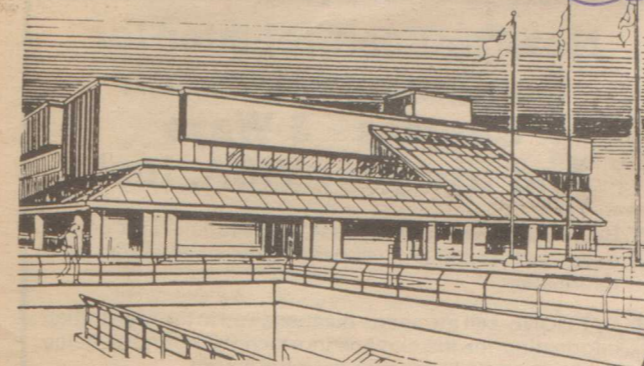
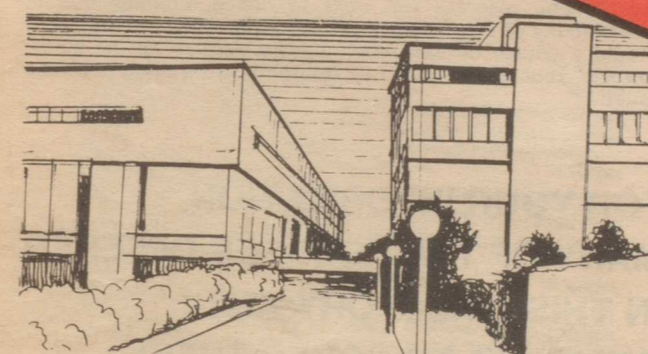


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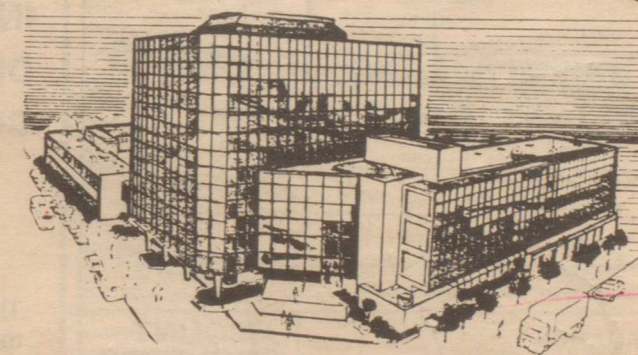
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COMPUTER TRAINING
Pages 8 and 9



VCC LANGARA CAMPUS
Pages 11 to 15

COMPUTER TRAINING
Pages 8 and 9



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VOCATIONAL INSTITUTE
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COMPUTER TRAINING
Pages 8 and 9

Continuing Education Courses

VANCOUVER
COMMUNITY
COLLEGE

ADMIT
ONE

TO B.C.'s LARGEST COMMUNITY COLLEGE

WINTER 1985

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for
- fee information
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Continuing Education Division

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.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms.

Surname Given Names Office Phone Home Phone

Address Apt. and/or Number & Street City/Municipality Province Postal Code

Give complete Course Name, Number, Location, Day and Time, and Fee

1. _____
2. _____
3. _____

Include Course Titles and Numbers on back of cheque.

Confirmation of Enrolment: May not be received prior to start of classes. If you have sent a registration in, please attend unless you have been contacted.
Requests for Refunds: 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

AMOUNT ENCLOSED

Do not send cash!

☐ Money Order

☐ Cheque ☐ VISA

Signature Date

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 — at the Continuing Ed. office, on the campus where the course is being held, with payment by cheque, cash, or VISA.

Continuing Education phone numbers

Continuing Education on-campus phone numbers:
Vancouver Vocational Institute 682-5844
King Edward Campus 875-8200
Langara Campus 324-5322
Continuing Nursing Education 687-1757
or 681-8111, loc. 408

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

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.

FOR YOUR INFORMATION MANY OF THE COURSES OFFERED IN THIS DIRECTORY ARE DESIGNED TO COVER THEIR COST THROUGH TUITION FEES.

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

CONTINUING EDUCATION Vancouver Vocational Institute PHONE: 682-5844

VOCATIONAL COURSES

Unless otherwise noted, Sat. classes will begin Jan. 19th, and all other classes will begin the week of Jan. 21st.

Starting Tues., Jan. 2nd, PRE-REGISTRATION, with fees for all courses at locations listed below (except Focal Point) will be accepted in person at the Continuing Education Office in the Vancouver Vocational Institute, Mon. to Thurs. from 10:00 a.m. to 8:00 p.m., Fri. from 10:00 a.m. to 4:00 p.m. and Sat. from 9:00 a.m. to 3:00 p.m. You may also register by phone during these hours using your VISA 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 starting Jan. 8th, Tues. through Sat., 11:00 a.m. to 4:30 p.m. OR from Jan. 8th to Jan. 10th ONLY (Tues. through Thurs.) from 7:00 p.m. to 9:00 p.m. For further information on these courses, please call 224-3636 at the above noted times.

For courses 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 Jan. 14th to Jan. 17th (Mon. through Thurs.) 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 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, Mon. through Thurs. from 10:00 a.m. to 8:00 p.m., Fri. from 10:00 a.m. to 4:00 p.m. and Sat. from 9:00 a.m. to 3:00 p.m.

Focal Point Centre 4474 West 10th Ave.
King Edward Campus 1155 East Broadway
Raymur Centre 630 Raymur St.
Vancouver Technical School 2600 East Broadway
Vancouver Vocational Institute 250 West Pender St.

"VVI/CE OPEN HOUSE"
FOR INFORMATION AND REGISTRATION ON PART-TIME COURSES "IN THE MALL"
SATURDAY, JANUARY 5th, 1985 11:00-2:00
A Number of Programs Will Have Demonstrations
EVERYBODY WELCOME! Free Coffee and Cookies Available
VVI Cafeteria will be open 8:00-3:00 p.m., Lunch: 11:00-12:45

AUTOMOTIVE

AIR BRAKE THEORY AND OPERATION 78.00
This course prepares truck operators in the basic operation, maintenance and adjustment of air brake equipped vehicles, including single circuit and "12" system schematics, which 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 BRAKE SERVICING 78.00
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

AUTO BODY ESTIMATING 63.00
This course will upgrade skills in assessing and estimating collision damage to modern vehicles. (Admission is by examination to be held Sat., Jan. 19, 1985 at 10:00 a.m. or by permission of the instructor).
Mon. & Wed. K.E.C. 6:30-9:30 p.m. 4 weeks

AUTOMOTIVE ELECTRICITY, SHOP PRACTICE 78.00
Includes troubleshooting techniques using standard test equipment available in the shop, including wiring, harnesses and chassis wiring.
Wed. K.E.C. 7:00-10:00 p.m. 10 weeks

AUTOMOTIVE MECHANICS, BASIC 130.00
Introduces the student to the major systems of the modern automobile. Each system, its components and their functions will be studied. You will also learn how to perform minor repairs, preventative maintenance and problem diagnosis.
Tues. & Thurs. Van. Tech. 7:30-10:00 p.m. 10 weeks

AUTOMOTIVE INTRODUCTION FOR WOMEN 78.00
A practical and theoretical course designed to help women become more familiar with their vehicles. Topics covered include: servicing, oil change, tire change, brake inspection, spark plug servicing and basic tune-up procedures.
Thurs. K.E.C. 7:00-10:00 p.m. 10 weeks

AUTOMOTIVE REFRESHER 130.00
Designed to help motor mechanics obtain their Provincial Tradesman Qualification Certificate.
Sat. V.V.I. 9:00 a.m.-2:00 p.m. 10 weeks

AUTOMOTIVE MECHANICS, INTERMEDIATE 125.00
An upgrading course for the person who have the tools and the room to do minor and major automotive repairs. It includes both theory and practice on repairs to engines, carburetors, ignition, electrics, transmission, driveline and brakes.
Mon. & Wed. K.E.C. 7:00-10:00 p.m. 8 weeks

AUTOMOTIVE TRANSAXLE REPAIR 78.00
Designed for mechanics who wish to upgrade their skills in service and repair problems related to modern front wheel drive transaxles.
Tues. & Thurs. K.E.C. 7:00-10:00 p.m. 5 weeks

AUTOMOTIVE TUNE-UP, BASIC 78.00
Gives 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* 156.00
This course covers conventional, transistor and ignition systems, tune-up procedures, carburetor principles and repair. (Admission is by examination to be held Sat., Jan. 12th), 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

AUTOMOTIVE WHEEL ALIGNMENT AND FRONT END SERVICE 78.00
An upgrading course providing theory and hands-on workshop practice using different types of wheel alignment equipment. Some work on front wheel drive vehicles is included.
Sat. K.E.C. 8:30 a.m.-3:00 p.m. 5 weeks

GENERAL DIESEL ENGINES FOR BEGINNERS* 94.00
Provides a basic knowledge of the history, development and theory of the diesel engine allowing the student to obtain theoretical and practical knowledge of the operation and maintenance of the present day diesel with emphasis on Caterpillar, Cummins and Detroit engines, and components.
Mon. & Wed. K.E.C. 6:30-9:30 p.m. 6 weeks

REBUILDING A STREET MOTOR 78.00
Includes both the theoretical and practical procedures for rebuilding a small block V8. Reconditioning, assembly and test running are covered as well as tips on finding the hidden horsepower and economy and the good and bad of hotrod bolts. Prerequisite: "Basic Auto Tune-Up"
Thurs. K.E.C. 7:00-10:00 p.m. 10 weeks

INTRODUCTION FOR SERVICE ADVISORS 52.00
Designed for those people wishing to become or who are currently working as service advisors at a parts counter or retail service outlet in the automotive field. Topics covered have a practical, competency based approach and include the following: communication skills, service sales, customer relations, and determination of service needs. A technical background in Auto Mechanics is a prerequisite.
Mon. K.E.C. 7:00-9:00 p.m. 10 weeks

BUILDING CONSTRUCTION

BUILDING CONSTRUCTION ESTIMATING 78.00
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* 156.00
To assist qualifying carpenters to write the Provincial Tradesman Qualification Examinations.
Tues. & Thurs. V.V.I./Raymur 7:00-10:00 p.m. 10 weeks

HOUSE CONSTRUCTION 62.00
An introductory course in basic house construction, "West Coast Framing Method," covering topics from blueprint reading to finishing details. 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 78.00
An introductory course providing basic knowledge related to reading blueprints associated with architectural construction.
Mon. V.V.I./Raymur 7:00-10:00 p.m. 10 weeks

INTERMEDIATE BLUEPRINT READING 78.00
For persons who want to improve their skills in reading more advanced blueprints, covering woodframe, steel and reinforced concrete construction.
Thurs. Van. Tech. 7:00-10:00 p.m. 10 weeks

BASIC CARPENTRY FOR WOMEN 52.00
Designed especially for women who want to learn basic carpentry skills including: carpentry tools, framing simple walls, shelf and basic cabinet construction, molding and trim application.
Wed. Raymur/V.V.I. 7:00-9:00 p.m. 10 weeks

BUSINESS TRAINING

ACCELERATED LEARNING 78.00
For those people wanting to enhance their physical, mental and creative abilities, this course explores alternative learning techniques.
Thurs. V.V.I. 6:30-9:30 p.m. 10 weeks

STOCK MARKET INVESTING 65.00
An introductory course for persons who wish to learn the operations of the stock market and how to analyze stock market investments.
Tues. V.V.I. 7:00-9:30 p.m. 10 weeks

SWITCHBOARD TRAINING 32.00
The emphasis will be on learning to operate a modern electronic switchboard. Included will be lectures and films on receptionist duties.
Wed. Van. Tech. 7:30-9:30 p.m. 6 weeks

COMMERCIAL ART AND DESIGN

AIRBRUSH ILLUSTRATION, BASIC* 93.00
Through discussion, demonstration and video tapes, learn the basic fundamentals of airbrushing. A nominal fee for rental of air equipment is included and students are required to supply their own airbrush and some materials. The class size is limited to 18 students.
Mon. Van. Tech. 7:00-10:00 p.m. 10 weeks

AIRBRUSH ILLUSTRATION, ADVANCED* 93.00
Students familiar with the basic airbrush control will learn new innovative airbrushing techniques with an emphasis on commercial illustration. A nominal fee for rental of air equipment is included and students are required to supply their own airbrush and some materials. The class size is limited to 18 students. (M. Heine)
Tues. Van. Tech. 7:00-10:00 p.m. 10 weeks

CARTOONING, BASIC 78.00
A course intended to provide students with an understanding of drawing techniques, tools, and principles of composition and design as applied to the preparation of cartoons for reproduction. These principles are provided by demonstrations and assignments.
Sat. V.V.I. 9:30 a.m.-12:30 p.m. 10 weeks

DESIGN AND DISPLAY TECHNIQUES 78.00
Through lectures, class projects and tours, students will create window and merchandizing displays. Emphasis will be placed on basic principles of design and creative uses of colour and materials. (R. Snukal)
Mon. V.V.I. 7:00-10:00 p.m. 10 weeks

DRAWING, BASIC 88.00
A course to provide the professional or amateur artist with the basis to further study in the commercial art field. The course explores the use of materials such as pencils, charcoal, pen and brush, and pen and ink. Tone, line, texture, shape, and composition are studied through the use of still life and figure drawing studies. Bring soft charcoal stick, newsprint and manila paper to the first session. Registration fee includes the cost of models. (C. Babcock).
Sat. V.V.I. 9:30 a.m.-12:30 p.m. 10 weeks

DRAWING, ADVANCED 88.00
For those with some basic drawing who want to take it to the next stage of development, this course emphasizes perspective, structure, anatomy and style. Both models and still objects are used. Registration fee includes the cost of models. (R. Sen)
Tues. V.V.I. 7:00-10:00 p.m. 10 weeks

DRAWING ON THE RIGHT SIDE OF THE BRAIN 63.00
Designed for those who wish to draw in either a professional or personal capacity. The course follows systematic exercises giving the student a better understanding of visual perceptions concerning right side brain functions. (K. Johl)
Tues. V.V.I. 7:00-10:00 p.m. 8 weeks
Sat. V.V.I. 9:30 a.m.-12:30 p.m. 8 weeks

DRAWING THE HUMAN FORM 88.00
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).
Tues. V.V.I. 7:00-10:00 p.m. 10 weeks

GRAPHIC DESIGN - AN INTRODUCTION* 78.00
Examines the problems of design layout, rendering, lettering and the theory of advertising. (Lim/Nouwen)
Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks
Sat. V.V.I. 9:30 a.m.-12:30 p.m. 10 weeks

GRAPHIC DESIGN - PRINTING AND PRODUCTION TECHNIQUES* 94.00
For photographers and artists who wish to expand their knowledge in graphic design by studying lettering, design layout and the theory of printing. Emphasis on the actual printing process as it relates to graphics. (D. Lim)
Wed. V.V.I. 7:00-10:00 p.m. 12 weeks

ILLUSTRATION FOR GRAPHIC DESIGN 63.00
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 are also covered. (J. Perry)
Tues. V.V.I. 7:00-10:00 p.m. 8 weeks

INTERIOR DESIGN - BASIC 78.00
To introduce students to interior design. Topics covered include: the elements and principles of design, fundamentals of space planning, colour theory and schemes, selection and coordination of interior furnishings and lighting. Class projects will be residential problems.
Mon. V.V.I. 7:00-10:00 p.m. 10 weeks

PAINTING BASIC - WATERCOLOUR 88.00
To provide the professional or amateur artist with the skills necessary to paint in watercolours or render architectural illustrations. Materials and techniques used in traditional and contemporary watercolour paintings are covered. Subject matter such as still life, figure, and landscape are studied with the use of line and washes, colour and tone, and composition and perspective. Bring ink, Chinese brush and newsprint to first class. Registration fee includes the cost of models. (C. Babcock)
Sat. V.V.I. 1:30-4:30 p.m. 10 weeks

PAINTING, ADVANCED 88.00
Some sound experience in elementary painting is a pre-requisite to this course which emphasizes the continued study of forms and anatomy painting from the draped and nude figure. The registration fee includes the cost of models. (R. Sen)
Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

PASTE-UP AND ASSEMBLY TECHNIQUES 93.00
Examines two techniques of paste-up and assembly: rubber cement and wax. Cleanliness, speed and efficiency are stressed. Class projects range from a simple mechanical to a full page colour ad. Some experience in graphic design is essential. (D. Lim)
Tues. Van. Tech. 7:00-10:00 p.m. 10 weeks

PATTERN MAKING AND DESIGN 78.00
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 includes 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 20. (B. Walker)
Mon. V.V.I. 7:00-10:00 p.m. 10 weeks
Wed. V.V.I. 7:00-10:00 p.m. 10 weeks

PERSPECTIVE DRAWING AND RENDERING 91.00
Facilitate designers and draftspeople in producing perspective drawings and renderings. Presentation drawings are developed using one and two point perspectives, shadows, colour

CONTINUING EDUCATION Vancouver Vocational Institute PHONE: 682-5844

ELECTRICAL

INTRODUCTION TO ELECTRICITY 104.00
Understanding the basic principles of electricity.
Tues. & Thurs. Van. Tech. 7:00-9:00 p.m. 10 weeks

ELECTRICAL CODE
Designed for 4th year Apprentices and Journeyman Electricians.
BASIC 130.00
Tues. & Thurs. Van. Tech. 7:00-9:00 p.m. 10 weeks
INTERMEDIATE 130.00
Tues. & Thurs. Van. Tech. 7:00-9:30 p.m. 10 weeks
ADVANCED 130.00
Tues. & Thurs. Van. Tech. 7:00-9:30 p.m. 10 weeks

ELECTRICAL TO REFRESHER* 188.00
Reviews basic electrical principles, machine and control. Topics are designed to prepare students to write the TQ examination.
Tues. & Thurs. V.V.I. 7:00-10:00 p.m. 12 weeks

INDUSTRIAL MOTOR CONTROLS 156.00
Examines a variety of control devices and explains circuits from basic full-voltage stop/start control to reduced-voltage autotransformer starters and how the logic programmable controller is related to those circuits. Hands-on wiring of numerous control circuits is included as well as Canadian Electrical Code requirements regarding layout and protection.
Tues. & Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

INTRODUCTION TO PROGRAMMABLE CONTROLLERS 94.00
Provide an overview of three controllers. Topics covered range from basic structure to advanced programming.
Mon. & Wed. V.V.I. 7:00-10:00 p.m. 6 weeks

ELECTRONICS

AUDIO TEK 125.00
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. Students will require an additional \$30.00 for parts to construct a take-home audio amplifier and will also be required to purchase 3 I.D. cards to use test equipment for lab projects.
Mon. & Wed. V.V.I. 7:00-10:00 p.m. 8 weeks

INTRODUCTORY ELECTRONICS* 156.00
Provide the student with an introduction to electronic components, circuits and their functions as well as an introduction to transistors. Theoretical knowledge is enhanced by laboratory projects. Students are 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

TELEVISION SERVICING* 156.00
Combines theoretical and practical knowledge for effective troubleshooting and repairs to Black and White, and Colour Television. Prerequisite: completion of a basic electronic course or presently employed in a related electronic field. Students requiring test equipment for lab projects are required to purchase 3 I.D. cards.
Tues. & Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

VIDEO TEK 156.00
An in-depth study of the operation of popular video tape recorders, their theory, maintenance and repair. Prerequisite: thorough knowledge of electronics and colour television transmission and reception or the instructor's permission. Students requiring test equipment for lab projects are required to purchase 3 I.D. cards.
Mon. & Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

DISK DRIVES AND ALIGNMENT 24.00
Covers storing and retrieving information from disc drives with hands-on experience in disc drive alignment, timing and troubleshooting using an oscilloscope. A basic knowledge of electronics is necessary.
Thurs. V.V.I. 7:00-10:00 p.m. 3 weeks

CAREERS FOR WOMEN IN ELECTRONICS 20.00
Wondering about jobs in expanding communications and computer maintenance and repair fields, but not so sure you'd fit in? Job opportunities and skills required will be presented by women already in the field.
Wed. V.V.I. 7:30-10:00 p.m. 3 weeks

HOW DOES A COMPUTER WORK 156.00
Learn the foundations of computer operation. This course will introduce the logic and arithmetical functions of digital electronics and explain the concept of latches, flip flops, counters and other devices which are the building blocks of computers. An introduction to microprocessor functioning will involve some hands-on programming in machine language.
Tues. & Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

PASCAL 63.00
Assuming no prior knowledge of computer programming, the course covers the basic elements of the Pascal programming language: simple data types, decision elements, and looping constructs. These concepts are demonstrated with a series of simple programs including numeric and text oriented problems. Programs will be entered, compiled and executed on microcomputers.
Tues. V.V.I. 7:00-10:00 p.m. 8 weeks

ENGINEERING

BASIC HYDRAULICS 102.00
To introduce or upgrade basic hydraulic principles to those in the technical field. Topics covered include theory, components of a system, symbols related to hydraulic drawings and troubleshooting. No previous knowledge of fluid power required.
Thurs. V.V.I. 7:00-10:00 p.m. 13 weeks

HEATING, VENTILATING AND AIR CONDITIONING 102.00
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 78.00
A basic course to introduce students to various machines in the machine shop such as the lathe, shaper, drilling machines and grinders. This hands-on course introduces the various machine operations through the manufacture of simple projects.
Tues. Van. Tech. 7:00-10:00 p.m. 10 weeks

MACHINIST T.Q. REFRESHER 156.00
This course is intended to assist qualifying machinists in preparing to write the Provincial Tradesman Qualification Examinations.
Mon. & Wed. V.V.I. 7:00-10:00 p.m. 10 weeks

FILM, T.V. AND THEATRE

INTRODUCTION TO SCENIC CARPENTRY IN FILM, T.V. AND STAGE 39.00
This introductory course is designed to provide an overview to the skills and knowledge required for scenic carpentry. Topics will include basic concepts, script breakdowns, scenic construction, tools and common materials, and a discussion of the various opportunities in the industry. (I. Belcher)
Tues. V.V.I. 7:00-9:30 p.m. 6 weeks

INTRODUCTION TO CRAFTS IN FILM, T.V., AND STAGE 78.00
This introductory course will examine the skills required to perform various jobs in the film, T.V., and theatre industry. Areas that will be discussed include props, carpentry, painting, costumes, graphic design, staging and special effects. Students will be advised as to the skills, training, and experience that is necessary for career opportunity. (I. Belcher)
Wed. V.V.I. 7:00-10:00 p.m. 10 weeks

INTRODUCTION TO SCENIC PAINTING 65.00
This introductory course will provide a broad base of theoretical and practical knowledge in order to launch a career in Scenic Art. A thorough exploration of the materials and tools of Scenic Art as well as the techniques of using them will be included. Van Gray, Senior Scenic Artist of C.B.C. Vancouver will provide the instruction.
Mon. V.V.I. 7:00-9:30 p.m. 10 weeks

HAIRDRESSING

HAIRCUTTING — ELEMENTS OF DESIGN 120.00
For licenced hairdressers, examines by theory and practical applications the basic elements of design haircutting and finishing. Contemporary haircutting techniques are demonstrated. Included are selected graduations, selected layering, selection of design based on growth patterns, equipment based and finishing techniques. Class size is limited. Participants are required to provide their own models and equipment for the practical activities of this program.
Mon. & Wed. V.V.I. 6:30-9:30 p.m. 5 weeks
Mon. & Wed. (Mar. 4) V.V.I. 6:30-9:30 p.m. 5 weeks

PRODUCTS AND HAIR CHEMISTRY 100.00
Examines the relationship between products and hair; pH analysis; hair structure and the results of products on hair. All fully qualified members of the Hairdressers' Association of B.C. are eligible to enroll.
Tues. & Thurs. V.V.I. 6:30-9:30 p.m. 4 weeks

STYLING — CLASSIC DESIGN LINES 120.00
Examines by theory and practical applications the areas of directional setting design using pincurling and roller techniques, classic looks in short and long hair using traditional and contemporary techniques. All fully qualified members of the Hairdressers' Association of B.C. are eligible to enroll. Evaluations are made throughout the course.
Tues. & Thurs. (Feb. 26) V.V.I. 6:30-9:30 p.m. 5 weeks

MOTIVATION AND MARKETING = SALON SUCCESS 120.00
Improved marketing skills and client relations help build a better business. For beauty and hair professionals, this course examines by theory and practical application, the areas of customer relations, problem solving, appointment management and sales promotion.
Wed. (Jan. 30) V.V.I. 6:30-9:30 p.m. 10 weeks

MAKE-UP ARTISTRY FOR COSMETIC CONSULTANTS* 160.00
Designed to train cosmeticians, hairdressers, estheticians and people involved in the cosmetic industry to improve cosmetic sales, merchandising abilities as well as make-up application techniques. Students are required to provide some basic supplies.
Mon. & Wed. V.V.I. 6:30-9:30 p.m. 10 weeks

CREATIVE THEATRICAL MAKE-UP 125.00
For actors, models, and others interested in the media, this course enables students to upgrade various skills in applying theatrical make-up including application procedures for theatre and television situations. Students are required to provide their own supplies and will have completed a portfolio by the end of the course.
Tues. V.V.I. 6:00-10:00 p.m. 12 weeks

PERSONAL PRESENTATION TECHNIQUES FOR CAREER OPPORTUNITIES 125.00
For business women or those who wish to enter the workplace, this unique course provides skills in personal make-up application, hairstyling, wardrobe and colour coordination. Students are required to provide their own supplies and prepare a personal portfolio.
Mon. V.V.I. 6:00-10:00 p.m. 12 weeks

HEALTH

CHARTING AND LEGALITIES 20.00
Cover the legal requirements of charts and charting as well as specific issues such as confidentiality, consents and incident reports. Current charting methods and methods of assessing quality in patient records are discussed.
Sat. (Feb. 2) V.V.I. 9:00 a.m.-5:00 p.m. 1 day

COMMUNICATING EFFECTIVELY 32.00
For health workers who wish to improve communication skills. Client/patient and health worker relationships are covered using audio visual aids, role playing and discussions.
Thurs. V.V.I. 7:30-9:30 p.m. 6 weeks

DEALING WITH DIFFICULT PEOPLE — A WORKSHOP 30.00
For those who provide services to clients, patients or the general public. Learn skills for resolving conflicts and coping with difficult customers.
Sat. (Jan. 26) V.V.I. 9:00 a.m.-4:00 p.m. 1 day

EFFECTIVE MULTIDISCIPLINARY TEAMWORK IN LONG TERM CARE 20.00
For Long Term Care Professionals to explore concepts and practicalities to make a team function effectively, including purpose, scope, common problems, resolution, group dynamics, communication skills and planning.
Sat. (Feb. 9) V.V.I. 9:00 a.m.-4:00 p.m. 1 day

INTRODUCTION TO PSYCHIATRIC NURSING 33.00
For L.P.N.'s and other related nursing personnel, provides basic information relevant to human development, care-giver patient relationships and dynamic nursing care practices. Behaviour development, defense mechanisms, communication skills, common patient behaviour in the mentally ill adult and nursing interventions are reviewed.
Tues. Van. Tech. 7:00-9:30 p.m. 5 weeks

MEDICAL OFFICE ASSISTANT REFRESHER 156.00
For those interested in returning to work as medical assistants, this course provides instruction in administrative and business aspects of a medical office. Topics include clinical procedures, routine tests, medical terminology and abbreviations, minor surgical assistance, bookkeeping, banking, billing, appointments and referrals.
Tues. & Thurs. Van. Tech. 7:15-9:45 p.m. 12 weeks

NURSING CARE OF THE SURGICAL PATIENT 39.00
For L.P.N.'s or related nursing personnel who care for patients undergoing surgery. It includes pre and post operative care, recent diagnostic procedures, total parenteral nutrition, specific nursing care of the patient undergoing gastric, biliary and intestinal surgery and discussions of possible post operative complications.
Wed. Van. Tech. 7:00-9:30 p.m. 6 weeks

SAFETY ORIENTED FIRST AID 35.00
An 8 hour workshop in cooperation with St. John's Ambulance. Successful participants are awarded a 3 year First Aid Certificate. Wear comfortable clothing, slacks for women.
Sat. (Jan. 26) V.V.I. 8:30 a.m.-5:00 p.m. 1 day

WORKING WITH THE ELDERLY: WORKSHOPS

1. CREATING A QUALITY ENVIRONMENT FOR THE INSTITUTIONALIZED ELDERLY 15.00
For personnel providing direct patient care. Learn to identify a patient's potential, promote independence through environmental stimuli and reduce learned helplessness.
Sat. (Feb. 2) V.V.I. 9:00 a.m.-12 noon 1 day

2. CREATIVE PROGRAMS TO PROMOTE MOBILITY IN THE INSTITUTIONALIZED ELDERLY 15.00
For personnel providing direct care in developing an activity program despite limited time, personnel, and materials. Topics include activities that provide sensory and physical stimulation.
Sat. (Feb. 2) V.V.I. 1:30-4:30 p.m. 1 day

LONG TERM CARE FACILITIES
Staff are available to plan and teach inservice classes to your staff at a time and location suitable for you.
Some examples of possible topics are: "Caring for the Diabetic Resident", "Lifting Techniques and Body Mechanics", "Planning Care", "Charting". Topics can be prepared at your request. Phone Continuing Education at V.V.I., 682-5844.

THE MANAGEMENT OF DISTURBED BEHAVIOUR 16.00
For those involved with patients or residents with disturbed or aggressive behaviour. Understanding the physiological and psychological causes of confusional states are stressed. New information on organic brain syndromes and therapies are discussed.
Sat. (Jan. 26) V.V.I. 9:00 a.m.-4:00 p.m. 1 day

LIVING WITH CHRONIC DISEASE 32.00
Staying whole while you fall apart at the seams. This course will cover theoretical and practical approaches for those with chronic disease who wish to stay WELL while dealing with major life challenges.
Tues. V.V.I. 7:00-9:00 p.m. 6 weeks

HOME IMPROVEMENT

HOUSE PLANNING AND DESIGN 91.00
For persons involved in new house construction, renovations and for the first time buyer. All phases of planning and construction are covered. No drafting skills are required.
Wed. Van. Tech. 6:30-10:00 p.m. 10 weeks

FINISHING YOUR BASEMENT 80.00
For the homeowner, provides practical instruction in planning, estimating and construction techniques needed to frame and finish basements.
Sat. Raymur/V.V.I. 9:00 a.m.-4:00 p.m. 5 weeks

RENOVATION DRAFTING* 117.00
Helps develop skills in general drafting techniques and a satisfactory level of comprehension of drawings and related trade skills. Participants will be able to develop drawings suitable for construction contracting or obtaining permits.
Sat. V.V.I. 9:00 a.m.-2:30 p.m. 9 weeks

PHOTOGRAPHY

BASIC PHOTOGRAPHY 1000* 90.00
Introduces students to the operation of a 35mm camera. Through lectures, workshops, field trips and critiques, you learn basic photographic principles and some black and white darkroom procedures. (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
Improves knowledge of camera operation, composition techniques and lighting concepts. Students will be introduced to basic studio lighting concepts including portraiture and still life. Prerequisite: "Basic Photography 1000" or equivalent. (10 weeks)
Mon. Focal Point 7:00-10:00 p.m. Miles
Tues. Focal Point 12:30-3:30 p.m. Sheldon
Tues. Focal Point 7:00-10:00 p.m. Sheldon

ADVANCED PHOTOGRAPHY 3000* 120.00
Through lectures, demonstrations, studio sessions, and field trips, students deal with a variety of challenging photographic situations. A problem solving approach is used in the photography of industrial, architectural, photojournalistic and various studio subjects. Prerequisite: "Intermediate Photography 2000" or equivalent. (10 weeks)
Wed. Focal Point 7:00-10:00 p.m. Otte

BASIC DARKROOM 1000* 95.00
Examines the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, and print finishing techniques. (10 weeks)
Thurs. Focal Point 7:00-10:00 p.m. Swinnard
Sat., Jan. 26 Focal Point 10:00 a.m.-1:00 p.m. Swinnard
Sat., Jan. 26 Focal Point 1:30-4:30 p.m. Swinnard

INTERMEDIATE DARKROOM 2000* 105.00
Emphasizes fine quality photographic printmaking through various techniques and individualized teacher working relationships. Bleaching and toning procedures are also covered. Students must have completed "Basic Darkroom 1000" or equivalent. (10 weeks)
Wed. Focal Point 7:00-10:00 p.m. LaBonte

PHOTO RETOUCHING* 95.00
For serious photographers and production artists who wish to restore, correct or enhance photographic prints. Students learn to modify black and white or colour photographs with the use of dyes or pigments. Students are required to purchase additional supplies. (10 weeks)
Thurs. V.V.I. 7:00-10:00 p.m. Leathem

ADVANCED PEOPLE AND STUDIO TECHNIQUES 3000* 120.00
Examines studio lighting using two or more lights and ratios, metering plus contrast control and qualities of light. People, both in and out of the studio, are the subjects. Posing the subject, editorial and advertising concepts are discussed. Prerequisite: "Intermediate Photography 2000" or equivalent. (10 weeks)
Thurs. Focal Point 7:00-10:00 p.m. LaBonte

COMMERCIAL PHOTOGRAPHY 3000* 100.00
Give practical experience in the field of commercial photography for advertising. You will be given assignments, guided by a professional art director and photographer. Topics include: working with clients, art directors and models, composing layouts, and getting the most out of photographic equipment and lighting. Prerequisite: "Intermediate Photography 2000" or equivalent. (R. Miles/G. Tsetsekas)
Sat., Feb. 2 Focal Point 10:00 a.m.-4:00 p.m. Lecture
Sun., Feb. 3 Focal Point TBA Workshop
Sat., Feb. 16 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

FASHION PHOTOGRAPHY 2000* 105.00
Introduces you to fashion photography in a 3 day workshop covering various styles, lighting techniques and a shooting session with a professional model. Photographer and model relationship are discussed. Prerequisite: "Basic Photography 1000" or equivalent. (T. Harvey)
Sat., Feb. 9 Focal Point 10:00 a.m.-4:00 p.m. Lecture
Sun., Feb. 10 Focal Point TBA Workshop
Sat., Feb. 23 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

FIGURE PHOTOGRAPHY 2000* 110.00
A 3 day workshop covering technical and practical aspects of photographing the nude human form. Topics include history and trends, selecting models, make-up, lighting and composition. You'll enjoy a shooting session with a model and then review and critique your work with the instructor. Prerequisite: "Basic Photography 1000" or equivalent. (T. Harvey)
Sat., Mar. 2 Focal Point 10:00 a.m.-4:00 p.m. Lecture
Sun., Mar. 3 Focal Point TBA Workshop
Sat., Mar. 16 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

4 x 5 VIEW CAMERA 2000* 85.00
Hands-on practice using the 4 x 5 view camera, introduces you to the various types and uses for view cameras in a variety of photographic situations. Prerequisite: "Basic Photography 1000" or equivalent. (G. Otte)
Sat., Feb. 16 Focal Point 10:00 a.m.-4:00 p.m. Lec/Demo
Sun., Feb. 17 Focal Point TBA Field Trip
Sat., Feb. 23 Focal Point 10:00 a.m.-4:00 p.m. Lec/Demo

CONTINUING EDUCATION KING EDWARD CAMPUS PHONE: 875-8200

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. 17, 1985.

REGISTER

(1) **IN PERSON** at: Continuing Education
King Edward Campus, 1155 E. Broadway
Mon.-Thurs., 9:00 a.m. to 8:00 p.m.; Fri., 9:00 a.m. to 3:00 p.m.
(2) **BY MAIL:** Using the Mail-In Registration on page 2.
Mail by Jan. 11, 1985.
(3) **BY PHONE:** Call 875-8200
Mon.-Thurs., 9:00 a.m. - 8:00 p.m.
Fri., 9:00 a.m. - 3:00 p.m. and charge your registration to your VISA.

ALL CLASSES START THE WEEK OF JAN. 21, and are held at KING EDWARD CAMPUS unless otherwise noted. Some classes are held at: QUANTUM RESEARCH, 4336 Dunbar St., Vancouver, and Vancouver Technical School, 2600 E. Broadway.

FOR MORE INFORMATION PHONE 875-8200

MON.-THURS., 9:00 a.m.-8:00 p.m.
FRI., 9:00 a.m.-3:00 p.m.

CANADIAN CITIZENSHIP

PREPARING FOR CANADIAN CITIZENSHIP 25.00
This course, IN ENGLISH ONLY, will help you prepare for your Citizenship Court hearing, and outline the privileges and duties to be a Canadian citizen. You must be a landed immigrant and be able to speak reasonably good English. 4 sessions.
Wed., Feb. 5 7:00 - 9:30 p.m. A. Carmichael

HAND TINTING PHOTOGRAPHS 1000* 45.00
2 day workshop exploring techniques of photo-tinting and colour theory. Including applications of various mediums to appropriate photographic papers. (K. Hawkes)
Sat., Jan. 26 V.V.I. 9:00 a.m.-4:00 p.m. 2 sessions
Feb. 2

HOW TO PHOTOGRAPH CHILDREN 2000 60.00
3 session workshop introducing students to the techniques used in photographing children, using a 35mm camera. Through lecture, demonstration, a field trip and a critique. You will learn basic photography of children in various situations using artificial and natural light. (S. Hayes)
Sat., Mar. 9 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Demo
Sun., Mar. 10 Focal Point 10:00 a.m.-4:00 p.m. Workshop
Sat., Mar. 23 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

MATTING AND FRAMING* 30.00
Through lecture and demonstration, learn the procedures for matting and framing artwork and the choice and quality of materials. (Mido Framers)
Tues. & Thurs. V.V.I./Mido 7:00-10:00 p.m. 2 days
Feb. 5 & 7 Framers

PHOTOJOURNALISM 2000* 85.00
How to use a photograph or a series of photographs to tell a story. Technical emphasis is on the ability to use photographic equipment and materials quickly, confidently and efficiently in all situations. Picture editing, legal and ethical questions, and working with the various media are discussed. (G. Otte)
Sat., Mar. 16 Focal Point 10:00 a.m.-4:00 p.m. Lecture
Sun., Mar. 17 Focal Point TBA Field Trip
Sat., Mar. 23 Focal Point TBA Lecture
Sat., Mar. 30 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

PORTFOLIO DESIGN 2000 40.00
This workshop will instruct students interested in commercial photography on the methods of selecting, packaging and presenting their work. Students are shown professional portfolios and are encouraged to bring in their own portfolios for critique. Prerequisite: "Basic Photography 1000" or equivalent. (G. Tsetsekas)
Sat., Mar. 30 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Workshop

PRINTING

INTRODUCTION TO GRAPHIC ARTS 52.00
This course will introduce the student to aspects of the printing industry.
Mon. V.V.I. 7:00-9:00 p.m. 10 weeks

PRODUCTION CONTROL TECHNIQUES & TERMINOLOGY 78.00
Areas covered are: basic technology, terminology, and procedures in graphic reproduction; docket writing and job planning; equipment specifications and selection of materials; production coordinating for printing.
Wed. V.V.I. 7:00-10:00 p.m. 10 weeks

PRINTING ESTIMATING 78.00
Covers job analysis, rules and procedures of estimating, selection and ordering of materials, tax laws and procedures of production control.
Thurs. V.V.I. 7:00-10:00 p.m. 10 weeks

FINANCIAL MANAGEMENT 78.00
How an accurate and efficient financial information system increases profits and assists management in decision making. Topics include: credit and collections, break even analysis, rates and data, financial statements, industry ratios, cash flows, income projections, fluctuating sales as well as common problem areas.
Tues. V.V.I. 7:00-10:00 p.m. 10 weeks

BILINGUAL CITIZENSHIP CLASSES

These classes prepare people with limited knowledge of English for Canadian Citizenship Examinations and provide an introduction to Canadian culture. We offer instruction in your own language and English. A helpful bilingual text is provided. Participants are encouraged to further their knowledge of English and are provided with information about suitable English Language Training classes at our King Edward Campus. The fee is 25.00 per course.

We have resources to offer Bilingual Citizenship classes in Chinese, Korean, Greek, Italian, Japanese, Punjabi, Spanish, Portuguese and other languages 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.
Frog Hollow Neighbourhood House, 2617 E. Broadway; 251-1225.

Italian: Frog Hollow Neighbourhood House, 2617 E. Broadway; 251-1225.
Italian Cultural Ctr., 3075 Slocan St., 430-3337.

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

Korean & Other Languages:
Continuing Education, King Edward Campus, 1155 E. Broadway, 875-8200

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.

HEARTSAVER - BABY I 15.00
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. and 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.

WELDING

BLUEPRINT READING AND LAYOUT FOR STEEL FABRICATORS 78.00
Learn how to read and understand structural steel drawings used in our industry. These topics will be covered: relationship of views, structural symbols and abbreviations, welding symbols, bill of material and title block and the making of plate and angle templates and on simple parallel line development.
Mon. & Wed. V.V.I. 6:30-9:30 p.m. 5 weeks

WELDING, COMBINED GAS AND ARC* 155.00
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.
Mon. & Wed. Van. Tech. 5:30-8:00 p.m. 10 weeks

OTHER

COASTAL NAVIGATION 55.00
For tugboat hands, fishing boat operators and workboat crews, to promote greater knowledge and safety in boat management and coastal cruising by developing skills in the use of nautical charts and understanding the Canadian buoyage system.
Wed. V.V.I. 7:00-10:00 p.m. 7 weeks

JEWELLERY MAKING AND SILVERSMITHING* 175.00
Explores career possibilities in the jewellery trade by providing basic skill training using traditional and contemporary materials. Students need good eyesight or corrected vision and to supply their own tools and materials. Skills for the production of simple tools and dies used for manufacturing will also be covered.
Mon. V.V.I. 9:00 a.m.-4:00 p.m. 13 weeks

A CULINARY TOUR FOR CHINESE FOOD ENTHUSIASTS 30.00
Cover the history and development of Chinese cooking, regional differences and how to order. The first class will be a seminar, the next three are held in Chinese restaurants with distinctly different cuisines. Restaurant expenses are extra — approx. \$9.00 per meal. (Ginger Chang)
Thurs., Feb. 7 V.V.I. 6:30-8:30 p.m. 4 weeks

WALKING TOUR OF CHINATOWN 35.00
This one-day class features a 2 hour morning lecture on the food and culture of China, morning pastries, a dim sum brunch and walking tour of the food shops. Food is included. (Ginger Chang)
Sat., Feb. 23 V.V.I. 10:00 a.m.-4:00 p.m. 1 day

BEGINNERS' MANDARIN FOR BUSINESS PEOPLE 104.00
Intended for business people, travellers and others who wish to study in a downtown location, this course is an introduction to the language using a simple, step-by-step method. Topics will include phonetics and tones, sentence structures, character writing and calligraphy, grammar and vocabulary expansion. Students will need to bring a cassette recorder.
Mon. & Wed. V.V.I. 6:00-8:00 p.m. 10 weeks
Sat. V.V.I. 9:00 a.m.-12:30 p.m. 11 weeks</

CONTINUING EDUCATION KING EDWARD CAMPUS PHONE: 875-8200

BASIC II** 28.00
An 8-hour course primarily for those in critical care and a prerequisite to the C.P.R. Instructor course. Same content as Basic I with the additional requirement of a one and two person recorded tape on the manikin allowing for 10% error. Practical and written exam. Pre-reading material provided.
Mon. & Wed. Jan. 21 & 23 6:00-10:00 p.m.
Tues. & Thurs. Feb. 12 & 14 6:00-10:00 p.m.
Tues. & Thurs. Mar. 5 & 7 6:00-10:00 p.m.

SURVIVAL FIRST-AID/HEARTSAVER** 35.00
A 6-hour program designed by the Workers' Compensation Board. Course content as for the Heartsaver. The participant will also learn how to handle major bleeding, unconscious obstructed airway, the person with distressed breathing and how to lift and carry an injured person. Survival First-Aid certificate from W.C.B. and Heartsaver certificate from the Emergency Health Services issued upon successful completion.
Sat. Feb. 16 9:00 a.m.-4:00 p.m.
Sat. Mar. 16 9:00 a.m.-4:00 p.m.

LIVING AND WORKING WITH YOUNG CHILDREN

A series of workshops and classes for people who need to know more about children. Suitable for Daycare Givers, Parents, Workers in Childcare programs, etc.

SCIENCE IN A BUCKET! 20.00
Help children to learn about the world around them; how things grow; how things work. This exciting workshop gives you buckets full of ideas for simple, scientific experiments and projects for preschoolers. 1 session.
Sat., Feb. 16 9:00 a.m.-12 noon G. Bartnik

TOT-A-MATHICS I 20.00
Introducing basic mathematical concepts to preschoolers through the use of games, songs and manipulative activities. Many ideas from **Work Jobs and Math Their Way** included. 1 session.
Sat., Jan. 26 9:00 a.m.-12 noon G. Bartnik

TOT-A-MATHICS II 20.00
By popular request, a follow-up course to Tot-A-Mathics I. In this session new concepts are introduced. 1 session.
Sat., Mar. 16 9:00 a.m.-12 noon G. Bartnik

FUN WITH PAINT, CLAY AND CRAFTS 20.00
Everything you wanted to know about children's art activities. Lots of ideas, recipes and projects for busy minds and hands! 1 session.
Please note course location: Kits Area Childcare Centre, 2041 W. 6th Ave., Vancouver.
Tues., Feb. 12 7:00-10:00 p.m. K. Tamm / B. Stanlow

KNOWING AND ENJOYING YOUR BABY: The Baby Class 45.00
For parents with babies 0-14 months) Get your baby off to a great start! Explore milestones of your baby's development, toys and play ideas for infants, individual differences and temperaments, how you and your baby interact with each other ... and more! Bring baby with you to this delightful program. 6 sessions. Call instructor at 731-9060 for more information.
Wed., Jan. 23 8:00-10:00 p.m. V. Henson

LET'S MAKE MUSIC 20.00
A medley of songs, finger games, music games, and home made instruments for fun. This fascinating workshop shows you how, with activities, resources, and lots of ideas.
Sat., Feb. 2 9:00 a.m.-12 noon S. Julien

AN INTRODUCTION TO WORKING WITH SPECIAL NEEDS CHILDREN 20.00
This program, also offered last term, will be of interest to family daycare givers, foster parents, child care workers and others involved with special needs children. Topics will include "what is special", some appropriate play activities, and dealing with the major challenges of working with these children. 1 session.
Sat., Feb. 23 9:00 a.m.-12 noon R. Anne & J. Pardy

AN INTRODUCTION TO INTEGRATION: THE SPECIAL CHILD IN THE TYPICAL DAYCARE OR PRESCHOOL 20.00
This session is intended for daycare and preschool workers as well as for parents. Topics will include: rationales for integration, first steps in the integration process, useful skills for adults, and ways to maximize positive interactions between handicapped and non-handicapped children. 1 session.
Sat., Mar. 23 9:00 a.m.-12 noon R. Anne & J. Pardy

TALKING TO CHILDREN: ADULT/CHILD COMMUNICATION AND SELF-ESTEEM 20.00
Building a child's self-esteem is the responsibility of all adults who live or work with children. This workshop will help you to examine your own communication patterns and how they affect the self-esteem of others. You will practice techniques to enhance your own self-esteem as well as learning how to build a positive self-image in children. 1 session.
Sat., Mar. 2 9:00 a.m.-12 noon M. MacKenzie

PLAYWORKS: THE ART OF PLAYING WITH CHILDREN 35.00
To a child, play is work. It's how he makes sense of his world. Come and learn the hows and whys of play, and how you can help your child learn through play. 3 sessions.
Tues., Jan. 22 8:00-10:00 p.m. Jane Hewes

CHILD SEXUAL ABUSE 15.00
A workshop for caregivers, foster parents and parents on the recognition and prevention of sexual abuse of children. There will be time for discussion. Materials will be provided.
Sat., Feb. 9 9:30 - 11:30 a.m. S. Burrows

SAVE 10.00 - ENROLL IN 3 OR MORE OF THE ABOVE WORKSHOPS/COURSES - SAVE 10.00!
SAVE 5.00 - TWO WORKSHOPS/COURSES - SAVE 5.00

CERTIFICATE PROGRAMS

COMMUNITY BASED SOCIAL SERVICES CERTIFICATE PROGRAM 360.00
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 be interested in formal upgrading. 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 begins Sept. 17, 1985. For more information call 875-8200. Applications are now being accepted.

NATIVE INDIAN FAMILY SUPPORT WORKER PROGRAM
A full-time program, open to Native and Non-native men and women, designed to provide the community with trained personnel with 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.
COURSE DURATION: 8 months. Start date Jan. 14.
To apply for this course obtain brochure and application form from: Continuing Education
Vancouver Community College
Room 4020, 1155 E. Broadway
Vancouver, B.C. V5T 4N5

You must also contact your local Canada Employment Centre for sponsorship to these courses. Eligibility will be determined by your CEIC counsellor. Selection will be by interview at Vancouver Community College. Tuition fees and a training allowance will be paid by Employment and Immigration Canada.
FOR INFORMATION ABOUT THE ABOVE FULLTIME VOCATIONAL PROGRAM, CALL JILL TYNDALE AT 875-8200, LOCAL 763.

BUSINESS TRAINING

TYPING FOR BEGINNERS 42.00
This basic course is intended to introduce students to the operation of touch typing with accuracy and confidence.
Mon. Van. Tech. 7:00-9:00 p.m. 8 weeks

TYPING REFRESHER AND OFFICE PRACTICE 63.00
This course is intended to help the student increase typing speed with accuracy through drills and timings. It will also serve as a refresher course for all office practice. Prerequisite: 15 w.p.m. typing speed.
Tues. Van. Tech. 7:00-10:00 p.m. 8 weeks

KEYBOARDING 42.00
Interested in learning how to use the computer keyboard more effectively? This concentrated course will develop the proper touch method technique for improved efficiency and speed on the alphanumeric keyboard as well as 10-key numeric pad.
Wed. Van. Tech. 7:00-9:00 p.m. 8 weeks

INTRODUCTION TO MEDICAL TERMINOLOGY 130.00
This introductory course will examine basic medical language for clerical use in any health related field. Topics will include elementary anatomy and physiology of body systems plus symptomatic and diagnostic terms. No typing skills are required. (Mrs. N. Rogers)
Mon. & Wed. Van. Tech. 6:00-8:00 p.m. 8 weeks

STARTING AND OPERATING A FAMILY DAYCARE 45.00
This course covers the business aspect of family daycare (licensing procedures, budgeting, tax planning, etc.) and how to organize the day (play and art activities, guiding and caring for children) and much more. A certificate will be awarded to those who successfully complete the course. 4 evening and 2 Sat. sessions.
Mon., Jan. 21 7:00-9:30 p.m.
Sat., Jan. 26 9:30 a.m.-2:30 p.m.
Mon., Jan. 28 7:00-9:30 p.m.
Mon., Feb. 4 7:00-9:30 p.m.
Sat., Feb. 9 9:30 a.m.-2:30 p.m.
Mon., Feb. 11 7:00-9:30 p.m. R. Anslow & K. Brandolini

LET'S MAKE MUSIC 20.00
A medley of songs, finger games, music games, and home made instruments for fun. This fascinating workshop shows you how, with activities, resources, and lots of ideas.
Sat., Feb. 2 9:00 a.m.-12 noon S. Julien

AN INTRODUCTION TO WORKING WITH SPECIAL NEEDS CHILDREN 20.00
This program, also offered last term, will be of interest to family daycare givers, foster parents, child care workers and others involved with special needs children. Topics will include "what is special", some appropriate play activities, and dealing with the major challenges of working with these children. 1 session.
Sat., Feb. 23 9:00 a.m.-12 noon R. Anne & J. Pardy

AN INTRODUCTION TO INTEGRATION: THE SPECIAL CHILD IN THE TYPICAL DAYCARE OR PRESCHOOL 20.00
This session is intended for daycare and preschool workers as well as for parents. Topics will include: rationales for integration, first steps in the integration process, useful skills for adults, and ways to maximize positive interactions between handicapped and non-handicapped children. 1 session.
Sat., Mar. 23 9:00 a.m.-12 noon R. Anne & J. Pardy

TALKING TO CHILDREN: ADULT/CHILD COMMUNICATION AND SELF-ESTEEM 20.00
Building a child's self-esteem is the responsibility of all adults who live or work with children. This workshop will help you to examine your own communication patterns and how they affect the self-esteem of others. You will practice techniques to enhance your own self-esteem as well as learning how to build a positive self-image in children. 1 session.
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SAVE 10.00 - ENROLL IN 3 OR MORE OF THE ABOVE WORKSHOPS/COURSES - SAVE 10.00!
SAVE 5.00 - TWO WORKSHOPS/COURSES - SAVE 5.00

CAREER AWARENESS PROGRAM 60.00/mo.
A four-month full-time program designed for adults with a mental handicap 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. This program is offered at the V.V.I. Campus. For more information call 682-5844, Local 253, 16 weeks.
Mon.-Fri. 9:00 a.m.-4:00 p.m.

FITNESS TRAINING FOR PARENTS AND PROFESSIONALS 14.00
Designed for parents and professionals planning fitness programs who want to understand the specific needs of adults with a mental handicap. It teaches 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 Mar. 12 7:00 p.m.-9:30 p.m. KEC

NATURAL HISTORY

TROPICAL ANIMALS 42.00
Warm up your winter! Learn the natural history of tropical fish, amphibians, reptiles and birds while walking through the Amazon jungle and swimming in the coral seas of the Vancouver Aquarium. Three illustrated lectures and two tours are planned.
Wed., Feb. 13, 20 & 27 7:00-9:00 p.m.
& 2 weekend mornings.

VANCOUVER GEOLOGY 18.00
Volcanoes in your back yard, 200 million year-old rocks underfoot at the beach. Here is a great opportunity to become familiar with rock types, their formation and the geological processes which have effected Vancouver's landscape. This 6-hour lecture-field study day ends with you atop Burnaby Mountain, geological map in hand and understanding the past lives of local mountains and valleys! 1 session.
Sat., Mar. 16 9:00 a.m.-3:00 p.m.

VANCOUVER'S FORESTS 12.00
Learn about the life of a coastal forest on a guided walk through Lighthouse Park in West Vancouver. Tree identification, uses by man, forest ecology and the natural history of forest animals are featured. 1 session.
Sun. Mar. 1 9:00 a.m.-1:00 p.m.

VANCOUVER'S WINTER WATERFOWL 12.00
B.C.'s coast is part of the Pacific Coast flyway and it is on this flyway that thousands of birds travel and rest on their migration between their northern breeding grounds and southern wintering areas. Tour the wetlands of Reifel Waterfowl Refuge, learn about the general ecology of the area and the lives of the geese and ducks which overwinter here. Bring your camera! 1 session.
Sat., Feb. 16 9:00 a.m.-1:00 p.m.

SEASHORE ANIMALS 12.00
The northeast Pacific is one of the ocean's richest areas. B.C.'s 27,200 km's of varied coastline and nutrient-rich water provides home for over 1,600 types of invertebrates, hundreds of seaweeds and 400 species of fish. Learn their biological secrets during a 4-hour session in the Vancouver Aquarium's living laboratory. 1 session.
Sat., Feb. 23 9:00 a.m.-1:00 p.m.

WINTER ECOLOGY OF B.C. WATERBIRDS 42.00
An abundant population of waterbirds are attracted to B.C.'s mild winter climate and productive coastal waters. Study general bird biology and identification and the especially interesting adaptations and ecology of our marine species during this extensively illustrated lecture - field study course.
Mon., Jan. 28 & Feb. 4, 11 8:00-10:00 p.m.
& 2 half-day weekend field trips.

NATURE IN WINTER 54.00
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) are conducted on cross-country skis.
Thurs., Jan. 31 & Feb. 7, 14 8:00-10:00 p.m.
& 1 day and 1/2 day field trips on weekends.

WHALES, EAGLES AND TOTEMS 315.00
Killer whales, spawning salmon, soaring eagles and tall-tree forests, combine with the rich Kwagwilt Indian culture for a super tour. Join us on a three-day natural history and anthropology trip to northern Vancouver Island. Orientation lecture precedes trip.
Wed., Aug. 14 8:00-10:00 p.m.
Aug. 31-Sept. 2 Depart Aug. 30

GULF ISLANDS NATURAL HISTORY CRUISE 50.00
Observe, from a chartered vessel, thousands of birds and other marine life which congregate in the Gulf Islands at the peak of herring spawning. A fabulous opportunity to photograph and study a unique event on our coast. 2 sessions.
Thurs., Feb. 21 8:00-10:00 p.m.
Sat., Mar. 2 All Day

UCLUELET NATURAL HISTORY WEEKEND 95.00
Join KEC's ecology classes for a West Coast experience featuring intertidal exploration, rain forest walks and sand dune ecology. See colourful marine life, coastal birds and migrating gray whales. Fee includes food, transportation, and accommodation. Enrollment is limited. P.J. Ballin, J. Funk, and Natural History Instructors.
Apr. 5-7

NATURAL HISTORY TOUR OF MEXICO 1190.00 & 436.00 Return
Western Mexico is an area of tremendous bird diversity. Here, our familiar species meet the rich bird fauna of the New World tropics in a wide variety of habitats that extend from the beaches of Mazatlan and coastal jungles up to the highland pine-oak forests. See over 250 species of birds on this ten-day trip, including blue-footed boobies, roseate spoonbills, common pottos, russet-crowned motmots, elegant trogons and tufted jays. Two lectures precede trip. Information and bookings: Great Expeditions: 734-4948.

NATURAL HISTORY TOUR OF THE HIGH ARCTIC T.B.A.
The High Arctic of Canada is a desert, with almost the same precipitation as the Sahara. We will travel to within 500 miles of the North Pole and spend a week at the most northerly lake in the world. During July, the sun never sets, wildflowers burst into bloom and birds are nesting. We will take many walks to enjoy the fantastic scenery and fly over glaciers, fjords, barren lands and mountains with stops at a few sights along the way. Information and bookings: Great Expeditions: 734-4948.
July 8-20, 1985

INSTRUMENTAL MUSIC

BRASS: BEGINNERS (An Introduction) 32.00
Topics to be covered are: correct breathing, articulation, tone production and proper maintenance of your instrument. Bring your instrument (large instruments available). 10 sessions.
Thurs. 7:00-8:00 p.m. T. Greene

CLARINET: BEGINNERS 32.00
Learn the assembly and maintenance of the instrument; proper embouchure techniques, and basic playing skills. 10 sessions.
Mon. 6:00-7:00 p.m. J. Nolan

CLARINET: INTERMEDIATE 32.00
Further development of playing skills, with emphasis on ensemble playing. 10 sessions.
Mon. 7:00-8:00 p.m. J. Nolan

FLUTE 1 32.00
Offers an introduction to tone production, notation, and basic playing skills, involving some ensemble work. Bring your flute. 10 sessions.
Tues. 6:00-7:00 p.m. F. Cory

FLUTE 2 32.00
Further development for those who have completed Flute 1, or can play up to two octaves. Some ensemble work. Bring your flute. 10 sessions.
Tues. 7:00-8:00 p.m. F. Cory

FLUTE 3 32.00
For players wishing to concentrate on improving their reading skills, practice habits, and general musicality, through discussion and duet playing. Prerequisite: Flute 2, or a good knowledge of your instrument. 10 sessions.
Tues. 8:00-9:00 p.m. F. Cory

GUITAR: BEGINNERS 1 60.00
Basic theory and note-reading with chording and accompaniment styles for contemporary folk songs. Both plectrum and finger styles are used. Bring your guitar and a music stand. Held at Langara Campus, 100 W. 49th Ave. 10 sessions.
Tues. 6:00-8:00 p.m. J. Ainsworth

GUITAR: BEGINNERS 2 60.00
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 guitar and a music stand. Held at Langara Campus, 100 W. 49th Ave. 10 sessions.
Tues. 8:00-10:00 p.m. J. Ainsworth

GUITAR: FOLKSTYLES 60.00
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 groups. Bring your guitar and a music stand. Held at Langara Campus, 100 W. 49th Ave. 10 sessions.
Thurs. 6:00-8:00 p.m. J. Ainsworth

GUITAR: CHORD MELDY TECHNIQUES 60.00
The first step in being able to do 'instant' arrangements based on a simple melody line. The principles of chord melody, and substitutions will be applied to a limited number of songs so the student experiences the process leading to a final arrangement. Students should be familiar with the musical staff and have some knowledge of bar chords. Held at Langara Campus, 100 W. 49th Ave. 10 sessions.
Thurs. 8:00-10:00 p.m. J. Ainsworth

GUITAR: JAZZ-ROCK IMPROVISATION 32.00
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. 8:00-9:00 p.m. D. Jahnke

GUITAR: JAZZ-ROCK IMPROVISATION - ADVANCING 32.00
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. 9:00-10:00 p.m. D. Jahnke

RECORDER: BEGINNER 43.00
Would you like to play an instrument that is: beautiful in tone, versatile and easy to learn. Come to this introductory course in the recorder. No previous musical experience is required; the basics of reading music are introduced along with the techniques of playing. Mary Ann Franson, a past President of the B.C. Recorder Society, and long time instructor, emphasizes immediate use of lesson material for enjoyment in ensemble music-making. Bring a soprano, alto, or tenor recorder to the first class. Text: Hugh Orr, Basic Recorder Technique for your size of recorder. 10 sessions.
Mon. 8:00-9:00 p.m. M.A. Franson

RECORDER: INTERMEDIATE 43.00
Techniques and ensemble playing using primarily Renaissance literature. Students should be familiar with all the notes within two octaves of the soprano, alto, or tenor recorder. 10 sessions.
Mon. 7:00-8:00 p.m. M.A. Franson

SAXOPHONE: BEGINNERS (No Experience Needed) 32.00
For students who want to start playing or have very little background on the instrument. Learn proper holding, breathing, tone, and basic playing skills. 10 sessions.
Wed. 7:00-8:00 p.m. W. Diggins

SAXOPHONE: 2 32.00
Brush up or improve your reading ability. Also some lines and riffs will be analysed for playing and jamming in rock, blues, and jazz idioms. The class is a continuation of Saxophone beginners however students with some background will be accepted without that prerequisite. 10 sessions.
Wed. 8:00-9:00 p.m. W. Diggins

VOCAL COACHING 110.00
Group and private lessons are combined. Techniques to develop strength, extension of range and vocal ease in performance. Admission with instructor's approval. 10 sessions.
Mon. 6:00-8:00 p.m. J. Newman
Wed. 6:00-8:00 p.m. C. Brauner

VOCAL PRODUCTION 33.00
Basic singing techniques with emphasis on breathing, support, resonance, and tone quality. An ideal course for those who sing in a Church or community choir. 10 sessions.
Thurs. 5:45-6:45 p.m. M. Gronsdal

VOCAL PRODUCTION: ADVANCED 33.00
A follow-up for those who have taken Vocal Production, or those with some experience who wish to keep their voice in shape. You receive weekly physical, vocal, and tuning exercises. 10 sessions.
Thurs. 6:45-7:45 p.m. M. Gronsdal

VOCAL SONG: ROUNDS AND CANONS FOR BEGINNERS 33.00
10 sessions.
Tues. 7:00-8:00 p.m. M. Gronsdal

EXPRESSIVE VOICE: ADULTS 40.00
Group workout for those who have a skimpy musical background, or are nervous and shy in speech habits. An opportunity for those simply curious about how voices behave. 10 sessions.
Sat. 10:00-11:00 a.m. J. Newman

EXPRESSIVE VOICE: CHILDREN 40.00
Group workout to develop clarity and vitality in vocal expression. Recommended for shy or overly excitable children. Both singing and speech are covered. 10 sessions.
Sat. 9:00-10:00 a.m. J. Newman

FOR TENORS ONLY: VOCAL COACHING 110.00
See Vocal Coaching. Emphasis on the development of upper register with supported tonal strength. Useful for choral singers and light 'baritones' who suspect they may be tenors. 10 sessions.
Wed. 7:00-9:00 p.m. J. Newman

PIANO

CLASS JAZZ PIANO 50.00
Class instruction on individual pianos. A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music are emphasized. Instructor will place students in appropriate class. Enrollment limited to 8 per class. 10 sessions.
Wed. 6:00-7:00 p.m. K. Kidd
Wed. 7:00-8:00 p.m. K. Kidd

PIANO 1 FOR BEGINNERS 44.00
Class instruction on individual pianos. Learn notation, basic playing skills, and chording techniques. Students must have access to piano for home practice. Enrollment limited to 8 per class. In the event of insufficient enrollment some classes may be combined. Seniors discount not available. 10 sessions.
Tues. 6:00-7:00 p.m. C. Gronsdal
Thurs. 6:00-7:00 p.m. A. Greene

PIANO 2 54.00
Further instruction in reading, playing skills and chording techniques. Students must have access to a piano for home practice. In the event of insufficient enrollment some classes may be combined. Enrollment limited to 8 per class. Seniors discount not available. 10 sessions.
Tues. 7:00-8:00 p.m. C. Gronsdal
Thurs. 7:00-8:00 p.m. A. Greene
Sat. 11:00 a.m.-12:00 noon A. Greene

PIANO 3 110.00
Further instruction in playing skills. The course is taught in a class situation with smaller enrollment enabling more individual attention to students. 10 sessions.
Tues. 8:00-9:00 p.m. C. Gronsdal

ENSEMBLE CLASSES

KING EDWARD COMMUNITY STAGE BAND 35.00
Open to all amateur wind, brass, and percussion players. The repertoire will be drawn from standard and 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

WOMEN'S JAZZ CHOIR 45.00
Open to female vocalists interested in popular music. Material is from Broadway musicals, the 'pops', and Jazz styles. Some choral experience is preferred. Come prepared to do a small audition (for placement only). A rhythm section is also needed; Piano, Bass, and Drums (preference given to female performers). 10 sessions.
Tues. 8:00-10:00 p.m. T. Greene

COMMERCIAL MUSIC

MELODY AND SONG WRITING 70.00
A study of song and jingle writing for radio and television. Emphasis is placed on song and jingle form, key modulation, chord construction and progression, lead sheets and the harmonization of melody and bass lines. This course will be of great interest to those who have a general knowledge of music rudiments. 12 sessions.
Tues. 6:00-8:00 p.m. G. Lindberg

THE MUSIC BUSINESS 70.00
This course will be a detailed study of the machinery and career opportunities in the music industry. Topics examined include record companies, contracts, performing rights, marketing, publishing, copyrights, royalties, agents, the 'do's and don't's', radio demographics and how to get your song on the radio. Those wishing to pursue a career in the music industry will find this course of value. 12 sessions.
Tues. 8:00-10:00 p.m. G. Lindberg

PRODUCING A RECORD 165.00
An in-depth look into the music production business — acoustics, microphones and tapes, multi-track recording, recording sessions writing, overdubs, mixdown, recording mastering and pressing, song-writing, producing and music law. 8 sessions.
Thurs. 8:00-11:00 p.m. G. Lindberg

APPRECIATION AND THEORY

CLASSICAL MUSIC FOR THE INTIMIDATED 35.00
Love Pachelbel's Canon? Hate Arnold Schoenberg? This course is for those who know some classical music, want to hear more, but don't know where to start. You develop a music vocabulary, define personal likes and dislikes, and acquire the resources to explore the world of classical music without trepidation. Each session includes information, discussion, and listening. Of particular interest to those interested in building a record library. Starts Feb. 2nd. 3 sessions.
Sat. 9:00 a.m.-12:00 noon E. Buriak

JAZZ HISTORY AND APPRECIATION 35.00
Through listening sessions and lectures, you study the growth of jazz from its origins to the present day. The course introduces the prominent performers, writers, and recordings of the idiom. 10 sessions.
Tues. 7:00-8:00 p.m. A. Matheson

JAZZ IMPROVISATION 60.00
An in-depth study of the relationship between scales and chords, utilizing the jazz 'orthodox' approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution. 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

LAYMENS' INTRODUCTION TO THE OPERA 35.00
Or: 'It Ain't Over 'Till the Fat Lady Sings'. Music Appreciation for people who want to know more about opera, but are intimidated by its mystique. The history of opera is covered, with regard to social and geographical influences. The theatrical staging of an opera is discussed, as well as pointers in what the opera audience look for, apart from the obvious. Examples of operatic music will be played and during the course, a popular example of the genre will be analyzed and discussed. 10 sessions.
Thurs. 9:00-10:00 p.m. A. Greene

KODALY - SOLFEGE 35.00
For beginners in aural perception through vocal musicianship, according to the concept of Zoltan Kodaly. Basic melodic and harmonic function in pentatonic and diatonic modes through the use of relative sol-fa. Sight singing and dictation are included. 10 sessions.
Mon. 6:00-7:00 p.m. M. Cuthbertson

MUSIC APPRECIATION 60.00
Novice listeners of classical music feel overwhelmed by the variety, and puzzled by the meanings that underlie the beauty of the 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. 8:00-10:00 p.m. N. Stanfield
Mon. (Langara Campus) 8:00-10:00 p.m. N. Stanfield

MUSIC THEORY 60.00
Open to musicians and non-musicians alike. This course covers the 'basic' materials of music theory including the fundamentals of rhythm, intervals, chords, and transposition. Students should be able to read at least one clef. 10 sessions.
Tues. 8:00-10:00 p.m. T. Greene

NOTE READING AND BASIC MUSICIANSHIP 32.00
Introduction to notation, keys and time signatures, with drills in sight-reading, using the voice as a common instrument. A valuable course for choral singers.

COMPUTER SKILLS TRAINING

AT VANCOUVER VOCATIONAL INSTITUTE

For the following computer courses held through V.V.I., you may PRE-REGISTER starting Jan. 2nd from 10:00 a.m. to 8:00 p.m. Mon. through Thurs., 10:00 a.m. to 4:00 p.m. on Fri. and from 9:00 a.m. to 3:00 p.m. on Sat. in the Continuing Education Office at V.V.I., 250 West Pender St. or on the first night of classes if space permits. Sat. classes will begin Jan. 19th, all other classes will begin the week of Jan. 21st. For further information on these V.V.I. courses, please phone 682-5844.

COMPUTER APPLICATIONS FOR PERSONAL USE

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

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

COMPUTER PROGRAM FLOWCHARTING

For all computer users, this introductory course provides the user with a tool to organize the logic of any computer program in an orderly fashion. Modular and structured flowcharting are covered.

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

INTRODUCTION TO COMPUTERS

Provides an introduction to computer and data processing for general education and business. The course explains how computers operate and how they are used in business and industry.

Tues. Van. Tech. 7:00-9:00 p.m. 10 weeks

INTRODUCTION TO PROGRAMMING USING "BASIC"

A simple computer language, which is the most widely used language on microcomputers. Students learn what a computer is, what it can do and produce working programs for elementary business applications. Classroom instruction is combined with "hands-on" experience. Students are assigned individual terminals.

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

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

Sat. V.V.I. 9:00-12:00 noon 8 weeks

Sat. V.V.I. 1:00-4:00 p.m. 8 weeks

INTRODUCTION TO PROGRAMMING USING "PASCAL"

You learn what a computer is, what it can do and produce working programs for elementary business applications. Classroom instruction is combined with "hands-on" experience. Students are assigned individual terminals.

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

ADVANCED PROGRAMMING USING "BASIC"

Emphasis is on more complex use of BASIC commands and statements through the development of an accounts receivable system. Files are created and reports are produced. Students must have a working knowledge of the BASIC language.

Sat. V.V.I. 9:00 a.m.-12 noon 8 weeks

COMPUTER CONCEPTS

Learn the fundamentals of computing through an easy-to-use software package. Rudimentary word processing provides the vehicle for learning and doing the basic computer operations; input, storage, processing and output, providing a good grasp of what the computer is doing while "processing words". Programming not taught or required.

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

AT KING EDWARD CAMPUS

For the following courses you pre-register by Jan. 18, 1985 at King Edward Campus, 1155 East Broadway.

9:00 a.m. to 8:00 p.m., Mon. to Thurs. and 9:00 a.m. to 3:00 p.m. on Fri. 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 Jan. 21, 1985 unless otherwise noted. For further information on these K.E.C. courses, please phone 875-8200.

COMPUTER GRAPHICS - USING "GRAPHIT"

Designed to develop skills in the area of graphic production of materials through command processes, on-line storage, and hard copy production. You will develop projects through this hands-on approach suitable for display or portfolio use. Students should have a background in graphic design through training or work experience. 20 hours (6 sessions at 3 hours; 1 session at 2 hours) Times and dates to be announced.

INTRODUCTION TO COMPUTERS, A PERSONAL COMPUTING APPROACH

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

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

COMPUTERS AT WORK, A SMALL BUSINESS APPROACH

Learn to use a business microcomputer effectively. You need no experience to start with word processing, electronic filing, data entry and electronic spreadsheets.

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

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

INTRODUCTION TO THE COMMODORE 64

Find out some of the things your Commodore 64 can do for you. Topics range from the Background of Computers, Operating Systems, Word Processing, Spreadsheets, BASIC Programming, Database Management.

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

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

CP/M (Control Program for Microcomputers)

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

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

COMPUTERS IN ACCOUNTING

The world of accounting is becoming computerized. The course covers conceptual aspects as well as practical exposure to the use of computers and software packages, such as Super Calc.

Thurs. K.E.C.** 7:00-8:30 p.m. 6 sessions

WORD PROCESSING

A hands-on-micro-computer based course designed for those who wish to learn the skills and in the process grasp basic computer ideas. Limited to nine persons, one student per computer. Magic Wand will be the software package used.

Mon. K.E.C.** 3:00-5:00 p.m. 8 sessions

Tues. K.E.C.** 3:00-5:00 p.m. 8 sessions

Thurs. K.E.C.** 3:00-5:00 p.m. 8 sessions

INTRODUCTION TO "BASIC" LANGUAGE PROGRAMMING

This course takes 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.

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

ADVANCED "BASIC" PROGRAMMING

For people with programming experience. These workshops enable you to add structure and clarity thus improving programming skills. You learn approaches to problem solving as well as programming STYLE, to tackle large programming tasks with confidence.

Mon. K.E.C.* 8:30-10:30 p.m. 8 sessions

DEVELOPING KEYBOARD SKILLS, COMPUTER BASED INSTRUCTION

This course is instructed by the computer at your pace. 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 assigned at registration

K.E.C.** 20 hours

MICRO SOFT "BASIC" LANGUAGE PROGRAMMING, COMPUTER BASED INSTRUCTION

An intensive course in "Basic" programming. This "hands-on" approach 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 assigned at registration

K.E.C.** 20 hours

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

Our Computer Study Centre has time available on a rental basis. State-of-the-art computer and a range of software including Word Processing, "Magic Wand" and Accounting. "Super Calc" for 5.00 per hour. Please call 875-8200, local 217 for more information.

K.E.C.

AT QUANTUM RESEARCH

For the following courses held at QUANTUM RESEARCH, 4336 Dunbar St., you register at K.E.C., 1155 E. Broadway, 9:00 a.m. to 8:00 p.m. Mon. to Thurs., and 9:00 a.m. to 3:00 p.m. on Fri. These courses are a cooperative venture between V.C.C. Continuing Education and Quantum Research, an established computer consulting and research company. The courses feature a one-to-one ratio of student to the IBM PERSONAL COMPUTER and are especially designed to meet current business computing requirements. All courses are taught by Quantum's computer applications consultants and are offered during the day as well as evenings. Class starting dates are listed with each course. For further information, please phone Continuing Education at 875-8200 or Quantum Research at 734-1878.

INTRODUCTORY COURSES

These courses are intended for individuals with little or no previous experience with a microcomputer.

INTRODUCTION TO BUSINESS COMPUTING

A "hands-on" course for first-time users of IBM or IBM-compatible microcomputers. Learn the fundamental tasks and commands necessary for the effective use of a business computer. This course is recommended as a prerequisite for all business applications courses.

Sat. Jan. 19 9:00-4:00 p.m. 1 day

Mon. Jan. 21 9:00-4:00 p.m. 1 day

Sat. Jan. 26 9:00-4:00 p.m. 1 day

COMPUTERS IN THE WORKPLACE

A general understanding of the many uses of microcomputers in business. No experience is needed for this "hands-on" introduction to word processing, accounting, database management and electronic spreadsheets.

Tues., Wed. Jan. 22, 23 9:00-4:00 p.m. 2 days

Thurs. Feb. 21-Mar. 14 6:30-9:30 p.m. 4 sess.

INTERMEDIATE COURSES

These application oriented courses begin with the basics and proceed to an intermediate level. You should have previous experience equivalent to an introductory level course.

ACCOUNTING - ACCPAC-G/L

This course uses "hands-on" examples required to computerize your accounting. Topics include: general ledger accounts, transaction entry, posting, archiving and financial statement preparation. Bookkeeping or accounting knowledge desirable.

Mon. Jan. 21-Feb. 11 6:30-9:30 p.m. 4 sess.

Thurs. Fri. Jan. 24, 25 9:00-4:00 p.m. 2 days

Tues. Feb. 19-Mar. 12 6:30-9:30 p.m. 4 sess.

ACCOUNTING - ACCPAC - I/C, O/E, A/R

This "hands-on" course utilizes the Inventory Control, Order Entry and Accounts Receivable modules available in the ACCPAC accounting software series. Practical examples are provided to demonstrate the effective use of this versatile software. Topics include: inventory file maintenance, item costing, order processing, invoice preparation and customer statements.

Thurs., Fri. Feb. 21, 22 9:00-4:00 p.m. 2 days

Tues. Mar. 19-Apr. 9 6:30-9:30 p.m. 4 sess.

DATABASE MANAGEMENT - dBASE III

This powerful software simplifies the task of organizing large amounts of information. Course covers all commands necessary for creating and maintaining databases for many applications including mailing lists, inventories and accounting. Emphasis is placed on practical database design and implementation in relation to specific requirements.

Thurs. Jan. 24-Feb. 14 6:30-9:30 p.m. 4 sess.

Mon., Tues. Jan. 28, 29 9:00-4:00 p.m. 2 days

Wed. Feb. 20-Mar. 13 6:30-9:30 p.m. 4 sess.

ELECTRONIC SPREADSHEETS - LOTUS 1-2-3/SYMPHONY

Learn the fundamental commands necessary to utilize LOTUS 1-2-3 and SYMPHONY spreadsheets in a variety of business applications and to develop spreadsheets in a number of areas including cost projections, financial analysis, budgeting and inventory.

Wed. Jan. 23-Feb. 13 6:30-9:30 p.m. 4 sess.

Thurs., Fri. Jan. 31-Feb. 1 9:00-4:00 p.m. 2 days

Mon. Feb. 18-Mar. 11 6:30-9:30 p.m. 4 sess.

WORD PROCESSING - MULTIMATE

Upgrade your current typing skills to meet the word processing requirements of computerized offices. This "hands-on" course presents the fundamental skills needed for business use.

Tues. Jan. 22-Feb. 12 6:30-9:30 p.m. 4 sess.

Mon., Tues. Feb. 4, 5 9:00-4:00 p.m. 2 days

NEW! INTEGRATED SOFTWARE - FRAMEWORK

Learn how to manipulate ideas, words and numbers by working with practical applications in this "hands-on" course. Find out how easy it is to work with and move between the outlining, word processing, spreadsheet, graphics and database modules of this program.

Thurs. Fri. Feb. 7, 8 9:00-4:00 p.m. 2 days

MANAGING YOUR MICROCOMPUTER

A "hands-on" course designed to demonstrate the proper use of the microcomputer at the operating system level. Emphasis is placed on organization and data security through the efficient use of the operating system utility programs. Some of the material covered in this course is specific to the MS and PC-DOS operating systems.

Wed. Jan. 30 9:00-4:00 p.m. 1 day

ADVANCED COURSES

Suitable only for the experienced user. Completion of an intermediate level course or equivalent experience is a prerequisite. Cancellations must be received by the College at least 48 hours prior to the course starting date or no refunds will be made.

ADVANCED LOTUS 1-2-3

An advanced course examining the integrated features of LOTUS 1-2-3. Various business examples will be presented to illustrate concepts and to give participants "hands-on" experience. A knowledge of LOTUS 1-2-3 at the intermediate level is mandatory.

Mon., Tues. Feb. 11, 12 9:00-4:00 p.m. 2 days

Wed. Mar. 20-Apr. 10 6:30-9:30 p.m. 4 sess.

ADVANCED dBASE III

Learn how to make use of the advanced commands and techniques by working with practical applications in this "hands-on" course. Topics include command modifiers, macros, advanced tips and techniques, functions, command files, screen formatting, programming and dBASE II conversion techniques. Knowledge of dBASE II or III is mandatory.

Thurs., Fri. Feb. 14, 15 9:00-4:00 p.m. 2 days

Thurs. Mar. 21-Apr. 11 6:30-9:30 p.m. 4 sess.

ADVANCED WORDSTAR

A "hands-on" course including dot commands, formatting techniques, the quick menu, fast global operations and customizing the progma defaults. MAILMERGE will be used to merge text files and generate mailing lists. Knowledge of WORDSTAR at the intermediate level is mandatory.

Wed. Feb. 13 9:00-4:00 p.m. 1 day

Mon. Mar. 18-25 6:30-9:30 p.m. 2 sess.

AT LANGARA CAMPUS

ABOUT COMPUTERS 4350

This course introduces basic computer concepts, compares personal, mini and mainframe computers and their applications and gives an understanding on how these machines work. Classes include videotapes, a tour of the computer room and an opportunity to get your "hands on" the computer. 10 sessions.

Wed., Starts Jan. 23 6:00-8:00 p.m. Lissett

BASIC PROGRAMMING FOR BEGINNERS*

One terminal per student for complete "hands on" instruction in simple BASIC programs for home computers. 8 sessions.

Sat. (4351) Starts Jan. 26 9:00-11:00 a.m. Katz

Sat. (4352) Starts Jan. 26 9:00-11:00 a.m. Tam

Tues. & Thurs. (4370) 5 sess. Starts Jan. 29 6:00-9:00 p.m. Tam 45.00

'C' LANGUAGE PROGRAMMING 4353

An elegant high level programming language that is gaining in popularity. People taking this course should have some programming knowledge. 8 sessions.

Sat., Starts Jan. 26 11:00 a.m.-1:00 p.m. Farquharson

DEVELOPING KEYBOARD SKILLS 4354

A touch-typing course designed to improve data entry speed and accuracy — the most basic computer skill. 8 sessions.

Mon. & Wed., Starts Jan. 21 6:30-8:30 p.m. Blanford

MAKING DECISIONS WITH SPREADSHEET PROGRAMS*

A "hands on" opportunity to examine how spreadsheets can be used to build models which aid in the decision-making process are provided. 3 sessions.

Mon., Tues. & Wed., Jan. 21, 22 and 23 6:00-9:00 p.m. Wuhrer

PASCAL FOR NON-BEGINNERS*

PASCAL is a computer language that encourages good programming practices. It syntax is simple, and it is widely available on personal, as well as mainframe computers. This course will cover the basics of PASCAL programs. This course is intended for people who are already familiar with computing concepts and have used another programming language. 8 sessions.

Sat., Starts Jan. 26 11:00 a.m.-1:00 p.m. Katz

WRITING FOR THE COMPUTER INDUSTRY*

Writing and organizing manuals, brochures and other forms of documentation for the growing computer field. Included: Evaluating Documentation, Organizing a Manual, Methodology, Technical Writing, Formatting, Graphics and Production. 6 sessions.

Thurs., Starts Jan. 24 7:00-9:00 p.m. Sayres

USING SPREADSHEETS AND DATABASE PROGRAMS 4369

Personal computers are useful tools for organizing information/data, for producing reports and making decisions based on the organized data. What if types of decisions are particularly easy to make. Spreadsheet and database programs (Lotus 1-2-3, dBase II, III and others) will be used in conjunction with examples (case studies) and hands on COMPAQ personal computers.

Mon., Tue. & Wed. Mar. 11, 12 & 13 6:00-9:00 p.m. Constantinescu

COMPUTER SKILLS FOR THE WORKPLACE at Langara

COMPUTER SKILLS FOR THE WORKPLACE is a comprehensive training program for first time computer users and is aimed at business owners, managers, office workers and anyone wishing to acquire the computer skills so necessary in today's business world.

The first 3 courses are basic in understanding computer technology. Designed for the novice, they debunk computer myths and focus on making participants comfortable with the IBM PC that each has available throughout the program.

Advanced courses offer a number of business related applications such as, EASYWRITER II, WORDSTAR, dBASE, SUPERCALC3, ACCPAC, etc.

Classes meet once a week for 3 hours, with each course lasting 5 weeks. Enrollment is limited to 20 students per course so that every student has a computer to work with at all times. Course fees are 135.00, payable in advance. Your VISA card is welcome. Register early to secure your seat.

BASIC COMPUTER SKILLS

CS1 - BASIC COMPUTING CONCEPTS*

Elementary facts about computers and elementary facts about programs. Computers and society. This course uses LOGO as the demonstration language.

Mon. (4375) Starts Jan. 14 7:00-10:00 p.m.

Wed. (4377) Starts Jan. 16 7:00-10:00 p.m.

Thur. (4383) Starts Feb. 21 7:00-10:00 p.m.

Tue. (4386) Starts Mar. 26 7:00-10:00 p.m.

Thur. (4388) Starts Mar. 28 7:00-10:00 p.m.

CS2 - INFORMATION SKILLS*

Information flow through an organization and the computer's role. Electronic mail, electronic filing. This course uses the PFS:ILER program. Prerequisite is CS1.

Sat. (4384) Starts Feb. 23 9:00 a.m.-12:00 noon

CS3 - PROBLEM SOLVING WITH THE COMPUTER*

Designing procedures to solve business problems. Mechanics and discipline of simple proram construction. This course uses BASIC as the demonstration language. Prerequisite is CS1.

Thur. (4378) Starts Jan. 17 7:00-10:00 p.m.

Mon. (4380) Starts Feb. 18 7:00-10:00 p.m.

ADVANCED COMPUTER SKILLS

(CS1, CS2, and CS3, or equivalent, are prerequisites for all of the following courses.

CS4 - WORD PROCESSING*

Text formatting and writing skills. Editing and revising capabilities. Mailing lists. Spelling and grammar checking. Programs: Easywriter II and WORDSTAR.

Tue. (4376) Starts Jan. 15 7:00-10:00 p.m.

CS5 - DATABASE MANAGEMENT*

Maintaining inventory, client information and other records. Extracting, sorting and reporting selected data. Program: dBASE II.

Wed. (4382) Starts Feb. 20 7:00-10:00 p.m.

CS6 - SPREADSHEETS*

Electronic form of a standard business technique. Forecasting of the economy, sales and profits. Allows exploring variations of a basic plan: "what if" studies. Programs: Lotus 1-2-3, SUPERCALC 3.

Mon. (4385) Starts Mar. 25 7:00-10:00 p.m.

CS7 - ACCOUNTING*

With your basic knowledge of accounting principles, explore General Ledger, Accounts Receivable and Accounts Payable; understandable programs at electronic speed. Program: ACCPAC.

Sat. (4379) Starts Jan. 19 9:00 a.m.-12:00 noon

CS8 - STATISTICS AND GRAPHICS*

Calculating elementary statistics on business data. Use of graphs and graphics in

CONTINUING EDUCATION KING EDWARD CAMPUS PHONE: 875-8200

WINE AND BEER MAKING

WINEMAKING FOR BEGINNERS 60.00
Home winemaking is increasingly popular as a hobby and a way to make good wine inexpensively. Course is designed for people who have never made wine and who would like to get started. Participants are expected to invest in their own equipment and supplies. Text: Art of Making Wine, included. 6 sessions.
Mon. 7:00-10:00 p.m. E. McIvor

HOME WINEMAKING 60.00
The ancient art of winemaking is a science and an art for the home winemaker of the 80's. Course is designed for individuals who have made wine before but would like to advance their knowledge and practical winemaking skills. 6 sessions. Starts Mar. 4.
Mon. 7:00-10:00 p.m. E. McIvor

HOMEBREWING FOR BEGINNERS 60.00
Designed for beginners who would like to learn how to brew good quality beer inexpensively. Students are expected to invest in their own equipment. Text: Art of Making Beer, included. 6 sessions.
Wed. 7:00-10:00 p.m. E. McIvor

HOMEBREWING AS A HOBBY 60.00
Designed for individuals who have made beer from simple malt extract kits but want to learn how to improve their techniques and brew beer like the breweries. Text: Brewing Beers Like Those You Buy, included. 6 sessions. Starts Mar. 6.
Wed. 7:00-10:00 p.m. E. McIvor

SPECIAL INTEREST

NORTHWEST COAST INDIAN ART APPRECIATION 35.00
In conjunction with U.B.C. Museum of Anthropology, an introductory course dealing with the art of B.C.'s coastal Indians. Emphasis on cultural styles, two-dimensional design, recognizing life forms, the role of art in the potlatch, winter ceremonies and daily life, and an examination of contemporary revival of N.W. Coast Indian Art. Course includes a free pass to Museum of Anthropology until March 31, 1985. Members of the Museum of Anthropology — 3.00 discount. 4 sessions.
Tues. 7:00-9:00 p.m. K. Duffek

ART OF PUBLIC SPEAKING 40.00
Address groups confidently and comfortably. Basic speaking skills will be developed by delivering three speeches, listening to others and learning to evaluate presentations. Bring your lunch. 2 sessions.
Sat., Feb. 9 & Feb. 16 9:30 a.m.-4:00 p.m. E. Mina

CHINA EXPERIENCED 40.00
A country so rich in history, culture and beauty really needs to be experienced. This course teaches you how to plan the trip, what to expect; the how's, what's and where's about such a vast and different land. Course deals with how to eat, sleep, travel and buy on very little money. Slide presentations, guest speakers included. 6 sessions.
Mon. 7:00-9:00 p.m. M. Seto

PSYCHOLOGY OF COLOUR AND WARDROBE PLANNING 25.00
Learn to dress for your lifestyle. Learn what colours suit you best. Course features wardrobe coordination and planning accessories, fitness, nutrition, skin care and make-up. Colour booklet will be available at lecture for 15.00 extra. 1 session.
Sat., Feb. 2 9:30 a.m.-3:30 p.m. P. Hall

TIME MANAGEMENT 25.00
Course explores the sources of conflict in your use of time together with specific techniques and organizational skills for business and personal time management. Course will provide an opportunity to learn skills, establish goals and share growth in a supportive atmosphere. 1 session.
Sat., Jan. 26 9:30 a.m.-3:30 p.m. P. Hall

SHORT STORY WORKSHOP 50.00
Students concentrate on one short story throughout the six weeks, examining plot structure, character development, conflict and the editing procedure. Experimentation with different story forms is encouraged. 6 sessions.
Mon., Jan. 28 7:00-9:00 p.m. W. Decle

CREATIVE WRITING 45.00
Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of interest: the short story, poetry and certain aspects of comedy writing.
Wed. 7:00-9:00 p.m. W. Decle

BUYING A HEALTHY HOUSE 40.00
Learn how to recognize structural and mechanical deficiencies before you buy. Areas covered will be foundations, settlement, termite damage, U.F.F.I., furnace, water heater, electrical, plumbing, casements, rights of way, adding a room and agent responsibilities. Instructor is a professional house inspector and general contractor. 6 sessions.
Tues. 7:00-9:00 p.m. K. Broad

UNDERSTANDING BASIC PRINCIPLES OF TRADING ON THE VANCOUVER STOCK EXCHANGE 40.00
Introduction to venture capital investments from evaluations of prospectuses and statements of material facts to technical analysis for timing of trades. Emphasis is on charting and interpreting trading patterns. Individual portfolios will be compiled. 6 sessions.
Mon. Jan. 28 7:00-9:00 p.m. K. Tang

LEGAL ASPECTS OF BUYING A HOUSE 20.00
Will help you buy a house and avoid common pitfalls in this complicated transaction. Topics covered are: the role of the real estate agent, what to look for when signing the interim agreement, understanding mortgages, insurance, and closing the deal. 1 session.
Wed., Mar. 6 7:00-10:00 p.m. B. Katz

DO IT YOURSELF DIVORCE 20.00
Learn how to obtain a simple divorce without a lawyer. Includes basic divorce laws, preparation of documents and for court appearance. The instructor is a Vancouver lawyer who practices family law. 1 session.
Wed., Feb. 6 7:00-10:00 p.m. B. Katz

LIVING COMMON-LAW IN THE 80'S 20.00
Learn about the legal aspects of living together. Custodial rights, the law of maintenance, property rights, the law of trusts, and inheritance rights are discussed. 1 session.
Wed., Feb. 20 7:00-10:00 p.m. B. Katz

INVENT GAMES PEOPLE PLAY 20.00
Course includes inventing, marketing, copywriting and designing games, excluding video games. Inventing a game is not a trivial pursuit. Please bring your own lunch. 1 session.
Sat. 10:00 a.m.-4:00 p.m. B. Doyl

MANAGING CAREER CHANGE 25.00
Learn to take control of your career through self-assessment, goal setting and planning strategies. 1 session.
Sat., Feb. 16 9:00 a.m.-4:00 p.m.

VENTURES I: A PRACTICAL APPROACH TO CREATIVE LIFESTYLING 360.00/Seniors and Students 180.00

Meet the challenge of the 80's by streamlining your strategies of decision-making creating enriching relationships, goal clarification, commanding your feelings and enjoying your life. Learn the joy and simplicity of operating from that source of power and confidence within you. Presented in conjunction with the New Ventures Foundation. For more information and monthly starting dates call 877-1991. Six sessions each course: Wed.-Fri. evenings, all day Sat. and Sun. and an evening about a week later. New Ventures Foundation

CULTURAL TOUR OF HONG KONG AND TAIWAN* 2,800.00
Join us in March, 1985, for a 14-day tour of Hong Kong's and Taiwan's best regional restaurants, resorts, cooking schools, markets, bazaars, monasteries and other famous attractions. The emphasis will be on Chinese food appreciation and culture, with time for other stimulating events. Air fare, accommodation, transportation, breakfasts and other meals, and sightseeing tours will be included. Ginger Chang, M.Ed., a well-known freelance consultant and cooking instructor will be heading the tour. Please call V.C.C., Continuing Education at 875-8200 for further information. Fee is based on double occupancy.

AN INTRODUCTION TO PERSONAL FINANCIAL PLANNING 15.00
This introductory seminar is designed to help you build a financial program from the ground up. We'll take a simplified, positive approach to budgeting and money management using a few proven principles and a lot of common sense! Included is your opportunity to have a personal consultation with the seminar leader to ensure the success of your financial plan. 1 session.
Wed., Jan. 20 7:00-10:00 p.m. D. Hodgins
Wed., Mar. 27 7:00-10:00 p.m.

CREATING FINANCIAL INDEPENDENCE 15.00
This seminar is designed to help you achieve financial independence at a younger age. Benefit from professional advice, informal discussion and a step-by-step approach to develop a successful financial strategy. Included in the seminar is your opportunity to have a personal consultation with the seminar leader to ensure the success of your financial plan. 1 session.
Wed., Feb. 27 7:00-10:00 p.m. D. Hodgins

ASSERTIVENESS TRAINING 50.00
"Being assertive means being direct and clear in communication, without aggression. This course will help you learn specific skills for asserting yourself and for dealing effectively with other people in everyday situations. It is not intended as therapy for major emotional problems. 7 sessions.
Tues. 7:30-9:30 p.m. J. Ambeau

CONTINUING NURSING

REACHING YOUR POTENTIAL THROUGH ASSERTIVENESS 60.00
An assertive lifestyle increases satisfaction at home, work and in the social and community environment. Through structured assertion exercises participants will work on enhancing their self-confidence and personal power.
Wed., Feb. 13, 9:00 a.m.-4:00 p.m. VVI Campus Rm. 229 and Wed., Feb. 20, 9:00 a.m.-12 noon VVI Campus Room 229

HEAD TO TOE ASSESSMENT 45.00
For nurses working in any setting requiring systematic head to toe patient assessment. The workshop includes lecture, demonstration and practice of skills. Limited to 20 participants.
Wed., Feb. 20, 9:00 a.m.-4:00 p.m. at VVI Room 235 B. Minvielle OR
Wed., Mar. 27, 9:00 a.m.-4:00 p.m. at KEC Rm. TBA

NURSING CARE OF THE VIOLENT, ELDERLY PATIENT 45.00
Focuses on behavioural issues in the elderly patient, particularly those of aggression and violence. Emotional, physical and environmental stressors impacting the elderly will be discussed and interventions outlined.
Thurs., Feb. 14, 9:00 a.m.-4:00 p.m., VVI Rm. 229 G. Pallas

CAN WE TALK?...ABOUT SEXUALLY TRANSMITTED DISEASES 55.00
This workshop will appeal to nurses working in any setting where sexually transmitted diseases are encountered. Client education will be stressed. Includes lunch.
Mon., Feb. 25, 9:00 a.m.-4:00 p.m. location TBA Selected Speakers

COMPUTERS, NURSING AND YOU - BEGINNING NURSING COURSE 55.00
Nurses involved in direct patient care wishing to become familiar with applications of computer technology to nursing will benefit from this course. A "hands-on" approach will be used to interact with programs designed for patient or staff teaching, nursing care planning and other aspects of nursing service. Lunch included. Limited to 20 participants.
Fri., Jan. 25 & Feb. 1, 6:30-9:30 p.m. or Sun., Jan. 27, 10:00 a.m.-5:00 p.m., Langara Campus, J. Jensen, RN, PhD

COMPUTERS, NURSING AND YOU - INTERMEDIATE LEVEL COURSE 55.00
For nurses, with an introductory level of computer technology, wishing to develop strategies for problem-solving in the work place. Participants may bring "problems" for analysis and generation of solutions. Limited to 20 participants. Lunch included.
Sat., Feb. 9, 9:00 a.m.-4:00 p.m. Langara Campus J. Jensen R.N.PhD.

Fri., Feb. 8 & 15, 6:30-9:30 p.m., or Sun., Feb. 10, 10:00 a.m.-5:00 p.m.

TEACHING E.S.L.

ESL TEACHING TECHNIQUES 110.00
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 limited to 25. 10 sessions.
Tues., Starts Jan. 15 or 7:00-10:00 p.m. M. Trivisano
Sat., Starts Jan. 19 9:00 a.m.-12 noon 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.
Sat., Jan. 19 9:30 a.m.-12:30 p.m. L. Hawes

TEACHING PRONUNCIATION TO ESL STUDENTS 95.00
Topics include teaching vowel dimensions, consonants, contractions and reductions, linking, stress and intonation. 8 sessions.
Thurs., 6:00-8:00 p.m. E. Williams

ENGLISH AS A SECOND LANGUAGE: Tutoring Workshop for Community Volunteers 40.00
If you work as a volunteer tutor with non-English speaking people, or want to be, then this workshop is for you. Learn how to assess language needs, and plan lessons and learning activities for your clients. 2 sessions.
Fri., Feb. 8 7:00-10:00 p.m. M. Rabinowitz
Sat., Feb. 9 9:00 a.m.-4:00 p.m. M. Rabinowitz

AN ORIENTATION TO TEACHING ENGLISH IN JAPAN 40.00
Covers aspects of living and working as a language teacher in Japan — where and how to look for work, an introduction to living Japanese style, adapting to and understanding the way a Japanese institution is organized and an introduction to teaching methods for Japanese students. 6 sessions.
Thurs. 7:00-9:00 p.m. D. Smith

MDC Management Development Centre

FOR MORE INFORMATION PHONE 875-8200

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.

FEE PER COURSE — 120.00 LEVEL I

Strongly recommended for those with minimal previous supervisory training experience.

FUNDAMENTALS OF SUPERVISION
Supervisors will analyse and clarify their role and function within an organization.

Starting dates: Jan. 14, Jan. 21, Feb. 4, Feb. 18, Mar. 4, Mar. 25, 1985
Mon. - Fri., 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 date: Jan. 28, 1985 Mon. - Fri., 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.

COMMUNICATION SKILLS IMPROVEMENT
Supervisors will apply the principles of giving and receiving feedback and learn the planning and conducting of interviews.
Starting dates: Feb. 11, Mar. 18, 1985
Mon. - Fri., 9:00 a.m.-4:00 p.m.

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: Feb. 25, 1985 Mon. - Fri., 9:00 a.m.-4:00 p.m.

WORK MANAGEMENT IMPROVEMENT FOR SUPERVISORS
Participants will apply techniques of scheduling, work study and control, budgeting and cost control, inventory control, and other programs that influence departmental operating efficiency.
Starting date: Mar. 11, 1985. Mon. - Fri., 9:00 a.m.-4:00 p.m.

LEVEL III
STAFF TRAINING FOR SUPERVISORS
Supervisors will learn to apply skills in communications and motivation for the classroom, lesson planning, instructional techniques, evaluation and planning for a job skill training program.

Starting date: Feb. 18, 1985
Mon. - Fri., 9:00 a.m.-4:00 p.m.

TWO SEMINARS BY TERRY BARKER

Terry Barker is widely regarded as a dynamic and effective teacher who brings a great deal of energy and practical experience to the topics he presents. In addition to being a skilled teacher and speaker, he is a recognized author. A recent publication is a textbook entitled "Boss Talk: A Cookbook for Managers".

BOSS TALK: HOW TO DEAL WITH YOUR STAFF 475.00
Course is designed for new managers or supervisors who want a preview of the road ahead and a chance to learn essential management skills; and experienced managers who want to check or sharpen their existing skills in a safe environment.
Jan. 28, 29 & 30 9:00 a.m.-4:00 p.m. The Denman Hotel

BUILDING AN EFFECTIVE TEAM 350.00
This course is designed for managers, supervisors, and group leaders who want to develop clear-cut, concrete, practical plans of action for renewing and revitalizing their work teams.
Jan. 31 & Feb. 1 9:00 a.m.-4:00 p.m. The Denman Hotel

CONTINUING EDUCATION LANGARA CAMPUS PHONE: 324-5322

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

Telephone: 324-5322
Monday to Thursday: 9:00 a.m.-8:00 p.m.
Friday: 9:00 a.m.-3:00 p.m.

All week day courses will begin the week of January 21, 1985 (unless otherwise noted). Saturday courses start on January 26, 1985 (unless otherwise noted). Registration is available in person anytime during the hours noted above or by telephone for charging to your VISA. Make cheque payable to Vancouver Community College. Mail-in registrations are accepted (DO NOT send cash) but:

PRE-REGISTRATION AT LANGARA IS RECOMMENDED FOR SEAT CONFIRMATION
The Continuing Education Office at Langara Campus will be closed from December 24, 1984 to January 1, 1985, inclusive.

Many of our courses are free to a limited number of senior citizens, who are encouraged to participate. Please bring proof of age and note these few conditions:

1. Free admission is subject to sufficient fee-paying students and available space in the class.
2. Some courses are not available free and full fee must be paid. These are marked * after the course title.
3. Any additional costs (materials) must be purchased or paid separately.

ALCOHOL & DRUG ADDICTION

ALCOHOL & DRUG COUNSELLING SKILLS 4001 52.00
This course will contain a two-fold emphasis. The first will cover information regarding the unique nature of counselling alcoholics (delusion, denial, relapses, manipulation). Stages in the process of dependency, intervention, treatment, and recovery will be discussed. The second emphasis will be on equipping a person, professional or not, to be a skilled helper in areas such as attending, empathy, confrontation, etc. Each week's class will contain a lecture and experiential component. This course is appropriate for friends and family members as well as for professionals. 8 sessions.
Thurs., Starts Jan. 24 7:00-9:30 p.m. Kaufman

TECHNIQUES FOR ALCOHOL & DRUG COUNSELLING 4002 52.00
Focus on specific skills useful in counselling the drug dependent person. The student will learn and practice such techniques as assertiveness training, self-management techniques, family counselling, stress management, relaxation training, sex and occupation counselling, etc. May be taken simultaneously with Alcohol & Drug Counselling Skills. 8 sessions.
Wed., Starts Jan. 23 7:00-9:30 p.m. Harter

STRESS — EIGHT DAYS TO RESOLVING 4006 45.00
This course will enable you to identify sources of stress destructive to you, give you help in coping effectively with daily stressors, introduce dynamics for resolving stress at its origin, reveal the relationship of stress to health, and outline a lifestyle of wellness. Some of the topics discussed will be humour development, recognizing your behavior type, relating to the boss, future shock, values, social support, responding to crisis, stages of grief, communication within the family, time and priority management, etc. Each session will include lecture, practical application of the principles presented, and relaxation exercises. 8 sessions.
Tues. (commences Feb. 6) 7:00-9:00 p.m. Klassen

SEMINARS

HELPING THOSE YOU CARE ABOUT 4003 10.00
Covers what you can do to help a friend or family member who is having problems related to alcohol and drug abuse. Some ways of helping can actually do more harm than good. This seminar will reveal these harmful methods as well as explore positive, practical ways of helping effectively. Time will be spent developing and practicing basic helping skills, such as listening, empathy, challenging, etc. 1 session.
Sun., Jan. 20 1:00-3:00 p.m. Harter

ANOTHER CHANCE — HOPE FOR THE HURTING FAMILY 4004 10.00
This seminar will explore the behaviour and feelings of families in crisis; including those affected by alcohol and drug abuse. The focus will be on how to break the pattern of crisis and to restore hope and health for all family members. 1 session.
Sun., Jan. 20 3:00-5:00 p.m. Kaufman

THE 5 DAY PLAN TO STOP SMOKING 4005 30.00
Stop smoking in five days! Yes! You can do it! Each night there will be a motivational film, lecture, presentation by a physician and time for questions and group discussion. A buddy system for encouragement will be initiated the first night. A control booklet and other materials will be handed out each night so you can map out your strategy for the next 24 hours. We will be talking about smoking in relation to health, family, work, finances, freedom, social relationships, the way you think and feel about yourself, and the things you value most. The 5 Day Plan boasts and 80% success rate. You can do it!
Mon. through Fri., Jan. 21 through Jan. 25, 7:30-9:30 p.m. Harter

ARTS AND CRAFTS

WORKSHOPS*

NATURE PRINTING 4101 20.00
Learn the art of printing (reproducing) plants onto paper. The results can be stunningly beautiful prints suitable for framing. They can also be used as greeting cards, gift enclosures and bookmarks. Another application of this art is onto cloth i.e. T-shirts and aprons. Bring lunch. 1 session.
Sat., Jan. 19 9:30 a.m.-3:30 p.m. Zbar

WATERCOLOUR BRUSH UP 4102 20.00
An intensive one day workshop for students who have some experience with watercolour and want to improve upon their knowledge of it. Bring lunch. 1 session.
Sat., Jan. 19 9:30 a.m.-3:30 p.m. Kowallek

DRAWING PEOPLE 4103 20.00
A two evening workshop concentrating upon various methods of attaining a "likeness" in a drawn portrait. 2 sessions.
Wed., Jan. 23 & 30 7:00-10:00 p.m. Kowallek

HOW TO PAINT WATER 4104 20.00
Learn how to paint still water and how to paint waves (and how to get the light to shine through waves). Learn how to paint reflections and how to show direction of water flow. Bring lunch. 1 session.
Sun., Jan. 20 9:30 a.m. - 3:30 p.m. Young

COLOUR FOR PAINTERS 4105 20.00
What is colour? Have it explained to you in this popular workshop with David Young. Learn about arrangement of colour in painting, colour psychology, etc. Bring lunch. 1 session.
Sat., Jan. 19 9:30 a.m.-3:30 p.m. Young

MINI CANVAS PRINTING 4106 20.00
Complete an 8" x 10" painting of a floral design. Step by step instruction. No experience with painting or drawing necessary. Bring lunch. 1 session.
Sat., Jan. 19 9:30 a.m.-3:30 p.m. Van der pant

DRAWING 4107 25.00
Immerse yourself in drawing for one day. Move from Black & White to Colour using a variety of materials and approaches to drawing. Some materials supplied. Bring lunch. 1 session.
Sat., Jan. 19 9:30 a.m.-3:30 p.m. Van der pant

*Ask for supply list when registering for these workshops.

ARTS AND CRAFTS

BASIC DRAWING 4108 60.00
Learn drawing exercises to see and draw in a fresh way with pencils, graphite, conte and ink. Some life drawing. 10 sessions.
Wed. 7:30-9:30 p.m. Lyon

LIFE DRAWING 4109 60.00
Working from live models, you'll examine the scope of visual language, basic principles of colour, movement and gesture and will be presented with the challenge of memory drawing, new media, etc. 10 sessions.
Tues. 7:30-9:30 p.m. Wedman

PORTRAITURE 4110 60.00
Learn how to draw people with pencils, charcoal, pastels, ink and conte crayon. Models available. 10 sessions.
Mon. 7:30-9:30 p.m. Kowallek

DRAWING & SCULPTURE 4111 60.00
Explore sculpture processes and skills through clay modelling and drawing. All levels welcome. Clay extra.
Thurs. 7:30-9:30 p.m. Murray

DRAWING & PAINTING (ACRYLICS) 4112 60.00
Drawing and painting instruction with emphasis on colour, pattern and texture. 10 sessions.
Thurs. 7:30-9:30 p.m. Marshall

DRAWING & PAINTING (GOUACHE) 4113 60.00
Drawing and painting instruction with emphasis on colour, pattern and texture using gouache and watercolour. 10 sessions.
Mon. 7:30-9:30 p.m. Marshall

WATERCOLOUR MADE EASY (Beginners) 4114 60.00
Learn paper stretching, laying basic washes and discover the many ways of painting watercolour. 10 sessions.
Sat. 9:30-11:30 a.m. Kowallek

WATERCOLOUR LEVEL II 4115 60.00
An extension course for those who have had basic instruction in watercolour. Individual progress and development emphasized. 10 sessions.
Sat. 12:00-2:00 p.m. Kowallek

PAINTING 4116 60.00
Learn about various methods using watercolour, acrylics and tempera. Emphasis is on colour (theory) composition and perspective.
Tues. 7:30-9:30 p.m. Kowallek

OIL PAINTING 4117 72.00
Seascape and landscape painting. A basic course teaching the fundamental principles and concepts of painting. 8 sessions.
Sat. 9:00 a.m.-12 noon Young

TOLE LEVEL I 4118 60.00
Learn the basic techniques of Baurnmalerei (Bavarian furniture painting). 10 sessions.
Mon. 6:00-8:00 p.m. Skemp

TOLE LEVEL II 4119 60.00
Renaissance Baurnmalerei. Techniques and design. 10 sessions.
Mon. 8:00-10:00 p.m. Skemp

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

The Evening Business Program for Working Adults

For more information call 324-5426 or 324-5322

All registration will take place at Langara Campus Continuing Education Office
LANGARA CAMPUS, 100 W. 49th Ave.
VANCOUVER VOCATIONAL INSTITUTE, 250 Pender St.
KING EDWARD CAMPUS (K.E.C.), 1155 E. Broadway

The B.A.C. 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 of Traffic Transportation
- * Certified General Accountants Association 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 the week of January 14, 1985

IN-PERSON REGISTRATION or VISA REGISTRATION BY PHONE - 324-5322

Mon. - Thurs. 9:00 a.m.-8:00 p.m., Langara Campus
Fri. 9:00 a.m.-3:00 p.m., Langara Campus

COURSE ADVISORS

Mon. - Thurs. 7:00 - 9:00 p.m., Langara Campus
Jan. 7-10 only: Room A253, 2nd Floor

REGISTER EARLY

Classes may be cancelled before the first meeting if there is insufficient registration. Others are extremely popular and fill up immediately. Register by Jan. 11, 1985

TEXTBOOKS

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

CONTINUING EDUCATION LANGARA CAMPUS PHONE: 324-5322

MECHANICAL CONTRACTOR'S ASSOCIATION COURSES

COMPLETION AND ACCEPTANCE OF MECHANICAL SYSTEMS	125.00
Designed for the mechanical foreman responsible for all Division 15 installations. Course channels the participant's technical and organizational skills to the effective planning, coordination, direction, and control of the completion and start-up of the total system.	
Tues. 6:45-9:45 p.m.	12 sessions K.E.C.
ESTIMATING II	125.00
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.	
Mon. 6:45-9:45 p.m.	12 sessions K.E.C.
FINANCIAL MANAGEMENT	125.00
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.	
Wed. 6:45-9:45 p.m.	12 sessions K.E.C.

CALLIGRAPHY

A TASTE OF CALLIGRAPHY	10.00
For those who want to know the what and how of calligraphy. This mini-course introduces you to the Italic hand. Pens and paper available, 3 hour class. 1 session.	
Wed., Jan. 16 (4201)	7:00-10:00 p.m. Poskitt
Thurs., Jan. 17 (4202)	7:00-10:00 p.m. Poskitt
CALLIGRAPHY BEGINNERS ITALIC LEVEL 1	
Enjoy the basic skills of Italic writing with the edged pen which develops into fast, legible handwriting that may be used for everyday "cursive" writing — eg: letters & notetaking and more formal occasions, such as invitations, gifts, cards, posters, etc. Instructor will advise of supply requirements at 1st class.	
Mon., (4203) 5:30-7:30 p.m.	8 sess./45.00 PoBryan
Tues., (4204) 5:30-7:30 p.m.	8 sess./45.00 Poskitt
Thurs., (4205) 7:30-9:30 p.m.	8 sess./45.00 Poskitt
Sat., (4206) 9:00-11:30 a.m.	6 sess./40.00 Poskitt
	** Seniors 6 sess./20.00 Poskitt

INTERMEDIATE CALLIGRAPHY LEVEL 2	
Learn a working knowledge and understanding of early letter forms and comprehensive introduction to the alphabets: Roman, Square Capitals, Rustic, Uncial, Carolingian, Gothic, Foundational, Compressed Italic and their uses. Keeping and maintaining a good Italic hand is emphasized in this course. 8 sessions.	
Tues., (4207) 7:30-9:30 p.m.	45.00 8 sess./Poskitt
Thurs., (4208) 5:30-7:30 p.m.	45.00 8 sess./Poskitt
Sat., (4209) 11:30 a.m.-2:00 p.m.	40.00 6 sess./Poskitt

FINISHING TOUCHES LEVEL 3 4210	45.00
Give your work that "professional" finish by using effective layout. Alphabets such as Compressed Italic and Uncial are reviewed and a variety of calligraphic techniques explored. 8 sessions.	
Tues. 7:30-9:30 p.m.	Jackson

CONTINUING ITALIC LEVEL 2 4211	45.00
Enrich your calligraphy with formal and compressed (Gothicized) Italic and fancy capitals. Make your own cards and thank you notes. 8 sessions.	
Wed. 5:30-7:30 p.m.	Bryan

BEAUTIFUL BORDERS FOR CALLIGRAPHY 4212	32.00
Draw your own hand-done ornamentation that borders your lettered piece. Course covers style, colour and proportion of the letters and ornament work with text. 6 sessions.	
Wed. 7:30-9:30 p.m.	May

CHINESE CALLIGRAPHY WITH BRUSH AND PEN LEVEL 1 4213	40.00
Trains you in basic technique and theory to develop your strokes in drawing and brush painting both traditional and contemporary. 6 sessions.	
Wed. 6:00-8:00 p.m.	Ching

MARKETING 2215	125.00
A case study approach that concentrates on solving business marketing problems with an emphasis on the product, price, and distribution.	
Mon. 7:00-10:00 p.m.	13 sessions Langara

OFFICE MANAGEMENT & PROCEDURES 3115	125.00
A comprehensive overview of current administrative techniques for office managers and supervisors.	
Tues. 7:00-10:00 p.m.	13 sessions Langara

PERSONNEL MANAGEMENT 3115	125.00
A comprehensive course dealing with current personnel practices: recruitment, selection, training, union relations, etc.	
Wed. 7:00-10:00 p.m.	13 sessions Langara

SALESMANSHIP FUNDAMENTALS 1218	125.00
Learn "winning" selling skills which turn into big dollars. The selling process is expanded on a practical step-by-step basis.	
Thurs. 7:00-10:00 p.m.	13 sessions Langara

SMALL BUSINESS MANAGEMENT 3115	125.00
Improve your chances for success — learn how to select locations, set up, finance and manage a business effectively.	
Tues. 7:00-10:00 p.m.	13 sessions Langara
Wed. 6:30-9:30 p.m.	13 sessions V.V.I.

ADVERTISING & PROMOTION 1321	125.00
A course designed to give an understanding of advertising's role as a vital tool in the distribution of goods and services.	
Mon. 7:00-10:00 p.m.	Langara

CHINESE CALLIGRAPHY WITH BRUSH AND PEN LEVEL 2 4214	40.00
Continued use of brush and pen for the more advanced student to strengthen his/her spontaneity and legibility in this subtle art. 6 sessions.	
Sat. 9:30-11:30 a.m.	Ching
ITALIC CORRESPONDENCE COURSE 4215	60.00
A comprehensive, pleasurable and useful correspondence course in Italic Handwriting for those who are unable to attend class. Through practice you will achieve a fluent and legible script. Useful for cards, diplomas, invitations, etc. as well as improving everyday handwriting. Fee includes print materials and postage. For more information and a list of recommended supplies, call 324-5323. 12 sessions.	
	Poskitt

CALLIGRAPHY WORKSHOPS	
Co-ordinator: Irene Poskitt	
Please Note:	
Special workshops in all phases of calligraphy are being planned. Leave your name and address or phone number by calling 324-5322. We will call you. Your name on our list insures you have a place at the workshops of your choice.	

COMMUNICATION ARTS

AEROBIC ESL 4301	45.00
Get your English and your body in shape! Get fit, have fun and practise your English at the same time. 1 hour will be devoted to learning songs and practising new words, structures and vocabulary. Another hour will be devoted to exercising to music. You'll need an intermediate level of English to enter. 8 sessions.	
Thurs. 6:00-8:00 p.m.	Quirk

BASIC ENGLISH WRITING SKILLS (ESL) 4302	45.00
For advanced E.S.L. students who need help with both language & writing skills by concentrating on vocabulary improvement, sentence structure, paragraph organization and development. 8 sessions.	
Tues. 8:00-10:00 p.m.	Martin

BE THE MASTER NOT THE SLAVE OF MEETING PROCEDURES 4303	45.00
For both participants & leaders in formal business meetings. Learn the basic meeting procedures, how to initiate motions and participate in heated debates. All of this and more in a 16 hour action-packed course. 2 sessions.	
Sat., Feb. 2 & Sun., Feb. 3 9:00 a.m.-5:00 p.m.	Mina

BROADCASTING PRODUCTION TECHNIQUES* 4304	45.00
Learn the technical aspects of script/copywriting, mixing & editing, & familiarize yourself with the operation & applications of portable video equipment. Includes advertising, subliminals, propaganda & McLuhan. 8 sessions.	
Tues. 6:00-8:00 p.m.	Myers

BUSINESS ENGLISH 4305	45.00
Learn to write effective memos and letters and improve the basics of spelling and vocabulary needed for the business world. Reports and resumes will also be briefly covered. 8 sessions.	
Tues. 8:00-10:00 p.m.	Hogan

CONVERSATIONAL SKILLS IMPROVEMENT FOR ADVANCED ESL SPEAKERS 4306	45.00
For students already fluent in English who need to improve their pronunciation and work on their ability to discuss current ideas, topics of interest and issues pertaining to work or class-room situations. 8 sessions.	
Tues. 8:00-10:00 p.m.	Thompson

DEALING WITH ANGER IN RELATIONSHIPS 4307	10.00
Anger is the emotion we understand the least. The ability to deal effectively with anger is fundamental to creating a loving, joyful relationship. Learn how to break the anger cycle and move from anger to love, from confusion to clarity, from chaos to peace of mind. Pre-register by Mar. 4.	
1 session.	
Thurs., Mar. 7 7:30-9:30 p.m.	Sellner

EFFECTIVE LISTENING 4308	20.00
Learn to really listen to others. Explore active listening, paraphrasing, and principles of neurolinguistic programming. Bring your lunch. 1 session.	
Sat., Feb. 16 9:30 a.m.-2:30 p.m.	Hall

EFFECTIVE PRESENTATIONS 20.00	
For anyone who makes presentations to small or medium-sized groups you'll learn strategies to assist in becoming a competent instructor. Learn, practice, and hone communication skills in a classroom environment. Video equipment is used to record sessions for evaluation. 1 session.	
Sat., Jan. 26 (4309)	9:00 a.m.-4:00 p.m. Johnson
OR	
Sat., Feb. 16 (4310)	9:00 a.m.-4:00 p.m. Johnson
OR	
Sat., Mar. 23 (4311)	9:00 a.m.-4:00 p.m. Johnson

ENGLISH WRITING SKILLS IMPROVEMENT 4312	45.00
Learn how to write more fluently, skillfully & correctly by organization, sentence structure, word choice, spelling & punctuation. 8 sessions.	
Thurs. 8:00-10:00 p.m.	Martin

ESL FOR BEGINNERS 4313	85.00
Emphasis is upon conversation and basic understanding of how English works. Rudimentary writing and reading skills are taught and enhanced. 16 sessions.	
Tues. & Thurs. 8:00-10:00 p.m.	Lee-MacArthur

ESL BEGINNERS LEVEL II 4314	85.00
For students of English who have taken a beginner's course or have some knowledge of the language. Deals with basic reading and writing skills. 16 sessions.	
Mon. & Wed. 8:00-10:00 p.m.	Quirk

FREELANCE WRITING FOR FUN & PROFIT 4315	45.00
Covers everything from raw ideas to publisher's cheque: developing professional attitude, generating ideas; marketing ideas; market analysis; content; time-management; managing your writing business. 8 sessions.	
Thurs. 7:30-9:30 p.m.	Hall

HOW TO TEACH ADULTS 4316	45.00
For first-time instructors or those with limited teaching experience. It is, simply stated, a practical course which will "teach you how to teach". Register early. Enrolment limited to 20. 8 sessions.	
Thurs. 8:00-10:00 p.m.	Pandolfo
JOURNAL WRITING WORKSHOP 4317	10.00
Charles Darwin, Anais Nin, Anne Frank, Waldo Emerson and Woody Allen have all kept journals and added much pleasure and knowledge to the world. Come and learn how to get started and find out what makes a journal worth reading. Pre-register by Feb. 13. 1 session.	
Mon., Feb. 18 7:00-10:00 p.m.	Mavrow
LEARNING HOW TO LOVE EACH OTHER 4318	10.00
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: How can we maintain our love?" Pre-register by Feb. 4. 1 session.	
Thurs., Feb. 7 7:30-9:30 p.m.	Sellner
PROMOTING YOUR SMALL BUSINESS* 4319	55.00
Preparing brochures, flyers, newsletters and press releases for small businesses and organizations. 10 sessions.	
Mon. 8:00-10:00 p.m.	Sayers

PUBLIC SPEAKING FOR THE TERRIFIED* 4320	55.00
Overcome your fear of speaking before a group. Small group exercises to reduce tension & build confidence. Learn how to prepare & deliver impromptu & planned speeches. 10 sessions.	
Wed. 6:00-8:00 p.m.	Johnson

PUBLIC SPEAKING LEVEL II* 4321	45.00
Learn to speak confidently to small or medium-sized groups. Practice various presentation techniques; the use of visual aids, and hone your communication skills. Video equipment is used to record practice sessions for evaluation. 8 sessions.	
Thurs. 6:00-8:00 p.m.	Johnson

RELATIONSHIPS — THE ART OF KNOWING YOURSELF & ANOTHER 4322	36.00
Come and explore yourself in the context of your relationship. This course is open to everyone, not just couples. Whether we are dealing with love relationships or those among co-workers, the issues that trouble us are often the same. 6 sessions.	
Thurs. 6:00-8:00 p.m.	Johnson
RESUME WRITING & JOB HUNTING 4323	35.00
Produce an effective resume and learn to write an application letter that gets results. You will be encouraged to make a large number of job contacts and applications to get a job or find a better position. Bring current want ads in your area to the first class. 4 sessions.	
Thurs. 6:00-9:00 p.m.	Hogan

SELECTIVE READING AND STUDY SKILLS 4324	45.00
Learn how to increase your reading efficiency through eye exercises, skimming and scanning techniques and reading for a specific purpose. Learn to manage your time and organize your studies, do research for a paper, and listen more effectively. 8 sessions.	
Tues. 6:00-8:00 p.m.	Hogan

SPEED READING FOR BUSINESS & CAREER DEVELOPMENT 4325	48.00
The course emphasis is on comprehension and reading rate improvement. 8 sessions.	
Tues. 6:30-8:45 p.m.	Tietz

SPEED READING TECHNIQUES* 4326	48.00
Improve your reading skills, develop better reading & study techniques. Pacers, accelerators & other aids. 6 sessions.	
Sat. 12:30-3:30 p.m.	Tietz

THE ART OF LISTENING 4327	20.00
Develop a listening attitude. Participants will practise techniques in active listening, and avoiding interruptions. Pre-register by Jan. 23. 1 session.	
Sat., Jan. 26 9:00 a.m.-5:00 p.m.	Mina

WRITERS CO-OP WORKSHOP 4328	20.00
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. 7:30-9:30 p.m.	Neville

WRITING FICTION THE NATURAL WAY 4329	55.00
This workshop takes students from free writing, through clustering to generating story ideas and beyond. You will respond to each other's work in a non-threatening manner, resulting in pleasant and profitable evenings of writing. 8 sessions.	
Tues. 7:30-10:00 p.m.	Brochmann

WRITING MAGAZINE ARTICLES* 4330	20.00
Covers the basics of producing an article, from the initial idea to completed manuscripts, for various markets. No experience necessary. John Lekich is a Vancouver freelance writer whose work has appeared in 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. 6. 1 session.	
Sat., Feb. 9 9:30 a.m.-3:30 p.m.	Lekich

WRITING A NOVEL* 4331	48.00
Join Ian Slater, best-selling author of FIRESPELL, SEA GOLD and AIR GLOW RED in a writing workshop for those who have never written a novel but would like to, and for those working on a manuscript. Find out how to write the first draft, how to polish this to a finished manuscript, and what to do regarding agents and publishers. Limited enrollment. Pre-register by Mar. 4. 1 session.	
Sat., Mar. 9 10:00 a.m.-3:00 p.m.	Slater

WRITING FOR CHILDREN 4332	45.00
Learn how to develop characters, dramatic situation, dialogue, etc. that appeals to children. Writers start by writing: develop your writing skill through a series of guided exercises in a friendly supportive atmosphere. 8 sessions.	
Wed. 8:00-10:00 p.m.	Mavrow

WRITING FOR LAUGHS 4333	45.00
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. 8 sessions.	
Tues. 8:00-10:00 p.m.	Hall

WRITING FORMULA ROMANCES* 4334	35.00
How to get started, do market research, study different lines (Harlequin, Silhouette, Ecstasy, etc.), plan your novel (sweet, sexy, etc.), submit your manuscript, and decide whether you need an agent. For experienced writers and novices. Limited enrollment. Register early. Bring a bag lunch. 1 session.	
Sat., Jan. 26 9:30 a.m.-3:30 p.m.	Novik
UNDERSTANDING & PLANNING FOR THE ADULT LEARNER 4335	12.00
This workshop looks at the unique characteristics of the adult learner, and examines the implications of these characteristics for instructors and planners involved in adult education. Bring a bag lunch. 1 session.	
Sat., Feb. 9 10:00 a.m.-2:00 p.m.	Beveridge

ENGLISH

ENGLISH UPGRADING COURSES

For students at the post-secondary level who require additional training in the fundamental skills of reading and writing. Courses cover both oral and written communication with emphasis on reading and composition. If you have a below standard score on the ENGLISH PLACEMENT TEST, you will be directed to take this course before you re-write the EPT to improve your score. This course does not carry transfer credit to other institutions. 20 sessions. Starts the week of Jan. 14.	
Monday & Wednesday sessions commencing Jan. 14.	
Mon. & Wed. (ESL) 4341	3:30-5:30 p.m. Section 1
Mon. & Wed. (ESL) 4342	6:00-8:00 p.m. Section 2
Mon. & Wed. (ESL) 4343	6:00-8:00 p.m. Section 3
Mon. & Wed. (ESL) 4344	8:00-10:00 p.m. Section 4

Tuesday & Thursday sessions commencing Jan. 15.	
Tues. & Thurs. (ESL) 4345	3:30-5:30 p.m. Section 5
Tues. & Thurs. (ESL) 4346	3:30-5:30 p.m. Section 6
Tues. & Thurs. (NS) 4347	6:00-8:00 p.m. Section 7
Tues. & Thurs. (ESL) 4348	6:00-8:00 p.m. Section 8
Tues. & Thurs. (ESL) 4349	8:00-10:00 p.m. Section 9

NOTE:	
ESL: English as a second language	
NS: Native Speakers	

EARLY CHILDHOOD EDUCATION

Part-time, evening certificate programs include the following:

- Early Childhood Education - Level 1**
A 2-year program which prepares graduates to work in nursery schools and daycare centres with children ages 3-6.
- Under Three Supervisor Training**
A 1-year program which prepares already qualified ECE graduates with additional, specialized skills to supervise programs for infants/toddlers.
- Advanced Studies in Early Childhood Education**
A series of courses, workshops and seminars for those who have completed ECE Level 1 and wish ongoing professional development.
- School Age Child Care**
An 8-session program for those who are working or wish to work with 5-12 year olds in out-of-school care facilities.
- Family Day Care**
An 8-session program for those who wish to care for several young children in their own homes.

Please note that **ALL** above programs are **FULL** for this year. Those who wish to apply for September 1985 may call 324-5322 for brochures and application materials.

FOODS & NUTRITION

FOOD SERVICE WORKER UPDATE - LEVEL 1* 4051	55.00
This lecture/discussion series provides basic information on nutrition, work simplification, effective communication and sanitation. Emphasis is placed on personal hygiene and food handling practices conducive to safe and sanitary food production. It is designed to assist those individuals working in institutional food service, who lack formal training. 5 sessions.	
Tues. Starts Jan. 22 7:00-10:00 p.m.	Mabbett & Hartnett
FOOD SERVICE WORKER UPDATE - LEVEL 2* 4052	55.00
This series of lecture/workshops includes communication skills, recipe standardization, portion control plus basic principles of dietary modification for Diabetes, obesity, Cardiac Disease and Gastro Intestinal Disease. Participants are given the opportunity to select menus appropriate for each of these dietary modifications and practice communication skills. Of interest to those with no formal training in the food service field but are involved in the provision of meals in a health care institution. 5 sessions.	
Tues. Starts Feb. 25 7:00-10:00 p.m.	Mabbett & Hartnett

LANGUAGE ARTS

Vancouver Institute
for Adult Jewish Studies

Hebrew

Beginners:
Learn simple Hebrew conversation through an audio-visual program. (Individual tape recorders are suggested.) Reading and writing is introduced during latter weeks of the course. Continuation from 1st semester. Instructor: Rachel Ben Ron.

Elementary:
Audio-visual Hebrew conversation program will continue for students with elementary skills (simple Hebrew conversation and knowledge of the Hebrew alphabet). Continuation from 1st semester. Instructor: Myra Michaelson.

Intermediate:
Students will continue to learn Hebrew language through an audio-visual program, including reading and writing. Students must be able to converse at an intermediate level and have basic knowledge of reading and writing. Continuation from 1st semester. Instructor: Susan Verba.

Advanced:
Students will continue to learn Hebrew at an advanced level using various sources. Students must have a good knowledge of Hebrew both in conversation and writing. Continuation from 1st semester. Instructor: Varda Greenberg.

Chug:
This course is for students who have completed the advanced Hebrew level and wish to increase fluency. Instructor: Dahlia Tanaka.

Yiddish: Beginners:
This course will focus on basic conversation, reading and writing skills for those wishing to learn the ancient language of Eastern European Jews. Instructor: Myrna Rabinowitz.

Place: Vancouver Jewish Community Centre, 950 West 41 Ave.

Time:	
Beginners Hebrew:	7:30-9:30 p.m., Tues., Jan. 22 - Mar. 12
Elementary Hebrew:	7:30-9:30 p.m., Tues., Jan. 22 - Mar. 12
Intermediate Hebrew:	7:30-9:30 p.m., Mon., Jan. 21 - Mar. 11
Advanced Hebrew:	7:30-9:30 p.m., Mon., Jan. 21 - Mar. 11
Chug:	7:30-9:30 p.m., Wed., Jan. 23 - Mar. 13
Yiddish:	7:30-9:30 p.m., Wed., Jan. 23 - Mar. 13

Cost: \$70.00 per couple, \$10.00 per student, \$40.00 per person.

LANGUAGES

Continuing Education language programs have helped thousands of adults to become more knowledgeable travellers, increase their business opportunities, make new friends and acquire advanced language skills. You will find courses given at all levels in the evening and on weekends. Courses are taught by experienced instructors who use a variety of teaching techniques.

Beginners should register for Level 1. Students with minimal knowledge may find Level 2 more appropriate. Level 3 reasonably fluent in the working language.

Most language courses begin the week of January 21, 1985.

ARABIC CONVERSATION LEVEL 1	
Sat. (4501) 9:30 a.m.-12 noon	6 sess./45.

EDUCATIONAL TOURS: SPRING 1985

ENGLAND: JUNE 1985: COST \$2,275.

Dr. Kenneth MacMillan, English Department, Langara, is leading a tour of English literary and historical sites, including great museums, galleries and cathedrals, homes of famous writers like Shakespeare, Milton, Dickens, the Brontës, Austen, Wordsworth, Keats and Johnson. The tour is part of a course taught during May, 1985 at V.C.C., Langara. You may participate in this course on a non-credit or credit basis.

Further information: Dr. Ken MacMillan 263-0544 (home) or 324-5230 (office)

EUROPE GRAND TOUR:

MAY 17 - JUNE 6, 1985: COST \$2,095

Prof. Dick Grooms, Instructor, Art History, Langara, will lead a tour of Western Europe. Emphasis will be on Art, History and education conducted in a relaxed atmosphere. Included will be visits to Amsterdam, Paris, Munich, Rome, Florence and Venice. For further details of prep sessions and itinerary, contact: Dick Grooms — 876-9944 (home), 327-5071 (office) or Dr. Bob Gallagher, Canada World Travel — 872-0355.

SPECIAL INTEREST

ALGEBRA - EVERYTHING YOU NEED TO KNOW 4601

This introductory course (similar to Math II) covers the basic fundamentals of Algebra with emphasis on examples and applied examples. 8 sessions.

Thurs. 6:00-8:00 p.m. Shuen

APPRAISING YOUR OWN HOME 4602

Be a wise consumer! This popular course provides useful information on such topics as: purposes of appraisals, mortgages and refinancing, condominiums and town houses, the market and the cost approach to value when preparing an appraisal, and appraising your home home. Pre-register by Jan. 17. 2 sessions.

Mon. & Wed., Jan. 21 & 23 8:00-10:00 p.m. Young

ASSERTIVENESS TRAINING 4603

Explore the nature and value of assertive behaviour and the role it plays in the development of confidence and self-esteem. Here's an opportunity to practise your assertiveness skills in a safe and supportive environment. 4 sessions.

Wed. 8:00-10:00 p.m. Hall

ASTROLOGY - BEGINNERS 4064

Offers a solid grounding knowledge of all astrological principles — how and why it works? 8 sessions.

Wed. 6:00-8:00 p.m. Plattner

ASTROLOGY - INTERMEDIATE 4605

Deals with chart construction and interpretation. 8 sessions.

Wed. 8:00-10:00 p.m. Plattner

ASTRONOMY* 4639

Planetarium lecturer/producer, Bill Van Luven hosts this entertaining and visually beautiful tour of the universe. Topics include: "Eight Seconds to Midnight" — our place in time and space; stars, supernovae, pulsars and black holes; "The Back Yard" — the planets of the solar system; eclipses, meteors, comets, and the aurorae. Field trips to local observatories plus a special presentation at the Planetarium are included.

Mon. & Wed. 6:00-8:00 p.m. Van Luven

CAKE DECORATING

THE PROFESSIONAL WAY* 4638

For the beginner to the advanced in cake decorating. Learn how to make and apply a variety of icings; use different piping, colour and writing techniques; flower-making; icing application; layout and design; special decorations for birthday and wedding cakes. Supply list available at first class. 5 sessions.

Mon. 7:00-9:00 p.m. Hirano

ELECTRICITY - BASIC 4606

Covers the basic fundamentals of electricity with discussions and demonstrations of house wiring. 8 sessions.

Wed. 8:00-10:00 p.m. Shuen

FOOD PRESENTATION LEVEL I -

THE ART OF* 4607

Master the techniques of vegetable carving. This course covers 100 edible garnishes to enhance the appearance of palettes. It also shows how to serve fruit and cheese with style. 8 sessions.

Mon. 6:00-8:00 p.m. Ma

FOOD PRESENTATION LEVEL II -

THE ART OF* 4608

Learn how to finish a simple dish with a professional touch and how to present elaborate dishes as an expert. This course deals with hot and cold garnishes, aspic chaud froid techniques; food decorations, meat carving and table setting. 8 sessions.

Mon. 8:00-10:00 p.m. Ma

GEOMETRY - EVERYTHING YOU

NEED TO KNOW 4609

This introductory course (similar to Math 10/11) will cover the basic fundamentals of Geometry with emphasis on examples and problems. 8 sessions.

Wed. 6:00-8:00 p.m. Shuen

WHY, WHAT AND HOW SHOULD

YOU INVEST? 4610

This course is to help you assess your own financial situation and investment needs. Various rules of thumb and practical tips will be given to assist you in determining your priorities, investment guidelines and timing for follow-up. It is a "make you aware" course, and it saves you in your reading research. Kit of materials included. 4 sessions.

Thurs., Feb. 21 7:00-9:30 p.m. Vu

LIFE RE-BUILDING 4611

If you need a positive plan to restructure your life and find a new future, plan to attend this course. The course covers emotions, daily living and financial planning. 8 sessions.

Wed. 8:00-10:00 p.m. Miller

MAKE-UP ARTISTRY - BASIC* 4612

Information about complexions, features, colours and designs for everyday use. Techniques of make-up application will be demonstrated and participants will apply those techniques in class. Bring along your daily make-up kit. Enrollment limited to 16.

Tues. 6:00-8:00 p.m. D'Assumpcao

MEDITATION FOR PEACEFUL AND DYNAMIC LIVING 4613

Learn how meditation can improve life and bring more joy. Each week you will learn new techniques to cover related topics. 6 sessions.

Thurs. 8:00-10:00 p.m. Runkel

MATHEMATICS - BASIC 4614

This concise Math course (similar to Math 10) focuses on the fundamentals of real numbers, language of Algebra, geometric constructions and the study of triangles. Examples and problems will be emphasized. 8 sessions.

Mon. 8:00-10:00 p.m. Shuen

MEXICO - SURVIVING IN

First hand information and tips by a former resident and native of Mexico. In an informal atmosphere, you will be told of means of travel, hotels, restaurants and places to go (both well-known and undiscovered). A special section will also be devoted to driving and camping in Mexico. 3 sessions.

Thurs. (4615) 8:00-10:00 p.m. Pereda

Sat. Starts Feb. 16 (4616) 1:00-3:00 p.m. Pereda

OPERATION KICK-IT 4617

Attention Langara students, staff and faculty! Health Services will make it easier for you to quit smoking by offering this well-proven method. In 8 weeks you can learn to be free of the smoking habit. Bring your lunch.

Thurs. 12:30-2:00 p.m. Swan

AMATEUR PHOTOGRAPHY -

THE ART OF* 4618

Improve the artistic quality of your photographs. This course emphasizes identifying the mood or idea you want to communicate and selecting the best viewpoint, exposure, focus and composition. Illustrated talks, discussions, assignments and one Sunday field trip. Enrollment limited to 15. 7 sessions.

Wed. 8:00-10:00 p.m. Dunbar

SAILING BASICS FOR THE

WEEK-END BOATER 4619

Practical knowledge that can be applied when sailing such as the basics of navigation and safety afloat. You will learn how to handle your boat in a sea-man-like manner, how to avoid fire at sea and how to navigate through the narrows. 10 sessions.

Wed. 8:00-10:00 p.m. Freistadt

TAROT - THE MINOR ARCANA 4620

This course covers the 4 suits of the Tarot Minor Arcana and is for the beginner student. We will examine one layout in using the Tarot. Please purchase a deck of Waite Rider Tarot cards (available at Banyen Books). 8 sessions.

Thurs., Starts Jan. 31 8:00-10:00 p.m. Scott

TAROT - THE MAJOR ARCANA 4621

This course covers the twenty-two cards of the Tarot Major Arcana and is an in-depth look at the symbolism and use of the ancient Tarot. Please purchase a deck of Waite Rider Tarot Cards. 8 sessions.

Mon., Starts Jan. 28 8:00-10:00 p.m. Scott

TYPING - BEGINNERS* 4622

Learn touch typing of letters, symbols and numbers, tabulation centering and, if time permits, business letters. Bring your own typing paper. 8 sessions.

Tues. 6:30-9:00 p.m. Worobetz

TYPING - ADVANCED* 4623

Prerequisite 20-25 words per minute. Learn centering, tabulation, business letters, resumes, and drills to improve speed and accuracy. Bring your own typing paper. 6 sessions.

Thurs. 7:00-9:30 p.m. Worobetz

WEN DO 4624

An effective system of self-defence 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. 7:00-9:30 p.m. Miller

WORKSHOPS

BRITISH COLUMBIA - HISTORICAL HIGHLIGHTS OF 4625

An introduction to B.C. history for newcomers and those who wish a concise refresher survey from the early explorers to the present day. You will gain a better understanding of provincial attitudes, problems and historical sites. Pre-register by Jan. 16. 1 session.

Mon., Jan. 21 7:00-10:00 p.m. Lower

CHINA - ROAD TO ADVENTURE

(TRAVEL COURSE) 4626

This one-day orientation to China travel focuses on practical details: how to make the most of your trip, avoiding problems and making contact. Slides as well as extensive resources for planning will be presented. Bring a lunch. Enrollment limited to 20. 1 session.

Sat., Feb. 16 10:00 a.m.-4:00 p.m. Buckley

FINANCIAL PLANNING 4627

Designed to help you review your spending patterns (family budget) and your accumulation of wealth (balance sheet). These two steps are necessary for determining where you stand and for planning your finances. 1 session.

Sat., Mar. 2 10:00 a.m.-1:00 p.m. Vu

FINANCIAL PLANNING FOR

RETIREMENT WORKSHOP 4628

This course includes ideas in investing to keep ahead of inflation and taxes while providing income and security of capital, alternatives to annuities, income splitting, spousal loans, and creating an extra \$1,000 tax free each year. There will also be a discussion on the different types of investment income and the different tax treatment of each type. 1 session.

Sun., Jan. 26 10:00-12 noon Moylan

HONOURABLE HORS D'OEUVRES*

Remember the last time you were at a party and were served those incredibly delicious before dinner foods? Learn to make six interesting and attractive hors d'oeuvres, sure to please the palates of your guests. All ingredients supplied. Register by Jan. 23 or Feb. 20. Separate recipes in the Jan. and Feb. classes. 1 session.

Sun., Jan. 27 (4629) 12 noon-3:00 p.m. Bunting

Mon., Feb. 24 (4630) 12 noon-3:00 p.m. Bunting

MEALS - ELEGANT AND EASY*

Do you spend too much time in the kitchen and not enough time with your guests? This session will focus on 4 easy, but elegant, main dishes which can be prepared ahead of time. Tips on accompanying dishes will also be given. Pre-register by Mar. 13.

Sun., Mar. 17 12 noon-3:00 p.m. Bunting

MEATLESS COOKERY — ADVENTURES IN* 463220.00

Discussion of meal planning and vegetarian protein sources. Hands-on preparation of meatless main dishes. Good for low fat cholesterol diets. 1 session.

Sun., Jan. 20 12 noon-4:00 p.m. Goudey

PHOTOGRAPHY - BEGINNERS* 4633

For those who are just becoming interested in photography and who are confused by the jargon (stop, focus, aperture [ASA]). The course consists of illustrated talks and question and answer sessions. Bring your camera and any instructions you have for it, some of your own pictures and your questions. Enrollment limited to 20. 1 session.

Sun., Jan. 27 12 noon-4:00 p.m. Dunbar

PSYCHOLOGY OF

COLOUR & WARDROBE* 4634

Learn how to plan & coordinate your wardrobe in your personal colours, organize your closet, accessorize, & harmonize with your surroundings. This workshop includes an individual colour analysis based on personality not the seasons, & include a personalized colour booklet at a cost of \$15.00. Enrollment limited to 15.

Sat., Feb. 23 9:30 a.m.-1:00 p.m. Hall

SWEET SQUARES* 4635

These squares are easy to make and always get great reviews. This cooking class features the making and tasting of six delicious square that can be used for social occasions throughout the year. Recipes for 12 squares will be given. All ingredients supplied. Pre-register by Feb. 6. 1 session.

Sun., Feb. 10 12 noon-3:00 p.m. Bunting

TRACE YOUR FAMILY TREE

WORKSHOP* 4636

To guide participants through a personal research plan, utilizing libraries, institutions, obvious and obscure sources, and finding aids. Learn how to solve special problems relating to the country of your "Roots". Extensive hand-out material with basic information and filing system will be supplied. 1 session.

Sat., Jan. 26 9:00 a.m.-4:00 p.m. Leduc

VCC-LANGARA (Continuing Education) in cooperation with THE WESTERN CANADIAN OPERA SOCIETY (The Opera Club) is pleased to present a non-credit course especially designed for OPERA LOVERS!

THE METROPOLITAN OPERA (4637)

Each Wed. evening class, two hours long, will preview the upcoming CBC-Metropolitan Opera Broadcast to be heard the following Sat. afternoon by presenting: **Musical illustrations of major highlights **Informed commentary of the composer and the setting of the opera and what especially to look for.

Time and place: VCC, Langara, 100 W. 49th Ave.

Fee: at 7:30 p.m.

Instructor: \$90.00/15 sessions.

Audrey Glass.

Jan. 9 Mozart, Le Clemeza di Tito

Jan. 16 Berg, Wozzeck

Jan. 23 Offenbach, The Tales of Hoffmann

Jan. 30 Verdi, Otello

Feb. 6 Puccini, La Boheme

Feb. 13 Wagner, Lohengrin

Feb. 20 Tchaikovsky, Eugene Onegin

Feb. 27 Puccini, Manon Lescaut

Mar. 6 Verdi, Ernani

Mar. 13 Wagner, Die Meistersinger von Nurnberg

Mar. 20 Gershwin, Porgy and Bess

Mar. 27 Puccini, Tosca

Apr. 3 Verdi, Rigoletto

Apr. 10 Berg, Lulu

Apr. 17 Wagner, Parsifal

SPORT & LEISURE

AUTOMOBILE RESTORATION 4701

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, clean, examine 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. 7:00-9:00 p.m. Kieselowsky

CARING FOR YOUR FRUIT TREES 4702

Taught by an Okanagan orchardist, focus will be on pruning, fertilizing, pollination, and protecting your trees from disease. 2 sessions.

Tues. 7:00-10:00 p.m. Arnold

Sat. 9:00 a.m.-4:00 p.m. Arnold

CHILDREN'S DANCE WORKSHOP

Learn to structure practical and fun experiences in dance for pre-schoolers and primary graders. This one-day workshop will provide loads of ideas and materials for teachers, recreation leaders, and anyone involved in working with children. Two workshops offered. 1 session.

Sun., Jan. 27 (4704) 1:00-4:00 p.m. Loeffler

Sun., Feb. 3 (4703) 1:00-4:00 p.m. Loeffler

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. Course includes: two hour classroom session on clothing, equipment and general information; two 4-hour practical lessons by a C.A.H.S.I. certified instructor; and all trail fees. Rental of quality equipment at a reduced rate. 3 sessions. For further information call Pacific Crest Recreation Inc. at 733-9162.

(A) CYPRESS BOWL SERIES*

Adult - 55.00 (71.00 with equipment rental)/Youth (8-15 years) - 40.00 (56.00 with equipment rental).

Class #1 (4704) - Jan. 15, 7:30-9:30pm/Jan. 19 & 26, 9am-2:30pm

Class #2 (4705) - Feb. 6, 7:30-9:30pm/Feb. 9 & 16, 9am-2:30pm

Class #3 (4706) - Mar. 6, 7:30-9:30pm/Mar. 9 & 16, 9am-2:30pm

(B) MANNING PARK SERIES* (Bus transportation included)

Adult - 75.00 (91.00 with equipment rental)/Youth (8-15 years) - 60.00 (76.00 with equipment rental).

Class #1 (4707) - Jan. 15, 7:30-9:30pm/Jan. 20 & 27, 7am-7pm

Class #2 (4708) - Feb. 6, 7:30-9:30pm/Feb. 10 & 27, 7am-7pm

Class #3 (4709) - Mar. 6, 7:30-9:30pm/Mar. 10 & 17, 7am-7pm

(C) FOUR HOUR REFRESHER COURSE*

(available on the above dates)

Cypress Park (4710), Adult - 28.00/Youth (8-15 years) - 20.00

Equipment rental - 8.00

Manning Park (4711), Adult - 38.00/Youth (8-15 years) - 30.00

Equipment rental - 8.00

(D) CROSS COUNTRY SKIING FOR SENIOR CITIZENS*

Cypress Park - 40.00 (52.00 with equipment). 1 classroom session and two 2½ hour practical sessions.

Class #1 (4712) - Jan. 15, 4-5:30pm/Jan. 22 & 29, 10am-2:30pm

Class #2 (4713) - Feb. 6, 4-5:30pm/Feb. 12 & 19, 10am-2:30pm

CROSS-COUNTRY WEEKEND TOUR* 4714

Single - 170.00

Double - 156.00

Triple - 144.00

Quad - 132.00

Get away from it all! Join in on this great trip to Lac Le Jeune (Kamloops Area). A pre-trip meeting will be held. 2 nights accommodation at Le Jeune Resort; 2 breakfasts, 1 dinner, transportation from Vancouver, return; ski lessons (if desired); trail fees and rolling ranch country; skating on the lake — evening get together; sauna and hot pool. 3 sessions. For further information call Pacific Crest Recreation Inc. at 733-9162.

Fri./Sat./Sun., Feb. 1, 2 & 3

FITNESS INSTRUCTORS WORKSHOP* 25.00/session

For experienced fitness instructors or recreation leaders to develop and improve communication and counselling skills. Pre-register a week in advance. 4 workshops offered. Bring lunch.

1. Basic Communication Skills (4715) — Covers listening, attending and clarifying skills with opportunities to assess your present level of skill, and for group and instructor feedback. Held Jan. 26

2. Counselling Skills (4716) — Builds on existing basic skills in listening, attending and clarifying. By the end of this day, you will have basic assessment and problem solving skills. Designed for instructors with ongoing contact with clients. Held Feb. 2

3. Brief Intervention Counselling (4717) — Builds on basic communication skills, with the emphasis on very short interventions. This day is geared to the brief encounters before or after a fitness class. Held Feb. 9

4. Overview of Selected Women's Issues (4718) — Areas to be explored are self esteem, body awareness and acceptance, assertiveness, self expression and sexuality, all common issues for the fitness and recreational instructor who works with women. Held Feb. 16

Sat. 9:00 a.m.-4:00 p.m. Cook

LEISURE LIFESTYLE

AWARENESS FOR SENIORS 4719

An opportunity to explore lifestyle issues with other seniors. Examine meaningful ways of utilizing your time. See what is working in your present lifestyle, and what changes would add more pleasure, relaxation and satisfaction to life. 8 sessions.

Wed. 7:00-8:00 p.m. Cook

Come and Learn a Better Living at 250 W. Pender St.

Registration: IN PERSON at the REGISTRATION SERVICES office on the main floor using CHEQUE, CASH or VISA.

For the month of December:
8:00 a.m. to 6:00 p.m. Mon. to Thurs.
8:00 a.m. to 5:00 p.m. Fri.
For the month of January:
8:00 to 7:00 p.m. Mon. to Thurs.
8:00 a.m. to 5:00 p.m. Fri.
9:00 a.m. to 3:00 p.m. Sat. (5th, 12th, 19th)

Information: contact Counselling at 681-8111, Local 220.

PLEASE NOTE THAT courses will be offered based on the availability of instructors, space, funding, and a sufficient number of students. Spaces are limited in all courses. Classes may have been filled prior to the release of this advertisement.

Refunds: for extension course registrations, a prorated refund, less 20.00 will be given during the 1st, 2nd and 3rd sessions. No refund will be given after completion of the 3rd session. Requests for fee refunds by students who have withdrawn will not be accepted if the claim is more than 1 month after the last day of attendance.

Parking: is plentiful in nearby parking lots and there is easy access by bus from all over the lower mainland.

BUSINESS COURSES

FUNDAMENTAL ACCOUNTING PRINCIPLES 1 (Lan. 115) 92.00
Prereq.: Bookkeeping/introduction to accounting or equivalent. Approx. text/supplies 50.00
Jan. 15-Apr. 2 Tues. 6:00-9:00 p.m.

BOOKKEEPING/INTRODUCTION TO ACCOUNTING 182.00
Approx. text/supplies 35.00.
Jan. 12-Apr. 3 Wed. 6:00-9:00 p.m. & Sat. 9:00 a.m.-12 noon

BUSINESS COMMUNICATIONS 2 92.00
Prereq.: Business Communications 1 or equivalent. Approx. text/supplies 25.00.
Jan. 16-Apr. 3 Wed. 6:00-9:00 p.m.

BUSINESS COMMUNICATIONS 3 (Lan. 118) 92.00
Prereq.: Business Communications 2 or equivalent. Approx. text/supplies 25.00.
Jan. 14-Apr. 1 Mon. 6:00-9:00 p.m.

BUSINESS MATH 1 AND MACHINES 1 92.00
(2 courses) Approx. text/supplies 10.00.
Jan. 12-Mar. 30 Sat. 9:00 a.m.-12 noon

BUSINESS MATH AND MACHINES 2 92.00
Prereq.: Business Math 1 and Machines 1 or equivalent. Approx. text/supplies 10.00.
Jan. 12-Mar. 30 Sat. 1:00 & 4:00 p.m.

BUSINESS MATH 3 (Lan. 118) 92.00
Prereq.: Business Math and Machines 2 or equivalent. Approx. text/supplies 5.00.
Jan. 12-Mar. 30 Sat. 1:00-4:00 p.m.

INTRODUCTION TO DATA PROCESSING (Lan. 115) 92.00
Approx. text/supplies 50.00.
Jan. 12-Mar. 30 Sat. 9:00 a.m.-12 noon

MACHINE TRANSCRIPTION 1 92.00
Prereq.: Typing 2 (40 g.w.a.m.) or equivalent. Approx. text/supplies 50.00.
Jan. 12-Mar. 30 Sat. 1:00-4:00 p.m.

MACHINE TRANSCRIPTION 2 92.00
Prereq.: Machine transcription 1 or equivalent. Approx. text/supplies 50.00.
Jan. 12-Mar. 30 Sat. 1:00-4:00 p.m.

OFFICE PRACTICES & PROCEDURES 92.00
Prereq.: Typing 2 (40 g.w.a.m.) or equivalent. Approx. text/supplies 50.00.
Jan. 12-Mar. 30 Sat. 9:00 a.m.-12 noon

OFFICE RECORDS MANAGEMENT 92.00
Approx. text/supplies 30.00.
Jan. 12-Mar. 30 Sat. 9:00 a.m.-12 noon

PAYROLL AND LEGISLATION 92.00
Approx. text/supplies 20.00.
Jan. 12-Mar. 30 Sat. 1:00-4:00 p.m.

SECRETARIAL PRACTICES & PROCEDURES 92.00
Prereq.: Typing 3 (50 g.w.a.m.) or equivalent. Approx. text/supplies 50.00.
Jan. 12-Mar. 30 Sat. 9:00 a.m.-12 noon

SHORTHAND 1 92.00
Prereq.: Typing 2 (40 g.w.a.m.) or equivalent. Approx. text/supplies 60.00.
Jan. 14-Apr. 1 Mon. 6:00-9:00 p.m.

SHORTHAND 2 (Lan. 114) 92.00
Prereq.: Shorthand 1 or equivalent. Approx. text/supplies 60.00.
Jan. 16-Apr. 3 Wed. 6:00-9:00 p.m.

SHORTHAND 3 (Lan. 115) 92.00
Prereq.: Shorthand 2 or equivalent. Approx. text/supplies 60.00.
Jan. 16-Apr. 3 Wed. 6:00-9:00 p.m.

LEGAL and MEDICAL

CORPORATE 92.00
Prereq.: General legal procedures or letter verifying legal office experience. Approx. text/supplies 50.00.
Jan. 15-Apr. 2 Tues. 6:00-9:00 p.m.

GENERAL LEGAL PROCEDURES 92.00
Prereq.: Typing 3 (50 g.w.a.m.) machine transcription or equivalent. Approx. text/supplies 65.00.
Jan. 14 - Apr. 1 Mon. 6:00-9:00 p.m.

LEGAL SHORTHAND 92.00
Prereq.: Shorthand 3 or equivalent. Approx. text/supplies 50.00.
Jan. 16 - Apr. 3 Wed. 6:00-9:00 p.m.

WILLS AND ESTATES 92.00
Prereq.: General legal procedures OR letter verifying legal office experience. Approx. text/supplies 50.00
Jan. 17 - Apr. 4 Thurs. 6:00-9:00 p.m.

MEDICAL TERMINOLOGY 182.00
Prereq.: Business Communication 2. Approx. text/supplies 40.00.
Jan. 15-Apr. 4 Tues./Thurs. 6:00-9:00 p.m.

MEDICAL TRANSCRIPTION 1 92.00
Prereq.: Machine transcription 1 and 50 g.w.a.m. or equivalent. Approx. text/supplies 40.00.
Jan. 12-Mar. 30 Sat. 1:00-4:00 p.m.

TYPING & WORD PROCESSING

TYPING 1 (Keyboarding) 92.00
Approx. text/supplies 30.00.
Jan. 12-Mar. 30 Sat. 1:00-4:00 p.m.

TYPING 1 AND TYPING 2, SECTION 1 182.00
Text/Supplies Cost: \$30 Approx.
Jan. 15-Apr. 4 Tues. & Thurs. 6:00-9:00 p.m.

TYPING 2, SECTION 2 (ELECTRONIC) (Lan 114) 92.00
Prerequisite: Typing 2, Section 1 (40 g.w.a.m.) or the equivalent. Approximate Text/Supplies Costs: \$30.
Jan. 15-Apr. 2 Tuesday 6:00-9:00 p.m.

TYPING 3 - Electronic (Lan. 115) 92.00
Prereq.: Typing 2 and (40 g.w.a.m.) or equivalent. Approx. text/supplies 35.00.
Jan. 15 - Apr. 2 Tues. 6:00-9:00 p.m.

TYPING 1 AND 2 SPEED UPGRADE full term 182.00 min. of 3 sess. 24.00
Approx. text/supplies 10.00.
Starts Jan. 15 Tues. & Thurs. 6:00-9:00 p.m.

INTRO. TO WORD PROCESSING & BASIC APPLICATIONS 182.00
Prereq.: Typing 3 (50 g.w.a.m.)
Jan. 12-Mar. 30 Sat. 9:00 a.m.-4:00 p.m.

LEGAL WORD PROCESSING 92.00
Prereq.: Intro. and basic above and Legal Secretary program cert. or equivalent. Approx. text/supplies 20.00.
Jan. 15-Apr. 2, Tues. 6:00-9:00 p.m.

MATH PROCESSING 24.50
Prereq.: Stored keystrokes.
Mar. 21-Apr. 4 Thurs. 6:00-9:00 p.m.

STORED KEYSTROKES 69.50
Prereq.: Intro. and Basic described above.
Jan. 17-Mar. 14 Thurs. 6:00-9:00 p.m.

COMPUTER PROGRAMMING

INTRO. TO COMPUTER PROGRAMMING - BASIC 114.50
Jan. 8-Feb. 26 Tues. & Thurs. 6:00-9:30 p.m.

BASIC PROGRAMMING 2 99.50
Prereq.: Intro. to Basic above.
Feb. 28-Apr. 11 Tues./Thurs. 6:30-9:30 p.m.

COBOL PROGRAMMING 1 182.00
Jan. 7-Mar. 27 Mon./Wed. 6:30-9:30 p.m.

COBOL PROGRAMMING 2 182.00
Prereq.: Cobol 1 or equivalent.
Jan. 7-Mar. 27 Mon. & Wed. 6:30-9:30 p.m.

Please Note: This course normally takes 2 semesters. VVI does not guarantee that semester 2 will be offered. You pay 182.00 at the beginning of each semester.

COBOL PROGRAMMING 3 182.00
Prereq.: Cobol 2.
Jan. 7-Mar. 27 Mon. & Wed. 6:30-9:30 p.m.

DATA ENTRY OPERATOR (3 courses) 182.00
Prereq.: Typing 2 (40 g.w.a.m.) and passing Alpha Numerical Aptitude Test or equivalent.
Jan. 12-Mar. 30 Sat. 9:00-4:00 p.m.

Please Note: These 3 courses are offered as a unit and take 3 semesters. VVI does not guarantee that semesters 2 and 3 will be offered. You pay 182.00 at the beginning of each semester.

MARKETING

INTRO. TO COMPUTER SYSTEMS 77.00
Prereq.: Gr. 12 or equivalent.
Jan. 8-Mar. 12 Tues. 6:30-9:30 p.m.

MARKETING FUNDAMENTALS (Lan. 115) 99.50
Equivalent to VCC Continuing Ed. Marketing 1115. Prereq.: Gr. 12 or equivalent.
Jan. 7-Feb. 18 Mon. & Wed. 6:30-9:30 p.m.

PSYCHOLOGY OF SALESMANSHIP (Lan. 218) 99.50
Prereq.: Gr. 12 or equivalent.
Jan. 7-Feb. 18 Mon. & Wed. 6:30-9:30 p.m.

SUPERVISORY SKILLS TRAINING 77.00
Prereq.: Gr. 12 or equivalent.
Jan. 10-Mar. 14 Thurs. 6:30-9:30 p.m.

POWER ENGINEERING

ENERGY MANAGEMENT UPGRADE - LEVEL 1 182.00
Jan. 15-Apr. 4 Tues./Thurs. 6:00-9:00 p.m.

Please Note: The levels 2 and 3 will be offered later based on availability of instructors, space, funding and students. You must complete all 3 levels to obtain a VCC/VVI certificate.

REFRIGERATION OPERATOR - LEVEL 1 182.00
Jan. 15-Apr. 4 Tues./Thurs. 6:00-9:00 p.m.

Please Note: Courses in level 2 will be offered later based on availability as above.

REFRIGERATION OPERATOR - LEVEL 2 182.00
Prereq.: Completion of all courses in level 1.
Feb. 2-Apr. 27 Sat. 8:00 a.m.-3:15 p.m.

You must complete all courses in both levels to obtain a VCC/VVI certificate. Successful completion also provides you with the theory to write Ministry of Labour exams for Refrigeration Operator.

MEDICALS ARE REQUIRED FOR THE FOLLOWING:

Cooking, Kitchen Management, and Skincare Advanced required a recent health certificate and negative TB skin test. (If the TB skin test is positive, a negative TB chest x-ray is required.)

COOKING & KITCHEN MANAGEMENT

COOKING 302.00
Tools and supplies 75.00.
Feb. 16-July 20 Sat. 8:00 a.m.-3:00 p.m.

KITCHEN EQUIPMENT 77.00
Jan. 7-Mar. 11 Mon. 6:00-9:00 p.m.

MENU PLANNING 77.00
Jan. 8-Mar. 12 Tues. 6:00-9:00 p.m.

FOOD COSTING METHODS 77.00
Jan. 9-Mar. 13 Wed. 6:00-9:00 p.m.

SKIN CARE - ADVANCED

ELECTROLYSIS - THERMOLYSIS AND THE BLEND 302.00
Prereq.: Skin Care Basic or equivalent.
Jan. 8-Apr. 17 Tues. & Wed. 6:00-10:00 p.m.

WELDING UPGRADE

Training or testing for welders wishing to upgrade their skills
Sessions and levels of training varies with the needs of each student. Fees are calculated on a per session basis. Initial enrolment is for a minimum of 3 sessions for 47.00.
Stars Jan. 12 Sat. 8:00 a.m. to 3:00 p.m.

ELECTRONICS

ALTERNATING CURRENT (AC) BASICS 151.00
Prereq.: DC analysis.
Jan. 9 - Mar. 6 Mon. & Wed. 6:30-10:00 p.m.

MICROPROCESSORS 299.00
Prereq.: Digital electronics.
Feb. 5-May 30 Tues. & Thurs. 6:30-10:00 p.m.

GRAPHIC ARTS

These apprenticeship courses are offered through the B.C. Ministry of Labour; a limited number of spaces are available for fee-paying students with a letter proving employment in the Graphic Arts Trade.

BLACK AND WHITE CAMERA AND HALFTONE PHOTOGRAPHY 302.00
Jan. 7-Apr. 22 Mon. & Wed. 6:00-10:00 p.m.

BINDERY OPERATION (4 year) Level 2 302.00
Jan. 8-Apr. 18 Tues. & Thurs. 6:00-10:00 p.m.

LITHO PRESS OPERATION 2 302.00
Mar. 2-Apr. 20 & Apr. 24-June 19 Saturday Sat. & Wed.
**NOTE: Saturday classes are 9:00-4:00 p.m.
Wednesday classes are 6:00-10:00 p.m.

LITHO PRESS OPERATION 3 302.00
Jan. 7-Apr. 22 Mon. & Wed. 6:00-10:00 p.m.

TYPESETTING, COMPOSITION AND DESIGN 192.00
Jan. 7-Mar. 11 Mon. & Wed. 6:00-10:00 p.m.

ADVANCED COLOUR SEPARATION 302.00
Jan. 8-Apr. 18 Tues. & Thurs. 6:00-10:00 p.m.

TRAIN THE TRAINER PROGRAM

PROGRAM DESIGN 77.00
Jan. 16-Feb. 20 Wed. 9:00 a.m.-3:00 p.m.

GIVING OF INSTRUCTION 77.00
Jan. 14-Mar. 18 Mon. 6:00-9:00 p.m.

EVALUATION OF LEARNING 77.00
Apr. 2-May 2 Tues./Thurs. 6:00-9:00 p.m.

PRACTICUM tutorial 77.00
Text and materials for full program 40.00.

SECURITY OFFICER PROGRAM

ACCESS, CONTROL & PATROLLING 77.00
Jan. 9-Mar. 13 Wed. 9:00-12 noon

FIRE PREVENTION, BUILDING SAFETY AND SAFETY ORIENTED FIRST AID (2 courses) 77.00
Jan. 10-Mar. 14 Thurs. 9:00-12 noon

PROFESSIONALISM & THE SECURITY OFFICER 77.00
Jan. 8-Mar. 12 Tues. 9:00-12 noon

RETAIL SECURITY 77.00
Jan. 7-Mar. 11 Mon. 9:00-12 noon