

VANCOUVER COMMUNITY COLLEGE



FOR REFERENCE
Do Not Take From This Room

CONTINUING
EDUCATION
SPRING & SUMMER
1985

We're BLOSSOMING
ALL OVER TOWN
with over 600
Enlightening courses.
Choose a couple and
do your mind a favour.



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- and fee information
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APR 15 1985

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CAMPUSES

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MAIL IN REGISTRATION FORM

Include cheque or money order and mail to:

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

Please TYPE or PRINT. Note: Only one student may register on this form. Put additional registrations on a sheet of paper.

☐ 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 Enrollment: 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.

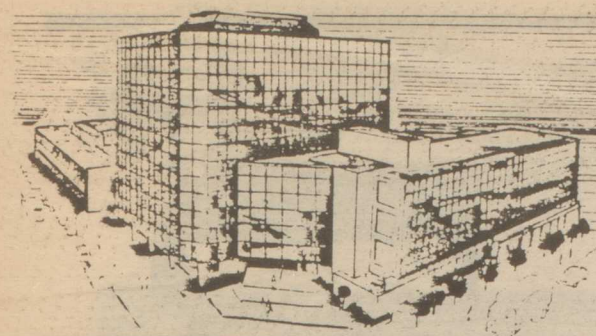
COURSE CANCELLATIONS, WITHDRAWALS, AND REFUNDS

Full refund of tuition fees will be issued for courses cancelled by the College. The College reserves the right to cancel courses due to unavailability of instructors, facilities, or insufficient enrollment.

Refunds are not permitted for some courses and others have specific refund policies. This will be noted in the course description. PLEASE READ COURSE DESCRIPTION CAREFULLY. For all refunds, the STUDENT COPY of the receipt must be received by the appropriate program centre before a refund can be processed. For courses of 5 or more sessions, notification of withdrawal must be received at the appropriate program centre before the second session. For courses of 4 or less sessions, notification must be made 24 hours before the first session. An administration charge of 10% or a minimum of \$10.00 will be deducted from the amount to be refunded. Refunds for courses paid by cash or cheque will be made in the form of cheques mailed directly to the student. VISA payments will be refunded by VISA credit voucher. Please allow 4 weeks for processing any refund.

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 to 16.



CONTINUING EDUCATION Vancouver Vocational Institute PHONE: 682-5844

VOCATIONAL COURSES

Unless otherwise noted, Sat. classes will begin Apr. 27th, and all other classes will begin the week of Apr. 29th.

Starting Tues., Apr. 9th, 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.

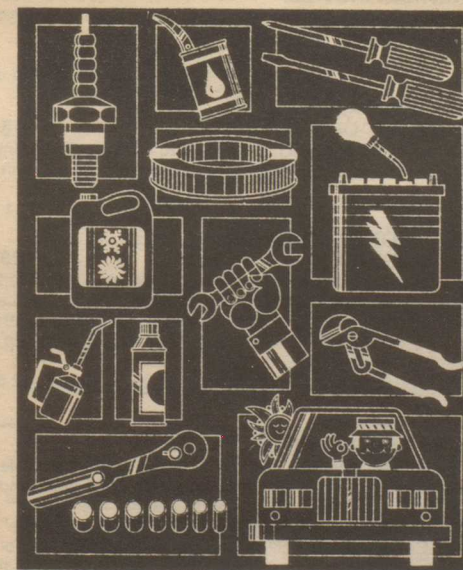
For courses held at Focal Point, you may PRE-REGISTER at that Centre starting Apr. 16th, Tues. through Sat., 11:00 a.m.-4:30 p.m. or on Apr. 16th and 17th from 7:00 p.m. to 9:00 p.m. For further information on these courses, please call 224-3636 at the above noted times.

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

For courses held at Vancouver Technical School, you may PRE-REGISTER at that Centre from Apr. 22nd to Apr. 25th (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. Courses marked with an asterisk (*) are NOT free to senior citizens. For further information on courses at any of the following 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 Avenue
King Edward Campus 1155 East Broadway
Vancouver Technical School 2600 East Broadway
Vancouver Vocational Institute 250 West Pender Street



AUTOMOTIVE

AIR BRAKE THEORY AND OPERATION 78.00
Prepares truck operators in the basic operation, maintenance and adjustment of air brake equipped vehicles, including both single circuit and "121" system schematics. This training is necessary prior to sitting for the motor vehicle test for an air endorsement on a driving licence.
Sat., May 4 K.E.C. 9:00 a.m.-3:30 p.m. 5 weeks

AUTOMOTIVE BRAKE SERVICING 78.00
Acquire knowledge of most domestic brake systems to enable you to diagnose and service.
Wed., May 01 K.E.C. 7:00 p.m.-10:00 p.m. 10 weeks

AUTO BODY ESTIMATING 63.00
Upgrade your skills in assessing and estimating collision damage to modern vehicles. (Admission to this class is by examination to be held Sat., Apr. 27, 1985 at 10:00 a.m. or by permission of the Instructor.)
Mon. & Wed., Apr. 29 K.E.C. 6:30 p.m.-9:30 p.m. 4 weeks

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

AUTOMOTIVE INTRODUCTION FOR WOMEN 78.00
Become more familiar with your vehicles! Topics covered include: servicing, oil change, tire change, brake inspection, spark plug servicing and basic tune-up procedures.
Thurs., May 02 K.E.C. 7:00 p.m.-10:00 p.m. 10 weeks

AUTOMOTIVE REFRESHER 130.00
To help motor mechanics obtain their Provincial Tradesman Qualification Certificate.
Sat., Apr. 27 V.V.I. 9:00 a.m.-2:00 p.m. 10 weeks

AUTOMOTIVE MECHANICS, INTERMEDIATE 125.00
Designed for those who have the tools and the room to do minor and major automotive repairs. It includes both theory and practical on repairs to engines, carburetors, ignition, electric, transmission, driveline and brakes.
Mon. & Wed., Apr. 29 K.E.C. 7:00 p.m.-10:00 p.m. 8 weeks

AUTOMOTIVE TRANSAXLE REPAIR 78.00
For mechanics wishing to upgrade their skills in service and repair problems related to modern front wheel drive transaxles.
Tues. & Thurs., Apr. 30 K.E.C. 7:00 p.m.-10:00 p.m. 5 weeks

AUTOMOTIVE TUNE-UP, BASIC 78.00
Learn the basic skills and knowledge to perform a minor tune-up.
Mon., Apr. 29 K.E.C. 7:00 p.m.-10:00 p.m. 10 weeks

AUTOMOTIVE TUNE-UP ADVANCED, ELECTRICAL AND CARBURETORS* 156.00
Covers conventional and transistor ignition systems, tune-up procedures, carburetor principles and repair. (Admission to this class is by examination to be held Sat., Apr. 20th, at 10:00 a.m. or by permission of the Instructor.)
Sat., Apr. 27 K.E.C. 9:00 a.m.-3:30 p.m. 10 weeks

AUTOMOTIVE WHEEL ALIGNMENT AND FRONT END SERVICE 78.00
Upgrade your skills in both theory and hands-on workshop practice using different types of wheel alignment equipment. Some work on front wheel drive vehicles is included.
Sat., Apr. 27 K.E.C. 8:30 a.m.-3:00 p.m. 5 weeks

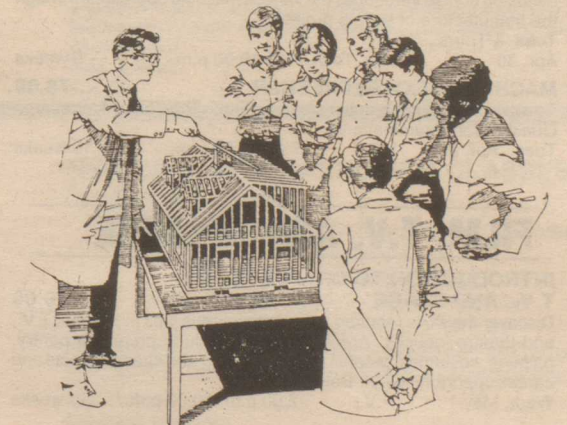
ELEMENTS FOR EFFECTIVE SERVICE WRITING SEMINAR 15.00
To analyze and discuss various aspects of service writing involved in selling techniques and communication skills.
Wed., May 01 V.V.I. 7:00 p.m.-10:00 p.m. 1 session

GENERAL DIESEL ENGINES FOR BEGINNERS 94.00
Learn basic knowledge of the history, development and theory of the diesel engine and obtain theoretical and practical knowledge of the operation and maintenance of the present day diesel with emphasis on Caterpillar, Cummins and Detroit diesel engines, and components.
Mon. & Wed., Apr. 29 K.E.C. 6:30 p.m.-9:30 p.m. 6 weeks

HUMAN RELATIONS FOR SERVICE MANAGERS 15.00
Explore various aspects of human relations such as empowerment, motivation, job responsibilities, customer courtesies, and communications and use proven business psychology techniques.
Wed., May 08 V.V.I. 7:00 p.m.-10:00 p.m. 1 session

REBUILDING A STREET MOTOR 78.00
Learn both theoretical and practical procedures for rebuilding a small block V8 including reconditioning, assembly and test running, as well as tips on finding hidden horsepower and the good and bad of hotrod boltons.
Prerequisite: "Basic Auto Tune-Up"
Thurs., May 02 K.E.C. 7:00 p.m.-10:00 p.m. 10 weeks

INTRODUCTION FOR SERVICE ADVISORS 52.00
Especially for people working as service advisors at a parts counter or retail service outlet in the automotive field. Topics include communication skills, service sales, customer relations, and determination of service needs. A technical background in Auto Mechanics is a prerequisite.
Mon., Apr. 29 K.E.C. 7:00 p.m.-9:00 p.m. 10 weeks



BUILDING CONSTRUCTION

BUILDING CONSTRUCTION ESTIMATING 78.00
Gain sufficient knowledge and practical experience in preparing accurate quantity take-offs in the residential construction field.
Wed., May 01 V.V.I. 6:30 p.m.-9:30 p.m. 10 weeks

HOUSE CONSTRUCTION (BASIC) 62.00
The West Coast Framing Method covers topics from blueprint reading to finishing details. Registration fee includes a nominal charge for supplies.
Tues., Apr. 30 Van Tech. 6:00 p.m.-10:00 p.m. 5 weeks

HOUSE PLANNING AND DESIGN 91.00
If you are involved in new house construction, renovations or are a first-time buyer, take this course! No drafting skills are required.
Wed., May 01 V.V.I. 6:30 p.m.-10:00 p.m. 10 weeks

INTERMEDIATE BLUEPRINT READING 78.00
Improve your skills in reading more advanced blueprints. Drawings and details of woodframe, steel and reinforced concrete construction are covered.
Thurs., May 02 V.V.I. 7:00 p.m.-10:00 p.m. 10 weeks

INTRODUCTORY BLUEPRINT READING 78.00
Learn basic knowledge related to reading blueprints associated with architectural construction.
Wed., May 01 V.V.I. 7:00 p.m.-10:00 p.m. 10 weeks

RENOVATION DRAFTING 117.00
You will develop your skills in general drafting techniques along with a satisfactory level of comprehension of drawings and related trade skills to be able to develop drawings suitable for construction contracting or obtaining permits.
Sat., Apr. 27 V.V.I. 9:00 a.m.-2:30 p.m. 9 weeks



BUSINESS TRAINING

LEARNING TO LEARN 52.00
Learn to enhance your physical, mental and creative abilities, exploring alternative learning techniques.
Thurs., May 02 V.V.I. 7:00 p.m.-9:00 p.m. 10 weeks

FASHION RETAIL SALES AND MARKETING 46.00
Learn about the "fashion image" of retail outlets with an overview of customer service and the fashion consumer. You will become much more knowledgeable about fashion merchandise to improve your confidence and employability in a retail operation.
Tues., Apr. 30 V.V.I. 7:00 p.m.-9:30 p.m. 7 weeks

OPTIONS AND FUTURES - INTRODUCTION TO TRADING 65.00
For serious market investors and speculators: a practical approach to trading in the options and futures markets and the complexities and terminology involved, enabling you to take better advantage of trading opportunities.
Tues. & Thurs., Apr. 30 V.V.I. 7:00 p.m.-9:30 p.m. 5 weeks

STOCK MARKET INVESTING (AN INTRODUCTION) 65.00
Learn the operations of the stock market and how to analyse stock market investments.
Tues., Apr. 30 V.V.I. 7:00 p.m.-9:30 p.m. 10 weeks

SWITCHBOARD TRAINING 32.00
Learning how to operate a modern electronic switchboard. Included are lectures and films on receptionist duties.
Mon., Apr. 29 Van. Tech. 7:00 p.m.-10:00 p.m. 4 weeks

TYPING FOR BEGINNERS 37.00
Learn touch typing with accuracy and confidence.
Mon., Apr. 29 Van Tech. 6:30 p.m.-10:00 p.m. 4 weeks

TYPING REFRESHER AND OFFICE PRACTICE 63.00
Take this refresher to increase your typing speed with accuracy through drills and timings. Prerequisite: 15 w.p.m. typing speed.
Tues. & Thurs., Apr. 30 Van Tech. 7:00 p.m.-10:00 p.m. 4 weeks

COMMERCIAL ART AND DESIGN

AIRBRUSH ILLUSTRATION, BASIC* 93.00
Learn through discussion, demonstration and video tapes, the basic fundamentals of airbrushing. A nominal fee for rental of air equipment is included and you are required to supply your own airbrush and some materials. Class size is limited to 18. (G. Butcher)
Wed. & Thurs., May 01 Van Tech. 7:00 p.m.-10:00 p.m. 5 weeks

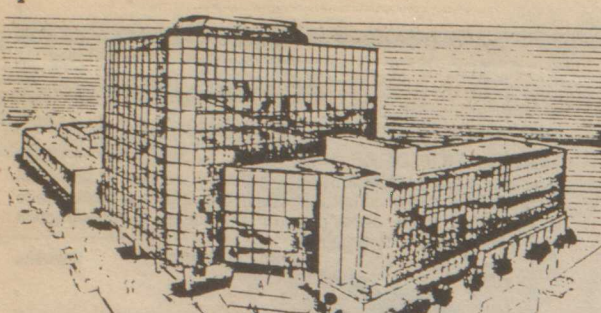
AIRBRUSH ILLUSTRATION, ADVANCED* 93.00
Learn new innovative airbrushing techniques with an emphasis on commercial illustration. A nominal fee for rental of air equipment is included and you are required to supply your own airbrush and some materials. Class size is limited to 18. (M. Heine)
Mon. & Tues., Apr. 29 Van Tech. 7:00 p.m.-10:00 p.m. 5 weeks

CARTOONING, BASIC 78.00
Learn an understanding of drawing techniques, tools, and the principles of composition and design to prepare cartoons for reproduction by demonstrations and assignments. (G. Metzger)
Sat., Apr. 27 V.V.I. 9:30 a.m.-12:30 p.m. 10 weeks

DESIGN AND DISPLAY TECHNIQUES 78.00
Lectures, class projects and tours, will help you create window and merchandising displays. Emphasis is on basic principles of design and creative uses of colour and materials. (J. Barnes)
Tues., Apr. 30 V.V.I. 7:00 p.m.-10:00 p.m. 10 weeks

DRAWING, BASIC (COMMERCIAL ART) 88.00
Learn to use 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., Apr. 27 V.V.I. 1:30 p.m.-4:30 p.m. 10 weeks

DRAWING, ADVANCED 88.00
If you have some basic drawing and want to move to the next stage of development, learn about perspective, structure, anatomy and style. Both models and still objects are used. Registration fee includes the cost of models. (R. Sen)
Mon., Apr. 29 V.V.I. 7:00 p.m.-10:00 p.m. 10 weeks



CONTINUING EDUCATION Vancouver Vocational Institute PHONE: 682-5844



DRAWING ON THE RIGHT SIDE OF THE BRAIN 63.00

If you wish to draw in either a professional or personal capacity this course follows systematic exercises giving you a better understanding of visual perceptions concerning right side brain functions. (A. Hamilton)

Wed., May 01 V.V.I. 7:00 p.m.-10:00 p.m. 8 wks
Sat., Apr. 27 V.V.I. 9:30 a.m.-12:30 p.m. 8 wks

GRAPHIC DESIGN - AN INTRODUCTION 78.00

Examine the problems of design layout, rendering, lettering and the theory of advertising.

Thurs., May 02 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks
Sat., Apr. 27 V.V.I. 9:30 a.m.-12:30 p.m. 10 wks

GRAPHIC DESIGN - PRINTING AND PRODUCTION TECHNIQUES 94.00

To help photographers and artists wishing to expand their knowledge in graphic design by studying lettering, design layout and the theory of printing. Emphasis is on the actual printing process as it relates to graphics. (D. Lim)

Wed., May 01 V.V.I. 7:00 p.m.-10:00 p.m. 12 wks

ILLUSTRATION FOR GRAPHIC DESIGN 63.00

Explore a wide range of illustration techniques as applied in advertising and various print media. Colour theory and basic design are covered. (S. Perrot)

Tues., Apr. 30 V.V.I. 7:00 p.m.-10:00 p.m. 8 wks

INTERIOR DESIGN - BASIC 78.00

Learn the basic 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. (G. Lawrence)

Mon., Apr. 29 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

PAINTING BASIC - WATERCOLOUR 88.00

Develop the skills necessary to paint in watercolours or render architectural illustrations. Materials and techniques used in traditional and contemporary watercolour paintings are covered. Still life, figure, and landscape are studied with the use of line and washes, colour and tone, composition and perspective. Bring ink, Chinese brush and newsprint to first class. Fee includes model costs. (C. Babcock)

Sat., Apr. 27 V.V.I. 9:30 a.m.-12:30 p.m. 10 wks

PAINTING, ADVANCED 88.00

Some sound experience in elementary painting is a prerequisite to this course. Emphasizes the continued study of forms and of anatomy with painting from the draped and nude figure. Fee includes model costs. (R. Sen)

Wed., May 01 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

PASTE-UP AND ASSEMBLY TECHNIQUES 93.00

Learn two techniques for 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. Experience in graphic design essential. (D. Lim)

Tues., Apr. 30 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

PATTERN MAKING AND DESIGN 78.00

Learn the fundamentals of pattern making as a basis to developing your creativity and style. Instruction includes guidance on how to apply your knowledge in specialty areas such as children's wear, sports wear or lingerie. Class size limited to 20. (B. Walker)

Mon., Apr. 29 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

Wed., May 01 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

PERSPECTIVE DRAWING AND RENDERING 91.00

Presentation drawings will be developed using one and two point perspectives, colour and reflections. Knowledge of geometry and some drafting ability required. (G. Finlay)

Thurs., May 02 V.V.I. 6:30 p.m.-10:00 p.m. 10 wks

PORTFOLIO PRESENTATION (FOR PROFESSIONALS) 20.00

Professional artists rely on their portfolio as a major selling device. This course analyzes methods of presentation, composition of content and other important factors. Bring your subject matter for analysis. (D. Lim)

Sat., May 25 V.V.I. 9:00 a.m.-2:00 p.m. 1 day

SIGN PAINTING - AN INTRODUCTION 78.00

Artists and people involved in the display area will gain the knowledge and skills to be able to paint a freehand sign, a display window, and machinery such as cars and trucks. Problems such as transposing a small scaled image to a large scaled image are discussed in detail. The last 5 sessions of this course will be held at a studio in Burnaby. (R. Lee)

Wed., May 01 Van Tech. 7:00 p.m.-10:00 p.m. 10 wks

SELL YOUR ART! 20.00

Learn how to prepare the marketing techniques, visual presentations, and a general study of the psychology of marketing commercial art and printing.

Sat., May 25 V.V.I. 9:00 a.m.-5:00 p.m. 1 day

DECORATING YOUR OFFICE 78.00

Learn to plan and improve office efficiency, image and comfort. Learn about space planning theory, materials, specific area requirements, colour, lighting, furniture and equipment. (N. Jenkins)

Wed., May 01 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

ELECTRONICS

INTRODUCTORY ELECTRONICS* 156.00
An introduction to electronic components, circuits and their functions as well as to transistors. Theory is enhanced by laboratory projects. You are required to purchase or provide some basic tools.

Mon. & Wed., Apr. 29 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks
Tues. & Thurs., Apr. 30 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

VIDEO TEK 156.00

An in-depth study of the operation of video tape recorders. Theory, maintenance and repair of the most popular brands are covered. Prerequisite: thorough knowledge of electronics and colour television transmission and reception or instructor's permission. Students requiring test equipment for lab projects are required to purchase 3 I.D. cards.

Mon. & Thurs., Apr. 29 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

DISK DRIVES AND ALIGNMENT 45.00

Learn to store and retrieve information from disc drives with hands-on experience in disc drive alignment, timing and trouble-shooting using an oscilloscope. A basic knowledge of electronics is necessary.

Thurs. & May 02 V.V.I. 7:00 p.m.-10:00 p.m. 2 days
Sat., May 04 V.V.I. 9:00 a.m.-4:00 p.m. 2 days

CAREERS FOR WOMEN IN ELECTRONICS 20.00

Learn about the job opportunities and skills required from women already in the field.

Wed., June 05 V.V.I. 7:30 p.m.-10:00 p.m. 3 wks

PASCAL (Part II) 63.00

Learn about the more sophisticated algorithms and Pascal language concepts not included in Part I. Topics include data structures (arrays, records & sets), files, pointers, and sets. Programming techniques for sorting, searching, text file manipulation and advanced numerical techniques (Newton-Raphson method, etc.) are also covered.

Tues., Apr. 30 V.V.I. 7:00 p.m.-10:00 p.m. 8 wks

INTRODUCTION TO PERSONAL COMPUTERS! 32.00

(1): CP/M-BASED MACHINES
Considering the purchase of a personal computer? Before you go any further take this hands-on workshop and learn how to handle and care for floppy disks, how to use CP/M utility programs and how to use the "Wordstar" word processing program. Diskettes provided.

Mon., Wed., & Fri., May 06 V.V.I. 6:00 p.m.-10:00 p.m. 3 sessions

ENGINEERING

INTRODUCTION TO MACHINE SHOP 78.00

Learn about the lathe, shaper, drilling machines and grinders. This hands-on course introduces the various machine operations through the manufacture of simple projects.

Tues. & Thurs., Apr. 30 Van. Tech. 7:00-10:00 p.m. 5 wks

MACHINIST T.Q. REFRESHER 78.00

To assist qualifying machinists to write the Provincial Tradesman Qualification Examinations.

Tues., Apr. 30 V.V.I. 7:00-10:00 p.m. 10 wks

FILM, T.V. AND THEATRE

INTRODUCTION TO CRAFTS IN FILM T.V., AND STAGE 78.00

Discover the skills required to perform various jobs in the film, T.V., and theatre industry. Areas discussed include props, carpentry, painting, costumes, graphic design, staging and special effects and career opportunities. (I. Belcher)

Wed., May 1 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

HEALTH SERVICE

COMMUNICATING EFFECTIVELY 32.00

For health workers wishing to improve verbal and non-verbal communication skills. Client/patient and health worker relationships are covered using audio visual aids, role playing and discussions.

Thurs., May 2 V.V.I. 7:30 p.m.-9:30 p.m. 6 wks

COPING WITH BURNOUT 16.00

Learn to reduce job related stress! Emphasis is on problems particular to the human services field and on developing a variety of coping strategies for yourself.

Sat., May 4 V.V.I. 9:00 a.m.-4:00 p.m. 1 day

INTRODUCTION TO MEDICAL TERMINOLOGY 125.00

Learn the basic medical language for clerical use in any health related field. Topics include elementary anatomy and physiology of body systems plus symptomatic and diagnostic terms. No typing required. (Mrs. N. Rogers)

Mon. & Wed., Apr. 29 K.E.C. 6:00 p.m.-9:00 p.m. 8 wks



INTRODUCTION TO PSYCHIATRIC NURSING 33.00

For L.P.N.'s and other related nursing personnel, this course provides basic information relevant to human development, caregiver patient relationships and dynamic nursing care practices. Concepts related to behaviour development, defense mechanisms, communication skills, common patient behaviour in the mentally ill adult and nursing interventions are reviewed.

Tues., Apr. 30 Van. Tech. 7:00 p.m.-9:30 p.m. 5 wks

PROTECT YOUR BACK! 16.00

For personnel involved with patients or residents with reduced mobility. Topics include basic body mechanics; safe procedures for transferring, positioning, and educating residents. Demonstrations and practical experiences enable students to relate course material to their work.

Sat., May 11 V.V.I. 9:00 a.m.-4:00 p.m. 1 day

SAFETY ORIENTED FIRST AID WORKSHOP 35.00

Offered in cooperation with St. John Ambulance. Successful participants are awarded a 3 year First Aid Certificate. Wear comfortable clothing, slacks for women.

Sat., May 4 V.V.I. 8:30 a.m.-5:00 p.m. 1 day
Sat., May 25 V.V.I. 8:30 a.m.-5:00 p.m. 1 day

SELF CARE: PROMOTING HEALTH AND MANAGING STRESS 32.00

Take an in-depth look at life styles, stress management, and techniques that work, to help you feel more at home in your body and mind.

Tues., Apr. 30 V.V.I. 7:00 p.m.-10:00 p.m. 4 wks

THE CHALLENGE OF CHRONIC DISEASE: CARING FOR YOURSELF AND/OR OTHERS 48.00

Topics covered include the effects of chronic disease, how to deal with chronic pain, the grieving process, stress management, management of a health lifestyle and attitudinal healing.

Wed., May 1 V.V.I. 7:00 p.m.-10:00 p.m. 6 wks

C.P.R., BASIC LEVEL 1 25.00

Others a C.P.R. Basic Level 1 Certificate to go along with your Standard First Aid Certificate.

Mon. & Tues., May 6 V.V.I. 9:00 a.m.-3:00 p.m. 2 days

STANDARD FIRST AID 50.00

A 1 week course leading to a Standard First Aid Certificate. Women should wear slacks.

Mon. to Fri., May 13 V.V.I. 9:00 a.m.-3:00 p.m. 5 days

LONG TERM CARE: ASSESSMENT OF CONFUSION 16.00

Learn to build the skills which enable you to accurately differentiate between reversible and non reversible types of confusion in the elderly.

Sat., May 25 V.V.I. 9:00 a.m.-4:00 p.m. 1 day

SUPERVISION IN LONG TERM CARE (2 DAY WORKSHOP) 26.00

Through case histories you will have the opportunity to examine concepts, principles of leadership, supervision and communication within their application to the workplace. Common problems regarding supervision of staff, conflict resolution and increasing morale and motivation will be covered.

Sat., May 4 V.V.I. 9:00 a.m.-3:00 p.m. 2 days

LONG TERM CARE FACILITIES

We will teach classes at your facility at a time suitable for you. You select a topic and we prepare the class and hire the instructor. "Charting", "Body Mechanics", "Diabetes", "Nutrition in the Elderly", "Supervisory Skills" and "Communication Skills" are some suggestions. For further information phone Continuing Education at V.V.I. at 682-5844.

PHOTOGRAPHY

BASIC PHOTOGRAPHY 1000* 90.00
Learn to operate a 35mm camera! Through lectures, workshops, field trips and critiques as well as photographic principles and some black and white darkroom procedures.

Mon., Apr. 22 Focal Point 7:00 p.m.-10:00 p.m. 10 wks
Tues., Apr. 23 Focal Point 12:30 p.m.-3:30 p.m. 10 wks
Tues., Apr. 23 Focal Point 7:00 p.m.-10:00 p.m. 10 wks

INTERMEDIATE PHOTOGRAPHY 2000*

Improve your knowledge of camera operation, composition techniques and lighting concepts. Learn basic studio lighting concepts including portraiture and still life. Prerequisite: "Basic Photography 1000" or equivalent.

Mon., Apr. 22 Focal Point 7:00-10:00 p.m. 10 wks

Tues., Apr. 23 Focal Point 12:30 p.m.-3:30 p.m. 10 wks

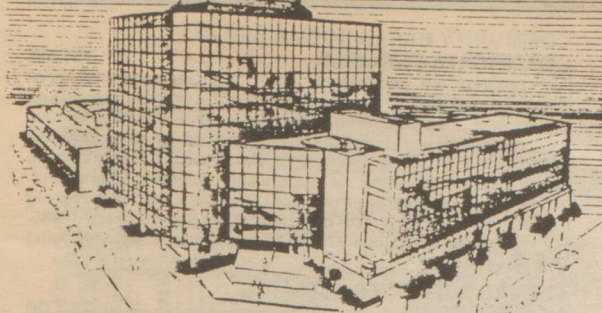
Tues., Apr. 23 Focal Point 7:00 p.m.-10:00 p.m. 10 wks

Thurs., Apr. 25 Focal Point 7:00 p.m.-10:00 p.m. 10 wks

ADVANCED PHOTOGRAPHY 3000*

Through lectures, demonstrations, studio sessions, and field trips, learn to 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.

Wed., Apr. 24 Focal Point 7:00 p.m.-10:00 p.m. 10 wks



CONTINUING EDUCATION Vancouver Vocational Institute PHONE: 682-5844

BASIC DARKROOM 1000* 100.00

Learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, and print finishing techniques.

Wed., Apr. 24 Focal Point 7:00 p.m.-10:00 p.m. 10 wks
Sat., Apr. 27 Focal Point 10:00 a.m.-1:00 p.m. 10 wks
Sat., Apr. 27 Focal Point 1:30 p.m.-4:30 p.m. 10 wks

INTERMEDIATE DARKROOM 2000* 105.00

Learn fine quality photographic printmaking through practical applications of various techniques and individualized teacher instruction. Bleaching and toning procedures are also covered. Prerequisite: "Basic Darkroom 1000" or equivalent.

Thurs., Apr. 25 Focal Point 7:00 p.m.-10:00 p.m. 10 wks

PHOTO RETOUCHING 1000* 100.00

Learn to restore, correct or enhance photographic prints. You will learn to modify black and white or colour photographs with the use of dyes or several different pigments. You will be required to purchase additional supplies.

Thurs., May 2 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

AN APPRECIATION OF PEOPLE AND PICTURES* 100.00

This new course examines the use of people in photography with special emphasis on the portrait, the nude, and editorial photography. Short technical demonstrations of lighting, B&W darkroom, and composition are used to illustrate historical trends, as well as an ongoing critique of student work. Basic camera knowledge preferred.

Tues. & Thurs., Apr. 30 V.V.I. 7:00 p.m.-10:00 p.m. 5 wks

Workshops

COMMERCIAL PHOTOGRAPHY 3000* 100.00

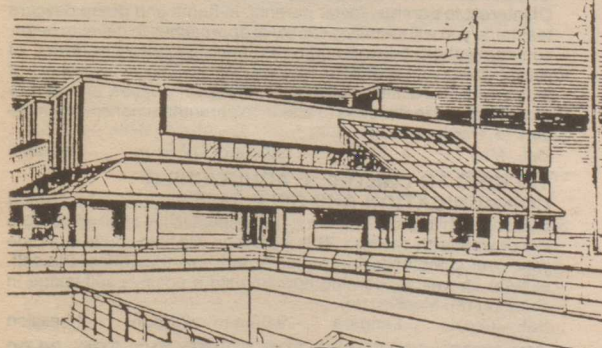
Obtain practical experience in the field of commercial photography with emphasis on advertising. You will be given assignments and guided by a professional art director and photographer. Topics include: working with clients, art directors and models, composing layouts, and getting the most out of photographic equipment and lighting. Prerequisite: "Intermediate Photography 2000" or equivalent. (R. Miles/G. Tsetsekas)

Sat., May 25 Focal Point 10:00 a.m.-4:00 p.m. Lecture
Sun., May 26 Focal Point TBA Wkshp
Sat., June 8 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

FASHION PHOTOGRAPHY 2000* 105.00

Covers various photographic styles, studio lighting techniques and includes a shooting session with a professional model. The relationship between a photographer and a model are discussed. Prerequisite: "Basic Photography 1000" or equivalent.

Sat., Apr. 27 Focal Point 10:00 a.m.-4:00 p.m. Lecture
Sun., Apr. 28 Focal Point TBA Wkshp
Sat., May 11 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique



VANCOUVER COMMUNITY COLLEGE KING EDWARD CAMPUS

1155 East Broadway, Vancouver, B.C.
Phone 875-6111

FIGURE PHOTOGRAPHY 2000* 110.00

Cover both technical and practical aspects of photographing the nude human form. Topics include history and trends, finding and selecting models, make-up, lighting and composition. You will have a shooting session with a model and will review and critique your work with the instructor. Prerequisite: "Basic Photography 1000" or equivalent. (T. Harvey)

Sat. June 8 Focal Point 10:00 a.m.-4:00 p.m. 3 days
Sun., June 9 Focal Point TBA Wkshp
Sat., June 22 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

4 x 5 VIEW CAMERA 2000* 85.00

Through lectures and demonstrations, and hands-on practice using the 4 x 5 view camera, you will learn the various types and uses for view cameras in a variety of photographic situations. Prerequisite: "Basic Photography 1000" or equivalent. (M. Sheldon)

Sat., July 6 Focal Point 10:00 a.m.-4:00 p.m. 3 days
Sun., July 7 Focal Point TBA Field Trip
Sat., July 13 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Demo

HAND TINTING PHOTOGRAPHS 1000* 45.00

Explore the techniques of photo-tinting and colour theory. Techniques include applications of various mediums to appropriate photographic papers. (K. Hawkes)

Sat., Apr. 27 V.V.I. 9:00 a.m.-4:00 p.m. 2 days

HOW TO PHOTOGRAPH CHILDREN 2000* 60.00

Through lectures, demonstrations, a field trip and a critique, you will learn the basic 35 mm camera photography of children in various situations using artificial and natural light. (Hayes)

Sat., June 1 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Demo
Sun., June 2 Focal Point 10:00 a.m.-4:00 p.m. Workshop
Sat., June 15 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

PHOTOJOURNALISM 2000* 85.00

Learn 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 any situation. Picture editing, legal and ethical questions, and working with the press for media are discussed. (G. Ote)

Sat., June 1 Focal Point 10:00 a.m.-4:00 p.m. Lecture
Sun., June 2 Focal Point TBA Field Trip
Sat., June 8 Focal Point TBA Lecture/Critique
Sat., June 15 Focal Point 10:00 a.m.-4:00 p.m. Critique

PORTFOLIO DESIGN 2000* 40.00

Learn the best methods of selecting, packaging and presenting your work for sale. You will be shown professional portfolios and are encouraged to bring in your own portfolios for critique. Prerequisite: "Basic Photography 1000" or equivalent. (G. Tsetsekas)

Sat., June 29 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Workshop

PRINTING

INTRODUCTION TO GRAPHIC ARTS 52.00

Give you an overall outline of the printing production industry. Major areas covered are the manufacture and uses of papers, the four main printing process, typesetting, the process camera, and finishing of the end product.

Mon., Apr. 29 V.V.I. 7:00 p.m.-9:00 p.m. 10 wks

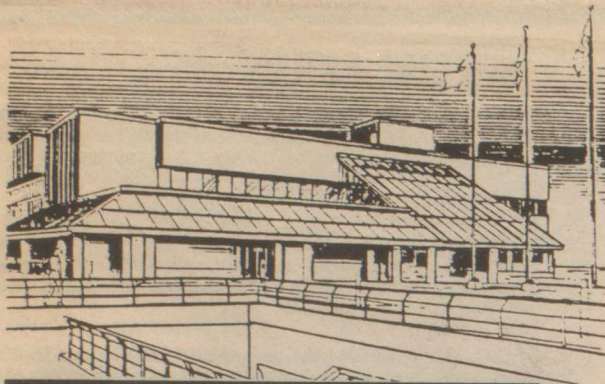
PRODUCTION CONTROL TECHNIQUES AND TERMINOLOGY 78.00

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., May 1 V.V.I. 7:00 p.m.-10:00 p.m. 10 wks

WELDING

BLUEPRINT READING AND LAYOUT FOR STEEL FABRICATORS 78.00



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

- (1) **IN PERSON** at Continuing Education
King Edward Campus
1155 East Broadway
Monday - Thursday: 9:00 a.m.-8:00 p.m.
Friday - 9:00 a.m. to 3:00 p.m.
using the Mail in Registration on Page 2.
call 875-8200
- (2) **BY MAIL**
- (3) **BY PHONE** Monday - Thursday: 9:00 a.m.-8:00 p.m.
Friday: 9:00 a.m. to 3:00 p.m. and charge your registration to your VISA.

FOR MORE INFORMATION PHONE 875-8200

MONDAY — THURSDAY, 9:00 a.m. - 8:00 p.m.
FRIDAY, 9:00 a.m. - 3:00 p.m.

CANADIAN CITIZENSHIP

PREPARING FOR CANADIAN CITIZENSHIP 25.00
This course, IN ENGLISH ONLY, will help you prepare for your Citizenship Court hearing, and outline the privileges and duties of being a Canadian citizen. You must be a landed immigrant and be able to speak reasonably good English. (A. Carmichael)
Mon., Tues., June 10 KEC 7:00-9:30 p.m. 4 sessions

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

Portuguese: Our Lady of Fatima Portuguese Parish Church, 1423 East 13th Avenue; 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 875-8200, for further information 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. You will learn the common causes of sudden death in infants and children and how they can be PREVENTED. You will acquire the performance skills of infant C.P.R., unconscious airway obstructed (infant), conscious choking infant and C.P.R. for a child. Classes for a group of 8 or more may be arranged off V.C.C. premises.

Tues., Apr. 9	KEC	6:00-10:00 p.m.	1 session
Sat., Apr. 20	KEC	9:00 a.m.-1:00 p.m.	1 session
Wed., May 8	KEC	6:00-10:00 p.m.	1 session
Sat., May 18	KEC	9:00 a.m.-1:00 p.m.	1 session
Sat., June 1	KEC	9:00 a.m.-1:00 p.m.	1 session
Mon., June 10	KEC	6:00-10:00 p.m.	1 session

BABY II 15.00

Pre-requisite: any recent C.P.R. course. A 4-hour workshop designed to prepare the parent to deal with first-aid emergencies in and around the home. Topics will include bleeding, burns, cuts and scrapes, falls, bites and stings, head injuries, fever and shock. Learn to adapt your infant and adult C.P.R. skills to a child.

Tues., Apr. 16	KEC	6:00-10:00 p.m.	1 session
Sat., Apr. 27	KEC	9:00 a.m.-1:00 p.m.	1 session
Tues., May 14	KEC	6:00-10:00 p.m.	1 session
Sat., May 25	KEC	9:00 a.m.-1:00 p.m.	1 session
Sat., June 15	KEC	9:00 a.m.-1:00 p.m.	1 session
Mon., June 24	KEC	6:00-10:00 p.m.	1 session

HEARTSAVER* 18.00

A 4-hour course for people with no health care background. You will learn recognition of, and how to deal with heart attack. Performance skills include one person C.P.R. and management of a conscious choking person.

Wed., Apr. 17	KEC	6:00-10:00 p.m.	1 session
Sat., Apr. 20	KEC	9:00 a.m.-1:00 p.m.	1 session
Mon., Apr. 29	KEC	6:00-10:00 p.m.	1 session
Tues., May 7	KEC	6:00-10:00 p.m.	1 session
Sat., May 18	KEC	9:00 a.m.-1:00 p.m.	1 session
Wed., May 29	KEC	6:00-10:00 p.m.	1 session
Thurs., June 6	KEC	6:00-10:00 p.m.	1 session
Sat., June 22	KEC	9:00 a.m.-1:00 p.m.	1 session

BASIC I** 25.00

Pre-requisite: Heartsaver or health care background. This 6-hour course includes content as for Heartsaver plus performance skills for infant C.P.R., 2 person C.P.R., obstructed airway for unconscious infant and adult. Practical and written exam together with pre-reading material provided.

Sat., Apr. 13	KEC	9:00 a.m.-4:00 p.m.	1 session
Tues/Thurs, Apr. 23/25	KEC	6:00-9:00 p.m.	2 sessions
Sat., May 11	KEC	9:00 a.m.-4:00 p.m.	1 session
Mon./Wed., May 27/29	KEC	6:00-9:00 p.m.	2 sessions
Sat., June 8	KEC	9:00 a.m.-4:00 p.m.	1 session
Mon./Wed., June 24/26	KEC	6:00-9:00 p.m.	2 sessions

BASIC I — CERTIFICATION** 15.00

A 3-hour course of skills for persons whose Basic I or II certification is current or outdated by no more than 2 months. Practical and written exam included.

Tues., May 21	KEC	6:00-9:00 p.m.	1 session
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BASIC II** 28.00

An 8-hour course primarily for those in critical care and a **pre-requisite** to the C.P.R. Instructor course. Same content as Basic I with the additional requirement of a one and two person recorded tape on the manikin allowing for 10% error. Practical and written exam. Pre-reading material provided.

Sat., Apr. 27	KEC	9:00 a.m.-5:00 p.m.	1 session
Tues/Thurs., May 28/30	KEC	6:00-9:00 p.m.	2 sessions
Sat., June 15	KEC	9:00 a.m.-5:00 p.m.	1 session

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., May 4	KEC	9:00 a.m.-4:00 p.m.	1 session
Sat., June 29	KEC	9:00 a.m.-4:00 p.m.	1 session

CERTIFICATE PROGRAMS

NATIVE INDIAN FAMILY SUPPORT WORKER PROGRAM

A full-time program, open primarily to 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 nature studies.

COURSE DURATION: 8 months. Start October 1985.

To apply for this course contact:

Continuing Education
Vancouver Community College
Room 4020, 1155 East 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
FULL-TIME VOCATIONAL PROGRAM
CALL 875-8200**

COMMUNITY BASED SOCIAL SERVICES CERTIFICATE PROGRAM 360.00

This program will improve the skills of social service workers currently employed in the field. Part one of the program focuses on the general skills required by all social service workers. Part two explores the issues, concerns and resources for various at-risk social service groups and individuals. Part three is a field practicum consisting of 60 hours of supervised volunteer placement. Instruction consists of approximately 105 hours, held one evening a week for nine months. This program begins September 17, 1985. For more information call 875-8200. Applications are now being accepted.

STERILE SUPPLY PROCESSING AIDE PROGRAM 360.00

You will learn to process sterile supplies for the central supply department or operating room of a hospital, rehabilitation centre or medical clinic. You will learn to identify, clean, package and sterilize instruments, equipment and supplies. Full-time program. Phone 687-1757 or 681-8111 Loc. 408 for information and registration. Mon.-Fri., Apr. 22 to June 3, 1985.

VVI and St. Paul's Hospital, 8:30 a.m.-3:30 p.m., 6 weeks

PROGRAM FOR MENTALLY HANDICAPPED ADULTS

Alternative Route Life Skills courses for adults with a mild mental handicap will be held at King Edward Campus. Each daily class lasts 2 hours and runs for 2 weeks. Daytime and evening classes include instruction in these skill areas: reading, time-telling, handling money, communication, decision making, leisure activity and employment orientation.

Frequently classes are attended by individuals who have an affiliation with Associations for the Mentally Handicapped, POLARIS, Community Living Board, Vancouver Neurological Centre, Ministry of Human Resources and other societies and agencies. Persons with no agency affiliation are welcome.

There will be approximately six daytime classes. Each course costs \$18.00. However, depending on individual need, community agencies may provide some financial assistance.

For a complete copy of the Spring/Summer brochure and to register, call 875-8200.

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. You will learn how to develop a safe and effective program that will increase cardiovascular endurance, strength, flexibility, coordination and balance. Participants will discuss physical and mental conditions and will learn adaptations to standard exercises. Wear comfortable clothing.

Tues., June 11	KEC	7:00-9:30 p.m.	1 session
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CAREER AWARENESS PROGRAM 60.00/month

This five-month full-time program offered at the V.V.I. Campus was designed for adults with a mental handicap who have the potential for competitive employment. Included is a comprehensive job related life skills program and several work experience placements. Upon completion students should be ready to enter the work force or an in-depth training program. For further information please call 681-8111, local 253.

Mon.-Fri.	V.V.I.	9:00 a.m.-4:00 p.m.	20 weeks
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BASIC FOOD SERVICE WORKER PROGRAM

Designed for adults having a special learning need and the potential for competitive employment, this skill training program offered at the V.V.I. Campus will prepare students for entry level employment in the food service industry. Classroom instruction will be combined with on-campus and off-campus training in dishwashing, potwashing, bussing and kitchen maintenance. Sponsorship for students may be arranged through C.E.I.C. For further information call 681-8111, local 253.

Mon.-Fri., May 6	V.V.I.	9:00 a.m.-4:00 p.m.	20 weeks
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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.

PARTNERS - PARENTS AND TEACHERS OF CHILDREN WITH SPECIAL NEEDS 20.00

Of interest to parents, foster parents, in-home and group daycare teachers, you will identify a variety of approaches to develop better communication between parents and teachers/caregivers of preschoolers with special needs. You will develop an awareness of the dynamics of a family with a child with special needs, and identify strategies and techniques to enhance parent/teacher communication. (J. Pardy & R. Anne)

Sat., May 11	KEC	9:00 a.m.-12 noon	1 session
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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 as well as learning how to build a positive self-image in children. (M. MacKenzie)

Sat., June 1	Langara	9:00 a.m.-12 Noon	1 session
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CREATIVE MOVEMENT FOR PRESCHOOLERS 20.00

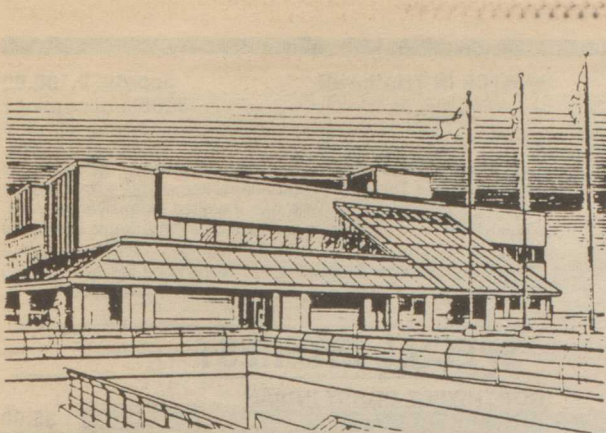
An enjoyable introduction to teaching young children body awareness, improvisation and creativity, through dance and music. The instructor brings her experience with under-3's and Moms and Tots groups to help you promote child's sensor-motor development and overall fitness. (G. Loeffler)

Wed., May 8	KEC	7:00-10:00 p.m.	1 session
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LET'S MAKE MUSIC 20.00

A medley of songs, finger games, music games, and home made instruments. Even if you aren't musical, you can still have fun with music. This fascinating workshop shows you how, with activities, resources, and lots of ideas. (B. Krusch)

Sat., June 8	Langara	9:00 a.m.-12 noon	1 session
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CONTINUING EDUCATION KING EDWARD CAMPUS PHONE: 875-8200



RECIPES FOR FUN — CREATING PLAYSPACE IN YOUR HOME 20.00

Keeping your preschooler busy can be a frustrating task. Here are practical ideas for parents of very young children. How can your home or backyard become an adventure for your little one without becoming a dreadful mess for you? Focus will be on using common household items and everyday objects to stimulate physical play, imaginative play and other creative activities. (June 15 — 3-5 yrs.) (June 22 — 1-3 yrs.) (J. Hewes)

Sat., June 15	Langara	9:00 a.m.-12 noon	1 session
Sat., June 22	Langara	9:00 a.m.-12 noon	1 session

SCHEMES AND THEMES — SUMMER IDEAS FOR SCHOOL-AGED CHILDREN 20.00

With two weeks of family vacation, one week of camp and a week at Grandma's, there's still a month of summer days left to occupy. Ideas for how to organize an adventurous summer for your school-aged child and a relaxing time for yourself. Course will cover planning and provide information on local resources, as well as develop some thematic ideas. (J. Hewes)

Sat., May 25	Langara	9:00 a.m.-12 noon	1 session
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BABYPLAY 45.00

Simple games, songs and exercises for parent and child which will encourage the natural stages of growth in movement and perception in infants, e.g., reaching, grasping, rolling over, crawling, sitting. Babyplay is designed to be a social program as well as an educational one. It will enhance your relationship with your infant as well as being fun. Bring a favorite hand toy. (J. Hewes)

Tues., May 7	KEC	10:00-11:30 a.m.	6 weeks
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SAVE MONEY!!!

ENROLL IN ANY OF THE ABOVE COURSES — SAVE \$5.00

ENROLL IN 3 OR MORE — SAVE \$10.00

PLEASE SEE BEGINNER'S BIRDING, BOTANY AND BEACHWALKING, CREATURES OF COASTAL SHORES AND ATTRACTING WILDLIFE TO YOUR GARDEN IN NATURAL HISTORY SECTION PAGE 8

STARTING AND OPERATING A FAMILY DAYCARE 50.00

If you want to look after a group of up to 5 children in your own home, here's how to get started. 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. (R. Anslow & K. Brandolini)

Mon., May 6	KEC	7:00-9:30 p.m.	4 evening
Sat., May 11	KEC	9:30 a.m.-2:30 p.m.	sessions
Mon., May 13	KEC	7:00-9:30 p.m.	&
Mon., May 27	KEC	7:00-9:30 p.m.	2 Saturday
Sat., June 1	KEC	9:30 a.m.-2:30 p.m.	sessions
Mon., June 3	KEC	7:00-9:30 p.m.	

MUSIC CREDIT COURSES

KODALY-SOLFEGE 201 70.00

Aural perception through vocal musicianship according to the concept of Zoltan Kodaly. Basic melodic and harmonic function in pentatonic and diatonic modes through the use of relative Sol-fa. Form and analysis of folk music material. Sight singing and dictation. Formerly Vocal Musicianship 101 and 201. (M. Cuthbertson).

Mon. & Wed., May 6	KEC	7:00-8:30 p.m.	8 weeks
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MATERIALS AND STRUCTURES OF MUSIC 203 70.00

The study of common practice period harmony, preliminary baroque counterpoint, and introductory analysis. (D. Duke & T. Greene)

Tues. & Thurs., May 7	KEC	4:30-6:00 p.m.	8 weeks
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HISTORY & LITERATURE 205 70.00

A chronological history of western music from the middle ages through the early Baroque. (J. Damer)

Tues. & Thurs., May 7	KEC	6:30-8:00 p.m.	8 weeks
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PERFORMANCE CONCENTRATION 110-410 (VOICE) 290.00

By audition only. Individual instruction in classical voice. (J. Hamm)

2 hrs./wk.	KEC		6 weeks
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VOICE MASTER CLASS 111-411 60.00

Classes in repertoire and techniques for classical singers. 4 hours per week. (J. Hamm)

T.B.A.	KEC		6 weeks
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POPULAR VOCAL TECHNIQUE 137-437 60.00

A study of the physiology of the voice with emphasis on aspects of healthy tone production. Special attention to dealing with the extreme demands of "rock" and amplified instrumental accompaniments. (J. Hamm)

T.B.A.	KEC		6 weeks
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STUDENTS WISHING TO REGISTER IN ANY OF THE ABOVE COURSES MUST HAVE A PREREQUISITE FIRST TERM COURSE OR PERMISSION OF INSTRUCTOR. PLEASE PHONE THE MUSIC DEPARTMENT FOR FURTHER INFORMATION AT 875-8220.

BASIC THEORY 097 60.00

This one-term course examines the elementary non-performance skills of music and is designed to give the student the opportunity to gain skills necessary for further advancement in music. It will help the student gain facility in reading and writing music through the study of notation, time, scales, intervals, chords and cadences, terms and forms. (T. Greene)

Mon., Wed., Fri., May 6		5:00-7:00 p.m.	8 weeks
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INSTRUMENTAL MUSIC

FLUTE 1 28.00

A beginner course that introduces you to tone production, notation, and basic playing skills, involving some ensemble work. Bring your own flute. (F. Cory)

Tues., May 7	KEC	6:00-7:00 p.m.	8 weeks
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FLUTE 2 28.00

Further development for those who have previously completed Flute 1 or can play up to two octaves. Some ensemble work. Bring your own flute. (F. Cory)

Tues., May 7	KEC	7:00-8:00 p.m.	8 weeks
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GUITAR: BEGINNERS 1 50.00

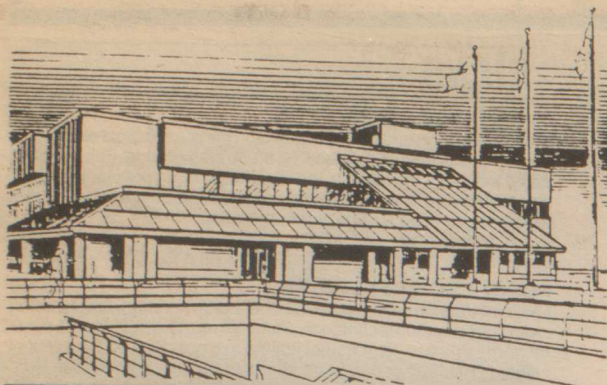
Basic theory and note-reading with chording and accompaniment styles for contemporary folk songs. Both plectrum and finger styles are used. Bring your own guitar and a music stand. Held at Langara Campus, 100 West 49th Ave. (J. Ainsworth)

Tues., May 7	LANGARA	6:00-8:00 p.m.	8 weeks
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GUITAR: FOLKSTYLES 50.00

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 own guitar and a music stand. Held at Langara Campus, 100 West 49th Ave. (J. Ainsworth)

Thurs., May 9	LANGARA
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CONTINUING EDUCATION KING EDWARD CAMPUS PHONE: 875-8200

COMMERCIAL MUSIC

MELODY AND SONG WRITING 70.00
This course is designed as a study of song and jingle writing for radio and television. Emphasis will be 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 for those who have a general knowledge of music rudiments. (G. Lindberg)

Tues., May 7 KEC 6:00-8:00 p.m. 8 weeks

THE MUSIC BUSINESS 70.00

This course will be a detailed study of the machinery and career opportunities in the music industry. Topics to be examined will include record companies, contracts, performing rights, marketing, publishing, copyrights, royalties, agents, the "do's and don'ts", 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. (G. Lindberg)

Tues., May 7 KEC 8:00-10:00 p.m. 8 weeks

PRODUCING A RECORD 165.00

An in-depth look into the music production business — acoustics, microphones and tapes, multi-track recording, recording sessions with overdubs, mixdown, recording mastering and pressing, songwriting, producing and music law. (G. Lindberg)

Andromeda Studios, 1304 Seymour St., Vancouver, B.C.

Thurs., May 9 8:00-11:00 p.m. 8 weeks

PIANO MAINTENANCE WORKSHOP 135.00

Introduction to piano tuning, regulating and repairing. Co-sponsored by V.C.C. Music Department. (J. Hamm)

T.B.A. KEC 6 weeks

NATURAL HISTORY

NATURAL HISTORY FOR WALKERS AND HIKERS 52.00

Be introduced to the natural history of British Columbia. This comprehensive course will make your days out-of-doors more rewarding. Learn about the plants, animals, and landforms of southern B.C.'s major life zones. Five lectures and three field trips to Lighthouse Park, Cypress Bowl, Reifel Waterfowl Refuge, Boundary Bay and Campbell Valley Park, combine to make this course outstanding.

Thurs., May 9 KEC 8:00-10:00 p.m. 5 weeks

Sat., May 11, 25 8:00 a.m.-12 noon 3 Field Trips

June 1 8:00 a.m.-12 noon Trips

ATTRACTING WILDLIFE TO YOUR GARDEN 36.00

Make your garden a home for many of British Columbia's native plants and animals. Learn the natural history of Vancouver's urban animals and ways of attracting them to your backyard. With a few simple touches of landscaping and the addition of food and shelter plants, you'll soon be enjoying the beauty of your yard and the company of the animals. Four lectures and two field trips.

Tues., May 14 KEC 8:00-10:00 p.m. 4 weeks

Sat., May 25 9:00 a.m.-12 noon 2 Field Trips

Sat., June 1 9:00 a.m.-12 noon Trips

CREATURES OF COASTAL SHORES 46.00

British Columbia's seashores are world famous. Our nutrient-rich waters host one of the richest and most diverse collections of marine life. In this special, lecture-lab course, you will learn about the lives and habitats of B.C.'s marine fish and invertebrates. Five class and one field session. Course is held in the "living" lab at the Vancouver Aquarium.

Wed., May 15 Aquarium 7:00-9:00 p.m. 5 weeks

Sat., June 1 9:30 a.m.-1:30 p.m. Field Trip

OKANAGAN NATURAL HISTORY WEEKEND 40.00

Plus \$8.00 per person/night
British Columbia's interior of pine-forested mountains and northern desert is unique. Discover the habits and habitats of the plants and animals represented here. Highlights include mountain goat watching at Keremeos, owling at Okanagan Falls, hiking after big horn sheep at Vaseaux Lake and photographing desert wildflowers at Osoyoos. Join us on this informative outdoor weekend. Carpools will provide transportation and accommodation has been arranged. Orientation lecture plus 3 day field trip.

Mon., May 13 KEC 8:00-10:00 p.m. 1 session

Sat., Sun. & May 18-20 All Day Trip

NATURE PHOTOGRAPHY 33.00

Capture spring in bloom! This season provides marvellous opportunities to photograph nature. Learn what it takes to be a good nature photographer. This course will cover basic photography techniques and hints and equipment needed for nature photography. The course is planned for people with some photography experience. Five class sessions and one practical field session are included.

Mon., May 27 KEC 6:00-8:00 p.m. 5 weeks

Sat., June 15 8:00 a.m.-12 noon 1 Field Trip



WHALES, EAGLES AND TOTEMS 315.00

Killer whales, spawning salmon, soaring eagles, tall-tree forests and the rich Kwagwilt Indian culture make up this three-day natural history and anthropology tour of northern Vancouver Island. Limited to 14 members. Book early. August 30 - September 2.

BEGINNER'S BIRDING, BOTANY AND BEACHWALKING 36.00

Aquarium Members, 36.00

Non-members, 38.00

Explore the habits and habitats of seashore creatures in the live animal lab at the Vancouver Aquarium. Listen for bird songs and learn to identify the plants and flowers in Stanley Park. This program is for parents and children, and other interested adults who want to learn how to observe and identify the plants and animals commonly found in Vancouver. Lectures are for adults. Field trips are for adults and children.

Mon., May 27 KEC 8:00-10:00 p.m. 3 weeks

Sat., June 1, 8, 15 9:00 a.m.-12 noon Field Trips

TRAVEL TOURS

NATURAL HISTORY

HIGH ARCTIC 3,290.00

The Arctic coast is a desert, receiving almost the same precipitation as the Sahara. During the short summer, flowers burst into bloom, birds nest, and the sun circles endlessly around the horizon. On your journey, you will spend several days at the most northerly lake in the world, Lake Hazen on Ellesmere Island, from which we will do natural history field trips. You will visit Gise Field, the most northerly settlement in North America; Resolute Bay; Eureka; Tanquary Fiord; and Yellowknife.

Cost: \$3,290, includes two chartered airplanes and two days in Yellowknife. Excludes air to Resolute Bay.

Limited to 9 members.

Dates: July 8-20, 1985

Orientation evening: Mon., May 6, 8-10 p.m.

GALAPAGOS U.S. 1,695.00

Cruise the showcase of evolution, the Galapagos Islands, from the comfort of a chartered yacht. On the mainland of Ecuador, travel from Quito to the lush subtropical forests of Tinalandia and north across the equator to Otavalo for the Indian market and mountain scenery. An optional week extension to Peru is also available.

Cost: \$1,695 (U.S.), excludes airfare.

Dates: December 28, 1985 - January 11, 1986

Limited to 19 members.

Orientation evening: Monday, May 13, 8:00-10:00 p.m.

INDIA, KENYA, TANZANIA, AND THE SEYCHELLES TBA

In India, visit Keoladeo Ghana — one of the richest faunal areas; in East Africa, see bird and game sanctuaries and in the Seychelle Islands observe some of the world's rarest birds. These are just a few highlights of this trip.

Cost: TBA

Dates: January - February 1986

Limited to 20 members.

CULTURAL

HISTORIC AND CULTURAL TOUR OF JAPAN 1,950.00

Japan in glorious Fall bloom! In Tokyo you will shop in the Ginza district, eat and drink in Asakusa, tour the electronic market at Akihabara, visit the Imperial Palace and see the Great Buddha of Kamakura. In the former capital of Kyoto you will visit temples and palaces shrouded with thousands of years of history. You will visit the ancient city of Nara, the modern city of Osaka and the port of Kobe. From Kobe to Hiroshima to visit the Peace Museum and tour the Mazda plant. Included are Japanese Rail pass and budget hotel accommodation, with breakfasts provided. Tour features lectures by David Smith, V.C.C. instructor who has lived in and studied Japan extensively. Two orientation sessions before departure. September 29 - October 13, 1985.

COSTA RICA NATURAL HISTORY T.B.A.

Costa Rica is a naturalist's paradise. There are more bird species in Costa Rica than in any other country in the world. It also has 12 of the world's life zones. You will explore virgin rainforest, rivers, lowlands, marshes, paramo, volcanoes, cloudforest and deciduous forest. Wildlife includes monkeys, sloths, ocelots and jaguars. Among the diverse plant families, there are over 1,000 varieties of orchids. Two weeks in early 1986. Limited to 15 participants.

****For tour information call Bob Gallagher, World Wide Travel, 872-0344 or Wayne Decle, Continuing Education, K.E.C., 875-8200.**

****For tour information call Great Expeditions, 263-1505.**

WINTER IN THAILAND

approx. 2,100.00

double occupancy
17 days in Thailand. Get away from the cold and come with us to the most exotic land in Asia. Visit the golden temples at Bangkok, meet the hill people of the golden triangle, soak up the sun along the Gulf of Siam. This historic and cultural tour will be led by Geoffrey Flack, a V.C.C. instructor who has travelled extensively in Asia, speaks the Thai language, loves the country and wants to share it with you. Pre-tour seminars included. January 1986 departure.

****For information call Bob Gallagher, World Wide Travel, 872-0355 or Wayne Decle, Continuing Education, K.E.C. 875-8200.**

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 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 July 31, 1985. Members of the Museum of Anthropology — \$3.00 discount. (K. Duffek)

Tues., June 4 7:00-9:00 p.m. 4 weeks

CHINA EXPERIENCED 40.00

A country so rich in history, culture and beauty really needs to be experienced. You will learn how to plan the trip, what to expect, the how's, what's and where's about such a vast and different country as China. Course will deal with how to eat, sleep, travel and buy on very little money. Slide presentations, guest speakers included. (M. Seto)

Mon., May 6 KEC 7:00-9:00 p.m. 6 weeks

TIME MANAGEMENT 25.00

Course will explore the sources of conflict in your use of time together with specific techniques and organizational skills for business and personal time management. You will learn skills to establish goals and share growth in a supportive atmosphere. (P. Hall)

Sat., June 8 Langara 9:30 a.m.-3:30 p.m. 1 session

INVENT GAMES PEOPLE PLAY 20.00

Learn how to invent, market, copyright, and design games, excluding video games. Inventing a game is not a trivial pursuit. (B. Doyle)

Thurs., May 9 KEC 7:00-10:00 p.m. 2 weeks

FIT FOR A BABY — A PRECONCEPTION WORKSHOP Couples 75.00

Single, 50.00

Preparing for parenthood is more than just deciding to have a baby. Ideally you and your partner should be at peak health and fitness at least 6 months before conception. Find out how to give your baby the best chance for a healthy start in life, through health assessments checks and advice, and a computerized nutrition analysis. (Sue Ross & W. Latta)

Thurs., May 9 KEC 8:00-10:00 p.m. 3 sessions

SPEAKING WITH CONFIDENCE 25.00

Be prepared to face the most challenging and rewarding experience — speaking effectively and confidently before an audience. You will greatly enhance your career development and communication skills. (Eli Mina)

Sat., June 8 Langara 9:30 a.m.-4:00 p.m. 1 session

SHORT STORY WORKSHOP 50.00

Students will concentrate on one short story throughout the six weeks, examining plot structure, character development, conflict and the editing procedure. Experimentation with different story forms will be encouraged. (W. Decle)

Mon., May 13 KEC 7:00-9:00 p.m. 6 weeks

CREATIVE WRITING 45.00

Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of interest will be the short story, poetry and certain aspects of comedy writing. (W. Decle)

Wed., May 15 KEC 7:00-9:00 p.m. 6 weeks

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.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. (K. Broad)

Tues., May 7 KEC 7:00-9:00 p.m. 6 weeks

UNDERSTANDING BASIC PRINCIPLES OF TRADING ON THE VANCOUVER STOCK EXCHANGE 40.00

Introduction to venture capital investments from evaluations of prospectuses and statements of material facts to technical analysis for timing of trades. Emphasis will be on charting and interpreting trading patterns. Individual portfolios will be compiled. (K. Tang)

Mon., May 6 KEC 7:00-9:00 p.m. 6 weeks

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. (B. Katz)

Tues., June 11 KEC 7:00-10:00 p.m. 1 session

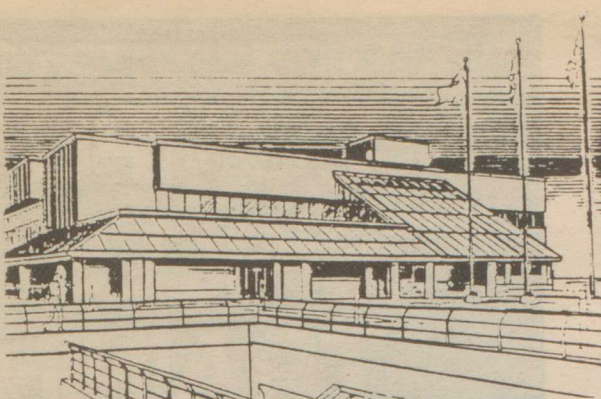
DO IT YOURSELF DIVORCE 25.00

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. (B. Katz)

Tues., May 14 KEC 7:00-10:00 p.m. 1 session



PHONE IN, USING
YOUR VISA CARD -
875-8200



CONTINUING EDUCATION KING EDWARD CAMPUS PHONE: 875-8200

BASIC WOODWORKING 60.00

Explore the basics of hand tools, joinery, cabinet making and finishing. You will have the choice of building either a two door oak filling cabinet or a solid oak wine rack with lift off serving tray. Materials extra. Oak cabinet 90.00, wine rack 45.00.

Thurs., May 9 KEC 6:00-9:00 p.m. 8 weeks

WRITE AN EFFECTIVE RADIO COMMERCIAL 60.00

Learn the basics of writing advertising copy for use on the radio. Topics include: industry rules and regulations, creative philosophies, voice selection, emotional involvements, campaigns and slogans and the role of the writer at a radio station. (Dennis Rimmer CFUN Radio)

Mon., May 6 KEC 7:00-9:00 p.m. 8 weeks

CONDUCTING RADIO INTERVIEWS AND REVIEWS 45.00

Learn the basics of interviewing, commenting, reviewing and criticizing for radio and print. Of special interest to those wishing to "free-lance". Students should have access to small portable tape recorder. Guest speakers included. (Dennis Rimmer CFUN Radio)

Tues., May 14 KEC 7:00-9:00 p.m. 6 weeks

LIVING COMMON-LAW IN THE 80's 25.00

Learn about the legal aspects of cohabitation between unmarried persons. Custodial rights, the law of maintenance, property rights, the law or trusts, and inheritance rights will be discussed. (B. Katz)

Tues., May 28 KEC 7:00-10:00 p.m. 1 session

MANAGING CAREER CHANGE 25.00

Learn to take control of your career through self-assessment, goal setting and planning strategies. Please bring your own lunch. (T. Baal)

Sat., May 25 Langara 9:00 a.m.-4:00 p.m. 1 session

FASHION WISE FOR THE CAREER WISE 25.00

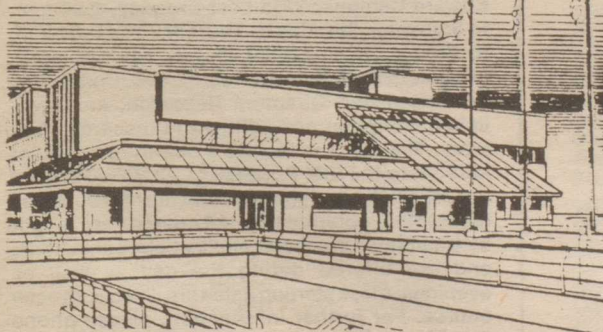
You will explore the psychology of colour. Learn what colours suit you best. Course includes wardrobe coordination and planning, putting together a basic wardrobe, planning accessories and organizing closets. A colour booklet will be available at lecture for \$15.00 extra. Bring your own lunch. (P. Hall)

Sat., June 22 Langara 9:30 a.m.-3:30 p.m. 1 session

COPING WITH THE 9 - 5 BLUES 25.00

For many people 9-5 is little more than just a pay cheque. You will learn how to make your work experience more worthwhile and satisfying. You will learn to identify and cope with job dislikes, to assume control, game planning, communicating and ways to continually contribute to your employer. (T. Baal)

Tues., May 14 KEC 7:00-9:30 p.m. 2 weeks



**VANCOUVER
COMMUNITY
COLLEGE**

King Edward
Campus

1155 East Broadway

PLEASE CONTACT THE
TRAINING ACCESS OFFICE
FOR CURRENT FEES OR
OTHER INFORMATION at
875-6111, local 456 or
ADMISSIONS at
875-6111, local 730

WALKING IN THE CITY 4745 25.00

Explore some of the many walks in Greater Vancouver. Two in-class discussions and slide show sessions and two, gentle, two-hour walks. Limit 12 participants. (Kieselowsky)

Mon., May 13 & 20 7:30-9:30 p.m. 4 days

Sat., May 18 & 21 10:00 a.m.-12 noon

WALKING IN THE MOUNTAINS 4746 45.00

For men and women with little or no hiking experience who want to explore the local mountain trails. Topics include: warm-up exercises, mountain safety, direction finding, conservation, nutrition, equipment. One in-class session and two day hikes. Limit 12 participants. (Kieselowsky)

Sun., May 19 Various 3 days

YOGA - SENIOR CITIZENS (IYENGAR) 4747 25.00

Co-ordination, balance, strength and flexibility are emphasized, but less strenuously. Held at Cross Reach, 1811 W. 16th Ave. (Tolliday)

Mon., Apr. 13 11:30 a.m.-1:30 p.m. 10 weeks

VOLUNTEERS IN MENTAL HEALTH SERVICES 25.00

A day of workshops concerning working with volunteers in the mental health support field. Sponsored by Vancouver Volunteer Centre in cooperation with Vancouver Community College and the Inter-Agency Mental Health Council.

Working in a mental health setting has particular challenges. Volunteers can complement and extend the work of paid staff by bringing fresh energy and enthusiasm. To be successful, volunteers need careful coordination, support and proper training. A number of concurrent half-day workshops will address these concerns and others.

Sat., May 11 Langara 9:00 a.m.-4:00 p.m. 1 day

TEACHING ENGLISH AS A SECOND LANGUAGE

ESL TEACHING TECHNIQUES 110.00

A practical course in ESL classroom teaching techniques for practising ESL teachers, those entering the field or planning to teach abroad. Topics include developing aural/oral skills, writing, using dialogues, improving pronunciation, using role playing, grouping and using AV equipment. Enrolment is limited to 25.

Tues., April 16 or KEC 7:00-10:00 p.m. 10 weeks

Sat., April 20 KEC 9:00 a.m.-12 noon 10 weeks

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. (L. Hawes)

Sat., May 11 KEC 9:30 a.m.-12:30 p.m. 6 weeks

TEACHING PRONUNCIATION FOR ESL TEACHERS 95.00

Topics include teaching vowel dimensions, consonants, contractions and reductions, linking, stress and intonation. (E. Williams)

Thurs., April 18 KEC 6:00-8:00 p.m. 8 weeks

AN ORIENTATION TO TEACHING ENGLISH IN JAPAN 40.00

This course covers aspects of living and working as a language teacher in Japan — where and how to look for work in Japan, an introduction to living Japanese style, adapting to and understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student. (D. Smith)

Sat., May 11 KEC 9:30 a.m.-12:30 p.m. 4 weeks

TAKE THE FAST LANE to TRADES TRAINING with TRAINING ACCESS!

The TRAINING ACCESS Program is a Provincial individualized, competency based program providing the first 3 steps in trade training:

1. Common Core,
2. Occupational Core,
3. Specialties

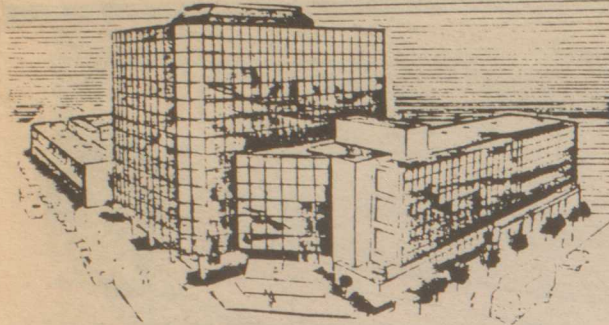
STEP 1 - COMMON CORE YOU WILL LEARN ABOUT:

- safe and acceptable work attitudes and habits
- Mathematics and Science (at Gr. 10 level)
- sketching and reading basic drawings
- processing technical information
- using measuring, layout and hand tools
- lifting loads safely
- erecting ladders and scaffolds
- using power tools and oxy-acetylene equipment
- assembling and testing basic electrical devices
- using common fastenings, fittings and materials (eg. wood, metals)
- business and industrial organizations
- JOB SEARCH SKILLS

CHECK YOUR QUALIFICATIONS:

- You must be at least 18 years old or out of school for at least 12 months. If you're under 18 and have completed Gr. 12 you'll be eligible.
- You must have successfully finished Gr. 10 or equivalent or better.

ABOUT THE COURSE:



CONTINUING EDUCATION Vancouver Vocational Institute PHONE: 682-5844

For the following computer courses held through V.V.I., you may PRE-REGISTER starting April 9th from 10:00 a.m. to 8:00 p.m. Monday through Thursday, 10:00 a.m. to 4:00 p.m. on Fridays and from 9:00 a.m. to 3:00 p.m. on Saturdays in the Continuing Education Office at V.V.I., 250 West Pender Street or on the first night of classes if space permits. Saturday classes will begin April 27th, all other classes will begin the week of April 29th. For further information on these V.V.I. courses, please phone 682-5844.

ACHIEVING COMPUTER LITERACY 52.00

Are you concerned that the computer generation may be leaving you behind? This introductory course will explore basic computer concepts and prepare you for further computer courses. You will learn the fundamentals of computing through an easy to use software package. Programming is not taught nor required.

Thurs., May 02 V.V.I. 7:00-9:00 p.m. 10 weeks

SPREADSHEETS AND WORD PROCESSING 65.00

This introductory survey class will combine two computer applications that are popular with today's computers — electronic spreadsheets and word processing. You will be assigned individual terminals.

Tues., Apr. 30 V.V.I. 6:00-9:00 p.m. 8 weeks

COMPUTER PROGRAM FLOWCHARTING 40.00

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

Wed., May 01 V.V.I. 6:00-9:00 p.m. 5 weeks

INTRODUCTION TO PROGRAMMING USING "BASIC" 65.00

This course will provide an introduction to computer programming using BASIC, a simple computer language, which is the most widely used language on microcomputers. The classroom instruction will be combined with "hands-on" experience. You will be assigned individual terminals and should be familiar with simple computer concepts.

Mon., Apr. 29 V.V.I. 6:00-9:00 p.m. 8 weeks

Wed., May 01 V.V.I. 6:00-9:00 p.m. 8 weeks

Sat., Apr. 27 V.V.I. 9:00-12:00 noon 8 weeks

Sat., Apr. 27 V.V.I. 1:00-4:00 p.m. 8 weeks

INTRODUCTION TO PROGRAMMING USING 'C' 65.00

This course will give an introduction into a general purpose programming language that can be used with a wide variety of computer systems. You should have some experience with a programming language.

Thurs., May 02 V.V.I. 6:30-9:30 p.m. 8 weeks

ADVANCED PROGRAMMING USING "BASIC" 65.00

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

Sat., Apr. 27 V.V.I. 9:00 a.m.-12 noon 8 weeks

AT COMPUTER STATION

The following courses are a cooperative venture between V.C.C. Continuing Education and the Computer Station. All classes will be held at the Computer Station, 2130 Burrard Street, where convenient parking is available. Course fees will include training on I.B.M. Personal Computers (with one participant per computer) and all course materials. All classes will be held on Saturdays. For further information or to register, please phone Continuing Education only at 682-5844.

AN INTRODUCTION TO MICROCOMPUTERS 130.00

Designed for novice users and those who wish to be more confident and knowledgeable about micros, this course explains hardware, software and microcomputer operation. Hands-on training includes extensive work with the operating system PC-DOS, and overviews of word processing, spreadsheets and data bases using Easywriter II, Lotus 1-2-3 and dBase II.

Sat., Apr. 27 Computer Stn. 9 a.m.-5 p.m. 1 day

Sat., May 11 Computer Stn. 9 a.m.-5 p.m. 1 day

INTRODUCTION TO SPREADSHEETS 140.00

Intended for anyone who wishes to learn how to use Lotus 1-2-3 and work with spreadsheets. Lotus 1-2-3 is a powerful combination of spreadsheets, graphics and database functions. This course introduces Lotus 1-2-3 concepts and terminology, spreadsheet creation, editing, printing, graphing, data management and macro capabilities. The extensive hands-on training centers on practical examples.

Sat., May 04 Computer Stn. 9 a.m.-5 p.m. 1 day

Sat., May 25 Computer Stn. 9 a.m.-5 p.m. 1 day

ADVANCED LOTUS 1-2-3 140.00

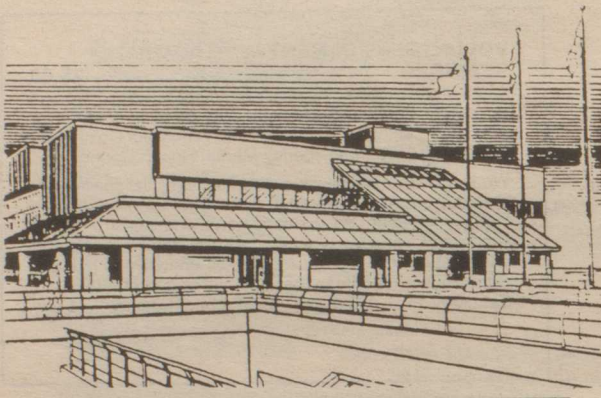
This course has been designed for business professionals who wish to put the full power of 1-2-3 to work. Students who complete the advanced course are prepared to build complex applications and utilize 1-2-3 as a productivity tool. This course covers the development of detailed macros, database statistical functions and financial modelling. A good working knowledge of Lotus 1-2-3 is a prerequisite.

Sat., June 08 Computer Stn. 9 a.m.-5 p.m. 1 day

DATABASE MANAGEMENT USING dBASE III 130.00

dBase III is an enhanced database management package specifically designed for 16 bit microcomputers. Hands-on training centers on standard commands for file creation, maintenance, information enquiries and report generation. Also to be covered are new dBase III features such as the Command Assistant, mailing labels and dBase II to dBase III file conversions.

Sat., June 01 Computer Stn. 9 a.m.-5 p.m. 1 day



CONTINUING EDUCATION KING EDWARD CAMPUS PHONE: 875-8200

For the following courses held at the King Edward Campus, you pre-register by May 1, 1985 at King Edward Campus, 1155 East Broadway, 9:00 a.m. to 8:00 p.m., Monday to Thursday and 9:00 a.m. to 3:00 p.m. on Friday. Courses marked * feature the COMMODORE 64 COMPUTER in our computer classroom. Courses marked ** feature the 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. For further information on these K.E.C. courses, please phone 875-8200.

COMPUTER GRAPHICS - USING "GRAPHIT" 275.00

This course is designed to introduce and develop the necessary skills in the area of graphic production of materials through command processes, on-line storage, and hard copy production. Students will develop projects through this hands-on approach suitable for display or use in portfolio. It is recommended that students have a background in graphic design through training or work experience. Course is held at and in conjunction with Tetrad Computer Applications Ltd. Informational open house will be held at Tetrad Computer Applications Tuesday, May 7th, 7:00-9:00 p.m. For information please call 875-8200.

Tues., Thurs., May 14 6:30-9:30 p.m. 7 weeks

INTRODUCTION TO COMPUTERS, A PERSONAL COMPUTING APPROACH 75.00

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

Wed., May 8 K.E.C.* 6:30-8:30 p.m. 8 weeks

COMPUTERS AT WORK, A SMALL BUSINESS APPROACH 65.00

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

Tues., May 8 K.E.C.* 6:30-8:30 p.m. 6 weeks

Wed., May 9 K.E.C.* 6:30-8:30 p.m. 6 weeks

INTRODUCTION TO THE COMMODORE 64 75.00

Find out some of the things your Commodore 64 can do for you. This course is designed to give you an overview of the Commodore 64. Topics include the Background of Computer Operating Systems, Word Processing, Spreadsheets, "BASIC" Programming, Database Management.

Tues., May 7 K.E.C.* 6:30-8:30 p.m. 8 weeks

Thurs., May 9 K.E.C.* 6:30-8:30 p.m. 8 weeks

CP/M (Control Program for Microcomputers) 65.00

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., May 6 K.E.C.* 6:30-8:30 p.m. 6 weeks

COMPUTERS IN ACCOUNTING 65.00

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

Thurs., May 9 K.E.C.* 7:00-8:30 p.m. 6 weeks

COMPUTER SKILLS TRAINING



WORD PROCESSING 75.00

A hands-on micro-computer based Word Processing course designed for those who wish to learn the skills together with basic computer ideas. The course is limited to nine persons, one student per computer. Magic Wand will be the software package used.

Wed., May 8 K.E.C.* 3:00-5:00 p.m. 8 weeks

Thurs., May 9 K.E.C.* 3:00-5:00 p.m. 8 weeks

Fri., May 10 K.E.C.* 3:00-5:00 p.m. 8 weeks

INTRODUCTION TO "BASIC" LANGUAGE PROGRAMMING 75.00

"BASIC" is a computer programming language with the broadest of appeals. This course will take you 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., May 6 K.E.C.* 6:30-8:30 p.m. 8 weeks

ADVANCED "BASIC" PROGRAMMING 75.00

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

Mon., May 6 K.E.C.* 8:30-10:30 p.m. 8 weeks

DEVELOPING KEYBOARD SKILLS 55.00

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

K.E.C.* 20 hours

MICRO SOFT "BASIC" LANGUAGE PROGRAMMING 55.00

An intensive course in "BASIC" programming which takes you step-by-step through all the stages of skills involved in "BASIC" programming. This "hands-on" approach, whereby the computer is your instructor, develops your ability to write and run programs in "BASIC". Fee includes an orientation to the Study Centre and 20 hours of computer time. Additional time is available if required. Dates and times 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. "Magic Wand" and Accounting "Super Calc" for \$5.00 per hour. Please call 875-8200, local 217 for more information.

K.E.C.

For the following courses held at QUANTUM RESEARCH, 4336 Dunbar St., you register at King Edward Campus, 1155 East Broadway, 9:00 a.m. to 8:00 p.m., Monday to Thursday and 9:00 a.m. to 3:00 p.m. on Friday. 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. One of the following should be completed prior to taking an intermediate level course.

INTRODUCTION TO BUSINESS COMPUTING 55.00

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., May 4 9:00-4:00 p.m. 1 day

Mon., May 6 9:00-4:00 p.m. 1 day

Tues., Wed., May 7, 8 6:30-9:30 p.m. 2 sessions

COMPUTERS IN THE WORKPLACE 110.00

Obtain 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.

Thurs., Fri., May 2, 3 9:00-4:00 p.m. 2 days

INTERMEDIATE COURSES

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

ACCOUNTING — ACCPAC-G/L 110.00

ACCPAC is a very versatile and popular accounting software package for microcomputers. This course uses "hands-on" examples to follow the steps required to computerize your accounting. Topics include: general ledger accounts, transaction entry, posting, archiving and financial statement preparation. Some bookkeeping or accounting knowledge is mandatory.

Mon., May 6 - June 3 6:30-9:30 p.m. 4 sessions

Mon., Tues., May 13, 14 9:00-4:00 p.m. 2 days

Wed., June 12 - July 3 6:30-9:30 p.m. 4 sessions

ACCOUNTING — ACCPAC-I/C,O/E,A/R 110.00

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 in order to demonstrate the effective use of this versatile software. Topics include: inventory file maintenance, item costing, order processing, invoice preparation and customer statements.

Mon., Tues., June 3, 4 9:00-4:00 p.m. 2 days

DATABASE MANAGEMENT — dBASE III 110.00

This powerful software simplifies the task of organizing large amounts of information. This 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., Fri., May 9, 10 9:00-4:00 p.m. 2 days

Tues., May 14 - June 4 6:30-9:30 p.m. 4 sessions

Thurs., June 13 - July 4 6:30-9:30 p.m. 4 sessions

ELECTRONIC SPREADSHEETS — LOTUS 1-2-3/SYMPHONY 110.00

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

Wed., May 15 - June 5 6:30-9:30 p.m. 4 sessions

Thurs., Fri., May 16, 17 9:00-4:00 p.m. 2 days

Mon., June 10 - July 8 6:30-9:30 p.m. 4 sessions

WORD PROCESSING — MULTIMATE 110.00

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

Thurs., May 16 - June 6 6:30-9:30 p.m. 4 sessions

Thurs., Fri., May 30, 31 9:00-4:00 p.m. 2 days

INTEGRATED SOFTWARE — FRAMEWORK 110.00

This new program makes full use of powerful business computers by integrating the most frequently used business programs into one easy to use package. 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., May 23, 24 9:00-4:00 p.m. 2 days

MANAGING YOUR MICROCOMPUTER 55.00

This "hands-on" course is 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 and would not be directly applicable to other operating systems.

Wed., May 22 9:00-4:00 p.m. 1 day

ADVANCED COURSES

These courses are 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 24 hours prior to the course starting date. No refunds will be made for cancellations received after that time.

ADVANCED LOTUS 1-2-3 150.00

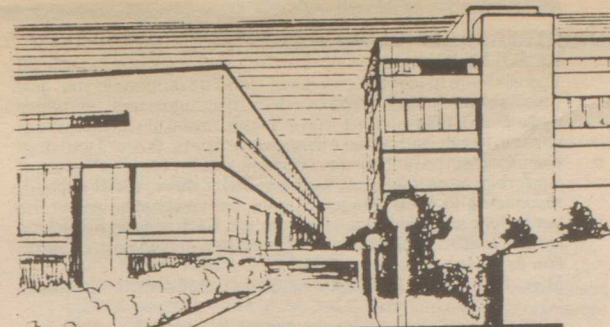
An advanced course examining the integrated features of LOTUS 1-2-3. Topics covered include database commands, macros, graphics and the transfer of information between spreadsheets. Various business examples will be presented to illustrate concepts and to give participants "hands-on" experience. A knowledge of LOTUS 1-2-3 at the intermediate level is mandatory.

Mon., Tues., June 10, 11 9:00-4:00 p.m. 2 days

ADVANCED dBASE III 150.00

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, and dBASE II conversion techniques. A knowledge of dBASE II or III at the intermediate level is mandatory.

Thurs., Fri., June 6, 7 9:00-4:00 p.m. 2 days



CONTINUING EDUCATION LANGARA CAMPUS PHONE: 324-5322

COMPUTERS FOR BUSINESS AND THE PROFESSIONS

SATURDAYS 9:00 A.M. TO 4:30 P.M. or
MONDAYS AND WEDNESDAYS 6:00 P.M. TO 9:30 P.M.
at Langara, phone 324-5322

A series of seminars on micro computers especially designed for business and professional people who wish to immediately apply the knowledge gained to make decisions and save time and money. Limited class size and one computer per individual make these seminars a productive learning experience. Seminar fee of \$75.00 includes: a set of comprehensive notes, seven hours of instruction and practice time and coffee and tea.

MINDING YOUR BUSINESS WITH SPREADSHEETS 4360 75.00

Spreadsheets are designed to help business and professional users analyze the past and manage the future. Learn how you can set up and use spreadsheet models to help you make decisions. LOTUS 1-2-3 on the IBM PC and the COMPAQ is used to present the information. (F. Wuhrer)

Sat., May 4 9:00 a.m.-4:30 p.m. 1 day

ORGANIZING YOUR BUSINESS WITH dBASE 4361 75.00

Learn the commands and instructions required to organize your business information with the leading micro data base packages dBASE II and dBASE III. Using practical examples, experiment with features which will permit you to develop and implement a useful data base system.

(B. Wuhrer)

Sat., May 11 9:00 a.m.-4:30 p.m. 1 day

TAKING ADVANTAGE OF FREE SOFTWARE 75.00

You may never have to buy expensive software again. Find out what software is available free, or for minimal charge, for APPLE, IBM and COMMODORE computers and where to get it. Evaluate PC-Talk, PC-Writer, PC-File and PC-CALC and browse through our software catalogues. (F. Wuhrer)

Mon. & Wed.,

May 13 & 15 (4362) 6:00-9:30 p.m. 2 days

Mon. & Wed.,

June 3 & 5 (4363) 6:00-9:30 p.m. 2 days

Sat., June 15 (4364) 9:00 a.m.-4:30 p.m. 1 day

BUILDING A BUSINESS SYSTEM WITH LOTUS 1-2-3 4365 75.00

Many business people consider LOTUS 1-2-3 the most important management tool developed for micros. The combined features of the spreadsheet, the graphics, the data management and the macros permit the construction of entire systems with only one software package. Evaluate all features of this remarkable program. An introductory knowledge of spreadsheets is mandatory to obtain maximum benefit from this seminar. (F. Wuhrer and M. Hooper)

Sat., May 25 9:00 a.m.-4:30 p.m. 1 day

SPEAKING BASIC 4364 75.00

BASIC is the universal language of microcomputers. Learn how to use it to program your systems, modify existing programs and prepare yourself for more advanced programming courses and different programming languages. (B. Wuhrer)

Sat., June 1 9:00 a.m.-4:30 p.m. 1 day

WORD PROCESSING WITH WORDSTAR 75.00

Learn how to effectively use the most popular word processing package on the market. Acquire the skills required to handle most word processing tasks and find out how Mail Merge and Spell Star can make Wordstar even more effective. (F. Wuhrer)

Mon. & Wed.,

May 27 & 29 (4366) 6:00-9:30 p.m. 2 days

Mon. & Wed.,

June 10 & 12 (4367) 6:00-9:30 p.m. 2 days

DETERMINING YOUR HARDWARE/ SOFTWARE REQUIREMENTS 4368 75.00

Everything you need to know to sort out the micro computer marketplace and simple guidelines which allow you to tell the sales person what you need, rather than the other way around. Tips on negotiating and saving money. (F. Wuhrer)

Sat., June 1 9:00 a.m.-4:30 p.m. 1 day

THE BUSINESS SOFTWARE SAMPLER 4370 75.00

Data Base, Spreadsheets, and Word Processing software can make you more productive, provided you choose the appropriate software package and select the right application. Experiment with four of the most popular packages (dBASE, LOTUS, Wordstar, PFS file) and examine the pros and cons of each. (F. Wuhrer)

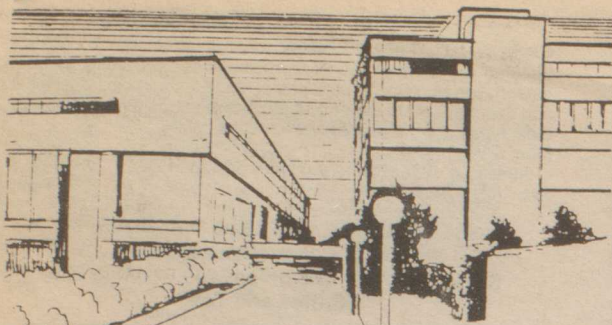
Sat., June 8 9:00 a.m.-4:30 p.m. 1 day

GETTING TO KNOW PC DOS 4373 75.00

Gain greater flexibility in the use of your personal computer through an understanding of the operating systems commands and features. Learn about disk management, security, editing and systems configuring by practicing with various DOS commands. (Ansell)

Sat., June 22 9:00 a.m.-4:30 p.m. 1 session

EASYWRITER MADE EASY 75.00



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.-8:30 p.m.
Friday: 9:00 a.m.-3:00 p.m.

All week day courses will begin the week of May 13, 1985 (unless otherwise noted). Saturday courses start on May 18, 1985 (unless otherwise noted). Registration is available in person anytime during the hours noted above or by telephone for charging to your VISA. Make cheques payable to Vancouver Community College. Mail-in registrations are accepted (DO NOT send cash), but:

PRE-REGISTRATION AT LANGARA IS RECOMMENDED FOR SEAT CONFIRMATION

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 AND DRUG ADDICTION

ALCOHOL & DRUG COUNSELLING SKILLS 4001

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. (Kaufman)
Thurs., May 16 Langara 7:00 p.m.-10 p.m. 7 weeks

TECHNIQUES FOR ALCOHOL & DRUG COUNSELLING 4002

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. (Harter)
Wed., May 15 Langara 7:00 p.m.-10 p.m. 7 weeks

ISSUES ON ALCOHOL & DRUG DEPENDENCY 4003

This course covers specific issues and concerns in the alcohol and drug field. Each area will be covered in some depth; including films, guest speakers, written materials, and role plays. Some topics: pharmacology, treatment plans, community resources, the special problems of women addicts, the counselling of families, spiritual aspects of recovery, and case studies. For personal or general interest, counsellors, social workers, nurses, etc. (Harter/Kaufman)
Tues., May 14 Langara 7:00 p.m.-10 p.m. 7 weeks

STRESS - SEVEN DAYS TO RESOLVING 4004

You will learn 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. (Instructor: TBA)
Mon., May 13 Langara 7:00 p.m.-9:30 p.m. 7 weeks

SEMINARS

HELPING THOSE YOU CARE ABOUT 4005

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 practising basic helping skills, such as listening, empathy, challenging, etc. (Harter)
Mon., June 10 Langara 7:30-9:30 p.m. 1 day

ANOTHER CHANCE - HOPE FOR THE HURTING FAMILY 4006

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. (Kaufman)
Mon., June 17 Langara 7:30-9:30 p.m. 1 day

ARTS & CRAFTS

ART ALIVE! FIVE STIMULATING PIECES 4101

A series of 8 illustrated lectures giving an in-depth view of five inspired paintings. Stress will be on the specific import of each work — the vital communication(s) which the painting suggests. (Evans)
Thurs., May 16 Langara 7:30-9:30 p.m. 8 weeks

BASIC DRAWING 4102

Learn drawing exercises that will enable you to see & draw in a fresh way. Media includes pencil, graphite, conte & ink. Some life drawing (Models). (Lyon)
Wed., May 15 Langara 7:00-10:00 p.m. 6 weeks

DRAWING & PAINTING 4103

Make the transition from drawing to painting, learning how to use colour, pattern & texture in your work. Acrylic paints (no oils), some gouache. All levels welcome. (Marshall)
Thurs., May 16 Langara 7:00-10:00 p.m. 6 weeks

DRAWING & SCULPTURE 4104

Explore foundation level sculpture processes & skills through clay modelling & drawing studies. All levels welcome. (Murray)
Thurs., May 16 Langara 7:00-10:00 p.m. 6 weeks

EXPLORATORY DRAWING 4105

Using a variety of media (including some colour options) & related visual resources (photographs & slides). You will learn some interesting ways of approaching drawing. Portraits, plants, animal & bird forms will be tackled using felt pens, graphite, pastels, pencil crayons & conte. No drawing experience necessary. (Vanderpant)
Thurs., May 16 Langara 7:00-10:00 p.m. 6 weeks

LANGARA LANDSCAPE DRAWING 4106

New for spring 1985! You will learn about perspective, viewer centered imagery & other drawing systems. Particular attention will be given to the relationship between the real world, drawing, & drawing theories, as a preliminary to the "on location" drawing you will be doing. Some drawing experience helpful but not necessary. (Murray)
Sat., May 18 Langara 9:30 a.m.-12:30 p.m. 6 weeks

LIFE DRAWING 4107

Working from live models you will examine the scope of visual language in detail. In addition to the basic principles of colour, movement & gesture you will be presented with the challenge of memory drawing, new media, & more. (Wedman)
Tues., May 14 Langara 7:00-10:00 p.m. 6 weeks

NATURE PRINTING WORKSHOP 4108

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 & bookmarks or applied to aprons & T-shirts. A demonstration of fish printing will be included if time permits. Bring lunch. (Zbar)
Sat., May 18 Langara 9:30 a.m.-3:30 p.m. 1 day

OIL PAINTING 4109

You will learn to paint seascapes & landscapes using oils. Fundamental principles & concepts of painting will be taught. New painters welcome. (Young)
Sat., May 18 Langara 9:00 a.m.-12 noon 6 weeks

PAINTING 4110

Learn about various painting methods using watercolour, acrylics & tempera. Emphasis will be on colour theory, composition & perspective. (Kowallek)
Tues., May 14 Langara 7:00-10:00 p.m. 6 weeks

PORTRAITURE 4111

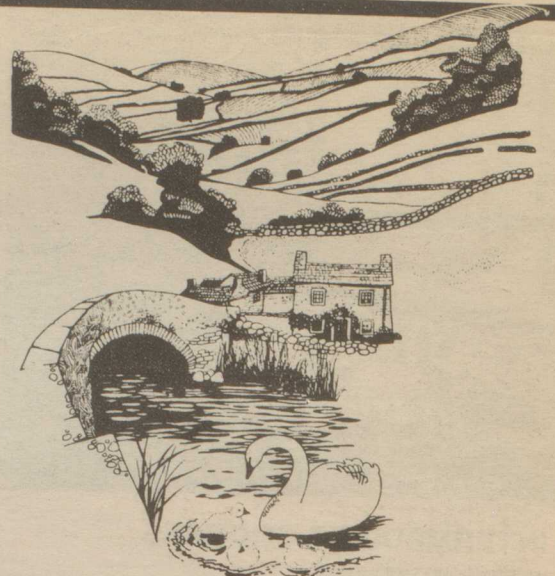
Concentrate on the beauty of the human form & in particular the form of the face. Learn how different media produce strikingly different drawings. Media to be used will be pencils, charcoal, conte, pastels and ink. (Kowallek)
Mon., May 13 Langara 7:00-10:00 p.m. 6 weeks

TOLE PAINTING LEVEL I & II 4112

You will work at your own level learning the basic techniques of Baumann (Bavarian furniture painting), Rosemahling, & techniques of Toile. Supply list given out when registering. (Skemp)
Mon., May 13 Langara 7:00-10:00 p.m. 6 weeks

UNDERSTANDING ART: THE LANGUAGE OF NUDE 4113

The view of Sir Kenneth Clark that "the nude is not a subject of art but a form of art," sets the stage for this series of eight illustrated lectures which will consider the ways in which the nude form has been used by the great artists to express their thoughts, aims & ideas. (Evans)
Tues., May 14 Langara 7:30-9:30 p.m. 8 weeks



WATERCOLOUR LEVEL I 4114

Learn how to stretch paper, lay washes & get creative control over the beautiful & challenging medium of watercolour. Beginners welcome. (Kowallek)
Thurs., May 16 Langara 7:00-10:00 p.m. 6 weeks

WATERCOLOUR LEVEL II 4115

An extension course for those students who have had basic instruction in the art of watercolour. Individual progress & development emphasized. (Kowallek)
Sat., May 18 Langara 9:00 a.m.-12 noon 6 weeks

WATERCOLOUR - OUTDOORS! 4116

New for Spring 1985. Spend time outdoors doing watercolour in the "light" of spring. You will learn the special techniques for using watercolour to interpret natural scenery & plant life. All levels welcome, especially beginners. (Kowallek)
Sat., May 18 Langara 12:30-3:30 p.m. 6 weeks

CALLIGRAPHY

A TASTE OF CALLIGRAPHY

A special treat for those of us who want to know the what and how of calligraphy. The mini course that introduces you to the Italian hand. Pens and paper available. (Poskitt)
Wed., May 8 (4201) 7:00-10:00 p.m. 1 session
Thurs., May 9 (4202) 7:00-10:00 p.m. 1 session

BEAUTIFUL BORDERS FOR YOUR CALLIGRAPHY

Seeing is believing! Your own hand-done ornamentation that borders your lettered piece. Course covers style, colour and proportion of the letters and ornament work with text. (May)
Wed., May 15 (4203) 7:30-9:30 p.m. 7 weeks

CALLIGRAPHY BEGINNERS ITALIC LEVEL 1

You will enjoy learning the basic skills of Italic writing with the edged pen. This practical and yet beautiful style develops into fast legible handwriting that may be used for everyday "cursive" writing (letters, notetaking). The Italic hand may be used for more formal occasions too; projects such as invitations, gifts, cards, posters, etc. Instructor will advise of supply requirements at first class. (Bryan/Poskitt)
Mon., May 13 (4204) 5:30-7:30 p.m. 7 weeks
Tues., May 14 (4205) 5:30-7:30 p.m. 7 weeks
Thurs., May 16 (4206) 7:30-9:30 p.m. 7 weeks
Sat., May 18 (4207) 9:30 a.m.-12:00 p.m. 7 weeks

CONTINUING ITALIC LEVEL 2

Enjoy basic Italic? This course is for you. Enrich your calligraphy with formal and compressed (Gothicized) Italic and fancy capitals. Make your own cards and thank-you notes. (Bryan)
Wed., May 15 (4208) 5:30-7:30 p.m. 7 weeks

INTERMEDIATE CALLIGRAPHY: LEVEL 2

Come gain a working knowledge and understanding of early letter forms. A 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 through practise with the edged pen. You will soon acquire the ability to use these attractive alphabets in individual and creative ways. (Poskitt)
Tues., May 14 (4209) 7:30-9:30 p.m. 7 weeks
Thurs., May 16 (4210) 5:30-7:30 p.m. 7 weeks

ITALIC CORRESPONDENCE COURSE (4211)

Our aim has been to prepare 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 making 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 weeks. (Poskitt)

CALLIGRAPHY WORKSHOPS

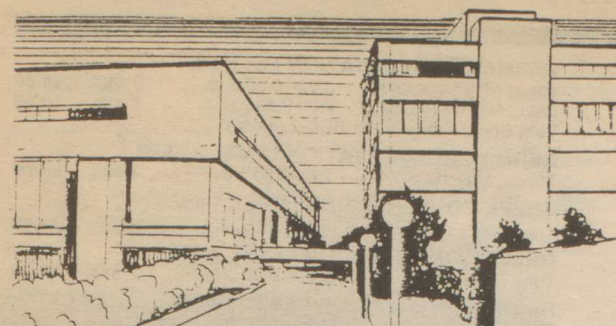
Coordinator: Irene Poskitt

Please Note:

Special workshops in all phases of calligraphy are in our planning. Leave your name and address or phone number by calling 324-5322. We will call you for these special times. Your name on our list insures you have a place at the workshops of your choice.



PHONE IN, USING
YOUR VISA CARD
324-5322



CONTINUING EDUCATION KING EDWARD CAMPUS PHONE: 875-8200

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

For more information call 324-5214

The Business Administration Certificate (B.A.C.) Program is designed to 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 and 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.

IN-PERSON PRE-REGISTRATION or VISA REGISTRATION BY PHONE

Monday-Thursday: 9:00 a.m.-8:00 p.m., Langara Campus
Friday: 9:00 a.m.-3:00 p.m., Langara Campus

COURSE ADVISORS: APRIL 22-26 ONLY

Mon.-Thurs., 4:00-8:00 p.m., Fri., 9:00-3:00 p.m., Langara Campus

COMMUNICATION ARTS

BASIC ENGLISH WRITING SKILLS (ESL) 4301

Designed for advanced English as a Second Language students who need help with both language and writing skills. We will concentrate on vocabulary improvement, sentence structure, paragraph organization and development. (Martin)
Tues., May 14 8:00-10:00 p.m. 7 weeks

BROADCASTING PRODUCTION TECHNIQUES* 4302

Introduction to the radio and television industries. You learn the technical aspects of script/copywriting, mixing and editing, and familiarize yourself with the operation and applications of portable video equipment. Includes advertising, subliminals, propaganda and McLuhan. (Myers)
Tues., May 14 6:00-8:30 p.m. 7 weeks

BUSINESS ENGLISH 4303

You will 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. (Hogan)
Tues., May 14 8:00-10:00 p.m. 7 weeks

CONVERSATIONAL SKILLS IMPROVEMENT FOR ADVANCED ESL SPEAKERS 4304

Designed for students who are already fluent in English but would like 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. (Thompson)
Tues., May 14 8:00-10:00 p.m. 7 weeks

ENGLISH WRITING SKILLS IMPROVEMENT 4305

Learn how to write more fluently, skillfully and correctly. This introductory course stresses organization, sentence structure, word choice, spelling and punctuation. (Martin)
Thurs., May 16 8:00-10:00 p.m. 7 weeks

ESL FOR BEGINNERS 4306

Designed for beginning students of English. Emphasis is upon conversation and basic understanding of how English works. Rudimentary writing and reading skills will be taught and enhanced. (Lee-MacArthur)
Tues. & Thurs., May 14 6:00-8:00 p.m. 7 weeks

ESL INTERMEDIATE LEVEL 4307

Designed for students who have taken beginner's ESL or who have a fairly good knowledge of English. We will work on conversation as well as some reading and writing skills. (Quirk)
Mon. & Wed., May 13 8:00-10:00 p.m. 7 weeks

FREELANCE WRITING FOR FUN & PROFIT 4308

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. (Hall)
Thurs., May 16 7:30-9:30 p.m. 7 weeks

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 April 26, 1985

CLASSES BEGIN THE WEEK OF APRIL 29, 1985

TEXTBOOKS

Will be available the first night of class. Costs are extra.

ASK YOUR EMPLOYER

Many organizations encourage employees to improve their business skills by taking courses in the B.A.C. program and may reimburse all or part of the tuition fees.

REFUND POLICY

Requests for refunds will be accepted only until the beginning of the second class session. An administration fee equal to 10% of the registration fee will be deducted from any refund, except when a class is cancelled.

AUDIT STATUS

You may audit any course within the B.A.C. program for a fee of \$25.00.

GRADUATION

Are you completing your Certificate Program this term? You must complete an Application for Graduation and submit it before June 1st to ensure you will be issued a certificate and included in the graduation ceremony. Applications are available at the Langara C.E. office.

ACCOUNTING 1115

Learn and apply the fundamentals of basic accounting. Accounting to trial balance, preparation of basic financial statements, maintaining specialized journals, bank reconciliations, cash and control accounts, voucher systems, and inventory accounting.
Mon. & Wed., Apr. 29 7:00-10:00 p.m. 13 sessions
Tues. & Thurs., Apr. 30 7:00-10:00 p.m. 13 sessions

ACCOUNTING 2215

Introduces you to inventories, assets, payroll accounting, partnership and corporation accounting, analysis of financial statements and volume and profit analysis. Pre-requisite: Accounting 1115 or equivalent.
Mon. & Wed., Apr. 29 7:00-10:00 p.m. 13 sessions
Tues. & Thurs., Apr. 30 7:00-10:00 p.m. 13 sessions

ACCOUNTING 3321

Intermediate level course designed to help you bring together all previously learned accounting skills for problem solving. Pre-requisite: Accounting 1115 & 2215 or equivalent.
Mon. & Wed., Apr. 29 7:00-10:00 p.m. 13 sessions

ACCOUNTING 3421

Learn to apply advanced accounting techniques which emphasize the analysis of statements, funds, capital and equity. Pre-requisite: Accounting 3321 or equivalent.
Tues. & Thurs., Apr. 30 7:00-10:00 p.m. 13 sessions

BUSINESS LAW 3115

An introduction to Canadian General law: contract, sale of goods, partnership laws and negotiable instruments with applicable statutes.
Tues. & Thurs., Apr. 30 7:00-10:00 p.m. 13 sessions

PUBLIC SPEAKING FOR THE TERRIFIED 4309

Overcome your fear of speaking before a group in this beginner's course. Small group exercises to reduce tension and build confidence. Learn how to prepare and deliver impromptu and planned speeches. (Alley)
Thurs., May 16 6:00-9:00 p.m. 7 weeks

SELECTIVE READING & STUDY SKILLS 4310

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. (Hogan)
Tues., May 14 6:00-8:00 p.m. 7 weeks

SPEED READING FOR BUSINESS & CAREER DEVELOPMENT* 4311

Develop effective reading strategies for academic purposes. The course emphasis is on comprehension and reading rate improvement. (Tietz)
Tues., May 14 5:30-8:30 p.m. 6 weeks

HOME VIDEO TECHNIQUES 4312

Learn how to get more out of your VCR. This practical course will show you how to use video like the pros. You will learn skills and techniques of video production from an instructor who is a professional in the field. (Cooperstone)
Wed., May 15 to 7:30-9:30 p.m.
June 19 & 26 7:30-10:30 p.m. 7 weeks

WRITERS CO-OP WORKSHOP 4313

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! (Neville)
Mon., May 6 7:30-9:30 p.m. 7 weeks

WORKSHOPS

ACTIVE LISTENING 4314

Develop a listening attitude. Participants will practise techniques in active listening, and avoiding interruptions. Pre-register by May 23. (Mina)
Sat., May 25 9:30 a.m.-4:30 p.m. 1 day

BETWEEN THE SEXES - HOW TO CREATE A SUCCESSFUL RELATIONSHIP 4315

Find out how to bring love and self-esteem back into your relationship. Discover why men and women have difficulties relating. The Sellners (Jim & Judy) will answer the question: "How can we maintain our love?" (Sellner)
Thurs., May 23 7:30-9:30 p.m. 1 day

MEETING PROCEDURES 4316

This course is intended for both participants and leaders in formal business meetings.
- Do formal procedures intimidate you?
Sat., May 25 9:30 a.m.-4:00 p.m. 1 day

MARKETING 2215

A case study approach that concentrates on solving business marketing problems with an emphasis on the product, price and distribution. Pre-requisite: Marketing 1115 or equivalent.
Tues. & Thurs., Apr. 30 7:00-10:00 p.m. 13 sessions

OFFICE MANAGEMENT & PROCEDURES 3115

A comprehensive overview of current administrative techniques for office managers and supervisors.
Tues. & Thurs., Apr. 30 7:00-10:00 p.m. 13 sessions

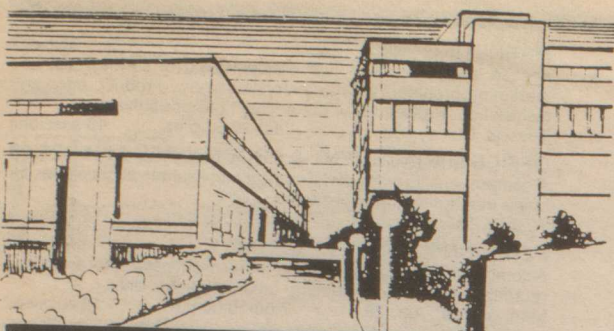
PERSONNEL PRACTICES 3116

A comprehensive course dealing with current personnel practices: recruitment, selection, training, union relations, etc.
Mon. & Wed., Apr. 29 7:00-10:00 p.m. 13 sessions

SALESMANSHIP FUNDAMENTALS 1218

Learn "winning" selling skills which turn into big dollars. The selling process is expanded on a practical step-by-step basis.
Tues. & Thurs., Apr. 30 7:00-10:00 p.m. 13 sessions

SMALL BUSINESS MANAGEMENT 3115



CONTINUING EDUCATION Vancouver Vocational Institute

PHONE: 682-5844



ENGLISH UPGRADING

ENGLISH UPGRADING* 85.00
This course is designed for students at the post-secondary level who require additional training in the fundamental skills of reading and writing. Course covers both oral & written communication with emphasis on composition. If you have a below standard score on the ENGLISH PLACEMENT TEST, you will be directed to take this course before re-writing the EPT to improve your score. This course does not carry transfer credit to other institutions. (Various instructors)

Mon. & Wed. (ESL) 4341	May 6	3:30-5:30 p.m.	8 weeks
Mon. & Wed. (ESL) 4342	May 6	6:00-8:00 p.m.	8 weeks
Mon. & Wed. (ESL) 4343	May 6	8:00-9:00 p.m.	8 weeks
Mon. & Wed. (ESL) 4344	May 6	8:00-10:00 p.m.	8 weeks
Tue. & Thur. (NS) 4345	May 7	3:30-5:30 p.m.	8 weeks
Tue. & Thur. (NS) 4346	May 7	6:00-8:00 p.m.	8 weeks
Tue. & Thur. (ESL) 4347	May 7	6:00-8:00 p.m.	8 weeks

*ESL — English as a Second Language.
NS — Native Speaker.

EARLY CHILDHOOD EDUCATION

Part-time, evening certificate programs in Early Childhood Education including 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 collection of courses, workshops and seminars for those who have completed ECE Level 1 and wish enrichment, upgrading and ongoing professional development.
- SCHOOL AGE CHILD CARE**
A 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 324-5214 for brochures and application materials.

FOOD AND NUTRITION

INSTITUTIONAL HEALTH CARE:

COOK UPGRADING 4051 125.00
This 60-hour program is designed for individuals who are currently employed as cooks in hospitals or Long Term Care Homes. The program content includes a review of food preparation skills/techniques, nutrition, sanitation, therapeutic dietary modifications and kitchen safety. The course is a combination of classroom and laboratory experience and is open to sponsored individual students only. In co-operation with the Hospitality Industry Advisory Education Committee (H.I.A.E.C.), limited class enrollment. (Instructors: TBA)
Wed., Apr. 24 3:30-10:30 p.m. 10 weeks

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 May 13, 1985.

ARABIC CONVERSATION LEVEL 1 4501

Sat., May 18 9:00-11:30 a.m. 7 wks. 50.00

ARABIC CONVERSATION LEVEL 2 4502

Mon., May 13 7:00-9:30 p.m. 7 wks. 50.00

CANTONESE CONVERSATION LEVEL 1

Mon., May 13 (4503) 7:30-10:00 p.m. 7 wks. 50.00

CANTONESE CONVERSATION LEVEL 2 4505

Tues., May 14 (4504) 9:00-11:30 a.m. 7 wks. 50.00

CANTONESE CONVERSATION LEVEL 3 4506

Wed., May 15 7:30-10:00 p.m. 7 wks. 50.00

DANISH CONVERSATION LEVEL 1 4507

Sat., May 18 (4516) 9:00-11:30 a.m. 7 wks. 50.00

DUTCH CONVERSATION LEVEL 1 4508

Tues., May 14 7:30-10:00 p.m. 7 wks. 50.00

ESPERANTO CONVERSATION LEVEL 1/2 4509

Sat., May 18 9:00-11:30 a.m. 7 wks. 50.00

FINNISH CONVERSATION LEVEL 2 4510

Sat., May 18 9:00-11:30 a.m. 7 wks. 50.00

FINNISH CONVERSATION LEVEL 1 4511

Thurs., May 16 7:00-9:30 p.m. 7 wks. 50.00

FRENCH CONVERSATION LEVEL 1

Mon., May 13 (4512) 6:00-8:00 p.m. 8 wks. 48.00

Tues., May 14 (4513) 7:00-9:30 p.m. 8 wks. 48.00

Wed., May 15 (4514) 6:00-8:00 p.m. 8 wks. 48.00

Thurs., May 16 (4515) 7:00-9:30 p.m. 7 wks. 50.00

Sat., May 18 (4516) 9:00-11:30 a.m. 7 wks. 50.00

Text Book: Ensemble BBC 1

FRENCH CONVERSATION LEVEL 2

Mon., May 13 (4517) 8:00-10:00 p.m. 8 wks. 48.00

Tues., May 14 (4518) 6:00-8:00 p.m. 8 wks. 48.00

Sat., May 18 (4520) 9:00-11:30 a.m. 7 wks. 50.00

Text Book: Ensemble BBC 2 (extra)

FRENCH CONVERSATION LEVEL 3 4521

Wed., May 15 8:00-10:00 p.m. 8 wks. 48.00

Text Book: Allez France BBC Level 3 (extra)

FRENCH IMMERSION LATE AFTERNOON — INTERMEDIATE LEVEL 4522

Mon., Tues., Wed., Thurs. 8:00-10:00 p.m. 2 wks. 48.00

Text Book: Ensemble BBC Level 2 (extra)

GAELIC (SCOTTISH) CONVERSATION LEVEL 2 4523

Thurs., May 16 7:30-10:00 p.m. 7 wks. 50.00

GERMAN CONVERSATION LEVEL 1

Mon., May 13 (4524) 5:30-8:00 p.m. 7 wks. 50.00

Tues., May 14 (4525) 6:00-8:00 p.m. 8 wks. 48.00

Sat., May 18 (4526) 9:00-11:30 a.m. 7 wks. 50.00

Text Book: Kontakte BBC Level 1 (extra)

GERMAN CONVERSATION LEVEL 2

Tues., May 14 (4527) 8:00-10:00 p.m. 8 wks. 48.00

Wed., May 15 (4528) 7:00-9:30 p.m. 7 wks. 50.00

Text Book: Weigweiser BBC 2 (extra)

GERMAN CONVERSATION LEVEL 3 4529

Thurs., May 16 7:00-9:30 p.m. 7 wks. 50.00

GREEK CONVERSATION LEVEL 1 4530

Tues., May 14 6:00-8:00 p.m. 8 wks. 48.00

GREEK CONVERSATION LEVEL 2 4531

Thurs., May 16 8:00-10:00 p.m. 7 wks. 50.00

HINDI CONVERSATION LEVEL 1 4532

Thurs., May 16 7:30-10:00 p.m. 7 wks. 50.00

ITALIAN CONVERSATION LEVEL 1

Tues., May 14 (4533) 8:00-10:00 p.m. 8 wks. 48.00

Sat., May 18 (4534) 9:00-11:30 a.m. 7 wks. 50.00

Text Book: Buongiorno Italia BBC 1 (extra)

ITALIAN CONVERSATION LEVEL 2 4535

Thurs., May 16 8:00-10:00 p.m. 8 wks. 48.00

Text Book: Italia Dal Vivo BBC 2 (extra)

ITALIAN CONVERSATION LEVEL 3 4536

Sat., May 18 12:30-3:00 p.m. 7 wks. 50.00

JAPANESE CONVERSATION LEVEL 1

Mon., May 13 (4537) 7:30-10:00 p.m. 7 wks. 50.00

Tues., May 14 (4538) 7:30-10:00 p.m. 7 wks. 50.00

Sat., May 18 (4539) 9:00-11:30 a.m. 7 wks. 50.00

JAPANESE CONVERSATION LEVEL 2

Mon., May 13 (4540) 7:30-10:00 p.m. 7 wks. 50.00

Tues., May 14 (4541) 5:00-7:30 p.m. 7 wks. 50.00

Sat., May 18 (4542) 9:00-11:30 a.m. 7 wks. 50.00

Text Book: Japanese Level 2 4543

Thurs., May 16 5:30-8:00 p.m. 7 wks. 50.00

MANDARIN CONVERSATION LEVEL 1 4544

Thurs., May 16 8:30-10:00 p.m. 7 wks. 48.00

Text Book: Elementary Chinese Readers Book 1 (extra)

MANDARIN CONVERSATION LEVEL 2 4545

Thurs., May 16 8:00-10:00 p.m. 8 wks. 48.00

Text Book: Elementary Chinese Readers Book 2 (extra)

POLISH CONVERSATION LEVEL 1 4546

Thurs., May 16 5:30-8:00 p.m. 7 wks. 50.00

PORTUGUESE CONVERSATION LEVEL 1

Thurs., May 16 7:30-10:00 p.m. 7 wks. 50.00

Text Book: Get By In Portuguese BBC 1 (extra)

RUSSIAN CONVERSATION LEVEL 1 4548

Sat., May 18 9:00-11:30 a.m. 7 wks. 50.00

SPANISH CONVERSATION LEVEL 1

Mon., May 13 (4549) 5:00-7:30 p.m. 8 wks. 48.00

Tues., May 14 (4550) 7:30-10:00 p.m. 7 wks. 50.00

Sat., May 18 (4551) 7:30-10:00 p.m. 7 wks. 50.00

Sat., May 18 (4552) 9:00-11:30 a.m. 7 wks. 50.00

Text Book: Digma BBC 1 (extra)

SPANISH CONVERSATION LEVEL 2

Mon., May 13 (4553) 7:30-10:00 p.m. 7 wks. 50.00

Tues., May 14 (4554) 7:30-10:00 p.m. 7 wks. 50.00

Thurs., May 16 (4555) 5:00-7:30 p.m. 7 wks. 50.00

Sat., May 18 (4556) 9:00-11:30 a.m. 7 wks. 50.00

SPANISH CONVERSATION LEVEL 3 4557

Wed., May 15 7:30-10:00 p.m. 7 wks. 50.00

UKRAINIAN CONVERSATION LEVEL 1 4558

Sat., May 18 9:00-11:30 a.m. 7 wks. 50.00

SPECIAL INTEREST

ALGEBRA — EVERYTHING YOU NEED TO KNOW 4601

This introductory course (similar to Math II) will cover the fundamentals of Algebra with emphasis on examples and applied examples. (Shuen)
Tues., May 14 6:00-8:30 p.m. 7 weeks 46.00

APPRAISING YOUR OWN HOME 4602

Be a wise consumer! This popular course will provide useful information on such topics as: purposes of appraisal, mortgages and refinancing, condominiums and town houses, the market and cost approach to value when preparing an appraisal, and appraising your own home. (Young)
Mon. & Wed., May 13 & 15 8:00-10:00 p.m. 2 days 12.00

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. (Hall)
Tues., May 14 8:00-10:00 p.m. 7 weeks 38.00

ASTRONOMY I* 4604

Experience a tour of the cosmos. Topics include: cosmology, our place in time and space, the galaxies, the stars, novae, pulsars, the solar system, comets, meteors, use of star charts, etc. Field trips to the Dominion Astrophysical Observatory (travel costs extra) and a presentation at the Planetarium are part of this course. (Van Luvén)
Mon., May 13 6:00-8:00 p.m. 6 weeks 45.00

ASTRONOMY II* 4605

Topics include: the planet that fell from the centre, a history of astronomy, cosmology, the future of the universe, relativity, the twin paradox and the bent universe, space travel, the colonization of space, etc. Included are field trips to the Dominion Astrophysical Observatory (travel costs extra), The Triumf Mezon Facility and the Planetarium. (Astronomy I is recommended but not essential). (Van Luvén)
Mon., May 14 6:00-8:00 p.m. 6 weeks 45.00

CAKE DECORATING THE PROFESSIONAL WAY 4606*

For the beginning to the advanced in cake decorating. Learn how to make and apply a variety of icings; using 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. (Hirano)
Mon., May 13 8:00-10:00 p.m. 5 weeks 40.00

LIFE RE-BUILDING 4607

Have you been devastated by a crisis in your marriage, your personal or business life? Do you need expert help in rebuilding your life? If you do, plan to attend this course. (Miller)
Wed., May 15 8:00-10:00 p.m. 7 weeks 40.00

MAKE-UP ARTISTRY - BASIC* 4608

This course carries information about complexions, features and 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. (D'Assumpcao)
Tues., May 14 7:00-9:00 p.m. 6 weeks 36.00

LEARN TO MEDITATE 4609

Students will learn how meditation can improve their lives and bring more joy. Each week you will learn new techniques to cover related topics. (Runkel)
Thurs., May 16 8:00-9:00 p.m. 6 weeks 10.00

MONEY MANAGEMENT AND FINANCIAL PLANNING 4610

In this course you will learn about: examining your attitudes toward money, goal setting, assessing net worth, preparing a budget, maximizing the rate of return on your savings, moving from saver to investor, basic tax planning, RRSP's and RHOSP's. (Templeton)
Thurs., May 16 8:00-10:00 p.m. 7 weeks 42.00

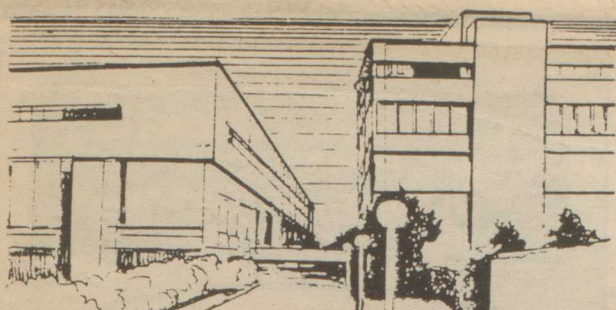
AMATEUR PHOTOGRAPHY — THE ART OF* 4611

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 two Sunday field trips along with 5 Monday sessions make up this course. (Dunbar)
Mon., May 13, Sun., TBA 8:00-10:00 p.m. 5 weeks 45.00

PHOTOGRAPHY — BEGINNERS* 4612

For those who are just becoming interested in photography and who are confused by the jargon (F-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. (Dunbar)
Tues., May 14 8:00-10:00 p.m. 3 weeks 18.00

Continued on Page 15



CONTINUING EDUCATION LANGARA CAMPUS PHONE: 324-5322

SAILING BASICS FOR THE WEEK-END BOATER 4613

This course deals with practical knowledge that can be applied when sailing. The course covers the basics of navigation and safety afloat. You will learn how to handle your boat in a seaman-like manner and how to avoid fire at sea and how to navigate through the narrows. Please note that field trips are not part of this course. (Freistadt)
Mon., May 13 7:30-10:00 p.m. 7 weeks 54.00

TAROT — THE MINOR ARCANAS 4614

This course covers the 4 suits of the Tarot Minor Arcana. It is designed for the beginner student. We will examine one layout in using the Tarot. Please purchase a deck of Waite Rider Tarot cards (available at Banyan Books). (Scott)
Thurs., May 16 8:30-10:00 p.m. 7 weeks 32.00

TAROT — THE MAJOR ARCANAS 4615

This course will cover the twenty-two cards of the Tarot Major Arcana. This course will be an in-depth look at the symbolism and use of the ancient Tarot. Please purchase a deck of Waite Rider Tarot Cards. (Scott)
Thurs., May 16 7:00-9:30 p.m. 7 weeks 32.00

TYPING — BEGINNERS* 4616

Teaches touch typing of letters, symbols and numbers, tabulation, centering and, if time permits, business letter. Bring your own typing paper. (Worobetz)
Thurs., May 16 6:30-9:00 p.m. 8 weeks 52.00

TYPING — ADVANCED* 4617

Students should be able to type 20-25 words per minute. Course covers centering, tabulation, business letters, resumes, and drills to improve speed and accuracy. Bring your own typing paper. (Worobetz)
Thurs., May 16 7:00-9:00 p.m. 6 weeks 33.00

WEN DO 4618

An effective system of self-defense for women in public, personal and social situations. Learn awareness, action-avoidance and how to deal with harassment. Bring an old cushion. (Miller)
Tues., May 14 6:00-8:00 p.m. 36.00

WORKSHOPS

FINANCIAL PLANNING FOR RETIREMENT 4619

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. (Moylan)
Sat., May 25 10 a.m.-12 noon 1 day 33.00

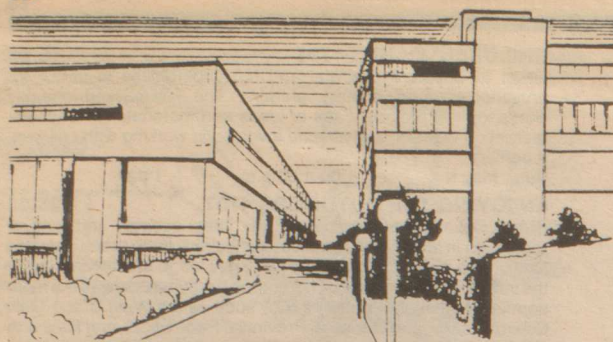
MEXICO - SURVIVING IN* 4620

First hand information and tips given by a former resident and native of Mexico. In an informal atmosphere, you will be told of means of travelling, hotels, restaurants and places to go (both well-known and undiscovered). A special section will also be devoted to driving and camping in Mexico. (Pereida)
Sat., May 11 9:30 a.m.-4:30 p.m. 1 day 20.00

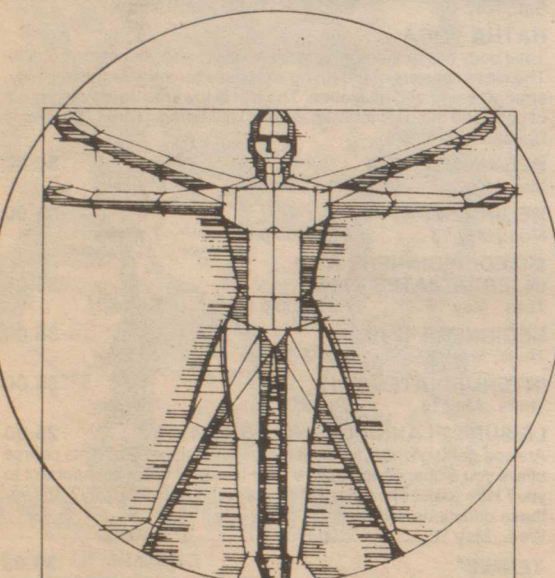
PSYCHOLOGY OF COLOUR & WARDROBE

Learn how to plan & coordinate your wardrobe in your personal colours, organize your closet, accessories, & harmonize with your surroundings. This workshop includes an individual colour analysis based on personality not the seasons, and includes a personalized colour booklet at a cost of \$15.00. Enrollment limited to 15. One hour lunch break. (Hall)
Sat., May 11 (4621) 9:30 a.m.-3 p.m. 1 day 18.00

PSYCHOLOGY OF COLOUR &



**CONTINUING EDUCATION
LANGARA CAMPUS
PHONE: 324-5322**



SPORTS SCIENCE

The following courses provide the scientific base for body movement and sport performance and are designed for coaches, health professionals, athletes, fitness leaders, physical education teachers, and physical activities instructors. Expert instruction is provided by faculty members of the Physical Education and Recreation Department of Vancouver Community College - Langara Campus. Program Coordinator: Dr. Harry Lendvov

B.C. SPORTS AID CORE COURSE* 4776 35.00

The prevention and proper treatment of sports injuries is the thrust of the program. With the increased participation in sports, fitness and recreational activities, an accompanying increase in the frequency and types of injuries has been seen. If you are working with individuals or groups in the area of physical activity you will benefit from this course. (Lendvov)

Mon. & Wed., June 3 & 5 7:00-10:00 p.m. 2 days

B.C. SPORTS AID CORE COURSE* 4777 35.00

Registration at C.E. Langara (various instructors)

Tues. & Thurs., May 7 & 9 7:00-10:00 p.m. 2 days

B.C. SPORTS AID PROGRAM — STRENGTH & FLEXIBILITY MODULE* 4778 30.00

You will receive lecture, demonstration, and practical sessions. The flexibility component considers the proper principles of exercise, recommended and non-recommended exercises, and sample warm-up routines. The strength component examines the principles of program design, technique, safety precautions, and motivational factors. Written materials for this module are provided when the course is taken. (Various)

Mon. & Wed., June 10 & 12 7:00-10:00 p.m. 2 days

B.C. SPORTS AID TAPING* 4779 100.00

Demonstration and practical taping experience. Focus is on taping procedures for areas of the body commonly injured in exercise and sport. Taping supplies are included. Enrollment limited. Bring lunch (Baker)

Mon. & Wed. May 13, 15, 22, 29 & June 3 6:30-9:30 p.m. 5 days

COACHING CERTIFICATION LEVEL I THEORY* 4780 20.00

A nationally recognized certificate program for coaches. Registration at C.E. Langara. Bring lunch. (Various instructors)

Sat. & Sun. May 4 & 5 Home Econ. Bldg. UBC Rm. 50 9:00-4:00 p.m. 2 days

COACHING CERTIFICATION LEVEL I THEORY* 4781 20.00

(Various instructors)

Thurs., May 16 7:00-9:00 p.m.

Thurs., May 23 7:00-10:30 p.m.

Tues., May 21 & 28 7:00-10:30 p.m. 4 days

COACHING CERTIFICATE LEVEL II THEORY* 4782 20.00

Includes training methods, nutrition, psychology of sport, sport injuries and skill analysis. Prerequisite: "Level I Coaching". All resource materials supplied. Bring lunch. Registration at C.E. Langara. (Various instructors)

Friday, May 10 7:00-10:00 p.m.

Sat. & Sun. May 11 & 12 9:00-4:00 p.m. 3 days

Home Econ. Bldg. UBC Rm. 50

COACHING CERTIFICATION LEVEL II THEORY* 4783 20.00

Fri., May 31 7:00-10:00 p.m.

Sat. & Sun. June 1 & 2 9:00-4:00 p.m. 3 days

FITNESS LEADERSHIP* 4784 70.00

The increased interest and participation in fitness and sport activities now requires leaders to design more sophisticated and individualized exercise programs. This program provides a scientific basis for exercise. Modules include anatomy and physiology, kinesiology, sports medicine, program design and management of instruction. You will be eligible to write the BCRA Fitness Leadership Exam. (instructors TBA)

Thurs. & Tues., May 23, 28, 30 & June 4, 6, 11 6:30-10:30 p.m. 6 days

SPORTS MEDICINE — INTRODUCTION TO* 4785 45.00

An introduction to issues and concepts in Sports Medicine with an emphasis on practical application for health professionals, fitness instructors, coaches and athletes. Recognition, treatment, rehabilitation, and prevention of common injuries will be discussed. Physical activity will be considered in relation to growth and development, nutrition and biomechanical analysis. Practical sessions include assessment of fitness components, body composition, training methods, and exercise for low back pain. Topics requested by course participants will be discussed where possible. Prerequisite: "B.C. Sports Aid Core Course" or permission of the instructor. For further information call 263-5841. (Lendvov)

Thurs., June 13, 20 & 27 7:00-10:00 p.m. 5 days

OUTDOOR SLIDE PRESENTATION 4719 Free

A free slide presentation and talk on the WEST COAST TRAIL will take place at Vancouver Community College Langara Campus in Room A130. A short presentation on the Bowron Lakes and North Cascades will also be shown. To register for this free presentation and talk, call 324-5232. (McDicken)

Wed., May 15 7:30-9:30 p.m. 1 day

FITNESS AND RECREATION LEADERS WORKSHOPS

Learn to be a more powerful and effective leader. Here is a series of workshops for fitness instructors and recreation leader to develop and improve communication and counselling skills. Pre-register a week in advance. Four workshops offered, 4708-4711 incl. as outlined below. Bring lunch. (Various instructors)

BASIC COMMUNICATION SKILLS 4708 25.00

This workshop offers the opportunity to assess and sharpen your listening, attending and clarifying skills. Learn how to listen more attentively to help people find answers for themselves.

Sat., May 4 9:00 a.m.-4:00 p.m. 1 day

COUNSELLING SKILLS 4709 25.00

This workshop builds on existing basic skills in listening, attending and clarifying. At the end of this day, participants will have basic problem clarifying and solving skills.

Sat., May 11 9:00 a.m.-4:00 p.m. 1 day

BRIEF INTERVENTION COUNSELLING 4710 25.00

This workshop 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.

Sat., May 18 9:00 a.m.-4:00 p.m. 1 day

OVERVIEW OF SELECTION WOMEN'S ISSUES 4711 25.00

Some of the areas to be explored will be self esteem; body awareness and acceptance; assertiveness, self expression and sexuality. These are all common issues for the fitness and recreation leader who works with women.

Sat., May 25 9:00 a.m.-4:00 p.m. 1 day

VOLUNTEER MANAGEMENT CERTIFICATE PROGRAM

This part-time certificate program is designed for individuals who are working or want to be working in a paid or volunteer capacity as Managers/Coordinators of volunteer programs. The program consists of three components:

1. NINE FULL DAY WORKSHOPS

Introduction to Volunteer Management - 01

Wed., Sept. 11 9:00 a.m.-3:30 p.m. 1 session

Planning and Evaluation - 02

Wed., Oct. 9 9:00 a.m.-3:30 p.m. 1 session

Communication and Interviewing Skills - 03

Wed., Nov. 6 9:00 a.m.-3:30 p.m. 1 session

Supervisory Skills - 04

Wed., Dec. 4 9:00 a.m.-3:30 p.m. 1 session

Group Process - 05

Wed., Jan. 8 9:00 a.m.-3:30 p.m. 1 session

Training Skills - 06

Wed., Feb. 5 9:00 a.m.-3:30 p.m. 1 session

Administrative Skills - 07

Wed., March 5 9:00 a.m.-3:30 p.m. 1 session

Working With Boards, Committees and Advisory Groups - 08

Wed., April 9 9:00 a.m.-3:30 p.m. 1 session

Community and Public Relations - 09

Wed., May 7 9:00 a.m.-3:30 p.m. 1 session

2. A VOLUNTEER INTERNSHIP

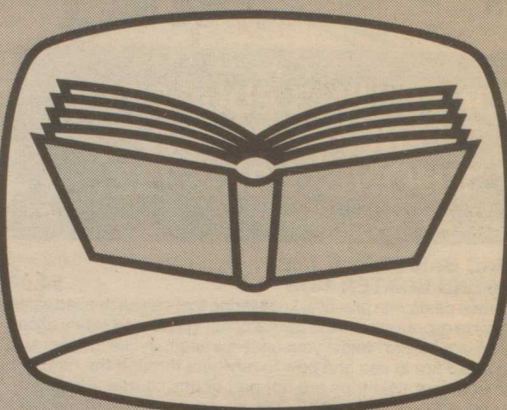
3. AN INDIVIDUALIZED STUDY PROJECT

Call 324-5214 for detailed brochure and application form, or for further information leave message for Marilyn McClaren, Coordinator.

Orientation Meeting: Wednesday, June 12, 7:30 p.m., Room: T.B.A.

Deadline for application is June 28.

**CONTINUING EDUCATION
KING EDWARD CAMPUS
PHONE: 875-8200**



TELECOLLEGE

TELECOLLEGE

TELECOURSES FOR THE SUMMER 1985 begin the week of May 13. **LEARN BY TELEVISION** — You can enjoy a wide selection of non-credit courses conveniently in your home through TELECOLLEGE, A Consortium for Community Education Television, presented by BURNABY SCHOOL DISTRICT, CAMOSUN COLLEGE, CAPILANO COLLEGE, DOUGLAS COLLEGE, FRASER VALLEY COLLEGE, KWANTLEN COLLEGE, and VANCOUVER COMMUNITY COLLEGE.

NON-CREDIT COURSES

Study effectively with your telecourse study kit — a support package may include a telecourse study guide, library access for texts or references and detailed information booklets to help you plan your telecourse studies.

TELECOURSE	THEME	SEE
AC CIRCUITS	Basic AC Electronics	40
BITS AND BYTES	Computer Literacy	15
BUSINESS OF MANAGEMENT	Mgt. Principles and Practices	40
DC CIRCUITS	Basic DC Electronics	40
FACES OF CULTURE	Cultures of the World	25
FLEXIBLE READING	Reading Skills Improvement	25
GROWING YEARS	Basic German Language	10
GUTEN TAG WIE GEHTS	Basic German Language	15
INTRODUCING BIOLOGY	In-Depth Biology	45
NEEDLECRAFT	Embroidery Through Knitting	25
NEW LITERACY	Basic Computer Background	25
PROJECT UNIVERSE	Astronomy	25
SEWING POWER	Sewing For Results	25
STARTING A BUSINESS	Business Skills	25
VOYAGE	Career Life Planning	25
WRITE COURSE	Effective Writing	25

CREDIT COURSES

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

TELESERIES HIGHLIGHTS

ENERGY EFFICIENT HOUSING

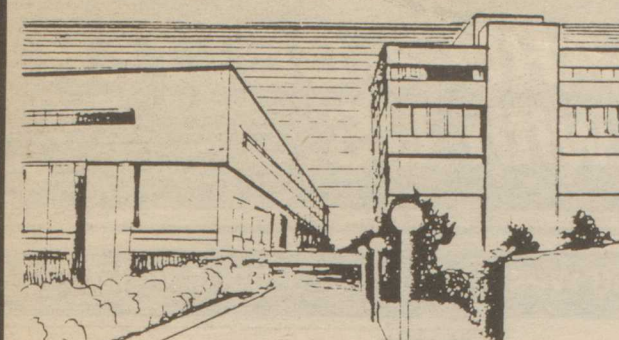
Explore the productive and cost-saving topic of residential energy conservation, tips on building and renovation to create a more energy efficient house. Textbook available through Telecollege at \$6.00.

MATTER OF TASTE

In the kitchen with a gourmet chef and a variety of special guests. Classic meals from desserts, salads, entrees, soups and appetizers. Study guide available with recipes and "how to" information, \$15.00.

**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 page 2 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.



**VANCOUVER
COMMUNITY
COLLEGE**

LANGARA
CAMPUS

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

Act Now!

All training
is not the same . . .

at Langara Campus you receive Quality
Full-time Career Training in:

Accounting
Art in Merchandising
Business Management
Court Reporter
Criminal Justice
Computer Information Systems
(Co-operative)
Computer Systems Technology
Early Childhood Education
Finance and Investment
Fine Arts
Food Services Technician

Journalism
Library Technician
Marketing and Sales
Nursing
Pacific Rim
Photography Technician
Realty Appraisal
Theatre Arts
Small Business Development
Social Service Worker
Special Education Assistant

Applications should NOW be submitted for the MAY or SEPTEMBER intakes.
For counselling, applications and information call 324-5221.

VANCOUVER COMMUNITY COLLEGE

Vancouver
Vocational Institute

Learning a Living is what we're all about...so

Come and LEARN a BETTER LIVING with US...

in downtown Vancouver at 250 West Pender St. Phone 681-8111

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

VISA®

PHONE IN, USING
YOUR VISA CARD -
681-8111, Loc. 209

HOURS:

8:00 a.m. to 6:00 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. (Mar. 23, 30
Apr. 13, 20)

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 registration, a prorated refund, less 20.00 will be given during the 1st, 2nd and 3rd sessions. No refunds 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

BOOKKEEPING/INTRODUCTION TO ACCOUNTING 182.00

Approximate Text/Supplies Costs: 35.00.
Apr. 13 - July 10 Wednesday 6:00-9:00 p.m.
& Saturday 9:00-12:00 noon

BUSINESS COMMUNICATIONS 2 OR COMMUNICATIONS: BUSINESS CORRESPONDENCE 92.00

Prerequisite: Grade 12 or the equivalent. Approximate Text/Supplies Costs: 30.00.
Apr. 17 - July 3 Wednesday 6:00-9:00 p.m.

BUSINESS LAW 92.00

Approximate Text/Supplies Costs: 30.00.
Apr. 18 - July 4 Thursday 6:00-9:00 p.m.

BUSINESS MATHEMATICS AND MACHINES 92.00

Approximate Text/Supplies Costs: 10.00.
Apr. 13 - July 13 Saturday 9:00-12:00 noon

BUSINESS MATHEMATICS APPLICATIONS 92.00

Prerequisite: Business Math and Business Machines or the equivalent. Approximate Text/Supplies Costs: 10.00.
Apr. 13 - July 13 Saturday 1:00-4:00 p.m.

COMMUNICATIONS: REPORT WRITING 92.00

Prerequisite: Business Communications 2 OR Communications: Business Correspondence or the equivalent. Approximate Text/Supplies Costs: 30.00.
Apr. 15 - July 15 Monday 6:00-9:00 p.m.

DATA ENTRY OPERATOR 182.00

(Three courses)

— Keystrokes and Accuracy
— Key to Disk (Cluster) - Machine Set-up and Applications

— Checkbox Programming

Prerequisite: Business Typing Applications 1 (40 g.w.a.m.) and passing Alpha Numerical Aptitude Test or the equivalent. Textbooks and Supplies 15.00.
Apr. 13 - July 13 Saturday 9:00 a.m.-4:00 p.m.

Please note: These three courses are offered as a unit and may take three semesters to complete. VVI does not guarantee that the second or third semester will be offered. Students will pay 182.00 at the beginning of each semester.

FUNCTIONS OF A MODERN OFFICE 92.00

Approximate Text/Supplies Costs: 30.00.
Apr. 13 - July 13 Saturday 9:00-12:00 noon

FUNDAMENTAL ACCOUNTING PRINCIPLES 1 (LAN 115) 92.00

Prerequisite: Bookkeeping/Introduction to Accounting or the equivalent. Approximate Text/Supplies Costs: 50.00.
Apr. 16 - July 2 Tuesday 6:00-9:00 p.m.

FUNDAMENTAL ACCOUNTING PRINCIPLES 2 92.00

Prerequisite: Fundamental Accounting Principles 1 or the equivalent. Approximate Text/Supplies Costs: 45.00.
Apr. 17 - July 3 Wednesday 6:00-9:00 p.m.

INTRODUCTION TO INFORMATION PROCESSING 92.00

Approximate Text/Supplies Costs: 50.00.
Apr. 13 - July 13 Saturday 9:00-12:00 noon

MACHINE TRANSCRIPTION 1 92.00

Prerequisite: Business Typing Applications 1 or the equivalent. Approximate Text/Supplies Costs: 50.00.
Apr. 13 - July 13 Saturday 9:00-12:00 noon

MACHINE TRANSCRIPTION 2 92.00

Prerequisite: Machine Transcription 1 or equivalent. Approximate Text/Supplies Costs: 50.00.
Apr. 13 - July 13 Saturday 9:00-12:00 noon

MATHEMATICS OF FINANCE 92.00

Prerequisite: Business Math Applications or the equivalent. Approximate Text/Supplies Costs: 5.00.
Apr. 13 - July 13 Saturday 1:00-4:00 p.m.

MODERN OFFICE PROCEDURES 92.00

Prerequisite: Business Typing Applications 1 or the equivalent. Approximate Text/Supplies Costs: 50.00.
Apr. 13 - July 13 Saturday 9:00-12:00 noon

PAYROLL AND PAYROLL LEGISLATION 92.00

Approximate Text/Supplies Costs: 20.00.
Apr. 13 - July 13 Saturday 1:00-4:00 p.m.

RECORDKEEPING 92.00

Approximate Text Cost: 5.00.
Apr. 13 - July 13 Saturday 9:00-12:00 noon

SECRETARIAL PRACTICES AND PROCEDURES 1 OR 2 92.00

Prerequisite for Secretarial Prac/Proc 1: Business Typing Applications 2 or the equivalent. Prerequisite for Secretarial Prac/Proc 2: Secretarial Prac/Proc 1 or the equivalent. Approximate Text/Supplies Costs: 50.00.
Apr. 13 - July 13 Saturday 9:00-12:00 noon

SHORTHAND 1 92.00

Prerequisite: Business Typing Applications 1 or the equivalent. Approximate Text/Supplies Costs: 60.00.
Apr. 15 - July 15 Monday 6:00-9:00 p.m.

SHORTHAND 2 (LAN 114) OR 3 92.00

Shorthand 2: Prerequisite: Shorthand 1 or equivalent. Approximate Text/Supplies Costs: 60.00.
Apr. 17 - July 3 Wednesday 6:00-9:00 p.m.

SHORTHAND 3: 92.00

Prerequisite: Shorthand 2 or the equivalent. Approximate Text/Supplies Costs: 60.00.
Apr. 17 - July 3 Wednesday 6:00-9:00 p.m.

LEGAL

CONVEYANCING 107.00

Prerequisite: General Legal Procedures or letter verifying work experience in a legal office. Approximate Text/Supplies Costs: 75.00.
Apr. 16 - May 30 Tues./Thurs. 6:00-9:00 p.m.

CORPORATE 107.00

Prerequisites: General Legal Procedures or letter verifying work experience in a legal office. Approximate Text/Supplies Costs: 50.00.
Apr. 16 - May 30 Tues./Thurs. 6:00-9:00 p.m.

GENERAL LEGAL PROCEDURES 107.00

Prerequisite: Business Typing Applications 2 (50 g.w.a.m.) and Machine Transcription or the equivalent. Approximate Text/Supplies Costs: 65.00.
Apr. 16 - May 30 Tues./Thurs. 6:00-9:00 p.m.

LEGAL SHORTHAND 92.00

Prerequisite: Shorthand 3 or the equivalent. Approximate Text/Supplies Costs: 50.00.
Apr. 17 - July 3 Wednesday 6:00-9:00 p.m.

LITIGATION 107.00

Prerequisite: General Legal Procedures or work experience in a legal office. Approximate Text Cost: 95.00.
Apr. 17 - July 3 Wednesday 6:00-9:00 p.m.

MEDICAL

MEDICAL TERMINOLOGY 182.00

Prerequisite: Business Communications 2 recommended. Approximate Text/Supplies Costs: 40.00.
Apr. 16 - July 4 Tues./Thurs. 6:00-9:00 p.m.

MEDICAL TRANSCRIPTION 1 92.00

Prerequisite: Machine Transcription 1 and 50 g.w.a.m. or the equivalent. Approximate Text/Supplies Costs: 40.00.
Apr. 13 - July 13 Saturday 9:00-12:00 noon

TYPING

INTRODUCTORY KEYBOARDING 92.00

Approximate Text/Supplies Costs: 30.00.
Apr. 13 - July 13 Saturday 1:00-4:00 p.m.

INTRODUCTORY KEYBOARDING & TYPING ACCURACY AND SPEED DEVELOPMENT 182.00

Approximate Text/Supplies Costs: 30.00.
Apr. 16 - July 4 Tues./Thurs. 6:00-9:00 p.m.

BUSINESS TYPING APPLICATIONS 1 OR KEYBOARDING APPLICATIONS 182.00

Prerequisite: Typing Accuracy & Speed Development (40 g.w.a.m.) or the equivalent. Approximate Text/Supplies Costs: 35.00.
Apr. 16 - July 4 Tues./Thurs. 6:00-9:00 p.m.

BUSINESS TYPING APPLICATIONS 2 182.00

Prerequisite: Business Typing Applications 1 (40 g.w.a.m.) or the equivalent. Approximate Text/Supplies Costs: 35.00.
Apr. 16 - July 4 Tues./Thurs. 6:00-9:00 p.m.

TYPING ACCURACY & SPEED DEVELOPMENT Minimum 3 sessions, 24.50 Full term, 182.00

Approximate Text/Supplies Costs: 10.00.
Apr. 16 - July 4 Tues./Thurs. 6:00-9:00 p.m.

WORD PROCESSING

INTRODUCTION TO WORD PROCESSING & BASIC WORD PROCESSING APPLICATIONS 182.00

AES Plus, Wang OR IBM word processors are available. Prerequisite: Business Typing Applications 2 (50 g.w.a.m.).
Apr. 13 - July 13 Saturday 9:00 a.m.-4:00 p.m.

Apr. 15 - July 10 Mon. & Wed. 7:00-10:00 p.m.

Apr. 16 - July 4 Tues./Thurs. 7:00-10:00 p.m.

STORED KEYSTROKES 92.00

Prerequisite: Introduction to Word Processing/Basic Word Processing Applications.
Apr. 18 - July 4 Thursday 7:00-10:00 p.m.

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COMPUTER AND MARKETING

COBOL PROGRAMMING 1 (INTRODUCTION) 182.00

Apr. 15 - July 10 Mon. & Wed. 6:30-9:30 p.m.

COBOL PROGRAMMING 2 (INTERMEDIATE) 182.00

Prerequisite: COBOL Programming 1 or the equivalent. Approximate Text/Supplies Costs: 65.00.
Apr. 15 - July 10 Mon. & Wed. 6:30-9:30 p.m.

COBOL PROGRAMMING 3 (ADVANCED) 182.00

Prerequisite: COBOL Programming 2 or the equivalent. Approximate Text/Supplies Costs: 65.00.
Apr. 15 - July 10 Mon. & Wed. 6:30-9:30 p.m.

Please note: Cobol Programming 2 and Cobol Programming 3 each take two semesters to complete. V.V.I. does not guarantee that the second semester will be offered. Students will pay 182.00 at the beginning of each semester.

INTRODUCTION TO COMPUTER SYSTEMS 77.00

Prerequisite: Grade 12 or the equivalent.
Apr. 16 - May 16 Tues./Thurs. 6:30-9:30 p.m.

INTRODUCTION TO COMPUTER PROGRAMMING - BASIC 114.50

Prerequisite: Grade 12 or the equivalent.
May 21 - July 9 Tues./Thurs. 6:30-9:30 p.m.

FINANCIAL MANAGEMENT 114.50

Prerequisite: Grade 12 or the equivalent.
May 7 - June 25 Tues./Thurs. 6:30-9:30 p.m.

TRAIN THE TRAINER

The TRAIN THE TRAINER Program offers four courses in instructor training, emphasizing the practical "hands-on" approach.

A College certificate is awarded to graduates who successfully complete all 4 courses.

(Program Design, Giving of Instruction, and Evaluation of Learning may be taken in any sequence. These three courses are the prerequisite for the Practicum). A variety of dates and times are available. Material Fees 15.00 per course.

PROGRAM DESIGN 77.00

May 30 - June 27 Thursday 9:00 a.m.-4:00 p.m.

June 5 - Aug. 7 Wednesday 6:00-9:00 p.m.

June 4 - Aug. 6 Tuesday 4:00-7:00 p.m.

GIVING OF INSTRUCTION 77.00

Apr. 18 - May 16 Thursday 9:00-4:00 p.m.

July 4 - Aug. 1 Thursday 9:00-4:00 p.m.

EVALUATION OF LEARNING 77.00

June 4 - July 2 Tuesday 9:00 a.m.-4:00 p.m.

May 27 - Aug. 12 Monday 6:00-9:00 p.m.

INSTRUCTIONAL COMPUTER AWARENESS AND APPLICATIONS

INTRODUCTION TO COMPUTER SUPPORT APPLICATIONS 39.50

Apr. 16 - May 14 Tuesday 6:30-9:30 p.m.

or

May 21 - June 18 Tuesday 6:30-9:30 p.m.

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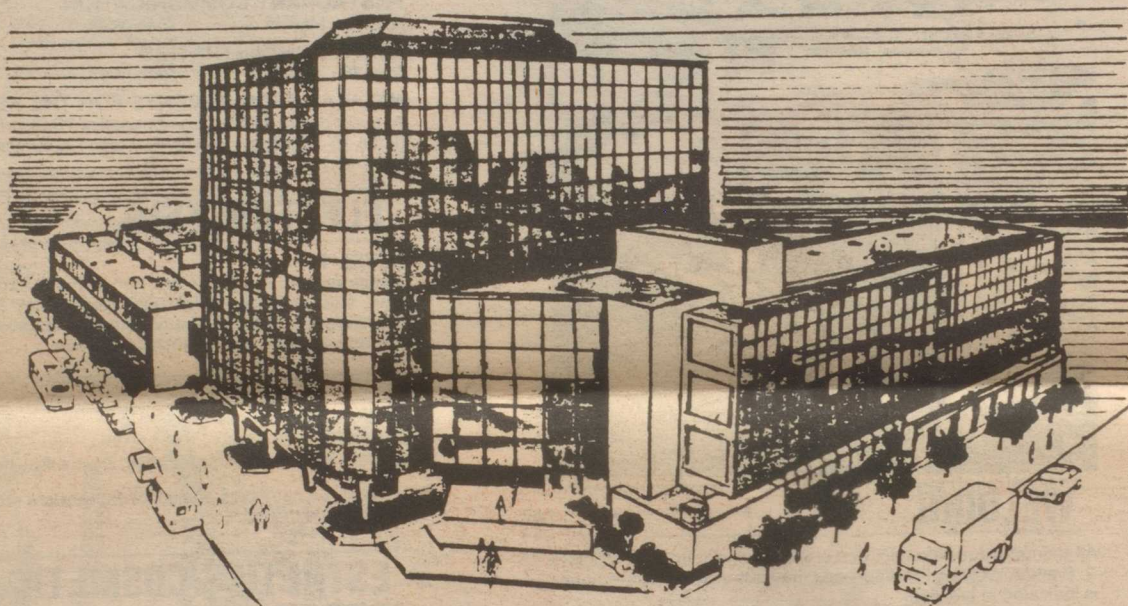
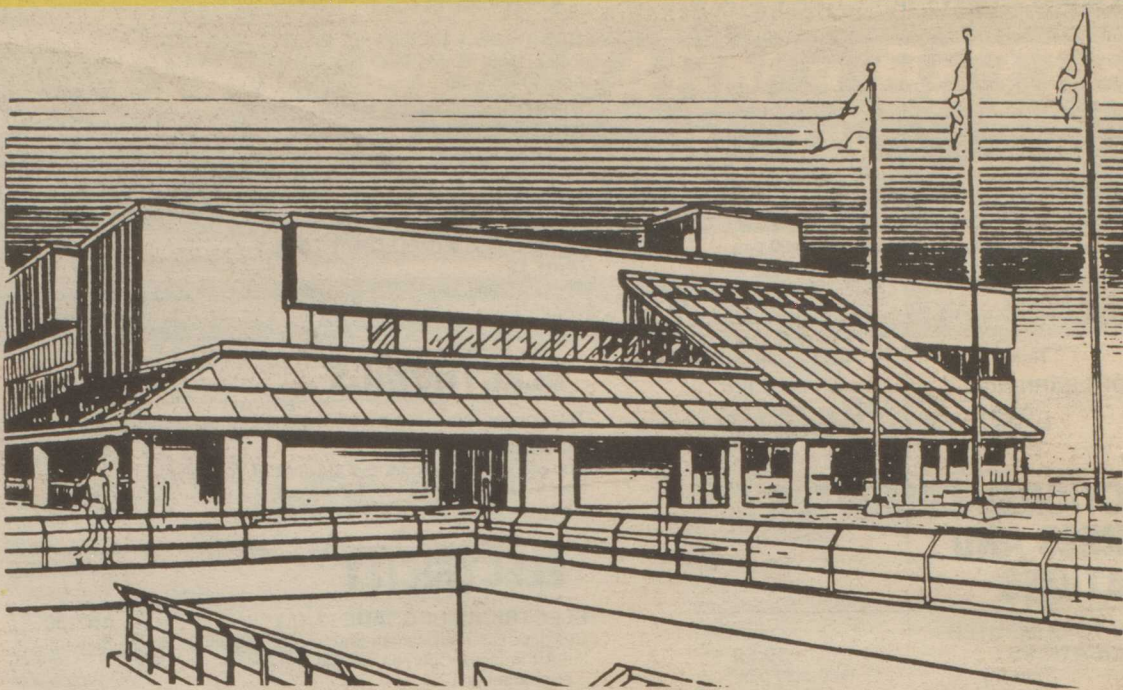
May 21 - June 18 Tuesday 6:30-9:30 p.m.



**King Edward
Campus**

1155 East Broadway

- the largest English as a Second Language training centre in Canada
- CPR, Pg. 6
- Native Studies, Pg. 6
- Health Services, Pg. 4
- Night School, Pg. 5
- Children, Pg. 6
- Travel Tours, Pg. 8
- English Language Training, Pg. 5



**Vancouver
Vocational
Institute**

250 West Pender Street

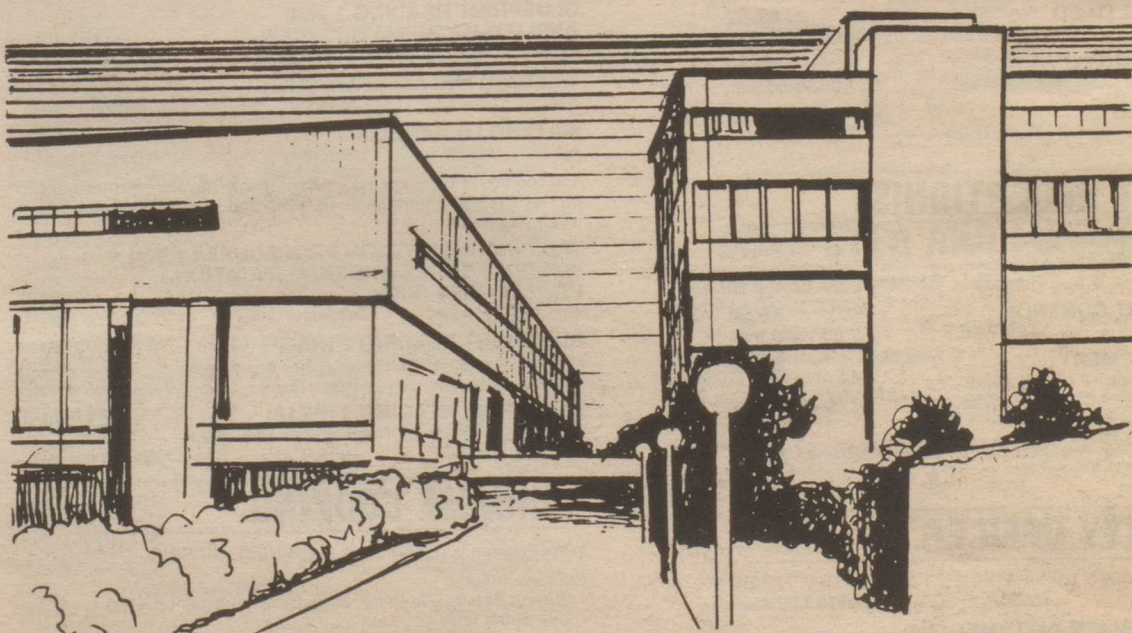
- Automotive, Pg. 3
- Commercial Art & Design, Pg. 3
- Building Construction, Pg. 3
- Business Training, Pg. 3
- Cooking and Baking, Pgs. 5, 19
- Dining Room & Lounge Service, Pg. 19
- Skin Care, Pg. 19
- Welding, Pg. 19



**Langara
Campus**

100 West 49th Avenue

- Addiction, Pg. 12
- Arts and Crafts, Pg. 12
- Career Programs, Pg. 17
- Languages, Pg. 14
- Sports, Pg. 15
- Sports Science, Pg. 16
- Special Interest, Pg. 16
- Pacific Rim, Pg. 17



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