINING — FOR PEOPLE WITH A MENTAL HANDICAP

This course will help to build confidence and inform individuals of their basic rights and responsibilities. Students will learn to express their opinions and will improve upon their decision-making. It will assist students to gain access to services and activities in the community. 10 sessions.
Tues., Apr. 17 7:00 p.m.-9:00 p.m. KEC-Room 3248

EMPLOYEE BEHAVIOURS

This course will assist the student preparing to look for a job by teaching what behaviours are expected of an employee. The student will role play and discuss work readiness, grooming and dress on the job, initiative in the work setting; following a job description; punctuality; relationships with supervisors and co-workers; how to accept criticism; and care of equipment. 10 sessions.
Wed., Apr. 18 7:00 p.m.-9:00 p.m. KEC-Room 3248

RESPECT YOUR COMMUNITY

The student entering this course will explore various responsibilities one has in the community; i.e., using crosswalks, not littering, speaking to other community members, respect for other people's property, carrying out requests, and other obligations one has to the community. 10 sessions.
Thurs., Apr. 19 7:00 p.m.-9:00 p.m. KEC-Room 3248

CHANGING ROLES — A COURSE FOR PARENTS OF MENTALLY HANDICAPPED ADULTS

This course is to help parents adapt to the many ways their lives and their handicapped son's and daughter's lives change as they grow older and covers a wide range of topics, among them: employment and vocational training, housing, will and estate planning and parent advocacy — plus a lot more.

The emphasis is on stimulating informal discussion among parents as to how they can best deal with their many concerns. It will present useful and sometimes hard-to-find information about existing programs and services. Guest speakers will be featured most weeks. (8 sessions, (over a 10 week period))
Wed., Apr. 18 7:00 p.m.-9:30 p.m. KEC

CAREER AWARENESS PROGRAM

This full-time program is designed for adults with a mental handicap who have potential for competitive employment. The program includes a comprehensive job-related life skills program and several work experiences. Upon completion of the program, students should be ready to enter the work force or an in-depth training program. Enquiries should be made now for May session. This program is offered at the V.V.I. Campus. For more information call 681-811

VANCOUVER COMMUNITY COLLEGE

Continuing
Education Division

GUITAR: FOLKSTYLES 48.00
For intermediate players wishing to learn folk accompaniment styles. Both finger styles and plectrum accompaniment techniques are taught. Content may vary depending upon the ability of the group. Bring your own guitar and a music stand.
Held at Langara Campus, 100 W. 49th Ave. 8 sessions.
Thurs., May 17 6:00 p.m.-8:00 p.m. J. Ainsworth

GUITAR: JAZZ-ROCK IMPROVISATION 26.00
For players wanting to learn to improvise solo lines, expand their chord vocabulary and jazz-rock rhythms. Prerequisite: knowledge of basic chords (some bar chords) and some theory (ie. major scales). 8 sessions.
Mon. 7:00-8:00 p.m. D. Jahnke

GUITAR: JAZZ—ROCK IMPROVISATION — ADVANCED 26.00
Developing solo lines using various scales and arpeggios, chord solos and chord melody, altered voicing and voice leading, and various styles of accompaniment. Students should know how to read music. 8 sessions.
Mon. 8:30-9:30 p.m. D. Jahnke

INSTRUMENT REPAIR WORKSHOP 20.00
Basic repair for brass and woodwind instruments. For players and teachers who want to do minor repairs on their instruments instead of sending it off to a repairman. A must for elementary and secondary teachers to have a "fine tuned" band and to save money on unnecessary repair bills. You will learn how to change springs and pads, find leaks, and check intonation. Included will be a monthly general maintenance check list. 1 session
Sat., Apr. 28 9:00 a.m.-4:00 p.m. T. Greene/
W. Diggins

RECORDER: BEGINNERS 1 30.00
Bring any size recorder. Course will include basic technique, notes of the first octave, fundamentals of music notation, and ensemble playing. Previous musical experience not necessary. 8 sessions.
Thurs. 7:00 p.m.-8:00 p.m. M.A. Franson

RECORDER: ADVANCED BEGINNER 30.00
For those who can play the lower octave on soprano, alto, or tenor recorders, reading simple music in treble clef. Covers second octave and stresses ensemble playing of recorder music from various historical periods. Text: Hugh Orr, "Basic Recorder Technique." 8 sessions.
Thurs. 8:30 p.m.-9:30 p.m. M.A. Franson

RECORDER: INTERMEDIATE 30.00
Techniques and ensemble playing using primarily Renaissance literature. Students should be familiar with all the notes within two octaves on the soprano, alto, or tenor recorder. Instructor will place students in appropriate class. Bring your recorder. 8 sessions.
Mon. 7:30 p.m.-8:30 p.m. P. Hannan

SAXOPHONE: BEGINNERS 26.00
For students who want to start playing or have very little background on the instrument. Proper holding, breathing, tone, and basic playing skills to start you on your way. No previous musical experience is necessary. Text: Rubank Beginners — Saxophone. 8 sessions.
Wed. 7:00 p.m.-8:00 p.m. W. Diggins

SAXOPHONE: INTERMEDIATE 26.00
For students who have some basic knowledge of the saxophone (ability to play C scale 2 octaves). Emphasis on proper techniques, scales, and phrasing. Improve your ear and reading abilities. Some ensemble playing. 8 sessions.
Wed. 8:00 p.m.-9:00 p.m. W. Diggins

VOCAL MUSIC

VOCAL COACHING * 115.00
Semi-private lessons for singing students. Class and private sessions. Instructors approval necessary prior to registration. 8 sessions.
Mon. 6:00-8:00 p.m. J. Newman
Wed. 8:00-8:00 p.m. C. Brauner

VOCAL PRODUCTION 28.00
Basic singing techniques with emphasis on breathing, support, resonance and tone quality. Registration preference given to VCC Healey Willan Choir members. 8 sessions.
Thurs. 6:30-7:30 p.m. M. Grönsdal

VOCAL PRODUCTION — ADVANCED 28.00
A follow-up class for those who have taken Vocal Production, or those with some experience who wish to keep their voice in shape. Students will receive weekly physical, vocal, and tuning exercises. 8 sessions.
Thurs. 7:30-8:30 p.m. M. Grönsdal

VOICE WORKSHOP: SINGING 55.00
Beginners welcome. Bring a favourite song to class. Voice instructor alternate weeks. Accompanist each week. 8 sessions.
Wed. 8:00-10:00 p.m. J. Newman
N. Gutenberg

PIANO INSTRUCTION

CLASS JAZZ PIANO * 47.00
A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music emphasized. Instructor will place students in appropriate class. Enrolment limited to 8 per class. 8 sessions.
Wed. 6:00-7:00 p.m. K. Kidd
Wed. 7:00-8:00 p.m. K. Kidd

PIANO 1 FOR BEGINNERS * 53.00
Class instruction on individual pianos. Learn notation, basic playing skills, and chording techniques. Students must have access to piano for home practice. Enrolment limited to 7 per class. 8 sessions.
Tues. 5:00-6:00 p.m. C. Grönsdal
Thurs. 5:30-6:30 p.m. A. Greene
OR Thurs. 6:30 p.m.-7:30 p.m. J. Poskitt
Sat. 10:00-11:00 a.m. A. Greene

NON-CREDIT COURSES at KING EDWARD CAMPUS

1155 East Broadway

For more information:
Phone: 875-8200
Mon. - Thur. 9 a.m.-8 p.m.
Fri. 9 a.m. - 3 p.m.

PIANO 2* 53.00
A continuation of Piano 1 with further instruction in reading, playing skills and chording techniques. Students must have access to a piano for home practice. Persons registering for this class may have to be put on a waiting list due to heavy demand and limited enrolment. 8 sessions.
Tues. 6:00 p.m.-7:00 p.m. or C. Grönsdal
Thurs. 7:30 p.m.-8:30 p.m. or J. Poskitt
Sat. 11:00 a.m.-12:00 noon A. Greene

PIANO 3 * 130.00
This course is designed for the more advanced student who would like a considerable amount of private instruction. Students should be familiar with all major and minor keys, and basic chord progressions in each. The sessions will be divided into four weeks of one-hour group instruction and four weeks of one-half hour individual instruction to be spent focusing on the individual needs of each student. 8 sessions.
Meet first Tuesday, May 1 at 7 p.m. Subsequent times to be determined. 7:00 p.m. C. Grönsdal

MUSIC APPRECIATION AND THEORY

JAZZ IMPROVISATION 48.00
An in-depth study of the relationship between scales and chords, utilizing the jazz "shorthand" approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution. Also included is an analysis of several standards, blues, and contemporary jazz works. Students must be able to read music, and have a knowledge of all major scales. 8 sessions.
Sat. 10:00 a.m.-12:00 noon G. Keenan

KODALY SOLFEGE 36.00
A course in aural perception through vocal musicianship according to the concept of Zoltan Kodaly. Basic melodic and harmonic function in pentatonic and diatonic modes through the use of relative sol-fa. Sight singing and dictation are included. 8 sessions.
Tues. 7:00-8:30 p.m. I. Markus

MUSIC APPRECIATION 48.00
Many novice listeners who have just begun to explore classical music feel overwhelmed by the variety, and puzzled by the meanings that underlie the beauty of music. This course introduces the prominent styles and features of classical music so that the new listener can feel comfortable and aware when listening to concerts or recordings. Recorded music is an important feature of every lecture. 8 sessions.
Wed. 7:30-9:30 p.m. N. Stanfield

MUSIC THEORY 1 48.00
Introduction to music theory, fundamentals of rhythm, intervals, chords and transposition. Incorporates ear-training. Prerequisite: experience with a musical instrument and the ability to read at least one clef. 8 sessions.
Tues. 7:30-9:30 p.m. T. Greene

MUSIC THEORY 2 48.00
A further study of music fundamentals (rhythm, intervals, transposition, etc.) with more emphasis on construction and use of chords, necessary before a study of harmony can be started. Pre-requisite: Theory 1 or permission of instructor. 8 sessions.
Mon. 7:30 p.m.-9:30 p.m. T. Greene

NOTE READING & BASIC MUSICIANSHIP 26.00
Introduction to notation, keys and time signatures, with drills in sight-reading, using the voice as a common instrument. 8 sessions.
Thurs. 6:30-7:30 p.m. A. Greene

WORLD MUSIC APPRECIATION 55.00
Today's music listening audience is becoming more aware of "outside" influences on the music they hear in opera, concert, and recital halls. Combined with the ever-increasing presence of ethnic groups in North America and a greater global-awareness, ethnic music has taken on a new significance. As always, it promises to satisfy the listener's curiosity about the musical pleasures of other cultures and the possibility of new listening experiences for themselves. This 8-week course offers an overview of music from the great historical cultures (India, China, Japan, the Middle East) and the timeless aural traditions of the Americas, Africa, Oceania, Europe, and Australia. Instructor Norman Stanfield is an expert with a Masters Degree in Ethnomusicology. 8 sessions
Tues. 7:30 p.m.-9:30 p.m. N. Stanfield

COMMERCIAL MUSIC

PRODUCING A RECORD 165.00
An in-depth look into the music production business - acoustics, microphones and tapes, multi-track recording, recording sessions with overdubs, mixdown, recording mastering and pressing, song-writing, producing and music law. 8 sessions.
Andromeda Studios, 1304 Seymour St., Vancouver, B.C.
Tues. 7:00-10:00 p.m. G. Lindberg

ENSEMBLE CLASSES

KING EDWARD COMMUNITY BAND 48.00
Open to all amateur wind, brass, and percussion players. This ensemble's repertoire will be drawn from standard as well as new literature. Emphasis will be on acquisition of basic playing skills and ensemble experience. 8 sessions
Sat. 10:00 a.m.-12:00 noon T. Greene

CHAMBER CHOIR 72.00
A chance to sing in a smaller choral ensemble. Repertoire will be varied to suit all tastes. 16 sessions
Tues. & Thurs. 7:00 p.m.-8:30 p.m. M. Regier

MUSIC CREDIT COURSES

KODALY — SOLFEGE 72.00
Aural perception through vocal musicianship according to the concept of Zoltan Kodaly. Basic melodic and harmonic function in pentatonic and diatonic modes through the use of relative Sol-fa. Form and analysis of folk music material. Sight singing and dictation. Students who have taken the Continuing Education evening course will be accepted for credit. Credit offered will be for V.C.C. Music Department Kodaly Solfège 201. 27 sessions.
Tues., Wed. & Fri. 10:00 a.m.-11:00 a.m. M. Cuthbertson

MATERIALS AND STRUCTURES OF MUSIC 72.00
An advanced introduction to music theory. Includes study of common practice period harmony, preliminary baroque counterpoint (18th century style) and introductory analysis. Credit offered will be for V.C.C. Music Department — Materials and Structures 203. 14 sessions.
Tues. & Thurs. 7:30 p.m.-9:30 p.m. D. Duke

HISTORY AND LITERATURE OF MUSIC 72.00
A chronological history of western music from the middle ages through the early Baroque. Credit offered will be for V.C.C. Music Department — History and Literature 205. 14 sessions.
Mon. & Wed. 7:00 p.m.-10:00 p.m. J. Domer

VANCOUVER COMMUNITY COLLEGE

Continuing
Education Division

NON-CREDIT COURSES at LANGARA CAMPUS

100 West 49th Ave.

CONTINUING EDUCATION LANGARA CAMPUS

100 West 49th Avenue
Vancouver, B.C.
V5Y 2Z6

Téléphone: 324-5322
Monday to Thursday: 9 am-8 pm
Friday: 9am-3 pm

All week day courses will begin the week of May 14, 1984 (unless otherwise noted). Saturday courses start on May 19, 1984 (unless otherwise noted). Registration is available in person any time during the hours noted above or by telephone for charging to your VISA. Make cheque payable to Vancouver Community College. Mail-in registrations are accepted (DO NOT send cash), but:

PRE-REGISTRATION AT LANGARA IS RECOMMENDED FOR SEAT CONFIRMATION

COURSES FREE TO SENIOR CITIZENS:

Many of our courses are free to a limited number of senior citizens, who are encouraged to participate. Please bring proof of age and note these few conditions:
1. Free admission is subject to sufficient fee-paying students and available space in the class.
2. Some courses are not available free and full fee must be paid. These are marked * after the course title.
3. Any additional costs (materials) must be purchased or paid separately.

ALCOHOL & DRUG ADDICTION

DRINKING & DRIVING SEMINARS* 4001 50.00
Wed., 7-9:30 p.m., 3 sessions
ALCOHOL & DRUG COUNSELLING SKILLS LEVEL 1* 400250.00
Wed., 7-9:30 p.m., 8 sessions
ALCOHOL & DRUG COUNSELLING SKILLS LEVEL 2* 400350.00
Thurs., 7-9:30 p.m., 8 sessions

ARTS & CRAFTS

BASIC DRAWING 4101 55.00
Wed., 7-9:30 p.m., 7 sessions
DRAWING & PAINTING — Acrylics 4102 65.00
Thurs., 7-9:30 p.m., 7 sessions
DRAWING & PAINTING —
Gouache / Watercolour 4103 55.00
Mon., 7-9:30 p.m., 7 sessions
DRAWING & SCULPTURE 4104 60.00
Thurs., 7-9:30 p.m., 8 sessions

LIFE DRAWING 4105 55.00
Sat., 9:30 a.m.-12:30 p.m., 6 sessions
MINI PAINTING 4106 55.00
Tues., 7-9:30 p.m., 7 sessions

NATURE PRINTING WORKSHOP 4107 30.00
Sat., May 26, 9:30 am-2:30 pm & Sun., May 27, 9:30 am-2:30 pm

OIL PAINTING 4108 65.00
Sat., 9 a.m.-12 noon, 7 sessions

PAINTING 4109 55.00
Tues., 7-9:30 p.m., 7 sessions

PORTRAITURE 4110 55.00
Mon., 7-9:30 p.m., 7 sessions
TOLE PAINTING — Level 2 4111 55.00
Mon., 7-9:30 p.m., 7 sessions
WATERCOLOUR 55.00
4112, Thurs., 7-9:30 p.m., 7 sessions or
4113, Sat., 9:30 a.m.-12:00 noon, 7 sessions
HEROIC SAGA IN WESTERN ART 4114 40.00
Wed., 7:30-9 p.m., 8 sessions
LANDSCAPES IN WESTERN ART 4115 40.00
Thurs., 7:30-9 p.m., 8 sessions

CALLIGRAPHY

BEGINNING ITALIC — Level 1 48.00
4201, Tues., 7:30-10 p.m., 8 sessions or
4202, Wed., 5:30-8 p.m. or
4203, Thurs., 7:30-10 p.m. or
4204, Sat., 9:30 a.m.-12 noon

INTERMEDIATE — LEVEL 2 4205 48.00
Thurs., 5:00-7:30 p.m., 8 sessions

CONTINUING ITALIC LEVEL 2 4206 48.00
Mon., 5:00-7:30 p.m., 8 sessions

BEAUTIFUL BORDERS 4207 39.00
Tues., 5:30-7:30 p.m., 8 sessions

CELTIC ART & DESIGN 4208 48.00
Wed., 7:30-10 p.m., 8 sessions

CHINESE CALLIGRAPHY WITH BRUSH AND PEN — Level 1 4209 48.00
Wed., 5:30-8 p.m., 8 sessions

COPPERPLATE HANDWRITING 4210 39.00
Thurs., 5:30-7:30 p.m., 8 sessions

THE DECORATED LETTER 4211 48.00
Mon., 7:30-10 p.m., 8 sessions

SENIORS ITALIC HANDWRITING 4212 25.00
Tues., 5:30-7:30 p.m., 8 sessions

ITALIC CORRESPONDENCE COURSE 4213 60.00
Phone 324-5323 for details

COMMUNICATION ARTS

BASIC ENGLISH WRITING SKILLS: ESL 4301 55.00
Wed., 6-8 p.m., 8 sessions

BROADCAST PRODUCTION TECHNIQUES & MASS MEDIA* 4302 55.00
Tues., 6-8 p.m., 8 sessions

CONVERSATIONAL SKILLS IMPROVEMENT FOR ADVANCED ESL SPEAKERS 4303 55.00
Tues., 8-10 p.m., 8 sessions

ENGLISH WRITING SKILLS IMPROVEMENT* 4304 55.00
Tues., 6-8 p.m., 8 sessions

HUMAN RELATIONS AT WORK 4305 55.00
Tues., 6-8 p.m., 8 sessions

PUBLIC SPEAKING FOR THE TERRIFIED* 4306 55.00
4306, Wed., 8-10 p.m., 8 sessions or
4307, Sat., 9:30-11:30 p.m.

SPEED READING* 4308 55.00
Sat., 12:30-3:30 p.m., 6 sessions

SPEED READING FOR BUS. & PRO. PEOPLE* 4309 60.00
Tues., 6:30-8:45 p.m.

VIDEO PRODUCTION TECHNIQUES* 4310 45.00
Tues., 6-8 p.m., 8 sessions

WRITERS CO-OP WORKSHOP 4311 20.00
Mon., 8-10 p.m., commence May 7, 8 sessions

WRITING FICTION THE NATURAL WAY 4312 55.00
Thurs., 7-10 p.m., 6 sessions

WRITING FOR LAUGHS 4313 36.00
Tues., 8-10 p.m., 6 sessions

WORKSHOPS

DEALING WITH ANGER IN RELATIONSHIPS 4314 8.00
Thurs., May 31, 7:30-9:30 p.m.

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT ENGLISH GRAMMAR AND PUNCTUATION, BUT WERE AFRAID TO ASK 4315 10.00
Sat., May 12, 9:30-12:30 p.m.

JOURNAL WRITING 4316 10.00
Wed., May 16th, 7-10 p.m.

LISTENING SKILLS WORKSHOP 4317 20.00
Sat., May 19th, 9:30 a.m.-3:30 p.m.

SPELL IT RIGHT! 4318 10.00
Sat., May 19th, 9:30 a.m.-12:30 p.m.

WRITING MAGAZINE ARTICLES* 4319 30.00
Sat., June 2nd, 9:30 a.m.-3:30 p.m.

WRITING A NOVEL* 4320 48.00
Sat., May 26th, 10 a.m.-3:00 p.m.

LANGUAGES

A general approach in all language courses stresses the development of conversational patterns. Learning a language should be done in a relaxed and enjoyable manner. In all courses the approach is informal. Instructors will attempt to accommodate your individual needs and interests. For more information on language courses starting in May, call 324-5322, Mon.-Thurs., 9 a.m.-8 p.m. Fri. 9 a.m.-3 p.m.

PACIFIC RIM PROGRAM

Students interested in credit courses in the Pacific Rim Program please contact Vancouver Community College, Langara Campus, Counselling Dept., 324-5221, for further information and registration.

SPECIAL EVENTS

ORTON DYSLLEXIA SOCIETY*

"Spoken and Written language of the child."
A SPRING CONFERENCE on SAT., APRIL 7th, 1984 presented by: Vancouver Community College and the Vancouver branch of the Orton Dyslexia Society with: DR. SYLVIA RICHARDON, M.D. M.A. (Ed.) Florida
The Orton Dyslexia Society is an international, interdisciplinary society devoted to the identification and treatment of dyslexia. For further information contact 688-0717. To register make cheque payable to — Orton Dyslexia Society — mail to: Vancouver Community College, Continuing Education Division, Langara Campus, 100 W. 49th Ave., Vancouver, B.C. V5Y 2Z6.

SPECIAL INTEREST

AMATEUR PHOTOGRAPHY — Beginners* 4601 25.00
Thurs., 8-10 p.m., 4 sessions

AMATEUR PHOTOGRAPHY — Intermediate* 4602 42.00
Tues. & Sun., 8-10 p.m., 7 sessions

ASSERTIVENESS TRAINING 4603 45.00
Tues., 8-10 p.m., 7 sessions

ASTRONOMY 4604 55.00
Mon., 7:30-9:30 p.m., 9 sessions

CAKE DECORATING THE PROFESSIONAL WAY* 4605 40.00
Wed., 7-9 p.m., 5 sessions

COLOUR ANALYSIS AND FASHION DESIGN 4606 35.00
Sat., June 2, 9:30 a.m.-12:30 p.m.

COPING WITH STRESS 4607 25.00
Mon., 7-9 p.m.

FINANCIAL PLANNING SEMINAR 4608, FREE
Sat., May 19, 10 a.m.-12 noon

FISHING METHODS — Saltwater 4609 50.00
Mon., 7:30-10 p.m., 6 sessions

HAND WRITING ANALYSIS TECHNIQUES 4610 40.00
Sat., 9:30-12 noon, 5 sessions

INDIAN CUISINE* 4611, Thurs., 7:30-9:30 p.m., 6 sessions 55.00

A JOURNEY THROUGH GREECE 4613 5.00
Thurs., May 17, 7:30-9:30 p.m.

METRIC — THE BASIC LANGUAGE OF 4614/4615 10.00
May 7th 7-10 p.m. or May 19th, 9:30 a.m.-12:30 p.m.

TAROT/MEDITATION: Beginners 4616 45.00
Mon., 8-9:30 p.m., 10 sessions

TAROT/MEDITATION: Intermediate 4617 45.00
Wed., 8-9:30 p.m., 10 sessions

TOUCH FOR HEALTH — Part I 4618 55.00
Sat. & Sun., May 12-13, 9:30 a.m.-4:30 p.m., 2 sessions

TRACE YOUR FAMILY TREE* 4619 20.00
Sat., May 19th, 9 a.m.-4 p.m.

TYPING FOR BEGINNERS* 4620 45.00
Tues., May 8th, 6:30-9 p.m., 8 sessions

TYPING: Advanced 4621 38.00
Thurs., May 10th, 7-9 p.m., 8 sessions

WEN DO 4622 45.00
Tues., 7-9:30 p.m., 6 sessions

SPORTS & LEISURE

BACKPACKING the West Coast Trail* 4 and 7 day tours through the spring and summer. For more information call 733-9162.

PROGRAM IN SPORT SCIENCE
Vancouver Community College, Continuing Education Division, Langara Campus. These courses provide the scientific base for body movement and sport performance and are designed for coaches, health professionals, athletes, fitness leaders, physical education teachers and physical activities instructors. Expert instruction is provided by faculty members of our Physical Education and Recreation Department. For more information phone 324-5322.

AFRO CUBAN WORKSHOP 4728 18.00
Sun., May 13, 10 a.m.-4 p.m.

AFRO CUBAN 4729 48.00
Mon., 5:30-7:30 p.m., 8 sessions

or 4730 Wed., 5:30-7:30 p.m.

AFRO JAZZ DANCE 4731 48.00
4731, Mon., 7:30-9:30 p.m., 8 sessions or
4732, Wed., 7:30-9:30 p.m.

BACKPACKING — Introduction to* 4733 35.00
Thurs., 7:30-9:30 p.m., 5 sessions. Starts Apr. 26

BADMINTON FOR FUN 4734 48.00
Fri., 7-9 p.m., 8 sessions

CAMP PROGRAM 4735 30.00
Tues., 7-9 p.m., 5 sessions

CANOEING — Introduction* May and June 36.00

CHILDREN'S DANCE — Intermediate 4740 15.00
May 27, 1-4 p.m.

CHILDREN'S DANCE — Preschool & Primary 4741 15.00
May 20, 1-4 p.m.

COURSE ADVISORS

April 9-12, 9:00 a.m. - 8:30 p.m., King Edward Campus

REGISTER EARLY

Classes will be cancelled **before** the first meeting if there is insufficient registration. Others are extremely popular and fill up immediately. Register by April 12, 1984.

TEXTBOOKS

Textbook costs are extra. Textbooks will be available the first night of class.

ASK YOUR EMPLOYER

Many organizations encourage their employees to improve their business skills by taking courses in the Business Administration Certificate Program and may reimburse all or part of the tuition fees.

ACCOUNTING 1115 110.00

Learn and apply the fundamentals of basic accounting. Accounting to trial balance, preparation of basic financial statements, maintaining specialized journals, bank reconciliations, cash and control accounts, voucher systems, and inventory accounting. 13 sessions.

Mon. & Wed. 6:45-9:45 p.m. Langara
Tues. & Thurs. 6:45-9:45 p.m. Langara

ACCOUNTING 2215 110.00

Introduces you to inventories, assets, payroll accounting, partnership and corporation accounting, analysis of financial statements and volume and profit analysis. 13 sessions.

Mon. & Wed. 6:45-9:45 p.m. Langara

ACCOUNTING 3321 110.00

Intermediate level course designed to help you bring together all previously learned accounting skills for problem solving.

13 sessions
Tues. & Thurs. 6:45-9:45 p.m. Langara

**VANCOUVER VOCATIONAL INSTITUTE**

For the following computer courses held through V.V.I., you may pre-register starting April 2, 1984 from 10:00 a.m. to 8:00 p.m. Monday to Thursday and 10:00 a.m. to 4:00 p.m. on Fridays in the Continuing Education Office at V.V.I., 250 West Pender Street or on the first night of classes if space permits. Saturday classes will begin April 14th and all other classes will begin the week of April 16th. For further information on these V.V.I. courses, please phone 682-5844.

COMPUTER APPLICATIONS FOR PERSONAL USE 60.00

This introductory survey class will examine various computer applications that are popular with today's computers. Students will use such tools as electronic spreadsheets, word processors, BASIC language, and other pre-packaged software.

Tues. V.V.I. 6:00-9:00 p.m. 8 weeks
Thurs. V.V.I. 6:00-9:00 p.m. 8 weeks

COMPUTER PROGRAM FLOWCHARTING 50.00

Intended for all computer users, this introductory course will provide the user with a tool to organize the logic of any computer program in an orderly fashion. Modular and structured flowcharting will be covered.

Wed. V.V.I. 6:00-9:00 p.m. 5 weeks

INTRODUCTION TO COMPUTERS 50.00

This course will provide an introduction to computer and data processing for general education and business. The course will explain how computers operate and how they are used in all aspects of business and industry.

Tues. (May 1) V.V.I. 7:00-9:00 p.m. 10 weeks
Sat. V.V.I. 1:00-4:00 p.m. 7 weeks

INTRODUCTION TO PROGRAMMING USING "BASIC" 60.00

This course will provide an introduction to computer programming using the BASIC computer language. The student will learn what a computer is, what kinds of things it can do and be able to produce working programs for elementary business applications. The classroom instruction will be combined with "hands-on" experience on a Prime Computer System.

Mon. V.V.I. 6:00-9:00 p.m. 8 weeks
Tues. V.V.I. 6:00-9:00 p.m. 8 weeks
Wed. V.V.I. 6:00-9:00 p.m. 8 weeks
Thurs. V.V.I. 6:00-9:00 p.m. 8 weeks
Sat. V.V.I. 9 a.m.-12 noon 8 weeks
Sat. V.V.I. 1:00-4:00 p.m. 8 weeks

INTRODUCTION TO PROGRAMMING USING "PASCAL" 60.00

This course will provide an introduction to computer programming using the PASCAL Computer language. The student will learn what a computer is, what kinds of things it can do and be able to produce working programs for elementary business applications. The classroom instruction will be combined with "hands-on" experience on a Prime Computer System.

Thurs. V.V.I. 6:00-9:00 p.m. 8 weeks

ADVANCED PROGRAMMING USING "BASIC" 60.00

Emphasis in this course will be on more complex use of BASIC commands and statements through the development of an accounts receivable system. Files will be created and reports will be produced. Students must have a good working knowledge of the BASIC language.

Sat. V.V.I. 9 a.m.-12 noon 7 weeks

ACCOUNTING 3421 110.00

Learn to apply advanced accounting techniques which emphasize the analysis of statements, funds, capital and equity. 13 sessions.

Tues. & Thurs. 6:45-9:45 p.m. Langara

BUSINESS LAW 3115 110.00

An introduction to Canadian General Law. Course topics include contracts, sale of goods, partnership laws and negotiable instruments with applicable statutes. 13 sessions.

Mon. & Wed. 6:45-9:45 p.m. Langara

COMMUNICATIONS FOR BUSINESS 1115 110.00

Open the door to management by improving your communication skills. 13 sessions.

Mon. & Wed. 6:45-9:45 p.m. Langara

DATA PROCESSING 1000 110.00

Gain a basic appreciation of data processing, the use and selection of computer technology and the proper processing system. 13 sessions.

Tues. & Thurs. 6:45-9:45 p.m. Langara

ECONOMICS 3321 110.00

Economics fundamentals are expanded to deal with the general aspects of an economy and the relationship between the income and investments of the country. 13 sessions.

Tues. & Thurs. 6:45-9:45 p.m. Langara

EFFECTIVE SUPERVISION 1000 110.00

Learn leadership skills, employee motivation, communication and decision-making to enhance supervisory effectiveness. 13 sessions.

Mon. & Wed. 6:45-9:45 p.m. Langara

MANAGEMENT PRINCIPLES & PRACTICES 1321 110.00

An overview course to help you understand the functions of modern management; planning, organizing, directing, controlling, staffing, decision making and evaluating. 13 sessions.

Mon. & Wed. 6:00-9:00 p.m. VVI

MARKETING 1115 110.00

Introduces you to the basic principles and concepts of marketing; product, distribution, price, promotion, research and how to apply them to reach the target customer. 13 sessions.

Tues. & Thurs. 6:00-9:00 p.m. VVI

OFFICE MANAGEMENT AND PROCEDURES 3115 110.00

A comprehensive overview of current administrative techniques for office managers and supervisors. 13 sessions.

Tues. & Thurs. 6:45-9:45 p.m. Langara

PERSONNEL PRACTICES 3115 110.00

A comprehensive course dealing with current personnel practices; recruitment, selection, training, union relations, etc. 13 sessions.

Tues. & Thurs. 6:45-9:45 p.m. Langara

SALESMANSHIP FUNDAMENTALS 1218 110.00

Learn "winning" selling skills which turn into big dollars. The selling process is expanded on a practical step-by-step basis. 13 sessions.

Mon. & Wed. 6:45-9:45 p.m. Langara

SMALL BUSINESS MANAGEMENT 3115 110.00

Improve your chances for success — learn how to select locations, set up, finance, and manage a business effectively. 13 sessions.

Tues. & Thurs. 6:45-9:45 p.m. Langara

Please note: Start date — Thurs., April 19.

COMPUTER SKILLS TRAINING

KING EDWARD CAMPUS

For the following courses held at the KING EDWARD CAMPUS, you pre-register by April 10, 1984 at KING EDWARD CAMPUS, 1155 East Broadway, 9:00 a.m. to 8:00 p.m. Monday to Thursday and 9:00 a.m. to 3:00 p.m. on Friday. Courses marked * feature the COMMODORE 64 COMPUTER in our computer classrooms. Courses marked ** feature HEATHKIT-ZENITH DATA SYSTEMS in our Computer Study Centre and are a cooperative venture between V.C.C. Continuing Education and Heathkit Computer and Electronic Centre. All classes start the week of April 16, 1984 unless otherwise noted. For further information on these K.E.C. courses, please phone 875-8200.

COMPUTERS IN ACCOUNTING 60.00

The world of accounting, whether for small or large business, is becoming computerized. The information processing capabilities of computers open many doors to accountants. The course will cover conceptual aspects as well as practical exposure to the use of computers and software packages, such as Super Calc.

Wed. K.E.C.** 6:30-8:30 pm 6 sessions

COMPUTER CONCEPTS FOR SMALL BUSINESS 60.00

For those looking towards computing to assist in the operation of a small business. This course will focus on the technology available, needs analysis, system interfacing and design, and introductions to computing languages. Several sessions will be dedicated to "hands-on" introduction to computer applications, exploring business oriented software such as word processing, spread sheets, and telecommunications.

Mon. K.E.C.** 6:30-8:30 pm 8 sessions

MICRO-COMPUTER SELECTION 50.00

This course will enable you to make a CONFIDENT decision in your choice of a micro-computer in your home or business. You will MINIMIZE THE RISK of making a poor choice. You will add QUALITY to your evaluation process by learning the five key ELEMENTS FOR SUCCESS and how to employ them to your advantage.

Mon. K.E.C.** 3:00-5:00 pm 8 sessions
Mon. K.E.C.* 6:30-8:30 pm 8 sessions

INTRODUCTION TO "BASIC" LANGUAGE PROGRAMMING 75.00

A computer programming language with the broadest of appeals. This course will take the student to the point of writing and using a variety of programs. Creating new programs or adapting existing software will be included in this in-depth course.

ADVANCED "BASIC" PROGRAMMING WORKSHOP 50.00

Designed for people who have some programming experience. This workshop will enable you to add structure and clarity to your programs, thus easing the whole programming task. You will learn approaches to problem solving as well as programming STYLE. You will be able to tackle large programming tasks with the same confidence you approach small programming jobs.

Thurs. K.E.C.* 6:30-8:30 pm 8 sessions

CP/M (Control Program for Micro-Computers) 60.00

The most popular operating system for micro-computers — CP/M. This is an introductory course in CP/M and its utilities. Having mastered this operating system a wealth of CP/M compatible software becomes easy to use.

Thurs. K.E.C.** 6:30-8:30 pm 4 sessions

INTRODUCTION TO COMPUTERS 50.00

A straightforward explanation, in everyday English of how a computer works and what it means to "PROGRAM" a computer. Topics covered will include a history of computing, factors to consider before buying, impact on society, and how to work with and in computing.

Wed. K.E.C.** 3:00-5:00 pm 8 sessions
Wed. K.E.C.* 6:30-8:30 pm 8 sessions

PERSONAL COMPUTING 60.00

For the curious person, uninitiated in computing, this "hands-on" course will help you develop a basic understanding of technology required to evaluate and use personal computers.

Tues. K.E.C.** 6:30-8:30 p.m. 8 sessions

DEVELOPING KEYBOARD SKILLS 55.00**Computer Based Instruction**

An essential skill for any serious use of computers — data entry, word processing, and/or programming. This course is instructed by the computer at a pace established by the student. Develop typing skills to a level determined by your needs. Fee includes centre and course orientation, along with sufficient computer time to complete the course, 20 hours additional time available if required.

Dates and times K.E.C.** 20 hours assigned at registration

MICRO-SOFT "BASIC" LANGUAGE PROGRAMMING 55.00**Computer Based Instruction**

An intensive course in "Basic" programming which takes you step-by-step through all the stages of skills involved in "Basic" programming. This "hands-on" approach, whereby the computer is your instructor, develops your ability to write and run programs in "Basic". Fee includes an orientation to the Study Centre and 20 hours of computer time, additional time is available if required.

Dates and times K.E.C.** 20 hours assigned at registration

For the following computer courses held at QUANTUM RESEARCH, 4336 Dunbar Street, you pre-register by April 10, 1984 at KING EDWARD CAMPUS, 1155 E. Broadway, 9 a.m. to 8 p.m., 9:00 a.m. to 8:00 p.m. Monday to Thursday, and 9:00 a.m. to 3:00 p.m. on Friday. These courses are a cooperative venture between V.C.C. Continuing Education and Quantum Research, an established computer consulting and research company. These courses feature a one-to-one ratio of student to the IBM PERSONAL COMPUTER and are designed for professional and para-professional applications. All classes start the week of April 16, 1984, unless otherwise noted. For further information, please phone Continuing Education at 875-8200 or Quantum Research at 734-1878.

DATABASE MANAGEMENT 100.00

Anything that can be filed can be organized with a database program. No experience necessary to start "hands-on" creating and maintaining a database for applications such as mailing lists, inventories and accounting. The program DBASE II is used extensively in this course.

Wed. Quantum 6-8 pm 8 sessions
Fri. Quantum 8-10 am 8 sessions

COMPUTER ACCOUNTING 100.00

Step-by-step, this "hands-on" course shows you how to computerize your accounting requirements. Maximize benefits and minimize problems. The course will cover many features of micro-computer accounting software. Some bookkeeping or accounting knowledge is desirable.

Wed. Quantum 8-10 pm 8 sessions
Fri. Quantum 10 am-12 noon 8 sessions

COMPUTERS IN THE WORKPLACE 100.00

Learn to use a business computer effectively. You need no prior experience to start "hands-on" with word processing, accounting, data entry, time management and electronic filing.

Mon. Quantum 8-10 pm 8 sessions
Mon. Quantum 8-10 a.m. 8 sessions



Vancouver
Vocational Institute

250 West Pender Street, Vancouver, B.C. V6B 1S9 Telephone 681-8111

CREDIT COURSES ARE AVAILABLE IN THE FOLLOWING COLLEGE CERTIFICATE PROGRAMS:
Accounting...Bookkeeping...Clerk-Typist...Data Entry Operator...Dental Assisting Upgrade...Dental Receptionist...Dining Room & Lounge Service...Drafting--Basic & Architectural...Electronics--Basic...Junior Computer Programmer...Legal Secretary...Marketing Microtechnology...Medical Office Assistant...Power Engineering Certification...Secretarial...Security Officer...Welding Upgrade...Word Processing Operator

APPLY IN PERSON AT REGISTRATION SERVICES between 08:00 and 19:00 hours Monday to Friday, or on Saturday April 14, April 28 and May 5, between 08:30 and 15:30. For further information, contact Student Services at 681-8111. A TRANSCRIPT OF ACHIEVEMENT is issued upon completion of each course. Saturday courses begin April 28, 1984 and weekday courses the week of April 24, 1984 (unless otherwise specified). While many of the courses have been presented as part of programs, all courses are available, for credit, to any student who can meet the particular course prerequisites. PLEASE NOTE That courses will be offered based on the availability of instructors, space, funding, and a sufficient number of students.

CLASSES HAVE NO PREREQUISITE UNLESS OTHERWISE SPECIFIED. MANY PREREQUISITES MAY BE MET THROUGH EQUIVALENT WORK EXPERIENCE OR TRAINING.

COMPUTER COURSES**INTRODUCTION TO WORD PROCESSING \$158**

Prerequisite: Typing 3 (50 g.w.a.m.)

April 28 - August 11 Saturday 09:00-16:00

April 25 - July 30 Mon/Wed 18:00-21:00

DATA ENTRY OPERATOR \$158; two courses

Prerequisite: Typing 2 (40 g.w.a.m.) & Alpha

Numeric Aptitude Test

Thurs. K.E.C.** 6:30-8:30 pm 4 sessions

April 28 - August 11 Saturday 09:00-16:00

MICRO-SYSTEMS MANAGEMENT 100.00

This "hands-on" course applies basic skills for office organization and management to the micro-computer. Learn how to prepare, store and retrieve business information with word processing and electronic filing programs. Topics such as computer operations and file management provide essential training for the effective use of micro-computer systems. No prior computer experience necessary.

Wed. Quantum 10 am-12 noon 8 sessions
Thurs. Quantum 6-8 pm 8 sessions

WORD PROCESSING 100.00

A specialized course dealing solely with an introduction to word processing. This "hands-on" course is limited to ten students with one computer per student. This course is designed for those wishing to enter the field of micro-computer based word processing at the professional and business level.

Mon. Quantum 8-10 p.m. 8 sessions
Wed. Quantum 8-10 a.m. 8 sessions

ELECTRONIC SPREADSHEETS 100.00

No previous experience necessary for this "hands-on" introduction to the powerful capabilities of electronic spreadsheets. Topics will include costing, budgeting, projections, modelling and planning. See how you can easily forecast and test out plans with the flexible "What if?" capabilities.

Mon. Quantum 10 am-12 noon 8 sessions
Tues. Quantum 8-10 pm 8 sessions

INTRODUCTION TO IBM PERSONAL COMPUTER 50.00

Specially designed for IBM personal computer owners or for prospective purchasers, with little or no previous computer experience. Get a "hands-on" introduction to this powerful business and personal computer and its software.

Sat. Quantum 8:00-12:00 noon 2 sessions

For the following **directed independent study** computer courses held at the King Edward Study Centre register at King Edward Campus, 1155 E. Broadway, 9 a.m. to 8 p.m., Mon. to Thurs. and 9 am to 3 pm on Friday. V.C.C. Continuing Education in cooperation with Heathkit/Zenith offer these "learn at your own pace" courses consisting of comprehensive print materials, audio cassettes, a final examination, a "hot-line" instructor access service, and optional "hands-on" access. Course fee includes all materials which are available for review prior to registration. Courses are also available for on-campus independent study at K.E.C. for \$50.00, texts not included for off-campus use. For further information on these K.E.C. courses, please phone 875-8200.

"BASIC" LANGUAGE PROGRAMMING 115.00

"BASIC" is the easiest computer language to write — and to learn. It uses familiar English words, which cause the computer to perform standardized operations. When you know "BASIC" you can adapt and run hundreds of existing programs to meet your specific needs, exchange computer program with others and write your own.

COMPUTER CONCEPTS FOR SMALL BUSINESS 115.00

When you consider making a computer investment that can run into thousands of dollars, you need to know a lot about computers first! This course gives you a sound basis to evaluate intelligently how a computer can benefit your business. It covers The Computer and How It Works, Data Processing and Personal Application, Alternative in Computer Services and How to Select a Computer.

K.E.C.

PERSONAL COMPUTING 115.00

For the curious, motivated person uninitiated to computing. This course will show how a computer can serve you. You will be able to determine if your problem can be solved by a computer and understand what different computer components do — in easy, simple terms. Learn how computers "understand" electronic data, how to convert written words into electronic data and how to evaluate various types of small computers.

K.E.C.

ACCESS TO A COMPUTER AND SOFTWARE FOR YOUR OWN WORK OR LEARNING

Our Computer Study Centre has time available on a rental basis. State-of-the-art computer and a range of software including Word Processing, "Magic Wand" and Accounting "Super Calc" for 5.00 per hour. Times available will be posted in the library January 21 or call 875-8200, local 217 for information. K.E.C.



VANCOUVER COMMUNITY COLLEGE.

NON-CREDIT COURSES

Study effectively with your telecourse study kit — a support package may include a telecourse study guide, library access for texts and references and detailed information booklets to help you plan your telecourse studies. Course begin the week of May 14th.

CREDIT COURSES*TELECOURSE THEME FEE****Included with course:****(TE) TEXT, (SG) STUDY GUIDE, (TU) TUTOR**

AC Circuits Basic AC Electronics (TE) 35

Ad. Adv. World Advertising (TE), (SG), (TU) 35

Africa File People & Places in Africa (SG) 10

Applied Sketching Sketching Fundamentals (SG) 15

DC Circuits Basic DC Electronics (TE) 35

Bits & Bytes Computer Literacy (SG), (TU) 20

Business of Management Mgt. Principles & Practices (TE), (SG), (TU) 40

Designing Home Interiors Fundamentals of Interior Design (TE), (SG) 40

Fast Forward I Technology & You (SG) 10

Fast Forward II Technology & You Update (SG) 10

Flexible Reading Reading Skills Improvement (TE), (TU) 25

*G.E.D. — Math General Equivalency (TE) 20

G.E.D. — Science Preparation (TE) 20

G.E.D. — Grammar Preparation (TE) 20

G.E.D. — Literature Preparation (TE) 20

*G.E.D. — Complete Package Preparation (TE) 60

Go To Sell Salesmanship (TE), (TU) 14

Growing Years Early Childhood Development (SG) 25

Guten Tag Basic German Language (SG) 5

Home Gardener Basic Gardening (TE) 25

Introduction to Computers Introduction to Data Processing (SG), (TU) 30

Introducing Biology In-Depth Biology (TE), (SG) 40

Math For Modern Living Math For Everyone (TE), (SG) 35

Mind Your Own Business Small Business Management (TE)(SG)(TU) 35

Needlecraft Embroidery Through To Knitting (SG) 20

COLLEGE CREDIT COURSES

AT V.V.I. 250 West Pender, The Opportunity Campus

For more information:
Phone: 681-8111
Mon.- Thur. 09:00 - 20:30 hrs.
Fri. 09:00 - 15:00 hrs.

ELECTRONICS -- BASIC

ALTERNATING CURRENT (AC) BASICS \$93
Prerequisite: DC Analysis
March 26 - May 9 Mon/Wed 18:30-22:00

SECURITY OFFICER PROGRAM

RETAIL SECURITY \$62
April 30 - July 16 Monday 09:00-12:00

PROFESSIONALISM AND THE SECURITY OFFICER \$62
May 1 - July 3 Tuesday 09:00-12:00

ACCESS CONTROL AND PATROLLING \$62
May 2 - July 4 Wednesday 09:00-12:00

FIRE PREVENTION AND BUILDING SAFETY and \$62
SAFETY ORIENTED FIRST AID
May 3 - July 5 Thursday 09:00-12:00

POWER ENGINEERING -- TUTORIAL PROGRAM

Boiler Operator, Power Engineer--Fourth
Third Second and First Class.
Class Times: Monday-Friday 08:00-15:15
Boiler Op. & 4TH Class Tues/Thurs 18:00-21:00
3RD, 2ND & 1ST Class Wednesday 18:00-21:00

DINING ROOM AND LOUNGE SERVICE PROGRAM

This class is available on both a full-time
and part-time basis.

When you apply, you'll be interviewed to
help you determine your individual training
needs.

WELDING UPGRADE PROGRAM

Starts April 7 Saturday 08:00-14:30

OFFICE TRAINING COURSES

The following courses apply to the
CLERK/TYPIST, SECRETARIAL, BOOKKEEPING and
ACCOUNTING programs.

TYPING 1 \$80
April 28 - August 11 Saturday 13:00-16:00

TYPING 1 AND TYPING 2, SECTION 1 \$158
April 24 - July 19 Tues/Thurs 18:00-21:00

TYPING 2, SECTION 2 \$80
Prerequisite: Typing 1 and Typing 2, Sect. 1
April 24 - July 17 Tuesday 18:00-21:00

TYPING 1 and 2 SPEED UPGRADE
Starts April 28 Tues & Thurs 18:30-21:30

TYPING 3 \$80
Prerequisite: Typing 2 (40 g.w.a.m.)
April 24 - July 17 Tuesday 18:00-21:00

BUSINESS COMMUNICATIONS 1 \$80
Prerequisite: Grade 10 English
April 28 - August 11 Saturday 09:00-12:00

BUSINESS COMMUNICATIONS 2 \$80
Prerequisite: Business Communications 1
April 25 - July 18 Wednesday 18:00-21:00

BUSINESS COMMUNICATIONS 3 \$80
Prerequisite: Business Communications 2
April 26 - July 19 Thursday 18:00-21:00

BUSINESS MATHEMATICS 1 & MACHINES 1 \$80
April 28 - August 11 Saturday 09:00-12:00

BUSINESS MATHEMATICS & MACHINES 2 \$80
Prerequisite: Business Math 1 and Machines
April 28 - August 11 Saturday 13:00-16:00

BUSINESS MATHEMATICS 3 (118*) \$80
Prerequisite: Business Math and Machines 2
April 28 - August 11 Saturday 13:00-16:00

MACHINE TRANSCRIPTION 1 \$80
Prerequisite: Typing 2 (40 g.w.a.m.)
April 28 - August 11 Saturday 13:00-16:00

MACHINE TRANSCRIPTION 2 \$80
Prerequisite: Machine Transcription 1
April 28 - August 11 Saturday 13:00-16:00

SHORTHAND 1 \$80
Prerequisite: Typing 2 (40 g.w.a.m.)
April 25 - July 18 Wednesday 18:00-21:00

SHORTHAND 2 \$80
Prerequisite: Shorthand 1
April 25 - July 18 Wednesday 18:00-21:00

SHORTHAND 3 \$80
Prerequisite: Shorthand 2
April 25 - July 18 Wednesday 18:00-21:00

RECORDKEEPING \$80
April 28 - August 11 Saturday 13:00-16:00

OFFICE RECORDS MANAGEMENT \$80
April 28 - August 11 Saturday 09:00-12:00

OFFICE PRACTICES AND PROCEDURES \$80
Prerequisite: Typing 2 (40 g.w.a.m.)
April 28 - August 11 Saturday 09:00-12:00

SECRETARIAL PRACTICES AND PROCEDURES \$80
Prerequisite: Typing 3 (50 g.w.a.m.)
April 28 - August 11 Saturday 09:00-12:00

PAYROLL AND LEGISLATION \$80
April 28 - August 11 Saturday 13:00-16:00

INTRODUCTION TO DATA PROCESSING \$80
April 28 - August 11 Saturday 09:00-12:00

BOOKKEEPING/INTRODUCTION TO ACCOUNTING \$158
April 25 - July 28 Wednesday 18:00-21:00 &
Saturday 09:00-12:00

FUNDAMENTAL ACCOUNTING PRINCIPLES 1 \$80
Prerequisite: Bookkeeping/Intro to Accounting
April 24 - July 17 Tuesday 18:00-21:00

FUNDAMENTAL ACCOUNTING PRINCIPLES 2 \$80
Prerequisite: Fund. Accounting Principles 1
April 25 - July 18 Wednesday 18:00-21:00

MEDICAL OFFICE ASSISTANT PROGRAM

BASIC MEDICAL TERMINOLOGY: ANATOMY \$158
PHYSIOLOGY AND DISEASE PROCESSES
Prerequisite: Grade 12
April 28 - August 11 Saturday 09:00-16:00

MEDICAL BOOKKEEPING AND MEDICAL BILLING \$80
April 24 - July 17 Tuesday 18:00-21:00

LEGAL SECRETARY PROGRAM

LEGAL SHORTHAND \$80
Prerequisite: Shorthand 3
April 25 - July 18 Wednesday 18:00-21:00

LEGAL PROCEDURES-GENERAL LEGAL PROCEDURES \$80
Prerequisite: Typing 3 (50 g.w.a.m.)
April 28 - August 11 Saturday 13:00-16:00
(This course, or a letter attesting to a
min. one year's legal office experience, is
prerequisite to the following Legal
Procedures courses.)

LEGAL PROCEDURES - CONVEYANCING \$80
April 24 - July 17 Tuesday 18:00-21:00

LEGAL PROCEDURES - CORPORATE \$80
April 25 - July 18 Wednesday 18:00-21:00

LEGAL PROCEDURES - LITIGATION \$80
April 26 - July 19 Thursday 18:00-21:00

DENTAL RECEPTIONIST PROGRAM

DENTAL KNOWLEDGE \$62
April 3 - June 5 Tuesday 19:00-22:00

DENTAL ASSISTING UPGRADE PROGRAM

To enrol in this program, applicants must,
when they apply to take their first course
in the program, submit proof of grade 12
completion and a letter attesting that the
applicant has at least one year of
experience in a dental office.

MICROBIOLOGY \$38
April 9 - April 30 Mon/Wed 19:00-22:00

PHARMACOLOGY \$38
May 2 - May 23 Mon/Wed 19:00-22:00

ENDODONTICS \$38
June 4 - June 20 Mon/Wed 19:00-22:00

REFUNDS: For extension course registrations, a prorated refund, less \$20.00 will be granted during the first, second and third session. No refund will be granted after completion of the third session. Requests for tuition fee refunds by students who have withdrawn will not be accepted if the day of such a claim is MORE THAN ONE MONTH after the last day of attendance.

PARKING: Parking is plentiful in nearby parking lots, and there is easy access by bus from throughout the Lower Mainland.

**For more
information...
Call 681-8111**

Monday-Friday 10:00-20:00 hrs.