

it's if you want to **KNOW**

VANCOUVER COMMUNITY
COLLEGE THAT IS!

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GO" COURSES
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AND
K.E.C.

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Come and Learn a Better Living With us

COURSES for WINTER 1984

VANCOUVER COMMUNITY COLLEGE



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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.			
Confirmation of Enrollment. May not be received prior to start of classes. If you have sent a registration in, please attend unless you have been contacted. Request for Refund: Must be received by Vancouver Community College Continuing Education Division before the 3rd class session. Please note that a minimum of \$5.00 is withheld on all refunds. Please allow processing time. Note: refunds are not permitted for some courses or events. If a course is 3 sessions or less a refund request must be received prior to the start date.		VISA INFORMATION NAME ON VISA CARD _____ VISA ACCOUNT NUMBER _____ VISA EXPIRY DATE _____	
Signature _____ Date _____		AMOUNT ENCLOSED Do not send cash! <input type="checkbox"/> Money Order <input type="checkbox"/> Cheque <input type="checkbox"/> VISA	

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

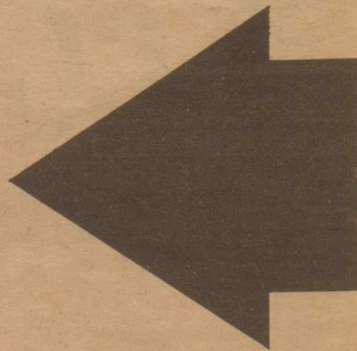
If you did not receive a VCC flyer in the mail, pick one up at the nearest VCC campus, community centre or library.

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, 255 West Pender St., Vancouver, B.C.

This
mail-in
registration
form is valid
for most
Continuing
Education
courses on
pages 3-15



VOCATIONAL COURSES

All classes start the week of January 16th, unless otherwise noted.

Starting Monday, December 5th, 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 from Monday to Friday from 10:00 a.m. to 8:00 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 from Tuesday to Saturday from 11:00 a.m. to 4:30 p.m. Starting on Tuesday, December 6th and on Thursday, December 15th and Friday, December 16th 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, January 9th to Thursday, January 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 the 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 Friday, from 10:00 a.m. to 8:00 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 ELECTRICITY, SHOP PRACTICE 60.00
This course includes troubleshooting techniques using standard test equipment available in the shop. Also included is wiring, harnesses and chassis wiring.
Wed. K.E.C. 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. & Thurs. 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 REFRESHER 100.00
Helps motor mechanics obtain their Provincial Tradesman's Qualification Certificate.
Sat. V.V.I. 9:00 a.m.-2:00 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, January 14th, 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

UNDERSTANDING AND BUYING AN '80's CAR 40.00
This course will introduce auto enthusiasts to the new cars of the 1980's. The class will study why the cars are what they are today plus the pros and cons of features such as diesels, turbos and fuel economy. The students will study various models of new cars and will obtain information on modern day vehicles.
Tues. King Edward 7:00-9:00 p.m. 10 weeks

UNDERSTANDING YOUR AUTOMOBILE 40.00
Do you have difficulty in understanding a problem with your car or describing the problem to the mechanic? After studying the various functions of the car, students will be able to provide more accurate information to tradespeople with regard to repairs and be able to complete minor maintenance themselves.
Thurs. King Edward 7:00-9:00 p.m. 10 weeks

PRACTICAL VOCATIONAL COURSES ... many available in neighbourhood facilities

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

CARPENTRY JOURNEYMAN UPGRADING* 120.00
Helps carpenters obtain their Provincial Tradesman Qualification Certificate.
Tues. & Thurs. V.V.I./Raymur 7:00-10:00 p.m. 10 weeks

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

MORTGAGE FORECLOSURES 60.00
This comprehensive course offered to legal assistants and legal secretaries wishing to learn foreclosure proceedings. It will cover all steps in a foreclosure action from demand letter through final order and reopening a foreclosure. Matters included are redemption, taxation of costs, registration or orders and appointment of receivers.
Tues. Van Tech 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

TEELINE SHORTHAND 60.00
This revolutionary shorthand, based on the alphabet, is easier to learn than any other system. The course includes complete theory and some speed building.
Mon. & Wed. V.V.I. 7:00-9:30 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 50.00
This course is intended to help the student increase typing speed with accuracy and serve as a refresher course for all typing theory. 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.
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)
Tues. V.V.I. 7:00-10:00 p.m. 10 weeks

INTRODUCTION TO DRAWING AND THE PROBLEMS OF ART 60.00
Through lectures and individual assignments, beginners can explore creativity through drawing. The instruction will focus on the expression of ideas and imagination as a primary objective in learning to draw. (J. Perry)
Tues. V.V.I. 7:00-10:00 p.m. 10 weeks

GRAPHIC DESIGN I* 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)
Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks
Sat. V.V.I. 9-12 noon 10 weeks

GRAPHIC DESIGN II*

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. (K. Gluta)
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.
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

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. (Feb. 4) V.V.I. 12 noon-4:00 p.m. 1 day

DATA PROCESSING

For information on Computer Courses offered through C.E. and V.V.I., please see pages 14 & 15.

DRAFTING

BLUEPRINT READING IN COMMERCIAL AND INDUSTRIAL ARCHITECTURE

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 drawing techniques, tools, and principles of composition and design as applied to preparation of drawings for reproduction. These principles will be provided by demonstrations and assignments. (G. Metzger)
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

VANCOUVER COMMUNITY COLLEGE

Continuing Education Division

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.

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 TO 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

LIGHTING FUNDAMENTALS* (I.E.S. Course) 65.00
This course introduces students to illumination engineering, providing a good understanding of the basic "facts of light". Instruction is provided by an instructor from the B.C. Section of the Illuminating Engineer Society of North America.

Thurs. V.V.I. 7:00-9:30 p.m. 13 weeks

ELECTRONICS

AUDIO-TEK 60.00
This course provides theoretical analysis as well as valuable hands-on testing and troubleshooting on audio systems. Students must have completed basic electronics or have instructor's approval.

Tues. & Thurs. V.V.I. 7:00-10:00 p.m. 5 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.

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

ELECTRONIC MUSICAL INSTRUMENT REPAIR 60.00
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 effect units.

Wed. V.V.I. 7:00-10:00 p.m. 10 weeks

ELECTRO-TEK (INDUSTRIAL) 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.

Tues. & Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

MICRO-TECHNOLOGY, LEVEL I 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

MICRO-TECHNOLOGY, LEVEL II 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: "Micro-Technology, Level I" or equivalent knowledge.

Tues. & Thurs. Van Tech 7:00-10:00 p.m. 10 weeks

MORE LIGHT ON 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

T.V. SERVICING* 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.

Tues. & Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

VIDEO-TEK (V.T.R.) 120.00
Tailored for the Home Entertainment Technician. This course consists of in-depth theory plus hands-on training — repair, set up and maintenance for Beta and V.H.S. formats. Class size is limited.

Mon. V.V.I. 7:00-10:00 p.m. 20 weeks

ENGINEERING

BASIC HYDRAULICS 78.00
This course is intended to introduce or upgrade basic hydraulic principles to those in the technical field. Topics covered will include theory, components of a system, symbols related to hydraulic drawings and troubleshooting. No previous knowledge of fluid power is required.

Thurs. V.V.I. 7:00-10:00 p.m. 13 weeks

FUNDAMENTALS OF REFRIGERATION 78.00
This basic course is intended to introduce students to the operating principles of refrigeration systems.

Mon. & Wed. V.V.I. 7:00-10:00 p.m. 6 weeks

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

HEATING, VENTILATING AND AIR CONDITIONING 78.00
This course covers the basic principles of design, operation and maintenance of heating, ventilating and air conditioning systems.

Wed. V.V.I. 7:00-10:00 p.m. 13 weeks

INTRODUCTION TO MACHINE SHOP* 60.00
This basic course is designed to introduce students to various machines in the machine shop such as the lathe, shaper, drilling machines, milling machines and grinders. This hands-on course will introduce the various machine operations through the manufacture of simple projects.

Tues. Van Tech 7:00-10:00 p.m. 10 weeks

HAIRDRESSING

HAIRCUTTING — ELEMENTS OF DESIGN 105.00
This course, offered in co-operation with the Hairdressers' Association of B.C., examines by theory and practical applications the basic elements of design haircutting and finishing. All fully qualified members of the Hairdressers' Association of B.C. are eligible to enrol. Evaluations will be made on theory and practical components throughout the course.

Tues. & Thurs. V.V.I. 6:30-9:30 p.m. 10 weeks

PERMING — DESIGNS 105.00
This course, offered in co-operation with the Hairdressers' Association of B.C., examines the concepts of permanent waving. Using theory and practical sessions this course develops specific design skills. Evaluations will be made on theory and practical components throughout the program and in a final examination at the conclusion of the course.

Mon. & Wed. V.V.I. 6:30-9:30 p.m. 10 weeks

MAKE-UP ARTISTRY FOR COSMETIC CONSULTANTS 120.00
This course has been designed to train cosmeticians, hairdressers, estheticians and people involved in the cosmetic industry who want to improve cosmetic sales, merchandising abilities as well as make-up application techniques. Students will be required to provide some basic supplies.

Thurs. V.V.I. 7:00-10:00 p.m. 20 weeks

HEALTH

ATTITUDES TOWARD THE ELDERLY 15.00
This course is intended for the L.P.N. or related nursing personnel who wishes to examine their attitude toward the elderly person. The course will cover the normal aging process, basic human needs, myths of aging and confusion in the elderly. Time will be given to discussion of situations related to the L.P.N.'s own situation.

Mon. V.V.I. 7:00-9:30 p.m. 3 weeks

CHARTING AND LEGALITIES 20.00
The L.P.N. or related nursing personnel will learn about the legal requirements of charts and charting as well as specific issues such as confidentiality, consents and incident reports. Methods of charting currently in use will be discussed as well as methods of assessing quality in patient records.

Tues. V.V.I. 7:00-9:30 p.m. 4 weeks

ETHICAL ISSUES IN LONG TERM CARE NURSING 16.00
This course will offer the L.P.N. and related nursing personnel an opportunity to explore and evaluate attitudes, values and beliefs about nursing the long term care patient/resident in an institutional setting. Through films, lectures and informal discussion groups, the participant will broaden understandings of issues which are currently receiving much attention and scrutiny from the public and health care workers.

Fri., Jan. 27 V.V.I. 7:00-9:00 p.m. 2 days

INTRODUCTION TO MEDICAL TERMINOLOGY 100.00
The 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.

Tues. Van Tech 7:00-9:30 p.m. 5 weeks

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 gastric, biliary and intestinal surgery, a review of the common types of abdominal surgery and discussions of possible post operative complications.

Thurs. Van Tech 7:00-9:30 p.m. 6 weeks

NURSING MANAGEMENT OF THE DIABETIC PATIENT 25.00
This theoretical course is designed for the L.P.N. or related nursing personnel who are involved with the patient hospitalized for the treatment for or the complications of diabetes. Factors discussed will include the physiology of the disease, diagnosis and treatment, complications and side effects of medication, and the importance of diet and education of the patient.

Wed. V.V.I. 7:00-9:30 p.m. 5 weeks

HOME IMPROVEMENT

FINISHING YOUR BASEMENT 80.00
Intended for the homeowner, this course will provide practical instruction in planning, estimating and construction techniques necessary for framing and finishing basements.

Sat. V.V.I./Raymur 9 a.m.-4 p.m. 5 weeks

HOUSE PLANNING AND DESIGN 77.00
This course will cover the planning stages and the basic elements of design related to residential woodframe construction and will be of great assistance in renovation planning.

Wed. Van Tech 6:30-10:00 p.m. 11 weeks

HOME WIRING 75.00
Intended for the homeowner, this practical course will examine various topics related to the basic electrical system of the average home. Such topics as planning, materials, tools required and safety will be covered. Students will be required to bring basic hand tools.

Mon. & Wed. V.V.I. 6:30-9:30 p.m. 5 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
Theoretical and practical approach to photography; people, places and things. This class is limited to 18 students. (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 provided 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

ARCHITECTURAL PHOTOGRAPHY 2000 95.00
A workshop designed specifically for architects, interior designers, structural engineers, real estate persons and others interested in architecture. Techniques will be taught for photographing various structural designs and buildings. (Otte)

Sat. Feb. 18 Focal Point 10 am-4 pm Lecture

Sun. Feb. 19 Focal Point T.B.A. Field Trip

Sat. Feb. 27 Focal Point T.B.A. Field Trip

Sat. Mar. 3 Focal Point 10 am-4 pm Lecture/Critique

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. (Miles/Tsetsekas)

Sat. Feb. 11 Focal Point 10 am-4 pm Lec/Demo

Sun. Feb. 12 Focal Point T.B.A. Workshop

Sat. Feb. 25 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., Jan. 21 Focal Point 10 am-4 pm Lecture

Sun., Jan. 22 Focal Point T.B.A. Workshop

Sat., Feb. 4 Focal Point 10 am-4 pm Lecture/Critique

FIGURE PHOTOGRAPHY WORKSHOP 2000 110.00
Photography of the nude human form. This 3 session course will cover such topics as: history and trends of nude photography, finding and selecting models, make-up, lighting and composition. The student will have a practical shooting session with a model, a viewing and a critique of their work by the instructor. (Harvey)

Sat., Feb. 18 Focal Point 10 am-4 pm Lecture/Workshop

Sun., Feb. 19 Focal Point T.B.A. Workshop

Sat., Mar. 3 Focal Point 10 am-4 pm Lecture/Critique

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.

Sat., Feb. 4 & 11 VVI 9 am-4 pm 2 days

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)

Sat., Mar. 10 Focal Point 10 am-4 pm Lecture

Sun., Mar. 11 Focal Point T.B.A. Field Trip

Sat., Mar. 17 Focal Point T.B.A. Lecture

Sat., Mar. 24 Focal Point 10 am-4 pm Lecture/Critique

VANCOUVER COMMUNITY COLLEGE

Continuing Education Division

NON-CREDIT COURSES at KING EDWARD CAMPUS

1155 East Broadway

For more information:

Phone: 875-8200

Mon.-Thur. 09:00 - 19:00 hrs.

Fri. 09:00 - 15:00 hrs.

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.

Sat., Jan. 28 Focal Point 10 am-4 pm Lecture/Workshop

PRINTING

INTRODUCTION TO GRAPHIC ARTS 40.00
This course will introduce the student to aspects of the printing industry.

Mon. V.V.I. 7:00-9:00 p.m. 10 weeks

ESTIMATING AND MANAGEMENT OF SMALL PRINT SHOP 70.00
A stimulating look at all aspects of sound business management designed to help those who are presently active in the printing industry to become profitable and effective managers. Topics to be discussed include: production and cost controls, purchasing, estimating, job costing and equipment.

Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

WELDING

BLUEPRINT READING AND LAYOUT FOR STEEL FABRICATORS 60.00
This course will examine the basic fundamentals of reading drawings and interpreting and understanding the different views and details of fabricated drawings. A thorough instruction in reading different types of welding symbols and application is provided.

Sat. V.V.I. 9:00 am-3:00 pm 6 weeks

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

BILINGUAL CITIZENSHIP CLASS — CHINESE 20.00
For Cantonese speakers with limited English, this bilingual class will help prepare you for your citizenship court hearings. A helpful textbook is provided. Register either at S.U.C.C.E.S.S. (Phone 253-5561) or at King Edward Campus Continuing Education 875-8200.

Tues. K.E.C. 7:00 p.m.-9:30 p.m. S. Lam

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 Jan. 12, 1984.

REGISTER
(1) IN PERSON at Continuing Education, King Edward Campus, 4th level, 1155 E. Broadway, 9:00 a.m. to 9:00 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 Jan. 5, 1984.

(3) by PHONE call 875-8200 from 9:00 a.m. - 9:00 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 JANUARY 16 and are held at KING EDWARD CAMPUS unless otherwise noted. Some classes are held at Mount Pleasant Centre, 225 W. 8th Ave., and Quantum Research, 4336 Dunbar St., Vancouver.

FOR MORE INFORMATION

PHONE 875-8200

MON.-THURS. 9:00 a.m.-9:00 p.m.

FRI. 9:00 a.m.-4:30 p.m.

CANADIAN CITIZENSHIP

PREPARING FOR CANADIAN CITIZENSHIP 20.00
This course, IN ENGLISH ONLY, will help you prepare for your citizenship hearing and outline the privileges and duties of being a Canadian citizen. You must be able to speak reasonably good English. 4 sessions.

Sat., Jan. 21 9:30-11:30 a.m. B.K. Dhillon

BILINGUAL CITIZENSHIP CLASSES 20.00
These classes prepare persons 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.

We have resources to offer Bilingual Citizenship classes in Chinese, Greek, Italian, Japanese, Punjabi, Spanish 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

Italian Cultural Centre, 3075 Slocan St.; 430-3337

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.

BILINGUAL CITIZENSHIP CLASS — PUNJABI 20.00
For Punjabi speakers with limited English, this bilingual class will help prepare you for your citizenship court hearing.

Starts Feb. 18, 6 sessions

VANCOUVER COMMUNITY COLLEGE

Continuing Education Division

AN ORIENTATION TO TEACHING ENGLISH IN JAPAN

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 Japanese style, adapting to and understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student.

Thurs. 7:00-9:00 p.m. W. Smith

PREPARING FOR MATH G.E.D. TEST

An intensive course in preparation for the G.E.D. Math test on Feb. 11. Course will provide instruction and practice in writing G.E.D. tests.

Tues. 7:00-9:00 p.m. C. Potter

SEXISM: A FALSE CODE

A behavioural/communicational analysis of the social pathologies of sexism. An historical and philosophical overview of sexist ideology inherent in our religious, political and academic institutions. Learn how sexism is a particular type of limiting behaviour that can be altered by breaking through its communicational code.

Tues. 7:00-9:00 p.m. Ernst Spitzeder

GOURMET PURSUITS

BEYOND CURRY: AN EXPLANATION OF INDIAN CUISINE

The cuisines of India are rich and varied, far surpassing our general notion of "curry". Several types of North Indian cookery are available in local restaurants. The first session will deal with regional and cultural diversity in India. Subsequent sessions involve visits to 3 restaurants to sample specialties. (Approx. 5.00-7.00 each) Starts Jan. 26.

Thurs. 6:30-8:30 p.m. A.M. Fenger

A CULINARY TOUR FOR CHINESE FOOD ENTHUSIASTS

The history and development of Chinese cooking, regional differences and how to order. The first session will be a seminar, the next will be spent in Chinese restaurants with distinctly different cuisines. Ginger Chang has taught many Chinese cooking classes and has instructed at the Pierre Dubrulle Culinary Cooking School. Restaurant meals are extra. (Approx. 5.00-7.00 each) Starts Feb. 14.

Tues. 6:30-8:30 p.m. G. Chang

SEAFOOD OF THE NORTHWEST COAST

This course explores the preparation of seafood from traditional Indian methods to contemporary cuisine in cosmopolitan Vancouver. Sessions will include the preparation of salmon; assorted fish fillets to caviar; shellfish; bivalves and crustaceans; chowders, pastas, etc. Included will be a Sat. field trip to the fish markets on Granville Island.

Wed. (3) 7:00-9:00 p.m. 4 sessions

Sat. (1) 9:00 a.m.-12:00 noon E. Perkins

WALKING TOUR OF CHINATOWN

This one-day walking tour features a 2-hour morning lecture on the food and various shops of Chinatown, a sampling of specialties. Dim Sum lunch then a walking tour of Chinatown food shops.

Sat., Mar. 3 10:00 a.m.-4:00 p.m. G. Chang

UNIQUE WINE TASTINGS

Conducted by Paul Warwick, member of International Society of Wine educators and past B.C. Wine Tastings Champion.

ITALIAN WINE TASTING AND APPRECIATION

Focuses on the wines of the Tuscany, Umbria, Veneto and Piedmont regions of Italy. You will taste Bardolino, Asti Spumante, Barolo, Chianti and Valpolicella, which will be featured with antipasto and a selection of fruit and cheeses.

Mon. 7:30-9:30 p.m. 2 sessions

INTRODUCTION TO WINE APPRECIATION & WINE TASTING

For people interested in wine, a better knowledge of the product will enhance your enjoyment. Topics covered will include a short history of wine, the various types and how they are produced, the effects of soil, climate and man, how to read the label, purchasing, storing, caring for and serving; getting the best value for your money. There will be wine tastings each week featuring wines from Germany, France, Italy and California. Food will be served.

Tues. 7:30-9:30 p.m. P. Warwick

FRENCH WINE TASTING AND APPRECIATION

Participants can look forward to a tasting each evening of several fine French wines accompanied by a sampling of some great French Cuisine. Featured will be the wines of Alsace, Rhone, Loire, Bordeaux, and Burgundy regions. Starts Jan. 30.

Mon. 7:30-9:30 p.m. 3 sessions

GERMAN WINE TASTING AND APPRECIATION

Concentrates on the wines of the Mosel, Rheinhessen, Rheingau and Rheinpfalz regions of Germany. Germany has the most complicated labelling system in the world - discouraging many people from tasting the great German Wines. An explanation of the labelling system will overcome the confusion and enable you to look forward to tasting fine Niersteins, Mosels, Bernkastel's, Ausleses, Spatlese and others. A must for wine lovers. Starts Feb. 20.

Mon. 7:30-9:30 p.m. P. Warwick

ADVANCED WINE APPRECIATION SEMINARS

Especially for those who like to know MORE about the intricacies of wine. You'll gain an increased understanding of the importance of balance, acidity, finish and the many characteristics of red, white, and sparkling wines. Register early as space is limited. Starts Feb. 14.

Tues. 7:30-9:30 p.m. 2 sessions

NON-CREDIT COURSES at KING EDWARD CAMPUS

1155 East Broadway

For more information:
Phone: 875-8200
Mon.- Thur. 09:00 - 19:00 hrs
Fri. 09:00 - 15:00 hrs.

GREAT GRAPES

Why are the great grapes? Why are they great? These are some of the questions people ask. Cabernet Sauvignon, Pinot Noir, Chardonnay and Riesling grapes give us most of our great wines - from champagne to velvety Burgundies, from dry to rich German wines to the full bodied Bordeaux. Course covers the world of great wines from France to Australia, from California to Germany. Starts Feb. 28.

Tues. 7:30-9:30 p.m. P. Warwick

AUSTRALIAN WINE TASTING AND APPRECIATION

One of the most overlooked wine markets today - AUSTRALIA!! Each evening will feature tasting of the wines from the different wine producing areas of Australia including lectures. A DEFINITE MUST for those of you seeking a new wine experience. Wines featured from the Borossa, Hunter, Murray, Coonawarra, Mudge areas. Food will be served. Starts Mar. 5.

Mon. 7:30-9:30 p.m. P. Warwick

CHAMPAGNE AND SPARKLING WINES

Enjoy a "Bubbly" evening and sample champagne and sparkling wines from all over the world. Sweet, dry, light and full. From Mumm's, Heidsieck, Asti Spumante, Henkel, Cordonnau and many more.

Mon., Mar. 19 7:30-9:30 p.m. P. Warwick

BLIND TASTING AND SPECIAL WINES OF B.C.

Do you know what you are drinking when you drink wine? What are those tastes that you can just about put your finger on? This course will help make you more aware of the differences and sometimes similarities of wines. You will taste reds and whites and rate them all for tannic acid, body and finish. Next, taste some of the special wines of B.C. and see the recent improvements in the local industry.

Tues., Mar. 20 7:30-9:30 p.m. P. Warwick

WINE TOURS

Paul Warwick, in co-operation with Vancouver Community College is conducting several tours to California in the spring of 1984 and a tour to France and Germany in the fall of 1984.

For information phone: Paul Warwick 941-2252; Pat Rafferty 875-8200 Local 756.

Continuing Education Division, Vancouver Community College 1155 East Broadway, Box No. 24785, Station "C" Vancouver, B.C. V5T 4N5

875-8200 Local 765.

REGISTER EARLY!! — SPACE IS LIMITED

Deposits required: California Tours 50.00

Europe Tour 100.00

CALIFORNIA WINE TOUR AND SEMINAR

Fly to San Francisco, then by private coach to the Napa and Sonoma Valley where you will experience the charm of European cuisine and great American wines.

Learn from the beginning: from the vine to the wine from the masters, Robert Mondavi, Chateau St. Jean and others.

Lectures at four wineries, numerous wine tastings. Most meals included. All accommodation included. 4 days/3 nights.

May 1984 and June 1984

CALIFORNIA WINE TOUR AND SEMINAR MONTEREY AND NORTH CENTRAL COAST AREA

Fly to San Francisco then by private coach to the North Central Coast area where you will visit two of the oldest family vineyards in the country plus others. You will visit the fields and be instructed by masters of Mirassou and Wente Bros. Vineyards.

The tour includes some time in San Francisco, Mission San Jose, four lectures, numerous wine tastings, most meals and all accommodations, 4 days/3 nights.

June, 1984

GERMAN AND FRENCH WINE TOUR

Fly to Frankfurt, to the German Wine Academy at Mainz for a week of German wines and a tour of the wine areas. On to France for a week at the Academy of Wine of Bordeaux for tours and lectures in the mecca of wine production. Then to the Loire for wine tastings and relaxation for the third week. From there to London and home.

The participants will receive certificates from the German Wine Academy, the French Academy of Wine and VCC. Join us in this certificate course and see the countries of France and Germany while you learn. Visit the ancient cities of the Rhine, the great chateaux of Bordeaux and the quiet, peaceful Loire Valley.

Imagine being at Schloss Johannisberg, at Mouton Rothschild or driving through the countryside of Alsace and Burgundy. 3 weeks - France, Germany and a day in London.

Aug.-Sept., 1984

HEALTH AND FITNESS

CARING FOR YOUR ILL CHILD

Intended for the mother/father who needs information for care of his/her child during illness or emergencies. The emphasis is on early recognition of problems and appropriate use of medical and health services.

Mon. 7:00-9:30 p.m. B. Margem

COED FITNESS

12 wks., (3x/wk.) 55.00; (2x/wk.) 40.00
6 wks., (3x/wk.) 30.00; (2x/wk.) 25.00

Increase muscle tone, endurance and flexibility at your own level. Each session includes warm ups, aerobics and warm down.

Mon., Wed. & Fri. 12:05-12:45 p.m. R. Shelley

Tues. & Thurs. 4:30-5:30 p.m. C. Fischer

Mon. & Wed. 7:30-8:30 p.m.

HANDS ON HEALING TECHNIQUES — PART I

Maximize your physical energy sense and balance the energy of your. Tai Chi, acupressure, meditation, touch therapy and polarity therapy are some of the alternative methods introduced and practiced.

Thurs. 7:00-9:00 p.m. Mt. Pleasant

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. 10 sessions.

Wed. 7:00-9:00 p.m. Mt. Pleasant

RELAXATION EXPERIENCE

Relax and experience ways to reduce stress and increase your energy. Guided relaxation, centering physical relaxation, breathing techniques and visualization will be introduced.

Wed. 7:30-9:00 p.m. R. McLaren

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.

Thurs. 7:30-9:30 p.m. D. McPherson

YOGA

Stretch and strengthen with Hatha Yoga. Learn to centre and relax. Realize the potential of your body as a spiritual tool.

Mon. 5:30-7:00 p.m. R. McLaren

YOGA FOR SPINAL HEALTH

Traditional yoga techniques modified for chiropractic/massage patients or anyone who wishes to exercise without back strain. Bring a mat.

Wed. 7:00-9:00 p.m. O. Kirchenberger

HEALTH FOR PROFESSIONALS

ASSERTIVENESS TRAINING

Being assertive means being direct and clear in communication, without being aggressive. Learn specific skills for asserting yourself and for dealing effectively with others in everyday situations.

Mon. 7:30-9:30 p.m. J. Ambeau

EFFECTIVE MULTIDISCIPLINARY TEAM WORK IN LONG TERM CARE

For Long Term Care health professionals of all disciplines, to explore concepts and practicalities to make the multidisciplinary team function effectively. Through lectures, films and discussion groups you will expand your understanding of the purpose and scope of the team, common problems, their resolution, group dynamics, communication skills and care planning with the involvement of the patient and family.

Wed. 7:00-9:30 p.m. L. Smith

NUTRITION MYTHS AND FACTS

Practical application toward evaluation and implementation of healthy diets. For professionals called upon for nutritional advice, but presented simply enough for those without scientific background.

Thurs. 7:30-9:30 p.m. J. Yates

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.

Sat., Jan. 21 8:30 a.m.-5:30 p.m. D. Kiewer

WORKING WITH THE ELDERLY WORKSHOPS

1. Creating a Quality Environment for the Institutionalized Elderly 17.00

Designed for personnel providing direct patient care. Learn to identify a patient's potential, promote independence through environmental stimuli and reduce learned helplessness.

Sat., Jan. 21 8:30 a.m.-12 noon K. Scalzo, O.T.R.

2. Creative Programs to Promote Mobility in the Institutionalized Elderly 17.00

To 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.

Sat., Jan. 21 1:00-4:30 p.m. K. Scazio, O.T.R.

NATURAL HISTORY

NATURAL HISTORY TOUR OF HAWAII

Share an exciting learning experience with a small congenial group and explore natural habitats of Oahu and Maui by trail, road and sea, spending many nights under the stars. The tour will include three boat excursions to view seabirds and the humpback whales, walks in rain forests, and a night on the spectacular Haleakala Crater. There will be informal evening seminars and opportunities for viewing marine life, studying vegetation and general sightseeing. Call Great Expeditions at 734-4948.

FREE INTRODUCTORY SESSION:

Jan. 16 6:00-8:00 p.m. I. Robertson

Mar. 27-Apr. 7 HAWAII!!

GALAPAGOS/ECUADOR NATURAL HISTORY TOUR

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.

FREE INTRODUCTORY SESSION:

Jan. 25, 1984 8:00-10:00 p.m. Great Expeditions

Dec. 26/84-Jan. 11/85

GALAPAGOS/ECUADOR

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 2-9, 1984 Stubbs Island Charters

UCLEUET NATURAL HISTORY WEEKEND

Join KEC's ecology classes for an intense West Coast experience featuring intertidal exploration, rain forest walks and sand dune ecology. Expect to see colourful marine life, coastal birds and migrating gray whales. Fee includes food, transportation and accommodation. Enrollment is limited.

Apr. 19-21 P.J. Ballin, J. Funk and Natural History Instructors

GULF ISLANDS NATURAL HISTORY CRUISE

Observe, from a chartered vessel, the numerous aquatic birds which congregate in the Gulf Islands at the peak of herring spawning. We will also jig for herring, trawl for plankton and, with luck, spot marine mammals.

Wed., Feb. 29 8:00-10:00 p.m. I. Robertson

Sat., Mar. 3 ALL DAY G. Kaiser

WINTER ECOLOGY OF WATERBIRDS AND RAPTORS

Study the ecology and habits of the spectacular birds which are attracted to our mild winter climate and productive coastal environment. Lectures are extensively illustrated and include discussion of local research, including the impact of birds on fish stock. 2 field trips.

Mon. 8:00-10:00 p.m. G. Kaiser

NATURE IN WINTER

Unravel mysteries written in tracks in the snow and signs on vegetation. Learn about winter adaptations of plants and animals in coastal and interior ecosystems. Field trips to Mt. Seymour and Manning Park (full day) will be conducted on cross-country skis. You don't need much experience! 4 class sessions, 2 field sessions.

Thurs. 8:00-10:00 p.m. M. Hamilton

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. 8 class sessions, 2 field sessions.

Tues., Jan. 17/24 6:30-9:30 p.m. M. de Jong

Wed. 7:00-9:00 p.m. P. Youngash

VANCOUVER GEOLOGY

Learn about local landforms and the processes which have lead to their formation. Volcanoes and hot springs warm up this winter course. An all-day field trip includes a mine tour. 6 class sessions, 1 all-day field trip.

Wed. 6:00-8:00 p.m. B. Hall

TEACHING YOUR 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.

Tues. 8:00-10:00 p.m. L. Yip

WILDLIFE SPECTACLES OF B.C.

An inventory of B.C.'s wetland and seashore "hot spots" with emphasis on things to see and do for the casual naturalist and photographer. Adventure possibilities by kayak and canoe, vehicle and foot will be explored in slide shows and lecture-discussions of Triangle Island, Queen Charlotte Island, Columbia Valley, Riske Creek, Beaufort Sea Coast and Checleset Bay.

Tues. 8:00-10:00 p.m. G. Kaiser

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.

Mon. and Wed. 8:00-10:00 p.m. W. Paulik

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.

Thurs., Jan. 19 6:00-10:00 p.m. Thurs., Mar. 1 6:00-10:00 p.m.

Thurs., Feb. 2 6:00-10:00 p.m. Thurs., Mar. 15 6:00-10:00 p.m.

Thurs., Feb. 16 6:00-10:00 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., Jan. 21 9:00 a.m.-1:00 p.m.

Thurs., Jan. 26 6:00-10:00 p.m.

Thurs., Feb. 9 6:00-10:00 p.m.

Mon., Feb. 13 6:00-10:00 p.m.

Thurs., Feb. 23 6:00-10:00 p.m.

VANCOUVER COMMUNITY COLLEGE

Continuing Education Division

WOMEN IN TRANSITION

For women in mid-life who are changing roles and rethinking goals. The group will look at habits and patterns and gain skills to break out. Some of the issues dealt with: loneliness, boredom, stress and transforming the negatives. 10 sessions. Wed. 7:00-9:00 p.m. S. Buchan

TEACHING ENGLISH AS A SECOND LANGUAGE

ESL TEACHING TECHNIQUES 110.00

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. Mon. 7:00-10:00 p.m. M. Trivisano

ENGLISH REVISITED 70.00

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. Thurs. 7:00-10:00 p.m. L. Hawes

TEACHING READING SKILLS 65.00

A techniques/material oriented course. Topics include assessing student's needs and problems, selecting and evaluating vocabulary and reading passages, defining/demonstrating reading skills and teaching techniques, developing materials and twelve essential context clues. 5 sessions. Sat. 9:30 a.m.-12:30 p.m. H. Salzman

PROGRAM FOR MENTALLY HANDICAPPED ADULTS

Alternative Route Life Skills course 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 15.00. However, depending on individual need, community agencies may provide some financial assistance. For a complete copy of the Winter brochure and to register, call 875-8200.

KNOW THE LAW 15.00

This course explores the reasons for laws, how laws are made and various kinds of legal offences. You will learn the type of penalties paid when convicted of breaking the law and the procedures of arrest. Understanding your rights under the law is also included. Starts Jan. 17. 10 sessions. Tues. 7:00-9:00 p.m. KEC - Room 3248

FIRE PREVENTION 15.00

This course emphasizes the various principles of fire prevention. Through discussion, role play and practice, you'll learn what to do in case of fire and measures to prevent fires, i.e. use of smoke detector and safety precautions used in the home. Starts Jan. 18. 10 sessions. Wed. 7:00-9:00 p.m. KEC - Room 3248

GETTING FIT 15.00

This is an exercise class designed specifically for students who have had little or no physical activity for an extended period of time. You'll learn the basics of physical fitness and exercises that will help promote cardiovascular fitness, strength and flexibility. This class is self-paced. Shower facilities are available. Parents and professionals are invited to participate. Starts Jan. 19. It is recommended that students planning to enroll in this course have a medical examination. 10 sessions. Thurs. 7:00-9:00 p.m. KEC - Room 3248

CHANGING ROLES — A COURSE FOR PARENTS OF MENTALLY HANDICAPPED ADULTS

35.00 single parent 60.00 couple

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. Starts Jan. 18. 8 sessions. Wed. 7:00-9:30 p.m. KEC

FITNESS TRAINING FOR PARENTS AND PROFESSIONALS 12.00

A workshop designed for parents and professionals planning fitness programs who want to understand the specific needs of mentally handicapped adults. It will teach participants how to develop a safe and effective program that will increase cardiovascular endurance, strength, flexibility, coordination and balance. Participants discuss physical and mental conditions and learn adaptations to standard exercises. 1 session. Mon., Feb. 6 7:00-9:30 p.m. J. Henry, KEC

CAREER AWARENESS PROGRAM 50.00/mo. V.V.I.

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 April session. This program is offered at the V.V.I. Campus. For more information call 681-6334. 16 weeks. Mon.-Fri. 9:00 a.m.-4:00 p.m. V.V.I.

NON-CREDIT COURSES at KING EDWARD CAMPUS

1155 East Broadway

For more information:

Phone: 875-8200

Mon.- Thur. 09:00 - 19:00 hrs

Fri. 09:00 - 15:00 hrs.

CERTIFICATE PROGRAMS

COMMUNITY BASED SOCIAL SERVICES CERTIFICATE PROGRAM

This program has been developed to improve the skills of social service workers currently employed in the field. It consists of 3 phases: theory, applied theory and field practicum. Applicants may be working in the social service system as a paid employee or as a volunteer and interested in formal upgrading. Classroom instruction consists of 1 evening a week over 2 school semesters with approximately 50 hours per semester. The field practicum consists of approximately 60 hours of supervised volunteer placement during or after the second semester. This program will begin in Sept., 1984. For more information call 875-8200.

NATIVE INDIAN FAMILY SUPPORT WORKER PROGRAM — FULL-TIME

This program is designed to provide the community with trained personnel who have the knowledge and skills to enable them to be effective employees in group daytime and residential settings, and one-to-one situations with families. The program consists of both academic and practical skill development, and includes such topics as: child development, child health and safety, communication skills, parenting skills, family support skills, group home management and Native studies. Prospective students should be familiar with Native Indian culture. 8 months duration. Starts Sept., 1984.

EARLY CHILDHOOD EDUCATION FOR NATIVE INDIAN CHILDREN — FULL-TIME

This program is designed to meet the needs of persons wishing to obtain training in the field of Early Childhood Education who are likely to be working with Native Indian families. It is open to people who have a particular interest in learning about Native families and cultural life and who wish to develop skills in working with Native children in daycare settings.

This program will prepare graduates to work with pre-school age children in daycare facilities for three to six-year olds. It does not qualify graduates to teach kindergarten in the public school system nor to accept supervisory positions for children under three years of age.

This program is approved by the Provincial Child Care Facilities Licensing Board and is subject to the requirements outlined by the Board. 10 months duration. Starts Sept., 1984. APPLICATIONS FOR BOTH OF THE ABOVE FULL-TIME VOCATIONAL PROGRAMS ARE NOW BEING TAKEN. To apply for either of these programs: - obtain brochures and application forms from:

Continuing Education Division, Vancouver Community College Box No. 24768 Sta. 'C', 1155 East Broadway Vancouver, B.C. V5T 4N6

Students must be eligible for sponsorship by Canada Employment and Immigration Commission. For more information call Jill Tyndale 875-8200.

PROFESSIONAL DEVELOPMENT FOR TEACHERS OF ADULTS

TEACHING 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. Sat., Jan. 21 & 28 9:30 a.m.-4:30 p.m. 2 sessions

USING AUDIO-VISUAL AIDS EFFECTIVELY 50.00

Audio-visual aids are powerful teaching devices if they are used well. They can also be disastrous when used inappropriately or when they don't work. This workshop will show you how to use A-V effectively, from preparing simple overhead transparencies, developing your own teaching materials, using the range of projectors, video and cassette machines, t.v.'s, etc., to trouble-shooting problems when there is no technician around. Bring a packed lunch. Registration limited. 1 session Sat., Feb. 18 9:30 a.m.-4:30 p.m.

MUSIC

All music courses are held at Mount Pleasant Centre, 225 W. 8th Ave., Vancouver, unless otherwise stated. Due to enrolment limitations the following courses are not available on a fee-waiver basis: Piano 1, Piano 2, Piano 3, Class Jazz Piano and Vocal Coaching. Register at King Edward Campus, 1155 E. Broadway, Vancouver, 875-8200.

INSTRUMENTAL MUSIC

CLARINET — BEGINNER 1 10 sessions 30.00

For students with little experience. Learn the assembly and maintenance of the instrument, proper embouchure techniques, and basic playing skills. Text: Galper, Clarinet for Beginners. Mon. 7:00-8:00 p.m. J. Oye

CLARINET — BEGINNER 2 30.00

For students with some background. Further development of playing skills, with emphasis on ensemble playing. 10 sessions. Mon. 8:00-9:00 p.m. J. Oye

CLASS JAZZ PIANO * 45.00

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 7 per class. Wed. 6:00-7:00 p.m. K. Kidd Wed. 7:00-8:00 p.m. K. Kidd

FLUTE 1 35.00

A beginners course that offers an introduction to tone production, notation, and basic playing skills, involving some ensemble work. Bring your own flute. 10 sessions. Tues. 6:30-7:30 p.m. F. Cory

FLUTE 2 35.00

Further development for those who have previously completed Flute 1, or can play up to two octaves. Some ensemble work. Bring your own flute. 10 sessions. Tues. 8:00-9:00 p.m. F. Cory

FLUTE 3 10 sessions 35.00

For players wishing to concentrate on improving their reading skills, practice habits, and general musicality, through discussion and duet playing. Students should have completed Flute 2, or have a good knowledge of their instrument. Tues. 9:00-10:00 p.m. F. Cory

GUITAR: BEGINNERS 1 10 sessions 45.00

Basic theory and note-reading with chording and accompaniment styles for contemporary folk songs. Both plectrum and finger styles are used. Bring your own guitar and a music stand. Held at Langara Campus, 100 W. 49th Ave. Tues. 6:00-8:00 p.m. J. Ainsworth

GUITAR: BEGINNERS 2 45.00

Further theory and playing using notes on all six strings. Emphasis on movable chord patterns and chord substitutions. 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. Tues. 8:00-10:00 p.m. J. Ainsworth

GUITAR: FOLKSTYLES 45.00

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. Thurs. 6:00-8:00 p.m. J. Ainsworth

GUITAR: JAZZ-ROCK IMPROVISATION 30.00

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). 10 sessions. Mon. 7:00-8:00 p.m. D. Jahnke

GUITAR: JAZZ—ROCK IMPROVISATION — ADVANCED 30.00

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. 10 sessions. Mon. 8:30-9:30 p.m. D. Jahnke

KING EDWARD COMMUNITY BAND 40.00

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

PIANO 1 FOR BEGINNERS * 45.00

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. Tues. 5:00-6:00 p.m. C. Gronsdal Thurs. 5:30-6:30 p.m. A. Greene Sat. 10:00-11:00 a.m. A. Greene

PIANO 2 * 45.00

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. 10 sessions. Tues. 6:00-7:00 p.m. C. Gronsdal Sat. 11:00 a.m.-12:00 noon A. Greene

PIANO 3 * 110.00

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 six weeks of one-half hour individual instruction to be spent focusing on the individual needs of each student. 10 sessions. Meet first Tues., Jan. 17 at 7:00 p.m. Subsequent times to be determined.

RECORDER: BEGINNERS 1 32.00

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. 10 sessions. Thurs. 7:30-8:30 p.m. M.A. Franson Thurs. 8:30-9:30 p.m. M.A. Franson

RECORDER: INTERMEDIATE 32.00

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. 10 sessions. Mon. 7:30-8:30 p.m. P. Hannan Mon. 8:30-9:30 p.m. P. Hannan

VOCAL COACHING * 110.00

Semi-private lessons for singing students. Class and private sessions. Instructors approval necessary prior to registration. 10 sessions. Mon. 6:00-8:00 p.m. J. Newman Wed. 6:00-8:00 p.m. C. Brauner

VOCAL PRODUCTION 25.00

Basic singing techniques with emphasis on breathing, support, resonance and tone quality. Registration preference given to VCC Healey Willan Choir members. 10 sessions. Thurs. 6:30-7:30 p.m. M. Gronsdal

VOCAL PRODUCTION — ADVANCED 25.00

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. 10 sessions. Thurs. 7:30-8:30 p.m. M. Gronsdal

VOICE WORKSHOP: SINGING 50.00

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

MUSIC APPRECIATION AND THEORY

JAZZ IMPROVISATION 40.00

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. 10 sessions. Sat. 10:00 a.m.-12:00 noon G. Keenan

KODALY SOLFEGE 45.00

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 notation are included. 10 sessions. Tues. 7:00-8:30 p.m. I. Markus

V.C.C., CONTINUING EDUCATION LANGARA CAMPUS

100 West 49th Avenue

cordially invites you to our

OPEN HOUSE

on

Saturday, January 7, 1984

to be held in the

Main Floor Foyer

(near C.E. Office and North Entrance off

49th Avenue)

10 a.m. - 2 p.m.

1. Program Preview and Registration.

2. An opportunity to discuss course content and selection with C.E. Instructors, Coordinators and Staff.

3. Demonstrations of Computer Programming, Afro-Jazz Dance, Calligraphy, Video Production, Painting and Drawing, Japanese Cooking, Speed-Reading, Language classes, Opera, Yoga, Celestial Navigation, Handwriting Analysis, Cross-country Skiing, Professional Makeup, Tarot, Badminton, Shiatzu, Snowshoeing, Tai Chi Chuan.

— just a small sample of the many interesting non-credit courses offered at Langara.

4. Information also available about C.E. Career Training Programs, such as the Early Childhood Education Certificate Program, and the Volunteer Management Training Certificate Program.

5. Light Refreshments

CONTINUING EDUCATION

LANGARA CAMPUS

100 West 49th Avenue

Vancouver, B.C.

V5Y 2Z6

For further information: Phone 324-5322

Monday to Thursday: 9 a.m.-8 p.m.

Friday: 9 a.m.-3 p.m.

All weekend courses will begin the week of January 16, 1984

(unless otherwise noted). Saturday courses start on January 21,

1984 (unless otherwise noted). Registration is available in person

any time during the hours noted above or by telephone for

charge 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.

ARTS AND CRAFTS

BASIC DRAWING 4102 48.00

Drawing exercises using pencil, graphite, conte crayon, pen and ink. Some life drawing. Bring a pencil. Paper provided. 10 sessions. Wed. 7:30-9:30 p.m. Lyon

COLOUR, PATTERN & TEXTURE (DRAWING & PAINTING) 48.00

Emphasis on the use of acrylics. All levels are welcome. 10 sessions. Mon. (4103) 7:30-9:30 p.m. Marshall

Emphasis on the use of gouache & watercolour. All levels are welcome.

Thurs. (4104) 7:30-9:30 p.m. Marshall

MUSIC APPRECIATION 45.00

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. 10 sessions. Wed. 7:30-9:30 p.m. N. Stanfield

MUSIC THEORY 1 50.00

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. 10 sessions. Mon. 7:30-9:30 p.m. T. Greene

MUSIC THEORY 2 50.00

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. Prerequisite: Theory 1 or permission of instructor. 10 sessions. Tues. 7:30-9:30 p.m. T. Greene

NOTE READING 25.00

Introduction to notation, keys and time signatures, with drills in sight-reading, using the voice as a common instrument. 10 sessions. Thurs. 6:30-7:30 p.m. A. Greene

HIGHLIGHTS OF WESTERN ART 4105 48.00

Five centuries of Western Art — from the Renaissance to the Nineteenth Century — will be considered in this survey of the works of major artists which will serve, as well, as the focal point of a thoughtful overview of the Western tradition. 10 sessions. Wed. 7:30-9 p.m. Evans

LIFE DRAWING WORKSHOP* 4106 30.00

Intensive two-day workshop dealing with the reconstructive and structural aspects of life rendering. Modelled drawing emphasized as well as gesture and contour. Model and materials provided. All levels welcome. Pre-register by Jan. 19. 2 sessions. Sat. 9:30-3:30 p.m. Wedman

MINI-PAINTING 4107 48.00

Paint several small canvases in landscapes and florals. Patterns provided. No drawing experience necessary. Pick up supply list when registering. 10 sessions. Mon. 6-8 p.m. Skemp

OIL PAINTING 4108 60.00

Seascapes and landscapes featuring fundamental principles and concepts of painting. Register early. Bring your own supplies. 8 sessions. Sat. 9 a.m.-12 noon Young

OIL PAINTING WORKSHOP — COMPOSITION 4109 25.00

Learn how to overcome one of the most common stumbling blocks to good painting...poor composition. All day workshop with David Young. Pre-register by Jan. 19. 1 session. Sun., Jan. 22 9:30 a.m.-3 p.m. Young

OIL PAINTING WORKSHOP — WATER* 4110 25.00

Learn the many physical aspects of painting: water: calm, reflective, stormy, etc. Bring your own supplies, please, for quick exercises. Pre-register by Jan. 12. 1 session. Sat., Jan. 14 9:30 a.m.-3 p.m. Young

PAINTING 4111 48.00

This course covers indirect and direct methods of painting. Media includes watercolour, acrylics and tempera. Areas such as perspective, shadow construction and elements of design will be emphasized along with class discussion of work. No oils please. 10 sessions. Tues. 7:30-9:30 p.m. Kowallek

PORTRAITURE 4112 48.00

Human proportion, anatomy and the portrait. Exercises with charcoal, pastel, ink and conte crayon. 10 sessions. Mon. 7:30-9:30 p.m. Kowallek

TOLE PAINTING LEVEL 2 4113 48.00

The art of handpainted furniture and tinware: Rosemahling, Penn Dutch and Gold Bronzing. Bring your own supplies. 10 sessions. Mon. 8-10 p.m. Skemp

WATERCOLOUR 48.00

A comprehensive watercolour course, emphasizing individual development at all levels. 10 sessions. Sat. 4114 9:30-11:30 a.m. Kowallek Sat. 4115 Noon-2 p.m. Kowallek

CALLIGRAPHY

CALLIGRAPHY: BEGINNING ITALIC LEVEL I 36.00/48.00

Enjoy learning the basic skills of Italic writing (both small letters and capitals) with the edged pen. This practical and yet beautiful style develops into fast, legible handwriting that may be used for everyday "cursive" writing (letters, note-taking) or the Italic Hand may be used for more formal occasions and projects (such as invitations, gifts, cards, posters, etc.). Instructor will advise of supply requirements at first class.

Tues., (4201), 5:30-7:30 p.m. \$48/10 sessions, Poskitt

Wed., (4202), 5:30-7:30 p.m. \$48/10 sessions, Bryan

Thurs., (4203), 7:30-9:30 p.m. \$48/10 sessions, Poskitt

Sat., (4204), 9:30 a.m.-12 noon, \$36/6 sessions, Poskitt

Sat., (4205), 12 noon-2:30 p.m., \$36/6 sessions, Poskitt

COMMERCIAL MUSIC

VANCOUVER COMMUNITY COLLEGE

Continuing
Education Division

ENGLISH WRITING SKILLS IMPROVEMENT * 4304

Learn how to write more fluently, skillfully and correctly. This introductory course stresses organization, sentence structure, word choice, spelling and punctuation. 5 sessions.
Tues. 6-8 p.m. Gilley

OVERCOMING SELF-DEFEATING THOUGHTS, BELIEFS & ATTITUDES 4305

Enhance confidence and build self-esteem by learning to identify self-defeating patterns of thinking and develop ways of overcoming them through a more positive attitude. In addition, learn to control stress through simple techniques of mental and physical relaxation. The instructor is an experienced counsellor with a mental health agency. **Bring a notebook and pen.** 6 sessions.
Tues. 7-10 p.m. Enns

PUBLIC SPEAKING FOR THE TERRIFIED* 55.00

Overcome your fear of speaking before a group in this beginner's course. Games to reduce tension, training and practice in preparation and delivery of extemporaneous and impromptu speeches. 8 sessions.
Tues. 4306 8-10 p.m. Ajello

SPEED READING FOR BUSINESS AND PROFESSIONAL PEOPLE* 4308

Develop fast, high comprehension reading speeds. Individual needs are determined by Nelson-Denny reading test and reading resume. 8 sessions.
Tues. 6:30-8:45 p.m. Tietz

SPEED READING * 55.00

Improve your individual reading skills, develop better reading and study techniques. Pacing, accelerators and other aids.
Thurs., 4309 8 sess. 6:30-8:45 p.m. Tietz

WRITERS CO-OP WORKSHOP 4311

Be stimulated by your peers; share success with them. For those who write fairly regularly — attend sessions of script reading and mutual criticism, exchange news items about markets, contests, conferences, etc., for both poetry and prose. An editor's cheque can mean a small celebration. Prepare to celebrate. 10 sessions.
Mon. 8-10 p.m. Neville

WRITING FICTION THE NATURAL WAY 4312

Learn to write fiction the natural way. Using class exercises and personal experience, this workshop will take students from free writing through clustering to ways of generating story ideas & finally into revision. Development of characters, setting, dialogue, theme and plot will be explored. 6 sessions.
Thurs. 7-10 p.m. Brochmann

WRITING FOR CHILDREN 4313

A writing workshop for adults who wish to learn how to develop characters, setting, plot, dialogue, etc., that will appeal to children. Develop your writing skill through guided writing exercises in a friendly and supportive atmosphere. 8 sessions.
Mon. 8-10 p.m. Mavrow

WRITING FOR LAUGHS 4314

Develop your sense of humour; create one-liners, quips, gags, the witty aphorism. Converting a punch-line into an anecdote; comic skit writing; the sit-com; one-act satire; whimsy; light verse. 6 sessions.
Tues. 8-10 p.m. Hall

WORKSHOPS

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT ENGLISH GRAMMAR & PUNCTUATION, BUT WERE AFRAID TO ASK * 4315

A review of basic English grammar and punctuation with time set aside to answer your questions and concerns. Pre-register by Jan. 18. 1 session.
Sat., Jan. 21 9:30 a.m.-12:30 p.m. Hartley

JOURNAL WRITING 4316

Charles Darwin, Anais Nin, Anne Frank, Waldo Emerson and Woody Allen have all kept journals that have added much pleasure and knowledge to the world. Come and learn how to get started in this friendly workshop setting and find out what makes a journal worth reading. Pre-register by Jan. 30. 1 session.
Wed., Feb. 1 7-10 p.m. Mavrow

LISTENING SKILLS WORKSHOP 4317

Improve interpersonal relations by learning to really listen to others. Helpful for dealing with confrontation and everyday interaction. Workshop will explore active listening, paraphrasing, principles of neuro-linguistic programming. Format to include practice skills in a supportive atmosphere. Pre-register by Jan. 25. **Bring your lunch.** Coffee provided. 1 session.
Sat., Jan. 28 9:30 a.m.-3:30 p.m. Hall

RELATIONSHIPS & SELF-ESTEEM 4318

Find out how to bring love and self-esteem back into your relationship. Discover why men and women have difficulties relating. The Sellners (Jim and Judy) will answer the question: "What do men and women really want?" Pre-register by Jan. 31. 1 session.
Thurs., Feb. 2 7:30-9:30 p.m. Sellner

ROMANCE NOVELS: HOW TO WRITE THEM * 4319

An American author of romance novels tells you **how** to write them: from selecting a publisher to planning the chapters to creating characters and dialogue to preparing a book proposal and press kit. Includes an autographed copy of Virginia Myers' latest Harlequin Super Romance, *Sunlight on Sand*. Bring your lunch. Coffee provided. Pre-register by Feb. 28. 1 session.
Sat., Mar. 3 9:30 a.m.-3:30 p.m. Myers

ROMANCE WRITERS & READERS GROUP * (RWRG) 4320

An organization for writers and readers of romance fiction: historical, formula, suspense/intrigue, Regency & contemporary. Annual membership includes a subscription to the *Romantic Times (N.Y.)*, a group newsletter, monthly meetings, guest speakers, writers workshop, book swaps, films, etc. Non-members may attend events for \$5 per event, payable at the door. Next meeting will be held Thurs., Feb. 9.
Thurs., Feb. 9 7-9 p.m. Hartley

NON-CREDIT COURSES at LANGARA CAMPUS 100 West 49th Ave.

For more information:
Phone: 324-5322
Mon. - Thur. 09:00 - 20:30 hrs.
Fri. 09:00 - 15:00 hrs.

WRITING FORMULA ROMANCES* 35.00

Forty per cent of paperbacks sold are romance novels. Learn how to write them **as a business**: How to get started, do market research, study different lines (Harlequin, Silhouette, Ecstasy, etc.), plan your novel (sweet, sexy, etc.), submit your manuscript, whether you need an agent. For experienced writers and novices. Bring a bag lunch. Limited enrollment. Pre-register by Jan. 25. 1 session.
Sat., Jan. 28 4321 9:30 a.m.-3:30 p.m. Novik

WRITING MAGAZINE ARTICLES* 4323

Covers all the basic aspects of producing an article, from the initial idea to the completed manuscript, as well as consideration of various markets. **No experience necessary.** John Lekich is a Vancouver freelance writer whose work has appeared in a number of local and regional periodicals. He recently received the first annual Evergreen Press Award for the Arts at the 1983 Western Canadian Magazine Awards. Pre-register by Feb. 1. **Bring your lunch.** 1 session.
Sat., Feb. 4 9:30 a.m.-3:30 p.m. Lekich

WRITING A NOVEL * 4324

Join Ian Slater, best-selling author of *Firespill*, *Sea Gold* and his latest novel *Air Glow Red* in a writing workshop for those who have never written a novel but would like to, and for those who are presently working on a manuscript. Share his expertise and publication knowledge in this one-day practical seminar. Find out how to write the first draft, how to polish this to a finished manuscript, and what to do regarding agents and publishers. Includes autographed copy of *Air Glow Red*. Limited enrolment. Pre-register by Feb. 8. **Bring your lunch.** 1 session.
Sat., Feb. 11 10 a.m.-3 p.m. Slater

EARLY CHILDHOOD EDUCATION

Part-time, evening certificate programs in Early Childhood Education include the following:

A. EARLY CHILDHOOD EDUCATION LEVEL I

A 2-year program which prepares graduates to work as supervisors in group day care centres and nursery schools for children between the ages of 3 and 5.

B. UNDER THREE SUPERVISOR TRAINING

A 1-year program which prepares already qualified ECE graduates with the specialized skills and knowledge to supervise group day care for infants and toddlers.

Please note that these 2 programs are full for this year. Those who wish to apply for September, 1984, may call 324-5322 for detailed brochures and application materials.

REGISTRATIONS ARE OPEN FOR THIS YEAR in the following 3 programs:

C. ADVANCED STUDY PROGRAM

A program which offers enrichment, upgrading and ongoing professional development for preschool and day care staff who have completed Level I. Individual courses and workshops are also open to parents and other interested persons. Please note that this particular program does NOT qualify individuals to supervise in preschool or day care settings.

D. OUT OF SCHOOL CARE

A program which prepares individuals to supervise 5 to 12 year old children registered in out-of-school-care facilities.

E. FAMILY DAY CARE

A 20-hour program designed for those who wish to care for several young children in their own homes.

Please note that ALL above programs are FULL this term. Those who wish to apply for September 1984 may call 324-5426 or 324-5322 for detailed brochures and application materials.

VANCOUVER INSTITUTE OF ADULT JEWISH STUDIES

The second semester of the following Jewish Language Arts Department begins on Monday, January 23, 1984. **Registration will be on January 23 at 7 p.m.** All classes will be held from 7:30 p.m. to 9:30 p.m. and will run through Monday, March 12. Fee: \$60/couple; \$35/single; \$10 full-time student.

Location of Courses: Jewish Community Centre, 950 West 41st Avenue, Vancouver, Tel: 266-9111 or 266-5366.

HEBREW & YIDDISH CONVERSATION CLASSES

Beginners: Continuation of first semester. Students learn simple Hebrew conversation through audio-visual program (individual tape recorder suggested). Reading and writing introduced. Instructor: Ofra Aslam

Intermediate: Continuation for first semester. Audio-visual Hebrew conversation programs for students with intermediate skills. Instructor: Sara Hasson.

Beginners Yiddish: Continuation of first semester. This course will focus on basic conversation, and reading and writing skills for those who wish to learn the ancient language of Eastern European Jews. Instructor: Myrna Rothman.

The second semester of the following Academic Courses begins on Wednesday, Feb. 1, 1984, for all classes. The classes will meet from 8 p.m. to 9:30 p.m. and will run through Wednesday, March 7, 1984. Fees: \$44.00/couple; \$28.00/single; \$10.00/full-time student. **Registration will take place on Wednesday, Feb. 1 at 7:30 p.m.**

Location of courses: Jewish Community Centre, 950 West 41st Avenue, Vancouver, B.C. Telephone: 266-9111 or 266-5366.

SOCIAL CONFLICT: THE URBAN PROBLEM

This course describes the ethno-cultural, social and political conflicts that have emerged in the Israeli city. In addition, it exposes the ways in which governmental planning and local activism attempts to cope with these problems. Professor: Shlomo Hasson.

Eastern European Jewry In Transition: Comparative Perspectives

The lectures will focus on the political, economic and social positions of the Jewish communities in Eastern Europe, before and after the advent of the Communist regimes. The course includes a consideration of Czarist Russia and the Soviet Union, as well as the smaller states of central and south eastern Europe. Lecturers: Professors: L. Cohen, B. Czykaski, P. Marantz.

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 will be informal. Instructors will attempt to accommodate your individual needs and interests.

Arabic Conversation Level 1 4501

Sat. 9:30 a.m.-12:00 p.m. 6 sessions Hamlin

Cantonese Conversation Level 1 48.00/36.00

Mon. 4502 6-8 p.m. 10 sess./48.00 Lois
Tues. 4503 8-10 p.m. 10 sess./48.00 Lois
Sat. 4504 9:30am-12:00pm 6 sess./36.00 Lois

Cantonese Conversation Immersion Level 1 4505

Sun. 12:30pm-3:30pm 6 sessions Lai

Cantonese Conversation Level 2 48.00/36.00

Wed. 4506 7:30-9:30pm 10 sess./48.00 Tsai
Sat. 4507 9:30am-12pm 6 sess./36.00 Tsai

Cantonese Conversation Level 3 4508

Sun. 12:30-3:30pm 6 sessions Tsai

Danish Conversation Level 1 4509

Sun. 12:30-3:30pm 6 sessions TBA

Dutch Conversation Level 1 4510

Sat. 9:30am-12pm 6 sessions Doorepaal

Dutch Conversation Level 2 4511

Sat. 9:30am-12pm 6 sessions Hill

English Improve for Chinese Speakers Level 1 4512

Sat. 9:30am-12 noon 6 sessions Truong

English Improve for Chinese Speakers L2/3 4513

Sun. 12:30pm-3:30pm 6 sessions Truong

Finnish Conversation Immersion L1 4514

Sun. 12:30pm-3:30pm 6 sessions Kusmin

French Conversation Level 1 48.00/36.00

Mon. 4515 8:00-10:00 pm 10 sess./48.00 Hassaine
Tues. 4516 8:00-10:00 pm 10 sess./48.00 Visscher
Wed. 4517 5:30-7:30 pm 10 sess./48.00 Hassaine

Thurs. 4518 8:00-10:00 pm 10 sessions/48.00 Visscher
Sat. 4519 9:30am-12 noon 6 sess./36.00 Mark

French Conversation Immersion Level 1 4520

Sun. 12:30-3:30pm 6 sessions Mark

French During the Day Level 1 4521

plus Community Centre membership \$5.

Wed. 9-11:30am 6 sessions Visscher
Held at Kerrisdale Community Centre, 5851 West Boulevard, Vancouver. Pre-register by January 16, 1984.

French Conversation Level 2 48.00/36.00

Mon. 4522 6-8pm 10 sess./48.00 Visscher
Tues. 4523 6-8pm 10 sess./48.00 Hassaine
Wed. 4524 7:30-9:30pm 10 sess./48.00 Visscher

Thurs. 4525 8-10pm 10 sess./48.00 Visscher
Sat. 4526 9-11:30am 6 sess./36.00 Visscher

French Conversation Immersion Level 2 4527

Sun. 12:30-3:30pm 6 sessions Visscher

French Conversation Level 3 4528

Wed. 5:30-7:30pm 10 sessions Visscher

Gaelic (Scottish) Conversation Level 1 4529

Sat. 9am-11:30am 6 sessions TBA

German Conversation Level 1 48.00/36.00

Mon. 4530 6-8pm 10 sess./48.00 TBA
Tues. 4531 8-10pm 10 sess./48.00 Rommel
Sat. 4532 9:30am-12noon 6 sess./36.00 Rommel

German Conversation Immersion Level 1 4533

Sun. 12:30pm-3:30pm 6 sessions Rommel

German Conversation Level 2 48.00/36.00

Wed. 4534 5:30-7:30pm 10 sess./48.00 TBA
Thurs. 4535 8-10pm 10 sess./48.00 Rommel
Sat. 4536 9:30am-12pm 6 sess./36.00 TBA

German Conversation Level 3 4537

Thurs. 8-10pm 10 sessions TBA

Greek Conversation Level 1 4538

Wed. 5:30-7:30pm 10 sessions Nicolopoulos

Greek Conversation Immersion Level 1 4539

Sun. 12:30-3:30pm 6 sessions Roussinos

Greek Conversation Level 2 4540

Wed. 7:30-9:30pm 10 sessions Nicolopoulos

Hindi Conversation Level 1/2 4541

Sun. 12:30-3:30pm 6 sessions Prensingh

Italian Conversation Level 1 4542

Tues. 6-8pm 10 sessions Visscher

Italian Conversation Level 2 4543

Mon. 8-10pm 10 sessions Visscher

Italian Conversation Level 3 4544

Sat. 11:30-2pm 6 sessions Visscher

Japanese Conversation Level 1 48.00/36.00

Mon. 4545 7:30-9:30pm 10 sess./48.00 Iwama
Tues. 4546 8-10pm 10 sess./48.00 Tanaka
Thurs. 4547 7:30-9:30pm 10 sess./48.00 Hanagata
Sat. 4548 9:30am-12pm 6 sess./36.00 Hanagata

Japanese Conversation Immersion Level 1 4549

Sun. 12:30-3:30pm 6 sessions Okabe

Japanese Conversation Level 2 48.00

Tues. 4550 6:00-8:00 pm 10 sess./48.00 Iwama
Thurs. 4551 5:30-7:30pm 10 sess./48.00 Hanagata
Sat. 4552 9:30-12:00noon 6 sess./36.00 Watanabe

Japanese Conversation Level 3 4553

Wed. 7:30-9:30pm 10 sessions Iwama

Japanese for Travel 4554

Wed. 6-8pm 10 sessions Hanagata

Mandarin Conversation Level 2 4555

Thurs. 6-8pm 10 sessions Chao

Mandarin Conversation Level 1 4556

Thurs. 8-10pm 10 sessions Chao

Mandarin Conversation Immersion Level 3 4557

Sat. 9:30am-12noon 6 sessions Chao

Norwegian Conversation Level 1 4558

Sat. 9:30am-12noon 6 sessions Sylling

Polish Conversation Level 1 4559

Sun. 12:30pm-3:30pm 6 sessions Rozewicz

Russian Conversation Level 1 4560

Sat. 9:30am-12noon 6 sessions Bigos

Russian Conversation Level 2 4561

Sat. 9:30am-12:00pm 6 sessions Hogan

Spanish Conversation Level 1 48.00/36.00

Mon. 4562 5:30-7:30pm 10 sess./48.00 Daudet
Tues. 4563 6-8pm 10 sess./48.00 Wainberg
Thurs. 4564 6-8pm 10 sess./48.00 Uriol
Sat. 4565 9:30am-12noon 6 sess./36.00 Daudet

Spanish Conversation Immersion Level 1 4566

Sun. 12:30-3:30pm 6 sessions Wainberg

Spanish Conversation Level 2 48.00/36.00

Tues. 4567 8-10pm 10 sess./48.00 Daudet
Wed. 4568 5:30-7:30pm 10 sess./48.00 Uriol
Sat. 4569 9:30am-12noon 6 sess./36.00 Wainberg

Spanish Conversation Level 3 4570

Tues. 8-10 pm 10 sessions Uriol

Swedish Conversation Level 1 4571

Sat. 9:30am-12noon 6 sessions Ganstal

THE OPERA CLUB

TWO OPERA COURSES FOR JANUARY ROMANTIC NATIONALISM IN THE OPERAS AND MUSIC DRAMAS OF VERDI AND WAGNER (SFU, History 480)

Verdi and Wagner both contributed to the rise of nationalism in their native countries. This course will examine their ideas and we will hear some of the music that illustrates their major contributions.

This course is available only to registered SFU students, or audit students (which requires admission to the University). This course is limited to a maximum of 20 students. Tuesday, 9:30am-12noon, at SFU, beginning Jan. 10, 1984. Instructor: A.D. Aberbach

WAGNER, "THE RING OF THE NIBELUNG."

Presented jointly by SFU (SFU credit students should register for GS 304) and VCC-Langara (Continuing Education), for non-credit students.

This course will present and examine the interaction of Wagner's musical, aesthetic, philosophical, social, political and economic ideas as found in the "Ring."

Wednesday evenings, 12 weeks, 7:30-9:30 p.m., beginning January 11, 1984, SFU Downtown Education Centre, 549 Howe Street. (Combined credit and non-credit enrolment limited to 35.) Instructor: A.D. Aberbach

Opera Club members who wish to register for the non-credit part of this course should send in the following coupon:

Registration Form: WAGNER'S RING (non-credit)

VANCOUVER COMMUNITY COLLEGE

Continuing
Education Division

PROFESSIONAL MAKEUP FOR THEATRE, FILM & T.V. 4619 45.00
A professional makeup artist currently working in the film and television industries will teach you how to use makeup for film, theatre and T.V. Supply list provided at first class. **Bring a mirror.** 10 sessions.
Tues. 7-9 p.m. Gillespie

SERVING FOOD WITH FLAIR * 4620 12.00
Learn how to decorate and serve foods from the "cold kitchen" with flair and style — fancy cold canapes, open-faced sandwiches, fruit, vegetable, and cold meat platters. Observe the intricate techniques of fresh vegetable and fruit carving and try your hand at a radish or towel Bring a small paring knife. Pre-register by Jan. 18. 1 session.
Sat., Jan. 21 9-12 p.m. Bingley

TAROT/MEDITATION: BEGINNERS 4621 40.00
An introduction to Tarot/Meditation covering the study, use and reading of the ancient Tarot symbols, two to three layouts in working with the Tarot images, and introductory meditation exercises to help develop psychic abilities. **Bring a deck of Waite Rider Tarot Cards (available at Banyon Books).** 10 sessions.
Mon. 8-9:30 p.m. Scott

TAROT/MEDITATION: INTERMEDIATE 4622 40.00
Open only to those students who have completed the beginners' 10 week course on Tarot/Meditation. **Students must pre-register with the instructor first at 732-0658.** 10 sessions.
Wed. 8-9:30 p.m. Scott

TAX PLANNING: STARTING TODAY! 4623 15.00
A taxation expert will suggest a number of ideas and tactics you can use to **reduce your individual taxes.** Organize your affairs **now** to save money in the next tax year. 1 session.
Thurs., Feb. 23 7:30-10 p.m. Clough

TOUCH FOR HEALTH* 4624 55.00
A new approach to restoring natural energies through muscle testing and balancing. Touch for Health brings the body into harmonious balance by restoring natural energy through a combination of the age-old science of acupuncture/touch and the modern principles of physiology and biochemistry. The instructor teaches biology at Langara, is a graduate of the College of Psychotherapeutics, Speldhurst, England, and has worked extensively in the field of human energy systems and the holistic approach to health. Text: \$15. Pre-register by Jan. 15. 2 sessions.
Sat./Sun., Jan. 28/29 9:30 a.m.-4:30 p.m. Floe

TRACE YOUR FAMILY TREE* 4625 20.00
If you are interested in tracing your "roots", this workshop will acquaint you with the practical knowledge of how to proceed through correspondence and the use of library material. **Pre-register by Jan. 18 in order for the instructor to prepare specific personalized hand-out material.** Call 988-2605 for details. 1 session.
Sat., Jan. 21 9 a.m.-4 p.m. Leduc

TYPING FOR BEGINNERS 4626 45.00
Teaches touch typing of letters, symbols and numbers, tabulation, centering and, if time permits, business letters. **Bring own typing paper.** 8 sessions.
Tues. 6:30-9 p.m. Worobetz

ADVANCE TYPING 33.00
8 weeks
Thurs. 6-8 p.m. Worobetz

WEN DO 4627 36.00
An effective system of self-defense for women in public, personal and social situations. Learn awareness, action-avoidance and how to deal with harassment. **Bring an old cushion.** 6 sessions.
Tues. 7-9:30 p.m. Miller

SPORTS AND LEISURE

AFRO JAZZ DANCE 4701 40.00
Often go dancing and never know what dance patterns to use? We start with warm-ups and exercises followed by dance routines such as calypso, samba, reggae, cha-cha, mamba, and rock. It's fun and alive! **Wear casual clothing.** 8 sessions.
Mon. 7:30-9:30 p.m. Towns

AFRO JAZZ DANCERIZE 4702 40.00
Learn flexibility and conditioning through useful dance patterns. Basic Afro Isolation combinations will be taught. A real fun course so **wear casual clothing.** 8 sessions.
Mon. 5:30-7:30 p.m. Towns

AUTOMOBILE RESTORATION 4703 30.00
This course is for the amateur who owns, or plans to buy an old car and wishes to restore it. Topics will include: Old cars as investments; criteria for selection; where, what and how to disassemble; cleaning, examination and repair of major components; Do It Yourself, or hire a professional; how to find specialized information and services; preparation for storage, road use, or show. 5 sessions.
Mon. 7-9 p.m. Kieselowsky

BADMINTON FOR BEGINNERS & NOVICES 4704 25.00
Basic skill instruction, game rules and strategy. Learn as you play. 8 sessions.
Thurs. 8:30-10 p.m. Arnold

BADMINTON COACHING CERTIFICATION LEVEL 1 35.00
A 16 hour course designed to introduce coaching techniques for badminton. Strokes of the game and strategy are analyzed. Teaching progressions are taught. Certification is given. **Gym attire and racquet required. Book purchase at first class.** 11 sessions.
Course 1: Tues., starts Jan. 17, 4705 8:30-10 p.m. Stevenson
Course 2: Thurs., starts Jan. 19, 4706 8:30-10 p.m. Conley

BADMINTON SOCIAL CLUB 4707 27.00
This is the start of a fun group to keep your Friday nights busy and healthy. Skill instruction along with the finer points of the game will be provided. of course. 8 sessions.
Fri. 8:30-10:30 p.m. Arnold

NON-CREDIT COURSES at LANGARA CAMPUS 100 West 49th Ave.

B.C. SPORTS AID PROGRAM* 4708 35.00
The prevention and proper treatment of sports injuries is the thrust of the program. With the increase in participation in sport, fitness and recreational activities, an accompanying increase in the frequency and types of injuries has been seen. Anyone working with individuals or groups in the area of physical activity will benefit from this course. Pre-register by Jan. 26.
1 session
Sat., Jan. 28 9 a.m.-5 p.m. Lendvoy

CARING FOR YOUR FRUIT TREES* 4709 27.00
If you have fruit tree(s) in your yard, this course will be of interest. Taught by an Okanagan orchardist, focus will be on pruning, fertilizing, pollinating, protecting your trees from disease, and choosing and planting of stock. 4 sessions.
Tues., Jan. 17, 24, 31 & 7-10 p.m.
Sat., Jan. 28 10 a.m.-1 p.m. Arnold

CHILDREN'S DANCE — PRESCHOOL & PRIMARY 15.00
Learn to structure practical and fun experiences in dance for preschoolers and primary graders. This jam-packed one-day workshop will provide loads of ideas and materials for teachers, recreation leaders, and anyone involved in working with children. Two dates are offered: January 22 and February 19. 1 session.
Pre-register by Jan. 19 or Feb. 16.
Sun., Jan. 22 OR (4710) 1-4 p.m. Loeffler
Sun., Feb. 19 (4711) 1-4 p.m. Loeffler

CHILDREN'S DANCE — INTERMEDIATE 4712 15.00
This workshop, for the intermediate age group, will cover creative movement, jazz and folk dance. Emphasis will be on problem-solving, movement patterning, music and materials which will appeal to this particular age group. Teachers, recreation leaders and youth workers would find this workshop very useful. Pre-register by Feb. 3.
Sun., Feb. 5 1-4 p.m. 1 session/Loeffler

COACHING CERTIFICATION LEVEL 1 THEORY 4713 20.00
A nationally recognized introductory certificate program for coaches. All resource materials supplied. 2 sessions.
Sat. & Sun., Jan. 14 & 15, 9am-4pm Lendvoy/Olenick/Pendleton

COACHING CERTIFICATION LEVEL 2 THEORY 4714 25.00
Includes training methods, nutrition, psychology of sports, sport injuries and skill analysis. **Prerequisite:** Level 1 Coaching. All resource materials supplied. 3 sessions.
Sat., Jan. 21, 22 & Sun., Jan. 29 9 a.m.-4 p.m. Lendvoy/Olenick/Pendleton

INTRO. TO CROSS-COUNTRY SKIING SERIES
Join us this winter and discover the fun of cross-country skiing. With proper instruction you can learn quickly, easily and have a sport to last you for years to come. All lessons include: 2 hours of classroom instruction and two 4-hour lessons by C.A.N.S.I. certified instructor. Equipment rental at a reduced rate. 3 sessions.

(A) Cypress Provincial Park Series
Class #1 (4715): Jan. 30, 7-9 p.m. & Feb. 4 & 11 9am-1:30pm
Class #2 (4716): Jan. 30, 7-9 p.m. & Feb. 8 & 15 9am-1:30pm
Class #3 (4717): Feb. 13, 7-9 p.m. & Feb. 17 & 25 9am-1:30pm
Class #4 (4718): Feb. 13, 7-9 p.m. & Feb. 22 & 29 9am-1:30pm
Class #5 (4719): Feb. 27, 7-9 p.m. & Mar. 3 & 10 9am-1:30pm

Fee:
Adult 55.00 (without equip./rentals) Youth 40.00 (without)
Bus leaves from Vancouver 7 a.m. returning approximately 7 p.m. To achieve the best possible learning/teaching atmosphere, classes are formed according to age and skill level.

(B) Whistler (transportation included)
(4720): Feb. 13, 7-9 p.m. & Feb. 19 & 26 7am-7pm

Fee:
Adult 75.00 (without equip./rentals) 91.00 (with equip./rentals)
Youth (8-15 yrs.) 60.00 (without) 76.00 (with)

(C) Manning Provincial Park (transportation included)
Class #1 (4721): Jan. 30, 7-9 p.m. & Feb. 5 & 12 7am-7pm
Class #2 (4722): Feb. 27, 7-9 p.m. & Mar. 4 & 11 7am-7pm

Fee:
Adult 55.00 (without equip./rentals) 71.00 (with equip./rentals)
Youth (8-15 yrs.) 40.00 (without) 56.00 (with)

NOPT: Transportation for Whistler and Manning is a pick-up from Langara Campus.

INTRODUCTION TO JUDO 4723 65.00
An introductory course to help students learn about Judo history, ethics and philosophy along with basic Judo techniques. 40-hour course. 2 evenings per week for 10 weeks.
Tues. & Thurs. 7-9 p.m. Myaskovsky

SHIATSU 25.00
An action course teaching relaxation and the possible prevention of disease using a Japanese system of finger pressure. Includes unusual lectures, pro-life exercises, breathing, fasting, and reflexology. Bring a pillow, towel and blanket and wear slacks. Fee includes lunch. Two workshop dates are offered. Pre-register by Jan. 19 or Feb. 2. 1 session.
Sat., Jan. 21 OR 4724 9:30am-4:30pm Smith
Sat., Feb. 4 4725 9:30am-4:30pm Smith

SHORINJI KEMPO 30.00
An introduction to a martial art steeped in Zen Meditation for fitness and self-defence. Persons of either sex, any size, age or strength can learn the effective beginnings of protecting themselves. 8 sessions
Tues. OR 4726 7-8 p.m. Yamashita
Tues. 4727 8-9 p.m. Yamashita

SNOWSHOEING WORKSHOP* 4728 17.00
An easy to learn activity to get outdoors in the winter for exercise and recreation. Learn about safety measures, trip planning and benefits of a fun pastime. This one-day course is for the whole family and takes place outdoors. Pre-register by Feb. 2. 1 session.
Sat., Feb. 4 9-4 p.m. Arnold

For more information:
Phone: 324-5322
Mon.-Thur. 09:00 - 20:30 hrs.
Fri. 09:00 - 15:00 hrs.

INTRODUCTION TO SPORTS MEDICINE* 4729 40.00
Sports Medicine with an emphasis on practical application for health professionals, coaches, athletes, and fitness instructors. Recognition, treatment, prevention and rehabilitation of injuries will be discussed. Theory sessions include case studies, films and video presentations. For further information call 263-5841. 5 sessions. Held: Jan. 17, 19, 24, 22 & 26
Tues. (2) & Thurs. (2) 7-10 p.m.
Sun. (1) 9 a.m.-2 p.m. Lendvoy

INTRODUCTION TO TAI CHI CHUAN 4730 35.00
An introduction to the venerable art which emphasizes the integration of the mind with the body through developing balance, rhythm, speed, body posture, and coordination of body movements. 8 sessions.
Wed. 6:30-8 p.m. Kam

VOLUNTEER MANAGEMENT CERTIFICATE PROGRAM

The Certificate Program is designed for individuals who are working or want to be working in a paid or volunteer capacity as Managers/Coordinators of volunteer programs. This part-time eight month (September-May) program also has openings for people interested in attending individual workshops.

05 — Planning and Evaluation 40.00
Wed. Jan. 11 9 a.m.-4 p.m.

06 — Administrative Skills 40.00
Wed. Feb. 8 9 a.m.-4 p.m.

07 — Community and Public Relations 40.00
Wed. Mar. 7 9 a.m.-4 p.m.

08 — Working with Boards, Committees and Advisory Groups 40.00
Wed. Apr. 4 9 a.m.-4 p.m.

09 — Futurism: Your Role in Voluntary Action 40.00
Wed. May 2 9 a.m.-4 p.m.
Phone 324-5323 for detailed brochure and registration form, or for further information leave message for Marilyn McClaren, Coordinator.

YOGA

"From freedom of the body comes freedom of the mind and then ultimate freedom." B.K.S. Iyengar.
A practical way to work with the body-mind through dynamic postures that stretch, strengthen and release muscles and nerves to foster integration and balance for the whole being. **Recommended text:** "Light on Yoga" by B.K.S. Iyengar. **Clothing requirements:** bare feet, shorts or leotards. **Bring a firm blanket.** Classes held at the Scottish Auditorium, 1605 W. 12th Ave., and begin the week of January 9, 1984.

Registration deadline: January 6, 1984
(seat confirmation is on a first-come, first-served basis)
REGISTRATION BY MAIL OR IN PERSON AT LANGARA CAMPUS, 100 West 49th Avenue.

INTRODUCTORY * (4901-4906) 49.00
Mandatory for students who have no previous experience with the Iyengar approach. Emphasizes co-ordination, balance, strength, flexibility through the understanding of the basic poses. 10 sessions.
Mon. 4901 9:30-11:30 a.m.
Mon. 4902 7:30-9:30 p.m.
Thurs. 4903 11:30 am-1:30 pm
Thurs. 4904 5:30-7:30 p.m.
Sat. 4905 11:00-1 p.m.
Sat. 4906 1-3 p.m.

LEVEL ONE * 49.00
To further develop strength and stamina through the basic poses. 10 sessions.
Mon. 4907 5:30-7:30 p.m.
Mon. 4908 5:30-7:30 p.m.
Thurs. 4909 9:30-11:30 a.m.
Sat. 4910 9-11 a.m.

INTRODUCTION TO LEVEL TWO * 4911 49.00
Introduces the more advanced asanas with emphasis on inverted poses. 10 sessions.
Thurs. 7:30-9:30 p.m.

SENIOR CITIZEN* 4912 20.00
Co-ordination, balance, strength and flexibility are emphasized, but less strenuously. 10 sessions.
Mon. 11:30am-1:30pm

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

- By MAIL by filling in the Mail Registration form on this page and sending it in with your cheque or VISA information.
- 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.
- In PERSON as outlined in the registration information with payment by cheque, cash or VISA

VANCOUVER COMMUNITY COLLEGE

Continuing
Education Division

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

Langara Campus
100 West 49th Avenue
Vancouver Vocational Institute
(VVI)
250 West Pender Street
King Edward Campus
(K.E.C.)
1155 East Broadway

"THE EVENING BUSINESS PROGRAM FOR WORKING ADULTS"

The Business Administration Certificate Program will give you the Practical Business skills required to increase your job potential and promotional opportunities.

The Program consists of six (39 hour) courses — usually four courses directly involved with the Certificate Major and two courses which are electives. **Students who have studied in other institutions may apply for transfer credit.**

CERTIFICATE MAJORS

- * Accounting Management
- * Administrative Management
- * Business Administration (General)
- * Managerial Supervision
- * Office Management
- * Personnel Management
- * Sales and Marketing Management

ASSOCIATIONS WORKING WITH US TO HELP YOU

- * Administrative Management Society
- * Canadian Institute Traffic and Transportation
- * Certified General Accountants Association of B.C.
- * Institute of Accredited Public Accountants of B.C.
- * Institute of Chartered Accountants of B.C.
- * Mechanical Contractors Association
- * Society of Management Accountants of B.C.

Many courses have transfer credit to C.A., C.G.A., R.I.A., A.P.A. and Administrative Management Society programs.

CLASSES — begin week of Jan. 16, 1984

PRE-REGISTRATION

Mon.-Thurs. 9:00 a.m.-8:30 p.m., K.E.C.
Fri. 9:00 a.m.-3:30 p.m., K.E.C.

COURSE ADVISORS

Jan. 9-12, 9:00 a.m.-8:30 p.m., K.E.C.

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 Jan. 12, 1984.

TEXTBOOKS — Textbook costs are extra and are 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 Certification Program and may reimburse part or all of the tuition fees. **Fees paid are Income Tax deductible by the organization or the student.**

ACCOUNTING 1115 100.00
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. 6:45-9:45 p.m. Langara
Tues. 6:45-9:45 p.m. Langara
Wed. 6:45-9:45 p.m. Langara
Thurs. 6:45-9:45 p.m. Langara

ACCOUNTING 2215 100.00
Introduces you to inventories, assets, payroll accounting, partnership and corporation accounting, analysis of financial statements and volume and profit analysis. 13 sessions.
Mon. 6:45-9:45 p.m. Langara
Wed. 6:45-9:45 p.m. Langara

ACCOUNTING 3321 100.00
Intermediate level course designed to help you bring together all previously learned accounting skills for problem solving. 13 sessions.
Thurs. 6:45-9:45 p.m. Langara

ACCOUNTING 3421 100.00
Learn to apply advanced accounting techniques which emphasize the analysis of statements, funds, capital and equity. 13 sessions.
Tues. 6:45-9:45 p.m. Langara

BUSINESS LAW 3115 100.00
An introduction to Canadian General Law. Course topics include contracts, sale of goods, partnership laws and negotiable instruments with applicable statutes. 13 sessions.
Tues. 6:45-9:45 p.m. Langara

BUSINESS LAW 3215 100.00
Advanced law studies for people who need a working knowledge of statute law and legal practice. 13 sessions.
Thurs. 6:45-9:45 p.m. Langara

COMMUNICATIONS FOR BUSINESS 1115 100.00
Open the door to management by improving your communication skills. 13 sessions.
Wed. 6:45-9:45 p.m. Langara

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM "The Evening Business Program for Working Adults"

DATA PROCESSING 1000 100.00
Gain a basic appreciation of data processing, the use and selection of computer technology and the proper processing system. 13 sessions.
Thurs. 6:45-9:45 p.m. Langara

ECONOMICS 3321 100.00
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.
Thurs. 6:45-9:45 p.m. Langara

ECONOMICS 3421 100.00
An introduction to microeconomics dealing with the free enterprise system and its functioning, decision-making and government regulation of industry. 13 sessions.
Wed. 6:45-9:45 p.m. Langara

EFFECTIVE SUPERVISION 1000 100.00
Learn leadership skills, employee motivation, communication and decision-making to enhance supervisory effectiveness. 13 sessions.
Mon. 6:45-9:45 p.m. Langara

MANAGEMENT PRINCIPLES & PRACTICES 1321 100.00
An overview course to help you understand the functions of modern management; planning, organizing, directing, controlling, staffing, decision-making and evaluating. 13 sessions.
Mon. 6:00-9:00 p.m. V.V.I.
Wed. 6:45-9:45 p.m. Langara

MANAGERIAL SUPERVISION 2000 100.00
Learn the art of managing other supervisors. Supervisors will learn to translate an organization's goals into activities to increase productivity and improve effectiveness. 13 sessions.
Thurs. 6:00-9:00 p.m. V.V.I.

MARKETING 1115 100.00
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.
Wed. 6:00-9:00 p.m. V.V.I.

MARKETING 2215 100.00
A case study approach that concentrates on solving business marketing problems with an emphasis on the product, price and distribution. 13 sessions.
Tues. 6:00-9:00 p.m. V.V.I.

OFFICE MANAGEMENT AND PROCEDURES 3115 100.00
A comprehensive overview of current administrative techniques for office managers and supervisors. 13 sessions.
Tues. 6:45-9:45 p.m. Langara

PERSONNEL PRACTICES 3115 100.00
A comprehensive course dealing with current personnel practices: recruitment, selection, training, union relations, etc. 13 sessions.
Tues. 6:45-9:45 p.m. Langara

SALESMANSHIP FUNDAMENTALS 1218 100.00
Learn "winning" selling skills which turn into big dollars. The selling process is expanded on a practical step-by-step basis. 13 sessions.
Mon. 6:45-9:45 p.m. Langara

SMALL BUSINESS MANAGEMENT 3115 100.00
Improve your chances for success — learn how to select locations, set up, finance, and manage a business effectively. 13 sessions.
Mon. 6:45-9:45 p.m. Langara

MECHANICAL CONTRACTORS ASSOCIATION OF B.C. COURSES

COMPLETION AND ACCEPTANCE OF MECHANICAL SYSTEMS 100.00
Designed for the mechanical foreman responsible for all Division 15 installations. Course channels the participants technical and organizational skills to the effective planning, coordination, direction and control of the completion and start-up of the total system. 12 sessions.
Tues. 6:45-9:45 p.m. K.E.C.

ESTIMATING II 100.00
Course develops skills in full completion of the bidding process through practical application to selected projects. Participants will prepare all tender documents involved in submitting a bid. 12 sessions.
Mon. 6:45-9:45 p.m. K.E.C.
Thurs. 6:45-9:45 p.m. K.E.C.

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

- By MAIL by filling in the Mail Registration form on this page and sending it in with your cheque or VISA information.
- 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.
- In PERSON as outlined in the registration information with payment by cheque, cash or VISA

Phone 875-8200
Mon.-Thurs. 9:00 a.m. - 7:00 p.m.
Friday 9:00 a.m. - 3:00 p.m.

FINANCIAL MANAGEMENT 100.00
Course is designed for those in the Mechanical Contracting Industry who wish to develop the necessary skills to ensure profitability through financial management of the company. Participants will develop the capability to use account information and statements effectively. 12 sessions.
Wed. 6:45-9:45 p.m. K.E.C.

MANAGEMENT DEVELOPMENT CENTRE

SUPERVISORY COURSES

These 30-hour courses are designed by experienced supervisors and employers to improve the skills of potential, new and experienced supervisors at the first-line level.

The program has 3 sections so that supervisors can move from an overall perspective to in-depth topics. Classes are practical and use discussions, case studies, role playing, exercises and films.

PRE-REGISTRATION

Tuition fees will be paid by the Canada Employment and Immigration Commission (B.C./Yukon Region). For employee registration and detailed course information, telephone or write:

Supervisory Course Coordinator
C.E.I.C., 5550 Fraser Street
Vancouver, B.C. V5W 3W1
Telephone: 324-1142 ex. 63

LEVEL I

Strongly recommended for those with minimal previous supervisory training experience.

FUNDAMENTALS OF SUPERVISION

Supervisors will analyze and clarify their role and function within an organization. Starting dates: Jan. 23, Feb. 6, Feb. 20, Mar. 5, Mar. 19, 1984 Monday-Friday, 9:00 a.m.-4:00 p.m.

WRITING SKILLS FOR SUPERVISORS

Supervisors will learn and practice techniques to style and shape planned written communications. Starting dates: Jan. 30, Mar. 12, 1984 Monday-Friday, 9:00 a.m.-4:00 p.m.

LEVEL II

Recommended for those with previous supervisory course experience who want to focus on specific skill development.

PROBLEM SOLVING AND DECISION MAKING

Supervisors will examine effective approaches to defining and describing problems objectively and constructively. Group methods of problem solving will be examined and tested. Starting date: Jan. 23, Feb. 27, 1984 Monday-Friday, 9:00 a.m.-4:00 p.m.

WORK MANAGEMENT IMPROVEMENT FOR SUPERVISORS

Participants will apply techniques of scheduling

VANCOUVER COMMUNITY COLLEGE

Continuing Education Division

VANCOUVER VOCATIONAL INSTITUTE

For the following computer courses held through V.V.I., you pre-register starting December 5, 1983 from 10:00 a.m. to 8:00 p.m., Monday to Friday, in the Continuing Education office at V.V.I., 250 West Pender Street, or on the first night of classes, if space permits. All classes start the week of January 16, 1984, unless otherwise noted. For further information on these V.V.I. courses, please phone 682-5844.

CHOOSING YOUR LANGUAGE 60.00
This introductory survey class will examine various computer languages that are popular with today's computers. The uses, advantages, disadvantages of BASIC, PASCAL, COBOL and RPG will be covered and simple program examples will be written.

Tues. V.V.I. 8:00-10:00 p.m. 12 sessions
Thurs. V.V.I. 8:00-10:00 p.m. 12 sessions

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 p.m.-9:00 p.m. 5 sessions

INTRODUCTORY "BASIC" PROGRAMMING 75.00
This course will provide an introduction to computer programming using the language BASIC. The student will learn what a computer is, what kinds of things it can do and be able to produce a working program for elementary business problems. The classroom instruction will be combined with "hands-on" experience on a Prime Computer System.

Mon. V.V.I. 6:00 p.m.-8:00 p.m. 12 sessions
Mon. V.V.I. 8:00 p.m.-10:00 p.m. 12 sessions
Wed. V.V.I. 6:00 p.m.-8:00 p.m. 12 sessions
Wed. V.V.I. 8:00 p.m.-10:00 p.m. 12 sessions
Sat. V.V.I. 9:00 a.m.-12:00 noon 8 sessions
Sat. V.V.I. 1:00 p.m.-4:00 p.m. 8 sessions

ADVANCED "BASIC" PROGRAMMING 65.00
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. 9:00 a.m.-12:00 noon 7 sessions

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. The classroom instruction will be supplemented with a selection of video tapes, uses of a computer terminal and, if possible, a field trip.

Tues. Van. Tech. 7:00 p.m.-9:00 p.m. 10 sessions
Sat. V.V.I. 1:00 p.m.-4:00 p.m. 7 sessions

INTRODUCTORY "PASCAL" PROGRAMMING 75.00
Intended for those people possessing knowledge of other programming languages, this course will introduce students to the types, calculations, loops, decisions and modular design of the PASCAL language.

Tues. V.V.I. 8:00-8:00 p.m. 12 sessions
Thurs. V.V.I. 6:00-8:00 p.m. 12 sessions

LANGARA CAMPUS

For the following computer courses held through Langara Campus, please register from 9:00 a.m. to 8:30 p.m., Monday to Thursday and 9:00 a.m. to 3:00 p.m. on Friday at the Continuing Education office at Langara Campus, 100 West 49th Avenue. All classes start the week of January 16, 1984 unless otherwise noted. For further information on these Langara courses, please phone 324-5322.

BASIC PROGRAMMING FOR BEGINNERS* 4350 75.00

A beginner's class in BASIC programming. One terminal per student for complete "hands-on" instruction in simple BASIC programs for home computers.

Sat. Langara 9:00 a.m.-11:00 a.m. 8 sessions

COMPUTER SALES PRINCIPLES* 4351 50.00

Learn how to successfully SELL computers. A sales training course for the mini or micro computer sales person or for people with some product knowledge of micros and/or mini computer experience. (Schepannek).

Tues. Langara 8:00 p.m.-10:00 p.m. 8 sessions

DEVELOPING KEYBOARD SKILLS 4352 55.00

A touch-typing course designed to introduce students to the standard typewriter/computer keyboard in order to improve data entry speed and accuracy — the most basic computer skills. (Evans).

Mon. & Thurs. Langara 6:30 p.m.-8:30 p.m. 10 sessions

INTRODUCTION TO COMPUTERS* 4354 50.00

This course is designed to give an understanding of computers and how they are used in information systems. An applications-oriented approach will be taken. The major advantages, as well as the major problems, of computerization will be presented. Lectures, videotapes, tour of the Prime Computer room and a "hands-on" session included. Text extra. (Lissett).

Wed. Langara 6:00 p.m.-8:00 p.m. 10 sessions

COMPUTER SKILLS TRAINING

BASIC MATH SKILLS DEVELOPMENT 4355 55.00
Prepare yourself for technological change by developing confidence in your math problem-solving skills. Don't let fear of math hold you back any longer. Gain a more positive attitude towards your present and future use of math in a series of practical, skill-building workshop sessions with a Langara math instructor. (Mitton).

Tues. Langara 7:00 p.m.-9:30 p.m. 6 sessions



PASCAL FOR NON-BEGINNERS* 4356 75.00

PASCAL is a computer language that encourages good programming practices. Its syntax is simple, and it is widely available on personal, as well as mainframe computers. This course will cover the basics of PASCAL programs. The course is intended for people who are already familiar with computing concepts and have used another programming language. (Katz).

Sat. Langara 11:00 a.m.-1:00 p.m. 10 sessions

TECHNICAL WRITING FOR THE COMPUTER INDUSTRY* 4357 20.00

Learn how to write for the growing computer industry. A professional in the field will discuss how to write appealing and useful product brochures, user manuals and program documentation. (Sayres).

Thurs. Langara 7:00 p.m.-9:00 p.m. 4 sessions

KING EDWARD CAMPUS

For the following courses held at the King Edward Campus, you pre-register by January 12, 1984 at King Edward Campus, 1155 East Broadway, 9:00 a.m. to 9:00 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 classroom. 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 January 16, 1984 unless otherwise noted. For further information on these K.E.C. courses, please phone 875-8200

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. Offered in cooperation with Syspo Consulting, a Vancouver based computer systems consulting business.

Sat. Jan. 21 K.E.C.* 9:00 am-4:00 pm 1 session
Sat. Feb. 11 K.E.C.* 9:00 am-4:00 pm 1 session
Sat. Mar. 10 K.E.C.* 9:00 am-4:00 pm 1 session

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.

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

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.** 7:00-8:30 p.m. 6 sessions

COMPUTER SELECTION WORKSHOP 50.00

This workshop 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. Offered in cooperation with Syspo Consulting, a Vancouver based computer systems consulting business.

Sat. Jan. 28 K.E.C.* 9:00 am-4:00 pm 1 session
Sat. Feb. 18 K.E.C.* 9:00 am-4:00 pm 1 session
Sat. Mar. 17 K.E.C.* 9:00 am-4:00 pm 1 session

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

The most popular operating system for micro-computers. 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.

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

Tues. K.E.C.* 2:00-4:00 p.m. 8 sessions
Tues. K.E.C.* 6:30-8:30 p.m. 8 sessions
Thurs. K.E.C.* 2:00-4:00 p.m. 8 sessions
Thurs. K.E.C.** 6:30-8:30 p.m. 8 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.** 2:00-4:00 p.m. 10 sessions
Wed. K.E.C.* 6:30-8:30 p.m. 10 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

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 January 12, 1984 at King Edward Campus, 1155 East Broadway, 9:00 a.m. to 9:00 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 January 16, 1984 unless otherwise noted. For further information, please phone Continuing Education at 875-8200 or Quantum Research at 734-1878.

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 features of micro- and mini-computer accounting software. Some bookkeeping or accounting knowledge is desirable.

Tues. Quantum 6:00-8:00 p.m. 8 sessions
Fri. Quantum 9:00-11:00 a.m. 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 6:00-8:00 p.m. 8 sessions
Tues. Quantum 9:00-11:00 a.m. 8 sessions

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 115.00

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.

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

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 9:00-11:00 a.m. 8 sessions
Tues. Quantum 8:00-10:00 p.m. 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.

Tues. Quantum 1:00-3:00 p.m. 4 sessions
Wed. Quantum 6:00-8:00 p.m. 4 sessions
Sat. Quantum 9:00-11:00 a.m. 4 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 8:00-10:00 p.m. 8 sessions
Wed. Quantum 9:00-11:00 a.m. 8 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 am to 9 pm., 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 you own.

K.E.C.

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 115.00

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.



LEARN BY TELEVISION — You can enjoy a wide selection of credit and non-credit courses conveniently in your home through TELECOLLEGE (a Lower Mainland consortium for educational television) presented by BURNABY SCHOOL DISTRICT, CAPILANO COLLEGE, DOUGLAS COLLEGE and VANCOUVER COMMUNITY COLLEGE.

V.C.C./KING EDWARD CAMPUS will offer two telecourses. Students will receive all course books, tutorial assistance, library access and delayed viewing access.

on the KNOWLEDGE NETWORK, Channel 18

TELECOURSES	THEMES	FEE
Ad. Ad World	Advertising	35
Africa File	People & Places in Africa	10
BITS & BYTES	Computer literacy	20
Hands-on option		30
Business Management *	Mgt. Principles & Practices	-
Cardio-pulmonary		-
Resuscitation (CPR)	Heart Saver First Aid	10
Designing Home Interiors	Fundamentals of Interior Design	40
Fast Forward I	Technology & You	10
Fast Forward II	Technology & You Update	10
Flexible Reading*	Reading Skills Improvement	-
Freehand Sketching	Drawing Fundamentals	15
GED*	General Equivalency Preparation	-
Go To Sell	Salesmanship	35
Growing Years	Early Childhood Development	40
Guten Tag	Basic German Language	5
How to Start a Small Business	Business Skills	50
Introduction to Computers*	Introduction to Data Processing	-
Mind Your Own Business	Small Business Management	35
Needlecraft	Embroidery through knitting	20
Oceanus	Marine Environment	20
Project Universe	Astronomy	20
Parlez Moi I	Basic French language	15
Parlez Moi II	Basic French language	15
Sewing Power	Sewing for results	25
Super Marketing	Merchandising	35
Tourism is Your Business	Practical financial management	30
Understanding Human Behavior*	Introductory psychology	-
Voyage*	Career life planning	-

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.

*CREDIT COURSES

College or University Transfer Credit — for details on credit and the supporting institution contact the Telecollege Consortium office at 875-8217 or see the respective college brochure. Some of these courses may also be offered as non-credit courses with fees varying depending on status of course.

Note: Senior Citizens may register for most courses for a materials-only fee.

REGISTRATION AND INFORMATION

Register by telephone with your VISA

or in person at

Telecollege, 4th Floor

1155 E. Broadway, Vancouver

Phone 875-8217

CREDIT COURSES AT VANCOUVER COMMUNITY COLLEGE

V.C.C./VANCOUVER VOCATIONAL INSTITUTE will offer two telecourses for college credit. Students will receive all course books, tutorial assistance, library and delayed viewing access, assignments, examinations, and transcripts.

TELECOURSE	V.V.I. CREDIT EQUIVALENCY	FEES TUITION	SUPPLIES
Introduction to Computers	3087 Introduction to Data Processing	90	25
Business of Management	3352 Psychology of Management	90	35
TELECOURSE	K.E.C. CREDIT EQUIVALENCY	FEES TUITION	SUPPLIES
Flexible Reading	Reading Skills Improvement	25	15
G.E.D.	Grade 12 Equivalent Preparation	25	35

REGISTRATION

*For V.V.I. Telecourses register in person at Vancouver Vocational Institute, 250 West Pender, ADMISSIONS DEPARTMENT

*For King Edward Campus Telecourses, register in person at 1155 East Broadway, 4th Floor, C.E. office.

* TELECOLLEGE SPECIAL EVENT

"BITS and BYTES" will help you unravel the mystery of computer terminology, equipment and programming. Just tune in "BITS and BYTES" on the K.N.O.W. network and register with the TELECOLLEGE for support materials.

TO CELEBRATE the INTRODUCTION of "BITS and BYTES" Lower Mainland Community Education Television "Telecollege", sponsored by the Burnaby School District, Capilano College, Douglas College and Vancouver Community College, will be giving away a COMMODORE 64 Computer in each sponsor's area.

TO ENTER PLEASE COMPLETE the CONTEST FORM (or facsimile) and mail or take it to the Telecollege office:

TELECOLLEGE
4th Floor, 1155 E. Broadway
Box 24785 Sln. C
Vancouver, B.C. V5T 5N5
Telephone: 875-8217



CONTEST FORM

Name _____

Address _____

City _____ Postal Code _____

Telephone _____

CONTEST RULES

1. Winner names will be selected at random from entries received at each of the participating institutions
2. Entrants must be 18 years of age or older.
3. One entry per person.
4. Prizes must be accepted as awarded.
5. Winners must be residents of British Columbia.
6. Winner names will be announced and computer awarded on February 1, 1984.
7. Entries must be received by January 20, 1984.



VANCOUVER COMMUNITY COLLEGE

- King Edward Campus
- Vancouver Vocational Institute
- Langara Campus

FULL AND PART-TIME CREDIT COURSES

KING EDWARD CAMPUS 1155 East Broadway

DEPARTMENT OF MUSIC WINTER TERM

Music Department 873-2461

Classes begin January 4. Unless otherwise indicated, auditions and registration will be held on the first day of class. For further information phone the Music Department at 873-2461. All classes are held at Mount Pleasant Centre, 225 West 8th Avenue.

KODALY SOLFEGE 201 60.00
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. A continuation of Kodaly Solfège 101. Prerequisite: Kodaly Solfège 101 or equivalent.
Tues. Wed., Fri. 8:00-9:00 a.m. M. Cuthbertson
Tues., Wed., Fri. 9:00-10:00 a.m. M. Cuthbertson

KODALY SOLFEGE 401 60.00
An extension of Kodaly Solfège 201. Chromaticism to atonality in melodic context. Diatonic harmony with inversions 7th chords, and simple modulation. Form and analysis, melodic and harmonic. Sight singing and dictation. A continuation of Kodaly Solfège 301. Prerequisite: Kodaly Solfège 301 or equivalent.
Mon., Wed., Fri. 8:00-9:00 a.m. I. Markus

IMPROV SKILLS 202 50.00
This course is designed to improve students' improvisational skills through study of the improvising techniques of great jazz performers, and the analysis and performance of music in the jazz repertoire.
Wed., Fri. 10:00-11:00 a.m. E. Gill

MATERIALS AND STRUCTURES OF MUSIC 203 60.00
The study of the common practice period harmony, preliminary baroque counterpoint and introductory analysis. Prerequisite: Materials and Structures 103.
Mon., Tues., Thurs. 8:00-10:00 a.m. D. Duke
Mon., Tues., Thurs. 11:00-12:00 D. Duke

MATERIALS & STRUCTURES OF MUSIC 403 60.00
A study of contrapuntal forms, 20th century harmony and serial counterpoint. The course includes detailed study of major works in the classical and contemporary repertoire. Prerequisite: Materials and Structures 303.
Mon., Wed., Thurs. 10:00-11:00 a.m. D. Duke

JAZZ HISTORY 206 60.00
Chronological survey of jazz and related popular music styles from circa 1890 to the present. Lecture material is supplemented by listening sessions and research in an area of particular interest to the student.
Tues., Thurs. 12:00-1:30 p.m. B. Clausen

MUSIC IN CANADA 207 40.00
An introductory survey of the history of music in Canada from the earliest composers of the colonial period to the present including study of such representative figures as Quesnell, Contant, Couture, MacMillan, Weinzwig, Somers, Pentland, etc. Some study of folk and native musical repertoires is included. Special emphasis is placed on the development of music in western Canada.
Tues. 10:00-11:00 a.m. D. Duke

PERFORMANCE TECHNIQUES 215 40.00
A practical course in the mechanics and psychology of performance, including accompaniment, stage presence, preparation and phrasing offered to students in all performing areas.
Wed. 2:00-3:00 p.m. J.L. Domer

NEW MUSIC ENSEMBLE 227, 427
A performance group for contemporary music which explores new music techniques in composition, improvisation and performance.
Wed. 1:00-3:00 p.m. P. Hannan

MADRIGAL SINGERS 281, 481 68.00
The Department's smaller, more select choral ensemble. Entrance by audition only. For audition times, phone the Department office.
Tues., Thurs. 3:30-5:00 p.m. J. Washburn

STAGE BAND 284, 484 50.00
Performance of big band literature, from the swing era to present-day arrangements. Part-time students will be selected to fill vacant positions. By audition only. Phone the Department office to obtain an audition time.
Mon. 6:00-8:00 p.m. D. Branter
Tues. 7:00-9:00 p.m. D. Branter

WIND ENSEMBLE 285, 485 50.00
The largest Department wind performance ensemble is open by audition, to all instrumentalists: brass, wind, and percussion. Phone the Department office to obtain an audition time.
Mon., Wed. 4:00-5:00 p.m. D. Branter

JAZZ COMBO 289, 489 50.00
By audition only. Students are formed in groups, and coached on a regular basis throughout the term. Phone the Department office to obtain an audition time.
Fri. 2:00-4:00 p.m. E. Gill

EARLY MUSIC ENSEMBLE 290, 490 50.00
Performance of pre-classical music, with emphasis on application of earlier performance practices, in relation to both well-known composers and repertoire, as well as neglected areas of the repertoire. By audition only.
Mon., Wed. 3:00-4:00 p.m. P. Hannan

JAZZ CHOIR 68.00
Course includes the study and performance of standard jazz/swing choir repertoire. Entrance by audition only. Phone the Department office to obtain an audition time.
Mon., Wed. 5:30-7:00 p.m. TBA

HEALEY WILLAN CHOIRS 68.00
Two choral ensembles meeting each Thurs. evening as two separate groups for one hour and together for the other. No audition or previous experience is necessary.
Thurs. 7:45-10:00 p.m. J. Washburn

MASTER CLASSES 40.00
The Department offers master classes in winds, brass, classical piano, jazz piano, popular and classical voice, and popular and classical guitar. For further information on times phone the Department office. Each class is one hour per week, with the exception of classical voice, which is two hours, and has a fee of \$58.00.

For more information:
K.E.C. 875-6111
Music 873-2461

ADULT GRADE 12 COMPLETION COLLEGE FOUNDATIONS PROGRAM

A full range of Credit Courses will be offered during the day and evening. Subjects available include:

At the grades 11 and 12 levels
Accounting, biology, business communications, Canadian Viewpoints, chemistry, computer science, consumer law, consumer finance, economics, English, French, geography, geology, history, literature, marketing, mathematics, music theory, physics, reading and study skills, typing, writing skills.

At the grades 9 and 10 levels
English and mathematics, science, spelling (no credit)
At the grades 1 to 8 levels:
English and Mathematics
More detailed information on grade equivalents, prerequisites, course contents, schedules, assessments, counselling and pre-registration is available from the Counselling Resource Centre.

Registration
Until Dec. 8, 1983 10:30 a.m.-2:30 p.m.
5:00 p.m.-7:00 p.m. Monday to Thursday
January 3 1984: 1:00 p.m. - 8:00 p.m.
NOTE: Students who have had senior secondary education in Canada MUST present a transcript before registering. Fees to be paid at Registration. No fee deferrals will be given.

For further information, phone 875-6111, or contact the Counselling Resource Centre at the King Edward Campus, 1155 East Broadway, Vancouver.

ADULT SPECIAL EDUCATION

CLASSES FOR THE HEARING IMPAIRED
The following classes will begin with registration and first session in room 2048 on the date and time indicated. Tuition fees are 6.00 for six weeks or 12.00 for twelve weeks.
Speech Reading (Jan. 12) Thurs., 6:00-8:00 p.m.
English for the Deaf (Jan. 12) Thurs., 6:00-8:00 p.m.
Math for the Deaf (Jan. 12) Thurs., 8:00-10:00 p.m.

SIGN LANGUAGE CLASSES FOR HEARING
The following sign language classes are intended for people with normal hearing who wish to communicate with the deaf in sign language. Classes will begin with registration and first session in room 2048 on the date and time indicated. Classes meet for 2 hours once a week for 12 weeks. Tuition fee for 12 weeks is 48.00. (N.B. This program has been expanded to a two year program, 3 levels each year.)

Year 1 level 1	(Jan. 9) Mon., 6:00-8:00 p.m. (Jan. 10) Tues., 6:00-8:00 p.m. (Jan. 11) Wed., 8:00-10:00 p.m. (Jan. 12) Thurs., 8:00-10:00 p.m.
Year 1 level 2	(Jan. 9) Mon., 8:00-10:00 p.m. (Jan. 12) Thurs., 6:00-8:00 p.m. (Jan. 10) Tues., 8:00-10:00 p.m.
Year 1, level 3	(Jan. 10) Tues., 6:00-8:00 p.m.

ENGLISH AS A SECOND LANGUAGE

COLLEGE PREPARATORY CLASSES

For non-native speakers of English who wish to improve their English proficiency to college entrance level. All courses are 4 months unless otherwise indicated.

ENGLISH 055 43.00
Writing improvement. Review of sentence structure, punctuation and techniques. Planning and writing English paragraphs. Day class: Mon., Wed., alternate Fri., 1:30-3:30 p.m., Evening class: Tues., Thurs., alternate Fri., 6:00-7:50 p.m.

ENGLISH 056 43.00
Reading improvement. Developing vocabulary, speed, comprehension, and study skills. Tues., Thurs., alternate Fri., 8:00-9:50 p.m.

ENGLISH 057 43.00
Speaking and listening. Course designed to improve pronunciation, comprehension, and the specific speaking and listening skills needed in college classes. Tues., Thurs., alternate Fri., 1:30-3:30 p.m.

ENGLISH 059 Fee: 172.40 Evening: 108.60
Comprehensive course, including speaking, listening, reading, writing, and study skills. Intensive day program: 9:00 a.m.-1:00 p.m. daily and 1:00 to 5:00 p.m. daily. Evening program: 6:00-10:00 p.m., Tues., Thurs., Fri.

ENGLISH 098-099 Day: 86.00 Evening: 72.00
More advanced than English 059. This sequence includes composition, reading improvement, oral improvement, and Canadian studies. Students completing English 099 receive a certificate of readiness to undertake college level studies. Day program (two months per course): 9:00 a.m.-1:00 p.m. daily. Evening program (four months per course) 6:00-10:00 p.m. Mon. and Wed. These courses carry credit equivalent to English 12 and Social Studies 11.

REGISTRATION INFORMATION

Students must take the VCC English Language Assessment prior to registration. Call 875-6111, local 717 for an appointment as soon as possible.
Registration for classes is January 3, 1984. Only Canadian citizens and permanent residents are eligible. Proof of status (citizenship card or passport including immigration paper) must be submitted in order to register.

NIGHT SCHOOLS

Winter Term Classes: January 9 - March 23
Tuition Fees: \$4.00 for 4 nights/week; 42.00 for 2 nights/week 4 and 2 nights/week classes:

Britannia Secondary School
Sir Charles Tupper Secondary School
John Oliver Secondary School
Vancouver Technical Secondary School



GUIDED INDEPENDENT STUDY COURSES

Through Langara Campus you can enroll in a number of Guided Independent Study credit courses offered for your convenience in a combination of printed material and cassette tapes. Such courses may be taken without regular attendance on campus.

CAREER PROGRAMS

Information about the next entry date for students is available for the following areas:

Art-in-Merchandising	Library Technician
Business Administration	Nursing
Computer Systems Technology	Pacific Rim Program
Court Reporter	Photography
Criminal Justice	Physical Education & Recreation
Early Childhood Education	Special Education Assistant
Fine Arts	Theatre Arts
Food Services	Welfare Aide
Food Services	
Journalism	

In addition, there are some open day and evening career courses in the areas of Library, Business, Fine Arts and Physical Education and Recreation.

ARTS AND SCIENCE COURSES

English	Latin
Communications	Linguistics
German	Spanish
French	
Mathematics (Academic & Business)	Computer Science
Statistics	
Biology	Chemistry
Physics	
Art History	Psychology
History	Religious Studies
Anthropology	Sociology
Economics	Philosophy
Geology	Political Science
Geography	

PLEASE NOTE: We expect that the number of places available in Arts and Science courses will be limited.

Information and Counselling
Regarding Admission is available at:

Student Services Centre (in the main Lobby Area)
Langara Campus
100 West 49th Avenue — 324-5221
09:00 to 20:30 Monday - Thursday
11:00 to 16:00 Friday

SCHOOL CANADIANA

for information call 255-1079 or 875-6111, local 536
Classes are for Chinese-speaking adults at the beginner and lower intermediate levels of English language proficiency. Classes are held 10 hours per week, either five mornings or four evenings a week, at 499 East Pender Street in Chinatown. The Winter term will be from Jan. 3 to Mar. 31, 1984. Fees are \$85.00. Anyone interested should bring proof of Status (citizenship card or passport plus immigration papers) to the office in Chinatown, during the following office hours, to be tested:
Monday and Wednesday: 6:30-8:30 p.m.
Tuesday, Thursday and Friday: 9:30 a.m.-12:00 p.m.
1:30-4:00 p.m.

VOCATIONAL PLANNING AND WORK READINESS

EMPLOYMENT ORIENTATION FOR WOMEN
Provides assessment and pre-training for women seeking to enter or re-enter the work force.
January 30 - March 30
April 9 - June 8

BASIC EMPLOYMENT SKILL TRAINING

Up-grading of basic skills and knowledge to a point where suitable employment is obtained. Courses offered both on and off campus.

Carnegie Centre — January 23 - March 16; March 26-May 18
On Campus — January 30-March 23; April 9-June 1

INSTITUTIONAL AIDE

Designed to prepare successful graduates for employment on housekeeping staffs and in food services.
January 3-March 30

HOMEMAKER

This training provides competencies in home management and personal care to the Provincial Homemaker level. Trained Homemakers are filling increasingly important roles in the Long Term Care Program.

Part-time courses for working Homemakers:

-One day a week starting Jan. 3, 1984

-One night a week starting Jan. 3, 1984

Full-time course: January 3 - March 30

PHARMACY ASSISTANT

This program trains non-professional personnel in the technical and manual aspects of Pharmacy and provides basic knowledge relative to the use of drugs in prescriptions.
January 3 - March 30

VOCATIONAL ORIENTATION FOR YOUTH

Facilitates youth's entry into employment by providing basic work preparation, job skills and life skills in an informal, non-academic workshop setting.
Continuous intake, apply now!

BASIC TRAINING FOR SKILL DEVELOPMENT

(BTSD) YOUTH

A grade 10 equivalency program for youth in an off-campus setting, at Britannia Centre, designed to develop a sense of self-worth and success.
Continuous intake, apply now!

For more information
Phone 324-5221
Mon.-Thurs., 09:00-20:30 hrs.
Fri. 11:00-16:00

CREDIT COURSES at LANGARA CAMPUS 100 West 49th Ave.

If you are registering for the first time, YOU MUST SEE A COUNSELLOR PRIOR TO REGISTRATION DATES WHICH ARE: January 3, 4 and 5.

For information about courses and enrollment procedures, please contact Student Services 324-5221. Between Christmas and New Year's Day Student Services will be open as follows:

December 24-27	Closed	December 31 to	Closed
December 28-29	08:30-18:00	January 2	
December 30			
December 31	08:30-16:30		

DEPARTMENT OF INTERDISCIPLINARY STUDIES

Please note that the new Department of Interdisciplinary Studies on campus offers courses in programs in:

-Canadian Studies
-Classical Studies
-Latin American Studies

For further information please call the Chairman of the Department, Ms. Adriane Carr, 324-5368.

TUITION FEES

As of January, 1984, the schedule of tuition fees is as follows:

A. Career Students
Career students...those students who have been formally accepted for and are eligible to enroll in a Career Program.
a) Full-time Career Students...those students who registered in 12 or more credit hours. 172.00
Up to 12 credit hours
More than 12 credit hours

B. Academic Arts and Science Students and Part-time Career Students:
a) 03+ credit hour courses 60.00 each
4-6 credit hour courses 120.00 each
and so on to a maximum of 300.00

STUDENT SOCIETY FEES

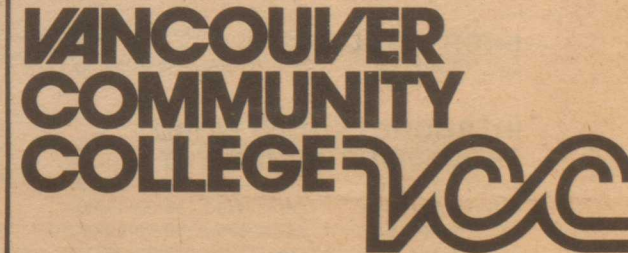
8.75 basic plus 3.00 per course to a maximum of 23.75.

PLACEMENT TESTS

A. English Placement Test:

All students planning to take first-year English courses or Communication courses at Vancouver Community College, Langara Campus must write the English Placement Test. Students must pre-register through the Counselling Department by December 15, 1983. There will be a charge of 20.00 for the test. NO WALK-INS. The test will be held on January 3, 1984.

The English Placement Test is an assessment of English usage and composition ability. It is designed to assist B.C. colleges and universities in placing incoming students in first-year English courses appropriate to their needs. English Placement Test scores will be used only for assignment to courses; they will not be used as a basis for admission to post-secondary institutions.



COOKING AND BAKING PROGRAMS

THE FOOD TRADES DEPARTMENT IS PLEASED TO OFFER COURSES SELECTED FROM THE COOKING PROGRAMS AND BAKING OPTIONS:

COOKING — CORE AND SHORT ORDER

FEE: \$242

Prerequisite: none.
Three introductory courses are offered as a group:
-Kitchen Safety and Hygiene
-Basic Food Service Skills 1
-Methods of Cooking

Students will acquire experience in both food handling and preparation and such cooking methods as braising, broiling, baking, roasting, and frying. Recipe conversion, the use of tools, and the maintenance of kitchen equipment will also be covered. Tools and supplies: \$114

The following LEVEL II courses will also be offered as a group and are open to students who have completed the first level of the Cooking — Core and Short Order Program, or the equivalent as approved by the Department Head.

-Vegetable Cookery

-Egg and Breakfast Cookery

-Soups and Sauces

Students explore more advanced methods of cooking as they learn to prepare vegetable dishes, breakfasts, and a variety of soups and sauces. Meals are prepared in V.V.I.'s modern kitchen and served to the general public.

January 7-June 2

Saturday 08:00-15:00

**BAKING OPTIONS
THEORY OF BAKING AND DEMONSTRATION 1, BREADS AND HARD ROLLS
AND SWEET YEAST DOUGH PRODUCTS**

FEE: \$242

Prerequisite: Appropriate experience as judged by the Food Trades Department Head. These three courses are offered as a unit and provide an excellent introduction to the principles of baking, including in-depth study of bread baking and the preparing and baking of rolls and a variety of sweet yeast dough products. Textbook: \$45.

A NOTE TO ALL STUDENTS AND THE GENERAL PUBLIC:
Since the Cooking and Baking classes will be in session on Saturdays, meals will be available in the cafeteria and fresh baked goods for sale each Saturday during the semester.

**DINING ROOM
& LOUNGE SERVICE PROGRAM**

This full or part-time program is specially designed to prepare graduates for the Hospitality Industry. Well trained waiters and waitresses are always in demand for the best restaurants and bars.

You'll receive excellent on-the-job training in the Institute's licensed dining room where you'll learn, for example, how to perform hosting and cashier duties, to present and serve wine, to flame dishes at tableside, and to serve Crepe Suzette and Beef Wellington.

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

**DRAFTING — BASIC AND
ARCHITECTURAL PROGRAM**
BASIC DRAFTING

FEE: \$146 This fee covers only the first semester of this two semester course; semester two starts March 31.

Prerequisite: grade 12 OR EQUIVALENT.

Jan 7-Mar 24

and Mar 31-June 30

Sat., 09:00-16:00

This course introduces drafting instruments, materials, and develops the basis for good technique. The theory and applications of orthographic projection, auxiliary views, sections and conventions in engineering drawings will be developed.

**INTRODUCTION TO RESIDENTIAL ARCHITECTURAL
DRAFTING AND TECHNOLOGY**

FEE: \$158

Prerequisite: Basic Drafting and Basic Working Drawings or the equivalent as approved by the Department Head.

Students taking this course will be introduced to the architectural drafting process and will become familiar with various structural systems, building components and drafting operations.

Jan 7-Mar 31

Sat., 09:00-16:00

SECRETARIAL PROGRAM

ALL THE INTRODUCTORY AND CLERK/TYPIST COURSES APPLY TO THIS PROGRAM. IN ADDITION, THE COURSES LISTED BELOW ARE REQUIRED FOR A PROGRAM CERTIFICATE.

BUSINESS COMMUNICATIONS 3

(115*)

Jan. 17-Apr. 10

Tues., 18:30-21:30

MACHINE TRANSCRIPTION 2

Jan. 21-Apr. 14

Sat., 13:00-16:00

**SECRETARIAL PRACTICES
AND PROCEDURES**

Jan. 21-Apr. 14

Sat., 09:00-12:00

SHORTHAND 1

Jan. 16-Apr. 11

Mon./Wed., 18:30-21:30

SHORTHAND 2

Jan. 19-Apr. 12

Thurs., 18:30-21:30

SHORTHAND 3

Jan. 19-Apr. 12

Thurs., 18:30-21:30

**INTRODUCTION TO WORD
PROCESSING EQUIPMENT**

Jan. 21-Apr. 14

Sat., 09:00-16:00

Jan. 16-Apr. 11

Mon./Wed., 16:00-19:00

Jan. 17-Apr. 12

Tues./Thurs., 16:00-19:00

Jan. 17-Apr. 12

Tues./Thurs., 19:00-22:00

**POWER ENGINEERING CERTIFICATION —
TUTORIAL**

These five programs are for persons who wish to obtain certification in the power generation and power plant maintenance field. The tutors will prepare students to write the government examinations for the following levels of certification.

-Boiler Operator (no prerequisite)
-Power Engineer, Fourth Class (no prerequisite)
-Power Engineer, Third Class (Prerequisite is 4th Class)
-Power Engineer, Second Class (Prerequisite is 3rd Class)
-Power Engineer, First Class (Prerequisite is 2nd Class)

In order to write the British Columbia Ministry of Labour examinations for certification as a Power Engineer, a candidate must have a specified number of months of operating experience with power plant equipment. The type and length of service varies for each class of certificate. Before enrolling in a program of study, applicants should have their experience qualifications checked by the B.C. Ministry of Labour, Boiler and Pressure Vessel Safety Branch, 501 West 12th Avenue, Vancouver.

Schedule for Tutorial Class Times:

Monday to Friday, 08:00-15:15

In addition, the tutorial sessions will be available in the evenings as follows:

Boiler Operator and Fourth Class

Tues/Thurs., 18:00-21:00

Third, Second and First Class

Wednesday 18:00-21:00

Applicants are invited to inquire with regard to the suitable certification. Call 681-8111, local 307, between hours from 08:00 to 15:00, Monday through Friday.

WELDING UPGRADE PROGRAM

In this program, both the number of sessions and the level of training will vary depending upon the needs of individual students. The course fees will be calculated on a per session basis, but initial enrolment will be for a minimum of three sessions, at a cost of \$35.00.

Starts January 7

Saturday 08:00-14:30

Come and Learn a Better Living With Us...

College Credit Courses are available in the following College Certificate Programs: Accounting; Baking — Options; Bookkeeping; Clerk-Typist; Data Entry; Dental Assisting Upgrade; Cooking — Core and Short Order; Operator; Dining Room and Lounge Service; Drafting — Basic and Architectural; Electronics — Basic; Junior Computer Programmer; Legal Stenographer; Marketing; Micro Technology; Medical Office Assistant; Power Engineering Certification; Secretarial; Security Officer; Welding Upgrade; Word Processing Operator. Courses will be offered based on the availability of instructors, space, funding, and a sufficient number of students.

A transcript of achievement is issued upon completion of each course. Saturday courses begin January 21, 1984 and weekday classes the week of January 16, 1984 (unless otherwise specified).

APPLY IN PERSON AT REGISTRATION SERVICES between 08:00 and 19:00 hours Monday to Friday, to between 08:30 and 15:30 on Saturday, January 7, 14, 21 and 28. For further information, contact Student Services at 681-8111.

PARKING

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

REFUNDS

For extension course registrations, a pro-rated refund, less \$10.00 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.

"EQUIVALENT" DEFINED

Secondary, post-secondary and work experience related course exemptions are available to persons who can present proof of their training and who wish to take a higher level VVI Course but by-pass related prerequisite courses.

(XXX*) EXPLAINED, BESIDE A NUMBER OF COURSE TITLES THERE IS A COURSE NUMBER IN BRACKETS. THESE NUMBERS REFER TO LANGARA COURSES WHICH ARE EQUIVALENT TO THE VVI COURSES. FOR MORE INFORMATION ON THESE EQUIVALENCIES, PLEASE CONTACT THE COUNSELLING DEPARTMENT, 681-8111.

PLEASE NOTE: 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.

For more information:
Phone: 681-8111
Ask for Student Services
08:00 to 19:00 hrs.

COMPUTER COURSES
Programming
INTRODUCTION TO COMPUTER PROGRAMMING — BASIC

FEE: \$92

Prerequisite: none

This course introduces you to the principles and practices of computer programming in BASIC. You'll consider business oriented programs (including input business computations and output), flowcharting, decision and control statements, string manipulation, functions and sub-routines, and loops using blocks and arrays.

January 17-April 24

January 19-April 26

Tuesday 18:30-21:30

Thursday 18:30-21:30

COBOL PROGRAMMING 1

FEE: \$158

Prerequisite: none

Orientation to terminal operation, flowcharting techniques, concepts of input and output, working storage sections, and procedure division are the major topics you will cover as you become conversant with programming.

January 16-April 11

Wednesday 18:30-21:30

FEE: \$158

Prerequisite: COBOL Programming 1 OR THE EQUIVALENT

Test OR THE EQUIVALENT. More advanced training in COBOL is available from this course. You will learn data manipulation, end of file procedures, programming involving decision-making statements, and how to produce simple reports.

January 16-April 11

Mon/Wed 18:30-21:30

Please note: This course takes two semesters to complete. V.V.I. does not guarantee that the second semester will be offered. Students will pay \$158 at the beginning of each semester.

Operator Program

FEE: \$158

Prerequisite: Typing 2 (40 g.w.a.m.) and the passing of an Alpha Numerical Aptitude Test OR THE EQUIVALENT.

The three courses of the program are offered as a group:

Keytokes and Accuracy

Key to Diskette — Machine Set-up and

Applications

Key to Disk (Cluster) — Machine

Set-up and Applications

These courses cover all aspects of data entry, from keyboard knowledge, including accuracy and speed development, through programming. Verification, key to diskette and key to disk (cluster), "enter", functions, searches, accumulation, chaining programs, and copying are all considered.

January 21-April 14

Saturday 09:00-16:00

Please note: This program takes two semesters to complete. V.V.I. does not guarantee that the second semester will be offered. Students will pay \$158 at the beginning of each semester.

Word Processing
INTRODUCTION TO WORD PROCESSING

FEE: \$158

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

Taking this course will provide you with more than 75 hours of hands-on training will be given on ONE of the most sophisticated word processors on the market today. Students will learn to operate either the AES Plus, Wang, or IBM Displaywriter System (IF TRAINING IS REQUIRED ON A SPECIFIC PIECE OF EQUIPMENT, THIS MUST BE STIPULATED WHEN REGISTERING). Training will include software handling and related procedures.

January 21-April 14

January 16-April 11

January 16-April 11

January 17-April 12

Mon/Wed 16:00-19:00

Mon/Wed 19:00-22:00

Tues/Thurs 16:00-19:00

Tues/Thurs 19:00-22:00

Typing 1 and 2 SPEED UPGRADE

This course is designed for individuals needing to improve their typing skills, especially those students planning to enrol in V.V.I. full or part time programs. Students may enrol for a full semester of 26 sessions, at a cost of \$158.00, or as few as three sessions, for \$20.00. Students may re-enroll as often as they wish given space limitations and the demand for the class. Prerequisite: none.

Starts January 10

Tues/Thurs 18:30-21:30

INTRODUCTORY BUSINESS COURSES

THE BUSINESS DEPARTMENT PROGRAMS CLERK/TYPIST, SECRETARIAL, LEGAL STENOGRAPHER, BOOKKEEPING AND ACCOUNTING ALL INCLUDE THE FOLLOWING COURSES:

Typing 1

Jan. 21-Apr. 14

Sat., 13:00-16:00

—OR—

**Typing 1 AND Typing 2,
SECTION 1**

Jan. 17-Apr. 12

Jan. 18-Apr. 14

Tues/Thurs 18:30-21:30

Sat., 13:00-16:00

& Wed., 18:30-21:30

BUSINESS COMMUNICATIONS 1

(116*) or (117*)

Jan. 21-Apr. 14

Sat., 09:00-12:00

BUSINESS COMMUNICATIONS 2

Jan. 18-Apr. 11

Wed., 18:30-21:30

**BUSINESS MATHEMATICS 1
AND BUSINESS MACHINES 1**

Jan. 21-Apr. 14

Sat., 09:00-12:00

FEE: \$80 Approximate Text Cost: \$20

Prerequisite: None.

FEE: \$158. Approximate Text Cost: \$20

Prerequisite: None.

FEE: \$80. Approximate Text Cost: \$22

Prerequisite: Grade 10 English, the EQUIVALENT or Counsellor's assessment.

FEE: \$80. Approximate Text Cost: \$22

Prerequisite: Business Communications 1, grade 12, OR THE EQUIVALENT.

FEE: \$80 (two courses)

Prerequisite: None.

For beginning typists only, this course introduces techniques for rapid, accurate typing and leads to a minimum speed of 25 g.w.a.m.

Whether you are a beginning typist or have some previous experience and wish to improve your skills, this course will lead you to achieve a minimum of 40 g.w.a.m.

This introductory level course introduces the forms and function of business communication, both oral and written.

While improving your written and oral communication skills, you'll also investigate job search skills, problem-solving techniques, and formal memoranda and business letters.

Learn to solve business math problems and how to most effectively employ the calculators and adding machines which help streamline the process.

CLERK/TYPIST PROGRAM

IN ADDITION TO THE INTRODUCTORY COURSES ABOVE, THIS PROGRAM INCLUDES THE COURSES BELOW:

RECORDKEEPING

Jan. 21-Apr. 14

Sat., 13:00-16:00

FEE: \$80

Prerequisite: None.

**Typing 1 AND Typing 2,
SECTION 1**

Jan. 17-Apr. 12

Jan. 18-Apr. 14

Tues/Thurs., 18:30-21:30

Sat., 13:00-16:00

& Wed., 18:30-21:30

FEE: \$158. Approximate Text Cost: \$20

Prerequisite: None.

Typing 2, SECTION 2

Jan. 17-Apr. 10

Tues., 18:30-21:30

FEE: \$80 Approximate Text Cost: \$25

Prerequisite: Typing 1 and Typing 2, Section 1 OR THE EQUIVALENT.

Typing 3 (115*)

Jan. 16-Apr. 11

Mon./Wed. 18:30-21:30

FEE: \$158 Approximate Text Cost: \$20

Prerequisite: Typing 2 (40 g.w.a.m.) OR THE EQUIVALENT.

MACHINE TRANSCRIPTION 1

Jan. 21-Apr. 14

Sat., 13:00-16:00

FEE: \$80 Approximate Text Cost: \$43

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

OR THE EQUIVALENT

**OFFICE PRACTICES AND
PROCEDURES**

Jan. 21-Apr. 14

Sat., 09:00-12:00

FEE: \$80 Approximate Text Cost: \$40

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

OR THE EQUIVALENT

Keeping effective, clear records is a necessary art in any office environment. You'll learn to keep basic financial records and to maintain an inventory of office supplies.

Whether you are a beginning typist or have some previous experience and wish to improve your skills, this course will lead you to achieve a minimum of 40

LEGAL STENOGRAPHY PROGRAM

ALL OF THE SECRETARIAL COURSES (EXCEPT OFFICE PRACTICES AND PROCEDURES) ARE APPLICABLE TO THE LEGAL STENOGRAPHER PROGRAM; IN ADDITION, STUDENTS WISHING A PROGRAM CERTIFICATE WILL TAKE THE COURSES OUTLINED BELOW:

LEGAL SECRETARIAL OFFICE PRACTICE

Jan. 21-Apr. 14 Sat., 09:00-12:00

FEE: \$80 Approximate Text Cost: \$8
Prerequisite: Typing 3 (50 g.w.a.m.)
OR THE EQUIVALENT

Through office simulations with practical, realistic assignments, this course examines secretarial procedures, including the role of the secretary in human and public relations.

LEGAL PROCEDURES — GENERAL LEGAL PROCEDURES

Jan. 21-Apr. 14 Sat., 13:00-16:00

FEE: \$80 Approximate Text Cost: \$15
Prerequisite: Typing 3 (50 g.w.a.m.)
OR THE EQUIVALENT

Legal correspondence, occupations and documents, the sources and memoranda of law, BC Registries, basic accounting, office routines, and information resources are all considered.

FOR ALL OF THE FOLLOWING LEGAL PROCEDURES COURSES, APPLICANTS WHO HAVE NOT TAKEN GENERAL LEGAL PROCEDURES MAY MEET THE PREREQUISITE BY PROVIDING AN EMPLOYER'S LETTER ATTESTING TO LEGAL OFFICE EXPERIENCE.

LEGAL PROCEDURES — CONVEYANCING

Jan. 17-Apr. 10 Tues., 18:30-21:30

FEE: \$80 Approximate Text Cost: \$30
Prerequisite: General Legal Procedures and work experience in a legal office.

This course familiarizes you with land registration, property transactions, interim agreements, searches, financing and adjustments, typing conveyancing documents, and file closing.

LEGAL PROCEDURES — CORPORATE

Jan. 18-Apr. 11 Wed., 18:30-21:30

FEE: \$80 Approximate Text Cost: \$15
Prerequisite: General Legal Procedures or work experience in a legal office.

Business law and the nature of corporations frames the study of incorporation procedure, annual, interim and terminal procedures, as well as partnerships and proprietorships.

LEGAL PROCEDURES — LITIGATION

Jan. 21-Apr. 14 Sat., 09:00-12:00

FEE: \$80 Approximate Text Cost: \$10
Prerequisite: General Legal Procedures or work experience in a legal office

Designed as an introduction to Canadian Law and the court system this course focuses on Supreme and County court documents and proceedings.

LEGAL PROCEDURES — DIVORCE PROCEDURES

Jan. 19-Apr. 12 Thurs., 18:30-21:30

FEE: \$80 Approximate Text Cost: \$10
Prerequisite: General Legal Procedures or work experience in a legal office

This course deals with the legal aspects of divorce, including separation, decree nisi, decree absolute, registrar's hearing and associated name changes.

LEGAL PROCEDURES — WILLS AND ESTATES

Jan. 16-Apr. 9 Mon., 18:30-21:30

FEE: \$80 Approximate Text Cost: \$10
Prerequisite: General Legal Procedures or work experience in a legal office.

All aspects of the documentation associated with an estate are covered and include the will itself, its probate administration, and the distribution of the estate.

ACCOUNTING PROGRAM

HAVING COMPLETED THE BOOKKEEPING COURSES, STUDENTS WISHING AN ACCOUNTING CERTIFICATE MUST EVENTUALLY COMPLETE ALL OF THE FOLLOWING COURSES:

MAINSTREAM AND A-STREAM

BUSINESS MATHEMATICS 3 (118*)

Jan. 21-Apr. 14 Sat., 13:00-16:00

FEE: \$80
Prerequisite: Business Math and Machines 2
OR THE EQUIVALENT

This advanced course considers business math problems in investment, decision-making, compound interest, present value, annuities, amortization and sinking funds.

BUSINESS COMMUNICATIONS 3 (118*)

Jan. 17-Apr. 10 Tues., 18:30-21:30

FEE: \$80 Approximate Text Cost: \$15
Prerequisite: Business Communications 2, grade 12, OR THE EQUIVALENT.

This advanced business communications course employs a case study approach to business writing and basic research skills as applied to report writing and presentation.

BUSINESS LAW (115*)

Jan. 19-Apr. 12 Thurs., 18:30-21:30

FEE: \$80 Approximate Text Cost: \$30
Prerequisite: None.

An introduction to business law, this course considers such topics as the law of contracts, sale of goods, secured transactions, agency partnership, torts, and insurance.

PAYROLL AND LEGISLATION

Jan. 21-Apr. 14 Sat., 13:00-16:00

FEE: \$80 Approximate Text Cost: \$20
Prerequisite: None.

A practical understanding of payroll and the legislation which deals with this area is essential to anyone planning to practice accounting in any setting.

INTRODUCTION TO DATA PROCESSING (115*)

Jan. 21-Apr. 14 Sat., 09:00-12:00

FEE: \$80 Approximate Text Cost: \$40
Prerequisite: None. This course is also available through Telecollege.

This course introduces computer systems, operating systems, data communications and programming, as well as input-output and storage devices.

MAINSTREAM STUDENTS ALSO TAKE THE FOLLOWING COURSE:

FUNDAMENTAL ACCOUNTING PRINCIPLES 2 (215*)

Jan. 18-Apr. 11 Wed., 18:30-21:30

FEE: \$80 Approximate Text Cost: \$52
Prerequisite: Fundamental Accounting Principles 1
OR THE EQUIVALENT.

Statement analysis, cost accounting, and current and long term liabilities are just three of the more advanced topics in accounting that you will consider.

SECURITY OFFICER PROGRAM

RETAIL SECURITY

Jan. 16-Mar. 19 Mon., 09:00-12:00

FEE: \$62
Prerequisite: none.

Security in a retail setting is this course's focus; topics include external and internal loss, employee dishonesty, security hardware and systems, and disturbed persons.

PROFESSIONALISM AND THE SECURITY OFFICER

Jan. 17-Mar. 20 Tues., 09:00-12:00

FEE: \$62
Prerequisite: none.

You will discover the nature of a Security Officer's role by considering such topics as Bill 38, responsibilities and limitations under the Criminal Code, and courtroom preparation.

ACCESS CONTROL AND PATROLING

Jan. 18-Mar. 21 Wed., 09:00-12:00

FEE: \$62
Prerequisite: none.

This course investigates access control and patrolling as well as crowd control, dealing with disturbed persons, security hardware and systems, and narcotics recognition.

FIRE PREVENTION AND BUILDING SAFETY AND SAFETY ORIENTED FIRST AID

Jan. 19-Mar. 22 Thurs., 09:00-12:00

FEE: \$62 (two courses)
Prerequisite: none.

Preventing fires, acting on bomb threats, insuring job safety, and implementing a practical security survey are the primary means of assuring building safety. These topics are supplemented by an intensive study of first aid procedures.

ELECTRONICS — BASIC

NOTE: DC CIRCUITS ANALYSIS, AC BASICS, SEMICONDUCTOR DEVICES AND POWER SUPPLIES ARE TOGETHER EQUIVALENT TO LEVEL I; LEVEL II INCLUDES BIPOLAR SMALL SIGNAL AMPLIFIERS, VACUUM TUBE AND FET SMALL SIGNAL AMPLIFIERS, OPERATIONAL AMPLIFIERS, AND POWER AMPLIFIERS AND POWER CONTROL.

DIRECT CURRENT (DC) CIRCUIT ANALYSIS

Jan. 9-Mar. 21 Mon./Wed., 18:30-22:00

FEE: \$156
Prerequisite: Grade 12 or the equivalent as approved by the Department Head.

This course introduces the student to electronic components, basic electrical laws and circuits, electronic test equipment, circuit construction and trouble-shooting techniques.

ALTERNATING CURRENT (AC) BASICS

Jan. 9-Feb. 20 Mon./Wed., 18:30-22:00
Mar. -26-May 9 Mon./Wed., 18:30-22:00

FEE: \$93
Prerequisite: DC Analysis or the equivalent as approved by the Department Head.

Introducing AC circuit concepts and measuring techniques, this course explores the semi-conductor diode, signal generators, and AC voltmeters; it provides experience using oscilloscopes to make time, frequency and amplitude measurements.

SEMICONDUCTOR DEVICES

Jan. 10-Feb. 28 Tues./Thurs., 18:30-22:00
Feb. 27-Apr. 16 Mon./Wed. 18:30-22:00

FEE: \$107
Prerequisite: DC Circuit Analysis and AC Basics or the equivalent as approved by the Department Head.

This course introduces the student to the BJT, biasing methods, and applications in DC circuits. LDRs and TDRs will be employed as input devices and LEDs as output indicators in a wide variety of switching circuits.

POWER SUPPLIES

Jan. 10-Feb. 28 Tues./Thurs., 18:30-22:00
Mar. 1-Apr. 19 Tues./Thurs., 18:30-22:00

FEE: \$107
Prerequisite: DC Analysis, AC Basics, Semiconductor Devices or the equivalent as approved by the Department Head.

Regulated and unregulated DC power supply circuits form the main topic of this course. The theory and application of Zener diodes is developed along with applications of BJTs in regulator circuits.

BIPOLAR SMALL SIGNAL AMPLIFIERS

Mar. 1-May 8 Tues./Thurs., 18:30-22:00

FEE: \$142
Prerequisite: All Level I courses or the Department Head's permission.

Students are introduced to the principles of linear amplification using bipolar junction transistors. Further topics in AC theory will also be considered.

DIGITAL ELECTRONICS

Feb. 20-June 13 Mon./Wed. 18:30-22:00

FEE: \$226
Prerequisite: All Level II courses or the Department Head's permission.

This course introduces the principles of digital electronics, sequential and combinational logic circuits, and digital trouble-shooting techniques.

MICROPROCESSORS

Feb. 21-June 7 Tues./Thurs., 18:30-22:00

FEE: \$226
Prerequisite: Digital Electronics or the Department Head's permission.

Stored program computing machine concepts are taught using a single board micro-computer for hands-on experience in machine language programming, interfacing and trouble-shooting.

DENTAL ASSISTING UPGRADE PROGRAM

IN ORDER TO ENROL IN THE DENTAL ASSISTING UPGRADE PROGRAM APPLICANTS MUST, WHEN THEY APPLY TO TAKE THEIR FIRST COURSE IN THE PROGRAM, SUBMIT PROOF OF GRADE 12 COMPLETION (OR THE EQUIVALENT) AND A LETTER ATTESTING THAT THE APPLICANT HAS AT LEAST ONE YEAR OF EXPERIENCE IN A DENTAL OFFICE.

EQUIPMENT, ARMAMENTARIA AND DENTAL MATERIALS

Jan. 3-Feb. 23 Tues./Thurs., 19:00-22:00

FEE: \$98
Prerequisite: grade 12 and a letter attesting dental office experience.

This course reviews dental equipment, instruments and materials. You'll practice four-handed dentistry, including instrument transfer, in V.V.I.'s modern dental clinic.

DENTAL HEALTH EDUCATION

Jan. 4-Feb. 1 Mon./Wed. 19:00-22:00

FEE: \$56
Prerequisite: grade 12 and a letter attesting dental office experience.

Dental disease and oral hygiene are the major focus of this course which investigates oral hygiene techniques adapted to individuals, education programs, and motivational aids.

DENTAL LAB PROCEDURES

Feb. 6-Mar. 5 Mon./Wed., 19:00-22:00

FEE: \$56
Prerequisite: grade 12 and a letter attesting dental office experience.

This production oriented course includes pouring, trimming and articulating study models, constructing custom trays, and the use of dental laboratory equipment.

OPERATIVE DENTAL ASSISTING

Feb. 28-Apr. 19 Tues./Thurs., 19:00-22:00

FEE: \$98
Prerequisite: Equipment, Armamentaria and Dental Materials.

The clinically oriented course refines chairside dental assisting techniques, including application of the rubber dam and is conducted in V.V.I.'s modern dental clinic.

NUTRITION

Mar. 12-Apr. 5 Mon./Wed., 19:00-22:00

FEE: \$50
Prerequisite: grade 12 and a letter attesting dental office experience.

This course covers the basics of sound nutrition and the ways in which nutrition relates to total and dental health. The principles of diet analysis will be practised.