

# VANCOUVER COMMUNITY COLLEGE

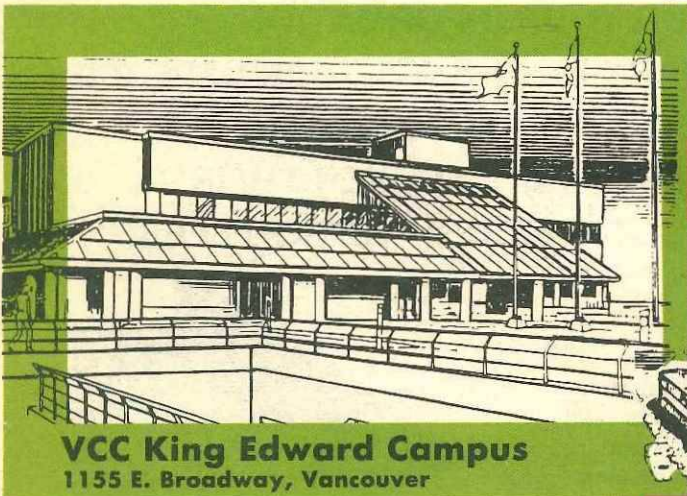
1965  
1985



To CELEBRATE OUR 20th  
YEAR OF SERVING the  
EDUCATIONAL NEEDS of  
the Greater Vancouver  
area VCC offers you an  
EXCEPTIONAL VARIETY  
OF INTERESTING  
COURSES FOR FALL  
1985.

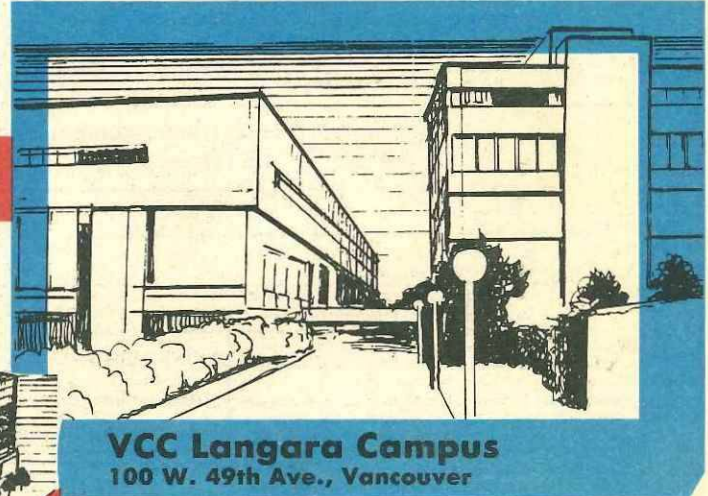
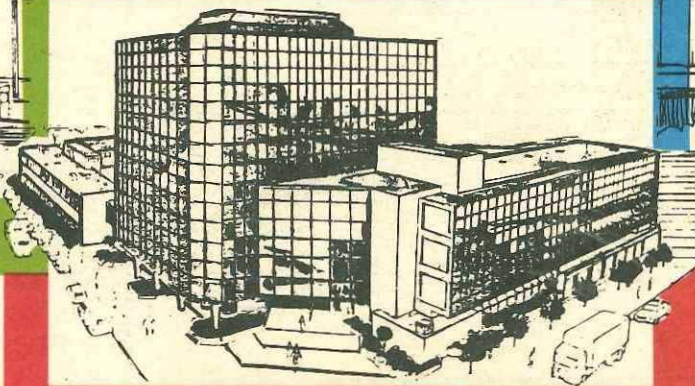
For more information visit  
our OPEN HOUSE...see  
details on back page.

It's our **20**th BIRTHDAY



**VCC King Edward Campus**  
1155 E. Broadway, Vancouver

**VCC Vancouver Vocational Institute**  
250 West Pender, Vancouver



**VCC Langara Campus**  
100 W. 49th Ave., Vancouver

**PLEASE SEE PAGE 2 FOR:**  
• INDEX and  
• MAIL-IN REGISTRATION FORM

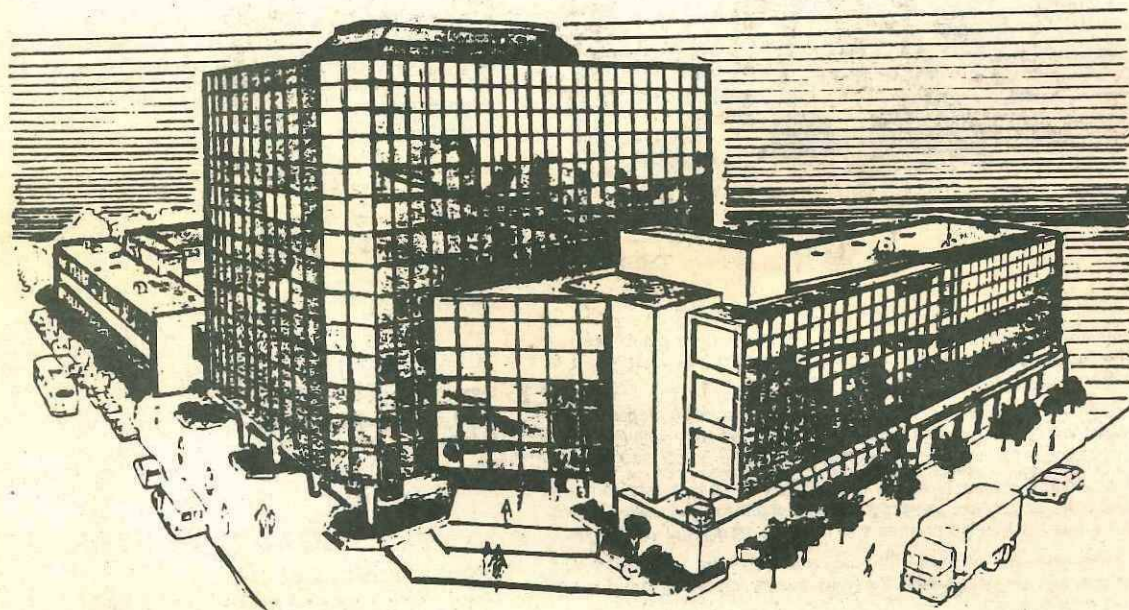
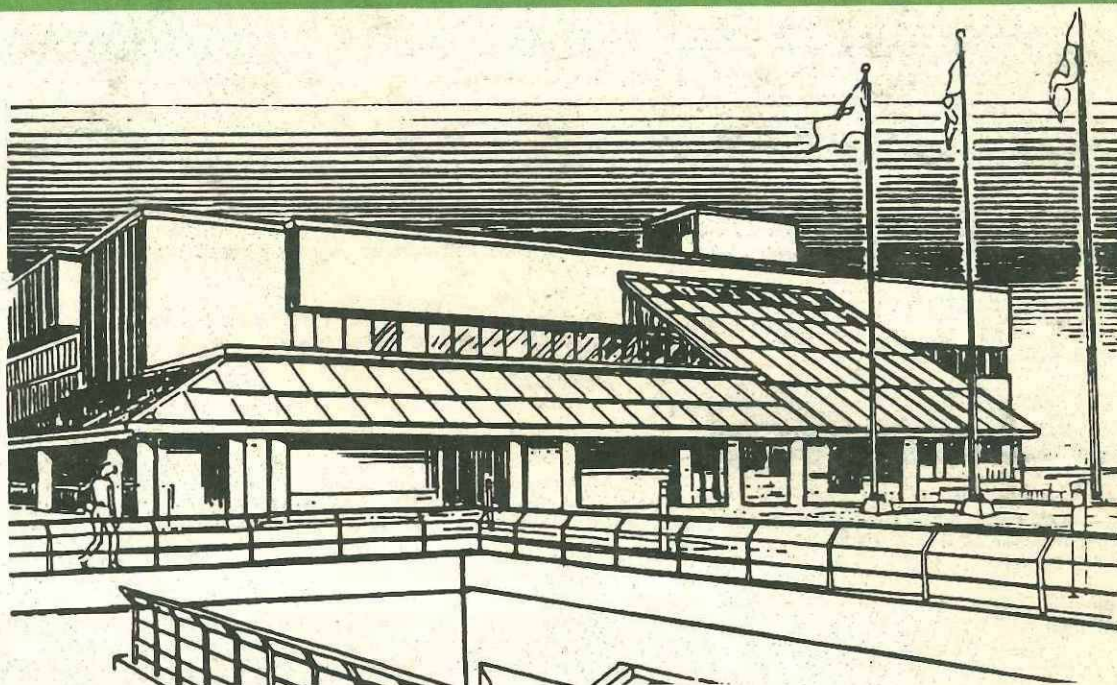


# VISIT OUR 20th BIRTHDAY OPEN HOUSES!

**VCC** King  
Edward Campus  
1155 East Broadway

**CONTINUING EDUCATION  
OPEN HOUSE  
SAT. SEPT. 7, 1985  
10 a.m. to 2 p.m.**

Come and visit K.E.C., our newest campus featuring the largest English as a Second Language Learning Centre in Canada. Light refreshments will be served.



**VCC** Vancouver  
Vocational Institute  
250 West Pender Street

**CONTINUING EDUCATION  
AND  
PART-TIME PROGRAMS  
OPEN HOUSE  
SAT. SEPT. 7, 1985  
10 a.m. to 2 p.m.**

VISIT the LEARNING TOWER OF PENDER and see how you can Learn a Better Living. Light refreshments will be served.

**VCC** Langara  
Campus  
100 West 49th Avenue

**CONTINUING EDUCATION  
OPEN HOUSE  
SAT. SEPT. 7, 1985  
10 a.m. to 2 p.m.**

Discover Langara Campus and the exceptional selection of career and upgrading courses available. Light refreshments will be served.

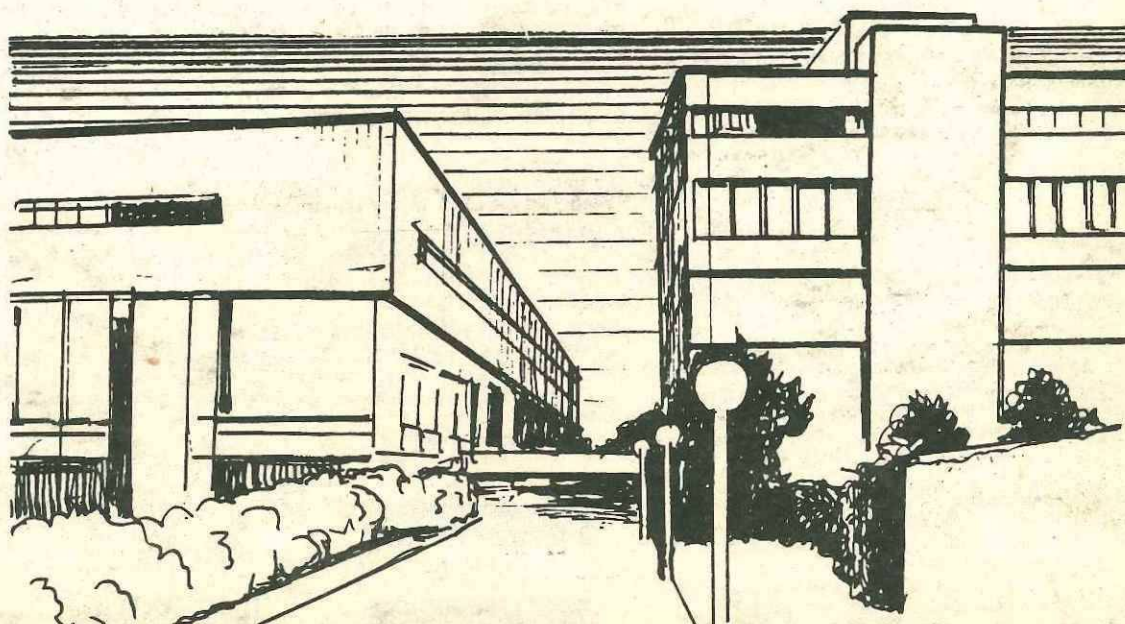




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Now you can register for  
Continuing Education  
Courses - 3 Ways  
And use your VISA, too!

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

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

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

WITHDRAWALS, REFUNDS &  
COURSE CANCELLATIONS

Requests for refunds stating reasons must be received in writing at the appropriate program centre BEFORE THE THIRD COURSE SESSION Your receipt MUST accompany the request. Refunds are not permitted for some courses and events. Some short courses require refund requests prior to start date. Please read each section carefully. Specifically, if the duration of a course is three sessions or less a refund request must be received PRIOR to the course start date. Refunds are subject to an administrative charge of 10 per cent of course fees or a minimum of \$10.00, unless a course is cancelled, in which case a FULL refund will be made. Should a course be cancelled, your receipt MUST be returned before a refund can be issued. Refunds are made by cheque. Please allow four weeks for processing any refunds. Fee payments made by VISA are refunded by means of a VISA credit voucher.

RIGHT TO CANCEL COURSES

The College reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrolment. Should a course be cancelled, a FULL refund will be made, however, your receipt MUST be returned before a refund can be issued.

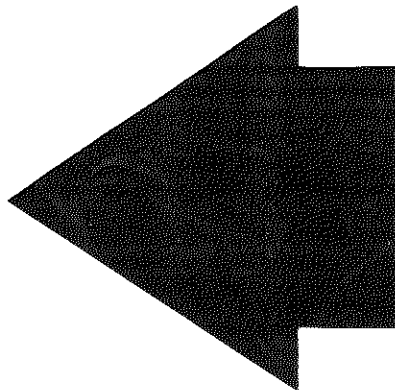
SENIOR CITIZENS...

Some courses are available to Senior Citizens at reduced rates.

PLEASE ENQUIRE AT TIME OF REGISTRATION

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 17



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

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms				Please TYPE or PRINT. Note: Only one student may register on this form. Put additional registrations on a sheet of paper.			
Surname		Given Names		Office Phone		Home Phone	
Address				City/Municipality		Province	
Apt. and/or Number & Street				Postal Code			
Give complete Course Name, Number, Location, Day and Time, and Fee							
1. _____							
2. _____							
3. _____							
Include Course Titles and Numbers on back of cheque							
Confirmation of Enrolment: May not be received prior to start of classes. If you have sent a registration in, please attend unless you have been contacted. Requests for Refunds: Must be received by Vancouver Community College Continuing Education Division before the 2nd class session. Please note that a minimum of \$10.00 is withheld on all refunds. Please allow a processing time. Note: refunds are permitted for some courses or events. If a course is 4 sessions or less a refund request must be received 24 hrs. prior to the start date.				VISA INFORMATION		AMOUNT ENCLOSED	
				NAME ON VISA CARD _____		Do not send cash!	
				VISA ACCOUNT NUMBER _____			
				VISA EXPIRY DATE _____		<input type="checkbox"/> Money Order <input type="checkbox"/> Cheque <input type="checkbox"/> VISA	
Signature _____				Date _____			

**CONTINUING EDUCATION  
OPEN HOUSE  
SATURDAY, SEPTEMBER 7, 1985**

10:00 a.m. - 2:00 p.m.

- King Edward Campus  
1155 E. Broadway - 875-8200
- Langara Campus  
100 West 49th Avenue - 324-5322
- Vancouver Vocational Institute  
250 West Pender - 682-5844

**COME AND JOIN US FOR**

- 1 Fall Program Review and Registration
- 2 Meet C E Instructors and Coordinators to discuss course selection and careers training programs best suited to your vocational upgrading needs
- 3 Light refreshments will be served

**SOMETHING NEW AND INTERESTING  
OPEN FORUM  
INTERVIEW/DISCUSSION SERIES**

Join radio interviewer Maureen McMorow and guests for five evenings of informal and informative discussion. Maureen sets the scene with an interview then the floor is yours! Take advantage of this unique opportunity to pose questions and exchange opinions with our distinguished guests in an informal setting.

**PROGRAM**

Tues, Oct 1	Dr. Paul Gallagher, President Vancouver Community College Topic: What's happening to Post Secondary Education in B.C.
Tues, Oct 8	Jim Taylor, Sports Columnist The Province Newspaper
Tues, Oct 15	Denny Boyd, Popular Columnist Vancouver Sun
Tues, Oct 22	Earle Bradford - CKNW personality of "Earle's Court"
Tues, Oct 29	Bob Robertson, radio personality political satirist, impersonator
Time:	7:30 p.m. - 9:30 p.m. Vancouver Community College King Edward Campus - 1155 E. Broadway Fifth Floor Board Chamber Room
Fee:	10.00 per session 40.00 for all FIVE evenings

Coffee and dessert will be served. PRE-REGISTRATION IS MANDATORY ONE WEEK IN ADVANCE FOR EACH EVENING. CALL CONTINUING EDUCATION, KING EDWARD CAMPUS, 875-8200.

**PUBLIC LECTURE  
DISCUSSION**

Vancouver International Airport is literally a global crossroads. Handling over 350 scheduled flights per day with people constantly on the move, the airport never stops!

Join **Vancouver International Airport General Manager, Mr. Chern S. Heed** and radio interviewer Maureen McMorow for a stimulating evening of discussion and information sharing.

Topics — What is it like managing Canada's second busiest airport? How will we meet the threat of terrorism? How will your airline travel be affected in the future?

Coffee will be served!

October 3rd, 1985, 7:30-9:30 p.m.  
King Edward Campus  
5th Floor  
Board Chamber Room  
1155 E. Broadway  
Fee — \$5.00

ADVANCE REGISTRATION ONLY! One week in advance please. Payment can be made by VISA by calling 875-8200 or by cheque/cash in person at Continuing Education Office, King Edward Campus.

**BUSINESS ADMINISTRATION  
CERTIFICATE PROGRAM**

For more information call 324-5214 or 324-5324.

The Business Administration Certificate (B.A.C.) Program offers a comprehensive curriculum in basic management skills. The Program is intended not only for potential or new managers and supervisors, but also for managers/supervisors who require further development of their skills.

Our goal is to assist students in attaining their career objectives while providing business and industry with well educated, knowledgeable personnel. In view of this, the Certificate Majors have recently been redesigned. Students already enrolled in a Certificate Program will be allowed to complete their certificate as previously designated, or they may elect to transfer to a new Certificate Major.

**CERTIFICATE MAJORS**

1. MANAGEMENT:	Level I	Anatomy of A Business Communications Managing Through People Commercial Law
	Level II	Computer Applications In Business Financial Management & Decision Making Managing For Success Sales & Marketing
2. ACCOUNTING:	Level I	Accounting 1115 Accounting 2215 Anatomy Of A Business Communications
	Level II	Accounting 3321 Accounting 3421 Commercial Law Computer Applications In Business

Students may enrol into a Certificate Major or take only those courses of interest. We encourage completion of a certificate to ensure comprehensive training. Students enrolled in a Certificate Major must complete Level I courses prior to registering into Level II. With the exception of accounting courses, subjects within one level may be taken in any sequence. Students who elect to take only one or two courses within the Program may enrol in any level, however it is recommended that they have sufficient knowledge or pre-requisites for Level II courses.

**ENTRY REQUIREMENTS**

No formal educational requirements are necessary other than successful completion of grade 12 English or equivalent. The English Placement Test (E.P.T.) must be taken prior to registering into the Level I Communications course. Students who do not pass the E.P.T. may take English 107 (through Continuing Education) to upgrade their skills prior to re-writing the exam. The E.P.T. and Communications course must be successfully completed prior to enrolling in Level II courses.

The E.P.T., given by the Educational Research Institute of B.C., is scheduled 3 times a year: March, July & August. (Special sittings may be scheduled at other times throughout the year). The registration fee is 20.00. For specific dates, times, locations and registration procedures, please contact the Educational Institute of B.C., #305-601 W. Broadway, Vancouver, B.C. V5Z 4C2. Phone: 873-3801, Mon-Fri, 8:30 a.m. - 5:00 p.m.

**ASSOCIATIONS WORKING WITH US TO HELP YOU**

Some courses have transfer credit to the following associations:

- Administrative Management Society
- Certified General Accountants of B.C.
- Institute of Chartered Accountants of B.C.
- Mechanical Contractors Association
- Society of Management Accountants of B.C.

COURSE ADVISORS will be available Sat., Sept. 7 at Langara Campus 10:00 a.m. - 2:00 p.m. and Sept. 9-12 from 5:00-8:00 p.m.

**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.

<b>ACCOUNTING 1115</b>	<b>130.00</b>
Introduction to the fundamentals of basic accounting, trial balance, basic financial statements, specialized journals, bank reconciliations, cash and control accounts, voucher systems, and inventory accounting.	
Mon., Sept. 16	Langara 7:00-10:00 p.m. 13 weeks
Tues., Sept. 17	Langara 7:00-10:00 p.m. 13 weeks
Wed., Sept. 18	Langara 7:00-10:00 p.m. 13 weeks
Thurs., Sept. 19	Langara 7:00-10:00 p.m. 13 weeks

<b>ACCOUNTING 2215</b>	<b>130.00</b>
Introduction to assets, payroll accounting, partnership and corporation accounting, analysis of financial statements, volume and profit analysis. Prerequisite: Accounting 1115 or equivalent.	
Tues., Sept. 17	Langara 7:00-10:00 p.m. 13 weeks
Thurs., Sept. 19	Langara 7:00-10:00 p.m. 13 weeks

<b>ACCOUNTING 3321</b>	<b>130.00</b>
Intermediate level course designed to help you bring together all previously learned accounting skills for problem solving. Prerequisite: Accounting 2215 or equivalent with a grade of C or better.	
Mon., Sept. 16	Langara 7:00-10:00 p.m. 13 weeks
Tues., Sept. 17	Langara 7:00-10:00 p.m. 13 weeks

<b>ACCOUNTING 3421</b>	<b>130.00</b>
Learn to apply advanced accounting techniques which emphasize the analysis of statements, funds, capital and equity. Prerequisite: Accounting 3321 or equivalent.	
Wed., Sept. 18	Langara 7:00-10:00 p.m. 13 weeks
Thurs., Sept. 19	Langara 7:00-10:00 p.m. 13 weeks

<b>ANATOMY OF A BUSINESS</b>	<b>130.00</b>
Introduction to the basic functions of business: financial management, personnel, public relations, office management/administration, purchasing, servicing, manufacturing, sales and marketing, transportation and distribution.	
Tues., Sept. 17	V.V.I. 5:30-8:30 p.m. 13 weeks
Thurs., Sept. 19	Langara 7:00-10:00 p.m. 13 weeks

<b>COMMERCIAL LAW</b>	<b>130.00</b>
Introduction to Canadian business law, including the law of contracts, negotiable instruments, partnerships, sale of goods, labour/management, insurance, banks and banking. Case studies are utilized together with applicable statutes and reference materials.	
Thurs., Sept. 19	Langara 7:00-10:00 p.m. 13 weeks

<b>COMMUNICATIONS</b>	<b>130.00</b>
Develop your business writing skills and employment correspondence through memos, letters, reports and resumes. Learn effective speaking and listening techniques through one-to-one/group interactions and oral presentations.	
Mon., Sept. 16	Langara 7:00-10:00 p.m. 13 weeks
Wed., Sept. 18	Langara 7:00-10:00 p.m. 13 weeks

<b>COMPUTER APPLICATIONS IN BUSINESS</b>	<b>65.00</b>
An overview of the concepts of computer use in business, emphasizing systems review and planning, equipment decisions, micro vs. mainframes, electronic communication, effective problem-solving. A one-day workshop for hands-on experience will be scheduled.	
Mon., Sept. 16	Langara 7:00-10:00 p.m. 7 weeks

<b>FINANCIAL MANAGEMENT &amp; DECISION MAKING</b>	<b>130.00</b>
As a non-financial manager you will learn to analyze accounting data and use it as a basis for skillful management planning, forecasting, budgeting, controlling and decision-making, etc. (Students interested in the technical aspects of accumulating and recording accounting data should take Accounting 1115).	
Wed., Sept. 18	Langara 7:00-10:00 p.m. 13 weeks

<b>MANAGING FOR SUCCESS</b>	<b>130.00</b>
Expand and develop basic management skills and functions learned in Level I courses: planning, directing, controlling, staffing, coaching and counselling, management/labour relations, team building and work simplification.	
Mon., Sept. 16	Langara 7:00-10:00 p.m. 13 weeks
Wed., Sept. 18	Langara 7:00-10:00 p.m. 13 weeks

<b>MANAGING THROUGH PEOPLE</b>	<b>130.00</b>
Learn to develop and appreciate the elements of supervision: leadership qualities, motivation, interpersonal skills, communication, human relations, goal-setting, problem-solving, employer/employee relations.	
Tues., Sept. 17	Langara 7:00-10:00 p.m. 13 weeks
Wed., Sept. 18	V.V.I. 5:30-8:30 p.m. 13 weeks

<b>SALES &amp; MARKETING</b>	<b>130.00</b>
Learn the importance of developing a comprehensive marketing strategy and knowledgeable sales force through identification of market, product research and development, advertising and promotion, pricing, customer servicing, competition, transportation and distribution, and staffing/training programs.	
Mon., Sept. 16	Langara 7:00-10:00 p.m. 13 weeks

<b>SMALL BUSINESS MANAGEMENT 3115</b>	<b>130.00</b>
A practical, step-by-step course for those whose current business is not as profitable as anticipated or for those thinking of starting a business. Learn how to manage your business successfully and increase profits by studying effective methods of financial planning, marketing, advertising and promotion, location selection, set-up, etc.	
Tues., Sept. 17	Langara 7:00-10:00 p.m. 13 weeks
Thurs., Sept. 19	V.V.I. 5:30-8:30 p.m. 13 weeks

**MECHANICAL CONTRACTORS  
ASSOCIATION COURSES**

<b>ESTIMATING I</b>	<b>130.00</b>
Tues., Sept. 17	K E C 6 45-9 45 p.m. 12 weeks

<b>COMPUTERS FOR CONTRACTORS</b>	<b>65.00</b>
Thurs., Sept. 19	K E C 6 45-9 45 p.m. 7 weeks

<b>SUPERVISION I</b>	
See "Managing Through People"	

<b>SUPERVISION II</b>	<b>130.00</b>
Wed., Sept. 18	K E C 6 45-9 45 p.m. 12 weeks

**TELECOMMUNICATIONS  
MANAGEMENT PROGRAM**

In cooperation with the Canadian Business Telecommunications Alliance, a management program is being developed to answer the demand from business for more and better trained staff to manage increasingly complex and expensive telecommunications systems and networks.

<b>BASIC TELECOMMUNICATIONS CONCEPTS</b>	<b>130.00</b>
This course introduces you to the requirements for telecommunications and other business systems in government and business organizations and describes the number of ways to meet these requirements. Study the history of commercial telecommunications in Canada to the present regulatory and supplies environment, define constraints for the Canadian telecommunications manager within which corporate goals must be met.	
Mon., Sept. 16	K E C 7 00-10 00 p.m. 13 weeks

<b>DATA COMMUNICATIONS SYSTEMS</b>	<b>130.00</b>
You will learn the technology and terminology used in both wide and local area networks for computer and communications. You will be usefully involved in the analysis, design and operation of data communication networks.	
Tues., Sept. 17	K E C 7 00-10 00 p.m. 13 weeks

## TELECOLLEGE

TELECOURSES FOR THE FALL 1985 begin the week of Sept. 9, 1985. LEARN BY TELEVISION — You can enjoy a wide selection of non-credit courses conveniently in your home through TELECOLLEGE, A Consortium for Community Educational Television, presented by BURNABY SCHOOL DISTRICT, CAMOSUN COLLEGE, CAPILANO COLLEGE, DOUGLAS COLLEGE, FRASER VALLEY COLLEGE, KWANTLEN COLLEGE, OKANAGAN 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	FEE
AC CIRCUITS	Basic AC Electronics	40.00
BITS AND BYTES	Computer Literacy	15.00
BUSINESS OF MANAGEMENT	Management Principles and Practices	40.00
DC CIRCUITS	Basic DC Electronics	40.00
ENGLISH LITERATURE	Overview of Famous Literary pieces	30.00
FACES OF CULTURE	Cultures of the World	25.00
FLEXIBLE READING	Reading Skills Improvement	25.00
GROWING YEARS	Early Childhood Development	30.00
INTRODUCING BIOLOGY	In-Depth Biology	45.00
MICROPROCESSORS	Computer Technology	25.00
NEEDLECRAFT	Embroidery Through Knitting	25.00
NEW LITERACY	In-depth Computer Technology	25.00
PROJECT UNIVERSE	Astronomy	25.00
SEWING POWER	Sewing For Results	25.00
STARTING A BUSINESS	Business Skills	25.00
TOURISM IS YOUR BUSINESS	Practical Financial Management	35.00
VOYAGE	Career Life Planning	25.00
WRITE COURSE	Effective Writing	25.00

### TELESERIES

Informal telecourses, teleseries offer opportunity to explore many topics through television. Each teleseries has a viewers guide which transforms the series into an excellent casual learning opportunity. Courses available will include:

### ENERGY EFFICIENT HOUSING

Explore the productive and cost saving topic of residential energy conservation, tips on building and renovating to create a more energy efficient house. Textbook available through Telecollege at 5.00.

### 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.

## VANCOUVER COMMUNITY COLLEGE CREDIT TELECOURSES

V.C.C./KING EDWARD CAMPUS —

Please register at K.E.C. Admissions.

### FLEXIBLE READING SUPPLIES 25.00 TUITION 63.00

Learn to read faster with greater comprehension. Telecourse focuses on reading materials we are constantly exposed to: papers, texts, novels, articles. For College Foundation credit in Reading and Study Skills 077, telecourse students will attend three seminars, and complete extra work on "How to Study" as well as the telecourse assignments.

### THE WRITE COURSE SUPPLIES 40.00 TUITION 63.00

Improve your writing skills. Credit for College Foundation course Writing Skills 097 can be obtained by telecourse students who successfully complete this course. The telecourse package is backed by an experienced college instructor.

V.C.C./Langara Campus — Please register at Langara Campus Admissions.

### FACES OF CULTURE SUPPLIES 47.70 TUITION 83.75

A 3 credit university transfer telecourse, equivalent to Anthropology 120. It provides the student with an understanding of human cultural diversity. Topics include: the nature of culture, how cultures are studied, language and communication, marriage and the family, social stratification, religion and magic, acculturation and child rearing, the arts, patterns of subsistence, and kinship and descent systems.

### ENGLISH LITERATURE I SUPPLIES 43.00 (approx) TUITION 83.75

A 3 credit university transfer telecourse, equivalent to English 323. It introduces students to the range and tradition of early English literature, focusing on Chaucer, Shakespeare and Milton. Term papers are required.

PREREQUISITE: English 229 or 230, or equivalent

### CREDIT COURSE REGISTRATION INFORMATION IS AVAILABLE THROUGH TELECOLLEGE

at 875-8217 or

TOLL-FREE at 112-800-972-0379.

# COMPUTER SKILLS TRAINING



Vancouver Community College's Continuing Education Division sponsors a variety of computer skills training. Courses for those that require:

- Professional and Career Growth,
- Certification for Career Development,
- Personal Development and Programming Languages

Classes held and registration/information is available at:

At King Edward Campus — 1155 E. Broadway — 875-8200

At Langara Campus — 100 W. 49th Ave. — 324-5323

## PROFESSIONAL AND CAREER GROWTH

At Quantum Research — 4336 Dunbar St. — 734-1878

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 or compatible 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

Intended for individuals with little or not previous experience with a microcomputer. One of the following should be completed prior to taking an intermediate level course.

### INTRODUCTION TO BUSINESS COMPUTING 65.00

A "hands-on" course for first-time users of IBM and 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, Sept 21	Quantum	9:00 a.m. - 4:00 p.m.	1 day
Mon, Sept 23	Quantum	9:00 a.m. - 4:00 p.m.	1 day
Sat, Sept 28	Quantum	9:00 a.m. - 4:00 p.m.	1 day

### COMPUTERS IN THE WORKPLACE, AN INTRODUCTION 130.00

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.

Sept 26/27	Quantum	9:00 a.m. - 4:00 p.m.	2 days
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### 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 130.00

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 required.

Mon, Sept 23	Quantum	6:30-9:30 p.m.	4 weeks
Thurs /Fri,			
Oct 3/4	Quantum	9:00 a.m. - 4:00 p.m.	2 days
Wed, Oct 23	Quantum	6:30-9:30 p.m.	4 weeks

### ACCOUNTING — ACCPAC-A/R, A/P 130.00

This "hands-on" course utilizes the Accounts Receivable and Accounts Payable 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: customer account maintenance, customer statements and supplier reports.

Thurs /Fri,			
Oct 17/18	Quantum	9:00 a.m. - 4:00 p.m.	2 days

### DATABASE MANAGEMENT — dBASE III 130.00

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.

Mon /Tues,			
Oct 7/8	Quantum	9:00 a.m. - 4:00 p.m.	2 days
Thurs, Sept 26	Quantum	6:30-9:30 p.m.	4 weeks
Tues, Oct 22	Quantum	6:30-9:30 p.m.	4 weeks

### ELECTRONIC SPREADSHEETS — LOTUS 1-2-3/SYMPHONY 130.00

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, Sept 25	Quantum	6:30-9:30 p.m.	4 weeks
Thurs /Fri,			
Sept 30/Oct 1		9:00 a.m. - 4:00 p.m.	2 days
Mon, Oct 28	Quantum	6:30-9:30 p.m.	4 weeks

### WORD PROCESSING — MULTIMATE 130.00

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.

Tues, Sept 24	Quantum	6:30-9:30 p.m.	4 weeks
Thurs /Fri,			
Oct 10/11	Quantum	9:00 a.m. - 4:00 p.m.	2 days

### INTEGRATED SOFTWARE — FRAMEWORK 130.00

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.

Mon /Tues,			
Oct 28/29	Quantum	9:00 a.m. - 4:00 p.m.	2 days

### MANAGING YOUR MICROCOMPUTER 65.00

Learn the effective use of the many sophisticated DOS commands through practical hands-on examples. Topics include: tree structured directories, editing commands and redirected output. Emphasis is placed on organization and data security through the efficient use of operating system utility programs. Most 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, Oct 2	Quantum	9:00 a.m. - 4:00 p.m.	1 day
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### ADVANCED COURSES

These courses are only for the experienced user. Completion of an intermediate level course or equivalent experience is a prerequisite. Cancellations must be received by the College at least 48 hours prior to the course starting date. No refunds will be made for cancellations received after that time.

### ADVANCED LOTUS 1-2-3 160.00

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.

Thurs /Fri,			
Oct 21/22	Quantum	9:00 a.m. - 4:00 p.m.	2 days

### ADVANCED dBASE III 160.00

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.

Mon /Tues,			
Oct 24/25	Quantum	9:00 a.m. - 4:00 p.m.	2 days

### At The Computer Station — 2130 Burrard St. — 682-5844

These 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 St., where convenient parking is available. Course fees will include training on IBM Personal Computers (with one participant per computer) and all course materials. Register at V.V.I.

### 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 wordprocessing, spreadsheets and databases using Easywriter II, Lotus 1-2-3 and dBase II.

Sat, Sept 21	Computer Stn	9:00 a.m. - 5:00 p.m.	1 session
Sat, Oct 5	Computer Stn	9:00 a.m. - 5:00 p.m.	1 session
Sat, Nov 2	Computer Stn	9:00 a.m. - 5:00 p.m.	1 session
Sat, Nov 30	Computer Stn	9:00 a.m. - 5:00 p.m.	1 session



**INTRODUCTION TO SPREADSHEETS****USING LOTUS 1-2-3****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.

Wed , Oct 16	Computer Stn	6 30-9 30 p m	3 session
Sat , Sept 28	Computer Stn	9 00 a m - 5 00 p m	1 session
Sat , Nov 16	Computer Stn	9 00 a m - 5 00 p m	1 session
Sat , Oct 26	Computer Stn	9 00 a m - 5 00 p m	1 session

**DATABASE MANAGEMENT USING dBASE III****130 00**

dBase III is an enhanced database management package that organizes information and automates list and file handling. 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.

Tues , Oct 8	Computer Stn	6 30-9 30 p m	3 session
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**INTRODUCTION TO COMPUTERS****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 an in computing.

Wed , Sept 25	K E C *	6 30-8 30 p m	8 weeks
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**COMPUTERS AT WORK,****A PERSONAL COMPUTING APPROACH****75.00**

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

Tues , Sept 24	K E C	6 30-8 30 p m	6 weeks
Wed , Sept 25	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 , Sept 24	K E C	6 30-8 30 p m	8 weeks
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**INTRODUCTION TO "BASIC" LANGUAGE****PROGRAMMING ON THE COMMODORE 64****75.00**

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

Mon , Sept 23	K E C	6 30-8 30 p m	8 weeks
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**ADVANCED "BASIC" PROGRAMMING ON THE COMMODORE 64****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 , Sept 23	K E C	8 30-10 30 p m	8 weeks
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**FRAMEWORK****140.00**

For persons who wish to learn how to use Framework, this course will explain this integrated software package which combines outlining, word processing, spreadsheet, data management and graphics capabilities.

Sat , Nov 23	Computer Stn	9 00 a m - 5 00 p m	1 session
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**SYMPHONY****275 00**

For persons who wish to learn how to use Symphony, an all-in-one solution for planning, organizing, analyzing and reporting ideas and information. Its five integrated functions expand on Lotus 1-2-3's spreadsheet, graphics and database capabilities to include word processing.

Sat /Sun , Oct 19/20	Computer Stn	9 00 a m - 5 00 p m	2 session
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**WORD PROCESSING****130.00**

This course will teach fundamental word processing skills through an examination of such popular word processing packages as Easywriter II, Wordstar and MultiMate.

Tues , Sept 17	Computer Stn	6 30-9 30 p m	3 session
Tues , Oct 29	Computer Stn	6 30-9 30 p m	3 session

## CERTIFICATION FOR CAREER DEVELOPMENT COMPUTER SKILLS FOR THE WORKPLACE

**A ONE YEAR PART-TIME CERTIFICATE PROGRAM**

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

The first three courses give you a basic understanding of computer technology and its potential for solving your business problems. The advanced courses offer a number of business related applications such as WORDSTAR, LOTUS, dBASE, KIS, etc.

Classes meet once a week for 3 hours, with each course lasting 5 weeks. Enrollment is limited to 20 students per course so that each student has an IBM PC to work with at all times. Course attendees can attend the optional tutorial sessions that are given on MTW from 5-7 p m in the computer lab. CS1, CS2 and CS3 (or permission of the instructor) are prerequisites to all of the advanced courses. Completion of CS1, CS2, CS3 and four of the advanced courses leads to a College Certificate in Computer Skills.

**CS1 — BASIC COMPUTING SKILLS****135 00**

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

Mon , Sept 9	Langara	7 00-10 00 p m	5 weeks
Tues , Sept 10	Langara	7 00-10 00 p m	5 weeks
Wed , Sept 11	Langara	7 00-10 00 p m	5 weeks
Sat , Sept 14	Langara	9 00 a m - 12 00 p m	5 weeks

**CS2 — INFORMATION SKILLS****135 00**

Information flow through an organization and the computer's role. Electronic mail, electronic filing. This course uses the PC File II, ENVOY 100, and THE SOURCE. Prerequisite is CS1.

Sat , Oct 20	Langara	9 00 a m - 12 00 noon	5 weeks
Mon , Nov 18	Langara	7 00-9 00 p m	5 weeks

**PROBLEM SOLVING WITH THE COMPUTER****135 00**

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

Wed , Oct 17	Langara	7 00-9 00 p m	5 weeks
Wed , Nov 20	Langara	7 00-9 00 p m	5 weeks

**WORD PROCESSING****135.00**

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

Thurs , Sept 12	Langara	7 00-9 00 p m	5 weeks
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**CS5 — DATABASE****135 00**

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

Mon , Oct 7	Langara	7 00-9 00 p m	5 weeks
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**CS6 — SPREADSHEETS****135.00**

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

Tues , Nov 19	Langara	7 00-9 00 p m	5 weeks
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**CS7 — ACCOUNTING****135 00**

With your basic knowledge of accounting principles, explore General Ledger, Accounts Receivable and Accounts Payable, understandable programs at electronic speed. Program: K15.

Spring Term	Langara	T B A	
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**CS8 — STATISTICS AND GRAPHICS****135.00**

Calculating elementary statistics on business data. Use of graphs and graphics in the presentation of results. Programs: ABSTAT, ENER-GRAPHICS.

Spring Term	Langara	T B A	
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**CS9 — DISK OPERATING SYSTEM DOS****135 00**

For those wishing to know a little more about how the computer responds to users and application programs. System operation and utility functions.

Spring Term	Langara	T B A	
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**CS10 — EVALUATION OF HARDWARE AND SOFTWARE****110 00**

Survey of products available. Evaluation criteria for particular applications.

Spring Term	Langara	T B A	
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## PERSONAL DEVELOPMENT AND PROGRAMMING LANGUAGES

**COMPUTER GRAPHICS — USING "GRAPHIT"****275.00**

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. For information and registration please call 875-8200.

Tues /Thurs , Sept 24	Tetrad	6 30-9 30 p m	6 weeks
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**CP/M (Control Program for Microcomputers)****75.00**

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 , Sept 23	K E C	6 30-8 30 p m	6 weeks
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**COMPUTERS IN ACCOUNTING****75.00**

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 , Sept 26	K E C	7 00-8 30 p m	6 weeks
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**DEVELOPING KEYBOARD SKILLS —****COMPUTER BASED INSTRUCTION****50.00**

An essential skill for any serious user 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. Schedule assigned at registration.

K E C	20 hours
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**MICRO SOFT "BASIC" LANGUAGE PROGRAMMING —****COMPUTER BASED INSTRUCTION****50 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. Schedule assigned at registration.

K E C	20 hours
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**COMPUTERS TODAY 4350****55.00**

Designed to give a basic understanding of computers: personal, mini and mainframe. Hardware concepts will be introduced together with an overview of computer applications. Classes will include videotapes, a tour of the computer room and an opportunity to get a little "hands-on" experience.

Wed , Sept 18	Langara	6 00-8 00 p m	10 weeks
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**SYSTEMS ANALYSIS 4351****55.00**

An introduction to the basic skills and techniques of systems analysis. Structured, top down approaches will be discussed together with problem definition, cost/benefit analysis, forms design, coding methods and other related topics. Emphasis will be placed on the role of the systems analyst in the organization. (Wuhrer).

Thurs , Sept 19	Langara	6 00-8 00 p m	10 weeks
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**BASIC PROGRAMMING FOR BEGINNERS I****50 00**

"BASIC" is a programming language that is easy to learn even for those that have no programming experience. It is commonly used in Personal Computers, in Business and in Scientific Applications. The course is designed to teach "BASIC" using practical real life situations. Each session will contain a lecture and "hands-on" time, each student is guaranteed a terminal that is connected to the Langara computer to work on. (Tam).

Tues /Thurs , Sept 10 (4352)	Langara	7 00-9 00 p m	8 days
Sat , Sept 21 (4353)	Langara	9 00 a m - 12 00 noon	5 weeks

**'C' LANGUAGE PROGRAMMING****55.00**

'C' is an elegant high level programming language that is gaining in popularity. People taking this course should already have some programming knowledge (Farquharson).

Tues /Thurs , Sept 10 (4354)	Langara	7 00-9 30 p m	8 days
Sat , Sept 21 (4355)	Langara	9 00-11 30 a m	8 weeks

**PROGRAMMING IN PASCAL 4356****45.00**

PASCAL is a popular computer language designed to teach programming. It helps you to understand the concepts behind programming and develops good programming techniques. A general method for developing programs from real-life problems will be introduced. (Bawtree).

Sat , Sept 21	Langara	10 00 a m - 1 00 p m	5 weeks
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**COBOL PROGRAMMING 4357****55.00**

Common Business Oriented Language is the most widely used programming language in business and government computer installations. It uses English-type statements and thus is relatively easy to learn. Structured programming techniques will be emphasized. This course is intended for people who have completed an introductory course in computers. (Reimer).

Sat , Sept 21	Langara	10 30 a m -12 30 p m	10 weeks
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**TYPING FOR COMPUTERS 4358****50.00**

The most usual way to enter your data or your program into your computer is by means of a typewriter keyboard. This course will help you do these activities in the most efficient manner. (Main).

Tues /Thurs , Sept 16	Langara	6 30-8 30 p m	4 weeks
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**BASIC PROGRAMMING FOR BEGINNERS II 4359****45.00**

This course is a continuation of "BASIC" Programming for Beginners. Students will write programs in "BASIC" to solve practical real life problems, for example, calculation of one's budget and inventory control. Those who did not attend "BASIC" Programming for Beginners but have "BASIC" programming experience are also welcome. (Tam).

Sat , Oct 26	Langara	9 00 a m - 12 00 noon	5 weeks
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**WRITING FOR THE COMPUTER INDUSTRY 4360****45 00**

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

Thurs , Sept 19	Langara	7 00-9 00 p m	6 weeks
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**ASSERTING YOUR NEEDS FOR A****COMPUTER AND WORD PROCESSOR 4361****25.00**

For business people who feel they need computer services and word processing for their company or home business but are bewildered by the complexities of advertising claims and numbers of machines and software on the market. A no-nonsense critique of the types of computers and software on the market to assist you to intelligently choose the most suitable alternative. (Hogan).

Sat , Sept 21	Langara	9 00 a m - 4 00 p m	1 day
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**VANCOUVER COMMUNITY COLLEGE**

## ALUMNI WHERE ARE YOU?

We want you to be part of the festivities  
celebrating our 20th Birthday.

Let us know who and where you are by  
completing the form below

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CAMPUS \_\_\_\_\_

☐ KEC \_\_\_\_\_☐ VVI \_\_\_\_\_☐ Langara \_\_\_\_\_

PHONE NO. \_\_\_\_\_

PROGRAM(S) \_\_\_\_\_

YEAR OF  
GRADUATION \_\_\_\_\_

And tell a friend!

Mail to: Alumni Committee,  
Central Administration,  
Vancouver Community College,  
1155 East Broadway,  
Box 24700, Station "C",  
VANCOUVER, B.C.  
V5T 4N4

### TRAINING FOR BUSINESS

**BECOMING A SUCCESSFUL SUPERVISOR 25 00**  
For persons who are, or about to become new supervisors. It will provide a review of essential skills to deal with this new position and will discuss the role of a supervisor, how to delegate, leadership skills, effective people dealing skills and problem-solving techniques. Please bring a lunch. (D Rice)  
Sat, Sept 28 Langara 9 00 a m - 3 00 p m 1 session

**PROFESSIONAL ATTITUDES IN BUSINESS 45 00**  
Learn to work more effectively in an office environment, and have a better understanding of your skills and abilities. It is particularly designed for juniors, intermediates, and returnees to the work force. A few of the topics to be discussed will include effective communication, time management, career planning, and team work. (D Rice)  
Tues, Oct 1 Langara 7 00-9 00 p m 6 weeks

**DEALING WITH PEOPLE AND TIME 25 00**  
Learn to deal with other people and time restrictions. Learn to be organized and utilize your capabilities in your career. Topics will include how to communicate more effectively, how to make the most efficient use of your time, how to handle interruptions, and how to deal with clients and/or customers. Please bring a lunch. (D Rice)  
Sat, Oct 12 Langara 9 30 a m - 3 00 p m 1 session

**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. Bring your own lunch. (E Mina)  
Sat, Sept 21 Langara 9 30 a m - 4 00 p m 1 session

**AN ORIENTATION TO JAPAN FOR PEOPLE INTERESTED IN DOING BUSINESS THERE 40 00**  
Learn about the social and cultural differences between North America and Japan. Get advice and information on the opportunities for trade with warnings of some of the pitfalls. Course handouts will include useful sources in Vancouver and Japan for business intelligence and up-to-date information on possible trading partners or agencies. (P Miller)  
Thurs, Sept 26 V V I 7 00-9 00 p m 4 weeks

**SELF-ASSESSMENT FOR CAREER CHANGE 25 00**  
Are you afraid that company organizations or budgets may affect your position? The hardest part in a career change is deciding what to do. This intensive workshop is designed to help you clarify the skills you already have, identify the ones you most enjoy using, consider where you might want to use them, and explore the practical factors involved in changing jobs and choosing new careers. Bring your lunch. (T Baal)  
Sat, Sept 28 K E C 9 00 a m - 4 00 p m 1 session

**SPEAKING FOR SUCCESS 75.00**  
A course for all persons who in their personal relations, self fulfillment and careers, realize the importance of developing their own speaking voice. Sessions cover some theory, but are mainly practical and involve exercises to develop the basics of a good voice: relaxation, proper breathing centering, resonance, projection, and articulation. (B Coleman)  
Thurs, Sept 26 V V I 7 30-9 30 p m 9 weeks

**EQUITY EMPLOYMENT AND HUMAN RESOURCE MANAGEMENT 25 00**  
Examines the impact of equity employment legislation on a firm's Human Resources function. An introduction to various forms of equitable job analysis, job evaluation, and performance appraisal. Bring your lunch. (T Baal)  
Sat, Oct 19 K E C 9 00 a m - 4 00 p m 1 session

**PRESENTATION TECHNIQUES 12 00**  
Learn how to project your best image for a job interview or work situation. Workshop includes communication skills, presentation, enhancing self-confidence and appropriate wardrobe. An opportunity to practice interview techniques in a supportive atmosphere. (P Hall)  
Tues, Sept 24 K E C 7 00-10 00 p m 1 session

**TIME MANAGEMENT FOR MANAGERS 25 00**  
Learn how to work smarter, not harder. Topics include delegating responsibilities, balancing conflicting priorities, decision making, reducing paperwork and reading time, streamlining meetings and preventing time wasting. Bring your lunch. (P Hall)  
Sat, Oct 12 Langara 9 30 a m - 3 30 p m 1 session

**PUBLIC SPEAKING FOR THE TERRIFIED 4319 70.00**  
Overcome your fear of speaking before a group. Small group exercises to reduce tension and build confidence. Learn to prepare and deliver impromptu and planned speeches. (Johnson)  
Thurs, Sept 19 Langara 6 00-9 00 p m 8 weeks

**COMMUNICATION FOR SALES AND MARKETING 4325 20.00**  
Practice effective communications in the areas of telephone contacts, face-to-face interviews, marketing letters and advertising copy. Techniques will be discussed in effective salesmanship, developing a more powerful vocabulary, and planning strategies in selling. If you are contemplating a career in sales, or are already in sales and would like to sharpen your communication skills, this is the course for you. (Hogan)  
Sat, Sept 28 Langara 9 30 a m - 4 30 p m 1 day

**MEETING PROCEDURES 4326 20 00**  
This course is intended for both participants and leaders in formal business meetings. You will learn the basic meeting procedures, how to initiate motions and participate in heated debates. (Mina)  
Sat, Oct 5 Langara 9 30 a m - 4 30 p m 1 day

**THE BUSINESS OF FILM AND TELEVISION 70 00**  
A thorough overview of the film and television industry from concept to production, with emphasis on local and Canadian activity.  
Wed, Sept 18 V V I 6 45-9 15 p m 10 weeks

**PERSONAL PRESENTATION TECHNIQUES FOR CAREER OPPORTUNITIES 90 00**  
Learn the skills required for personal make-up application: hairstyling, wardrobe and colour coordination and prepare a personal portfolio. Bring your own make-up, coloring pencils, mirror and a towel to the first night of class. This course is for women over 30. (Berge)  
Mon, Sept 16 V V I 6 30-9 30 p m 10 weeks

**BUSINESS ENGLISH 4303 45 00**  
Learn to write effective memos and letters and improve the basics of spelling and vocabulary needed for the business world. Reports and resumes will also be briefly covered. (Hogan)  
Tues, Sept 17 Langara 8 00-10 00 p m 8 weeks

**COMMUNICATION FOR SALES AND MARKETING 4304 45 00**  
Practice effective communications in the areas of telephone contacts, face-to-face interviews, marketing letters and advertising copy. Effective salesmanship, developing a more powerful vocabulary, and planning strategies be discussed. (Hogan)  
Thurs, Sept 19 Langara 6 00-8 00 p m 8 weeks

**BROADCASTING PRODUCTION TECHNIQUES 4302 70 00**  
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, Sept 17 Langara 6 00 8 30 p m 10 weeks

**PUBLIC SPEAKING WORKSHOP 4327 20 00**  
Learn to prepare and deliver impromptu and planned speeches using visual aids. Participants should be prepared to make a 3-minute presentation on topics of their choice. Register by Sept 28th. (Johnson)  
**SUGGESTED TEXT** "The Instructor's Survival Kit" by P F Renner  
Sat, Oct 5 Langara 9 00 a m - 4 00 p m 1 day

**ACTIVE LISTENING 4323 20 00**  
Utilize active listening skills to achieve personal and professional success. Tune into conversation and inspire an open dialogue. Save time and energy by bringing direction to long-winded conversation. (Mina)  
Sat, Sept 28 Langara 9 30 a m - 4 30 p m 1 day

**GETTING YOUR POINT ACROSS 50 00**  
You will discover ways to use more resources to communicate with various types of people by examining present attitudes and behaviours and exploring new patterns. (D Sawle)  
Tues, Oct 1 K E C 7 00-9 30 p m 6 weeks

**EFFECTIVE SWITCHBOARD OPERATION 40 00**  
Learn how to operate a modern electronic switchboard. Also included are lectures and films on receptionist duties.  
Wed, Sept 18 V V I 7 00-9 00 p m 6 weeks

**TYPING FOR BEGINNERS 45 00**  
Learn touch typing with accuracy and confidence.  
Mon, Sept 16 Van Tech (V V I) 7 00-9 00 p m 8 weeks

**TYPING BEGINNERS 5219 55 00**  
Learn touch typing of letters, symbols and numbers, tabulation, centering and if time permits, business letters. Bring your own typing paper. (Worobetz)  
Tues, Sept 17 Langara 6 30-9 00 p m 8 weeks

**TYPING — ADVANCED 5220 35 00**  
For students with 20-25 wpm. Learn centering, tabulation, business letters, resumes, and drills to improve speed and accuracy. Bring your own typing paper. (Worobetz)  
Thurs, Sept 19 Langara 7 00-9 00 p m 6 weeks

**TYPING REFRESHER AND OFFICE PRACTICE 70.00**  
Increase your typing speed with accuracy through drills and timings. Prerequisite: 15 wpm typing speed.  
Tues, Sept 17 Van Tech (V V I) 7 00-10 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. (D Rimmer)  
Tues, Sept 24 K E C 7 00-9 00 p m 6 weeks

**WRITING POWERFUL BUSINESS LETTERS 4334 20.00**  
Learn to get results from your business letters. Aimed at businessmen, administrative assistants, secretaries and teachers. Bring a lunch. (Hogan)  
Sat, Sept 21 Langara 10 00 a m - 4 00 p m 1 day

**SPEED READING FOR BUSINESS AND CAREER DEVELOPMENT 4321 45.00**  
Develop effective reading strategies for academic purposes. Emphasis is on comprehension and reading rate improvement. (Tietz)  
Tues, Sept 17 Langara 6 30-8 30 p m 8 weeks

**DEALING IN REAL ESTATE 65 00**  
A thorough examination of all aspects of real estate transactions for residential property, with emphasis on financing, construction, what you must know and how to determine value.  
Wed, Sept 18 V V I 7 00-9 30 p m 7 weeks

**FASHION RETAIL SALES AND MARKETING 55.00**  
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, Oct 15 V V I 7 00-9 30 p m 7 weeks

**MAKE-UP ARTISTRY FOR COSMETIC CONSULTANTS 175 00**  
Designed to train cosmeticians, hairdressers, estheticians and people involved in the cosmetic industry who want to improve cosmetic sales, merchandising abilities as well as make-up application techniques. Students will be required to provide some basic supplies.  
Mon/Wed, Sept 16 V V I 6 30-9 30 p m 10 weeks

**ELECTRONIC TYPEWRITERS 45.00**  
A brief course providing a hands-on introduction to techniques for effective use of electronic typewriters.  
Mon, Sept 16 V V I 7 30-9 30 p m 4 sessions  
Sat, Sept 21 V V I 10 00 a m - 12 noon 4 sessions

**SPELLING TECHNIQUES 30 00**  
Throw your dictionary away. Conquer that fear of difficult words.  
Tues, Sept 17 V V I 7 30-9 30 p m 3 sessions

**MEMO WRITING 25 00**  
Effective inter-office memos. A short course providing effective communication skills for inter-office documentation.  
Wed, Sept 18 V V I 7 30-9 30 p m 3 sessions

**BASIC BUSINESS REPORTS 25 00**  
Step-by-step approach for preparing concise effective business reports.  
Sat, Sept 21 V V I 9 00 a m - 12 noon 3 sessions

**EFFECTIVE INTERVIEW TECHNIQUES 25 00**  
Learn precise techniques.  
Sat, Sept 21 V V I 9 00 a m - 12 noon 3 sessions

**ACCOUNTING FOR NON ACCOUNTANTS 30.00**  
A survey course which will allow non-accountants to analyze and understand the books of a small company.  
Sat, Sept 21 V V I 9 00 a m - 12 noon 3 sessions

**CAREER PLANNING FOR THE 80's SMALL BUSINESS — IS IT FOR YOU? 35 00**  
We help you evaluate your own potential for successfully managing a small business and provide an opportunity to explore factors in making a career decision: interests, skills, aptitudes, values, needs, and lifestyle. Special emphasis will be on helping you assess your entrepreneurial skills. Classes include guest speakers from the business community.  
Tues, Sept 24 V V I 7 00-10 00 p m 4 sessions  
Sat, Sept 28 V V I 9 00 a m - 12 noon 4 sessions

**IMPROVING PROFITABILITY IN MOTELS & RESTAURANTS**  
Owners/operators and managers of motels, restaurants and coffee shops will learn sources of cost saving and improved operational control. Learn how organization and staffing, record keeping, overhead analysis and cash flow management improves the bottom line.  
Thurs, Sept 19 V V I 7 00-9 00 4 weeks

### NATIVE INDIAN FAMILY SUPPORT WORKER — CERTIFICATE PROGRAM

A full-time program, 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 native families.

The program includes such topics as: child development, child health and safety, communication skills, parenting skills, family support skills, group home management and native studies.  
**COURSE DURATION** 8 months, starts Oct 14, 1985, pending funding.  
To apply for this course, obtain brochure and application form from Continuing Education, Vancouver Community College, Room 4020, 1155 E. Broadway, Vancouver, B.C. V5T 4N5. Telephone 875-8200.

Eligibility will be determined by your CEIC counsellor and selection will be by interview at Vancouver Community College.

### MANAGERS OF NON-PROFIT AGENCIES CERTIFICATE PROGRAM

A new part-time certificate program designed for staff members or volunteers in non-profit agencies who are or plan to work in management positions. The two hundred hours of instruction will develop your administrative, supervisory and human resources management skills. Call 875-8200 for program outline and application form. Information meeting Thursday, September 19, King Edward Campus, Room 4043, at 7 30 p.m. (Certification pending).

**HUMAN RESOURCE MANAGEMENT 150.00**  
Thurs, Sept 26 K E C 4 30-7 30 p m 12 sessions

**CONFLICT MANAGEMENT 75.00**  
Tues, Nov 19 K E C 9 00 a m - 4 00 p m 3 sessions

### 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. Held one evening a week for nine months beginning Sept 17, 1985. For more information call 875-8200. Applications are now being accepted.



Register by  
Phone  
using your  
VISA

## 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 - 5601

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

#### Planning and Evaluation - 5602

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

#### Communication and Interviewing Skills - 5603

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

#### Supervisory Skills - 5604

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

#### Group Process - 5605

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

#### Training Skills - 5606

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

#### Administrative Skills - 5607

Wed, Mar 5 Langara 9 a.m. - 3:30 p.m. 1 session

#### Working Boards, Committees and Advisory Groups - 5608

Wed, Apr 9 Langara 9 a.m. - 3:30 p.m. 1 session

#### Community and Public Relations - 5609

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

### 2. A VOLUNTEER INTERNSHIP 3. AN INDIVIDUALIZED STUDY PROJECT

Openings are also available for people interested in attending individual workshops

Total program cost \$350.00

Individual workshop \$40.00

Call 324-5325 for detailed brochure and application form or for further information leave message for Marilyn McClaren, Coordinator

## SKILLS FOR PRODUCTIVE VOLUNTEER PROGRAMS

The Vancouver Volunteer Centre in cooperation with Vancouver Community College, King Edward Campus is offering a variety of workshops designed for Volunteers, Board Members and Staff of Non-Profit Agencies

#### A MARKETING APPROACH TO FUNDRAISING 20.00

A one-day interactive workshop to help you develop an effective resource development strategy for your community organization. Evaluate opportunities and threats in the environment, strengths and weaknesses of your organization relative to fundraising. Examine the characteristics of various funding organizations and learn to analyze the viability of various funding events. (R. Crowe)

Sat, Oct 5 K E C 9:00 a.m. - 4:00 p.m. 1 session

#### THE BOARD/STAFF TEAM 10.00

Learn the roles and responsibilities of board members and staff of non-profit societies and how productivity and performance can be improved by clarifying expectations. Includes the basics of team-building. (P. Meyerhoff, R. Rawnsley)

Tues, Oct 29 K E C 5:30-8:00 p.m. 1 session

#### MOTIVATION AND THE VOLUNTEER 10.00

Learn the key elements of motivation and how to apply them to working with volunteers. Includes group participation activities. (R. Goodall)

Mon, Nov 4 K E C 5:30-8:00 p.m. 1 session

#### RECRUITING BOARD MEMBERS 10.00

Discover how a nominating committee can help build a better board, including working with the committee to evaluate the personnel needs of a board, recruitment targets and approach potential members. (J. Conner)

Tues, Nov 12 K E C 5:30-8:00 p.m. 1 session

#### PLANNING AND EVALUATING VOLUNTEER PROGRAMS 40.00

Four workshops that will provide a good foundation of planning and evaluation skills for administrators of non-profit organizations and coordinators of volunteers. You will analyze the program planning process, identify your clients and their needs, learn how to create productive programs and develop evaluation techniques that will work for you. (R. Kalef, N. Worstford)

Tues, Oct 1 K E C 5:30-8:00 p.m. 4 weeks

#### IN-DEPTH INTERVIEWING AND SCREENING 30.00

Three workshops that will take you from the basics of interviewing and screening volunteers to advanced techniques that you will develop and practice for particular situations. Includes climate setting, how to get people talking, aids to good listening, interview strategies, and the importance and method of effective screening and placement. (J. Piggott, D. Rogers)

Mon, Nov 18 K E C 5:30-8:00 p.m. 3 weeks

## EARLY CHILDHOOD EDUCATION

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

#### A. EARLY CHILDHOOD EDUCATION — LEVEL 1

A 2-year provincially certified program which prepares graduates to work as supervisors in nursery schools and day care centres for children between the ages of 3 and 5 years. (Applications will be accepted for Jan. 1986)

#### B. UNDER III SUPERVISOR TRAINING

A 1-year program which prepares **ALREADY QUALIFIED ECE GRADUATES** with the specialized skills and knowledge to supervise infant and toddler group day care settings

#### C. ADVANCED STUDIES IN EARLY CHILDHOOD EDUCATION

A program which offers enrichment, upgrading and ongoing professional development for preschool and day care staff who have completed Level 1. Individual courses and workshops are also open to parents and other interested persons. This program **does NOT** qualify individuals to supervise in preschool or day care settings

#### D. SCHOOL AGE CHILD CARE

A 1-year certificate program designed for those who wish to work with 5-12 year old children registered in Out-of-School Care facilities

#### E. FAMILY DAY CARE

A new certificate program designed for those who wish to provide care in their home for several young children

Brochures and registration information for Programs B, C, D and E can be obtained by calling 324-5323

## 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

#### 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) Register — K E C — 875-8200

Sat, Sept 28 Langara 9:00 a.m. - 12:00 p.m. 1 session

#### 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 sensori-motor development and overall fitness. (G. Loettler)

Wed, Oct 2 K E C 7:00-10:00 p.m. 1 session

#### CHILDREN'S DANCE 5302 15.00

Learn to structure practical and fun experiences in dance for preschoolers and primary graders. This jam-packed one-day workshop will provide loads of ideas and materials for teachers, recreation leaders, and anyone involved in working with children. (Loettler)

Sun, Sept 22 Langara 1:00-4:00 p.m. 1 day

#### RECIPES FOR FUN — CREATING PLAYSPACE IN YOUR HOME 10.00

How can your home 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. 1-5 year olds. (J. Hewes) Register — K E C — 875-8200

Sat, Oct 19 Langara 9:00 a.m. - 12:00 noon 1 session

#### BABYPLAY 25.00

Simple games, songs and exercises for parent and child which will encourage the natural stages of growth in movement and perception in infants, reaching, grasping, rolling over, crawling, sitting. Bring a favorite hand toy. (J. Hewes)

Wed, Sept 25 K E C 12:30 p.m. - 2:00 p.m. 6 weeks

#### DEVELOPING SPEECH AND LANGUAGE SKILLS IN YOUNG CHILDREN 20.00

Learn techniques to motivate and enhance communication skills suitable for the normal and delayed child. Ideas for games and activities will also be shared, stressing language enrichment in the home environment. Practical information will be presented on the normal development of speech and language skills as well as what to look for when detecting an early speech or language problem. Sandi Bojm is a Speech/Language Pathologist

Sat, Oct 5 K E C 9:30 a.m. - 12:30 p.m. 1 session

#### CHINESE FESTIVE LANTERNS WORKSHOP 5303 12.00

Learn how to make the different types and forms of Chinese Mid-Autumn Festival paper lanterns. Construct and take home a lantern in time to celebrate the Mid-Autumn Festival. Materials and supplies included. (Wong)

Tues, Sept 17 Langara 6:30-9:30 p.m. 1 day

#### KITE MAKING WORKSHOP 5310 20.00

Learn from the experts and join in on this fun-filled and relaxing hobby. From the simple to the intricate, small ones, large ones, those that soar and those that are designed for stunts — all will be presented. You get to construct one for a gift, or for yourself.

Sat, Sept 21 Langara 9:00 a.m. - 4:00 p.m. 1 day

#### SCIENCE IN A BUCKET! 20.00

Help children to learn about the world around them, how things grow, how things work. This exciting workshop gives you buckets full of ideas for simple, scientific experiments and projects for preschoolers. (G. Bartnik)

Sat, Oct 5 9:00 a.m. - 12 noon 1 session

## 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)

Tues, Oct 15 K E C 7:00-9:30 p.m. 4 weeks

#### 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 Vancouver Chinese Drop-in Centre, 499 E. Pender
Italian	Frog Hollow Neighbourhood House, 2617 E. Broadway, 251-1225 Italian Cultural Centre, 3075 Slocan Street, 430-3337
Portuguese	Our Lady of Fatima Portuguese Parish Church, 1423 E. 13th Avenue, 879-6261
Korean & Other Languages	Continuing Education, King Edward Campus, 1166 E. Broadway, 875-8200

## CERTIFICATE PROGRAM IN COURT INTERPRETING FALL, 1985

This program enables bilingual persons to obtain the specific qualifications of the court interpreter, and gives excellent preparation for other interpreting jobs. The program offers theoretical and practical preparation in the areas of interpreting, legal terminologies and procedures

**Prerequisites** — an excellent knowledge of both English and a language of specialty and high school graduation. Candidates are required to complete a proficiency examination in their language of specialty

**Schedule** — Term I Oct 16 - Dec 11 Mon & Wed 7-10 p.m.  
Term II Jan 13 - Apr 14 Mon & Wed 7-10 p.m.  
Practicum April - June T B A

**Tuition Fee** — \$20.00

**Register at Langara Campus, 324-5322.**

## SPECIAL EDUCATION

#### PROGRAM FOR MENTALLY HANDICAPPED ADULTS

Frequently courses are attended by individuals who have an affiliation with Associations for the Mentally Handicapped, POLARIS, Pearson Hospital, MHR, Mainstream and other societies and agencies

**Alternative Route Life Skills** courses for adults with a mental handicap will be held at King Edward Campus. Daytime and evening courses include instruction in areas used in daily living, such as handling money, improving communication, making friends, telling time, using leisure time, reading, etc. Courses run from 7 weeks to 10 weeks with classes 1 to 3 times each week. Tuition is based on 1.00/class hour. There will be approximately 8 courses offered. Financial assistance may be available

**For more information or for a copy of the Fall brochure, call 875-8200**

#### CAREER AWARENESS PROGRAM 60.00/month

This five-month full-time program offered at 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

#### 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. This program is subject to receiving funding. For further information call 681-8111, local 253

#### LIFESKILLS — A COMPUTER ASSISTED INSTRUCTION PROGRAM 50.00

Learn or upgrade your academic skills. Reading, Comprehension, Spelling, Letter Recognition, Math, Time Telling, Typing, Nutrition and Motor Skills. Students will have direct hands-on computer experience on programs appropriate to their respective needs. Individual instruction will be provided. (Urban/Cherry)

Mon to Thurs V V I 12 classes

#### CHANGING ROLES — A COURSE FOR PARENTS OF MENTALLY HANDICAPPED ADULTS 50.00/single parent 90.00/couple

This course helps parents adapt to the many ways their lives and their handicapped son's and daughter's lives change as they grow older and covers a wide range of topics. Among them are employment and vocational training, housing, will and estate planning and parent advocacy — plus a lot more. The emphasis will be on stimulating informal discussion among parents as to how they can best deal with their many concerns. It will present useful and hard-to-find information about existing programs and services. Guest speakers will be featured most weeks

Tues, Sept 17 K E C 7:00-9:30 p.m. 8 weeks

#### FITNESS TRAINING FOR PARENTS AND PROFESSIONALS 1 session 10.00 2 sessions 18.00

This two-evening workshop is designed for parents and professionals planning fitness programs, who want to understand the specific needs of adults with a mental handicap. It will stress how to develop a safe and effective program that will increase cardiovascular endurance, strength, flexibility, coordination and balance. The first session will emphasize how to design a fitness activity and safe exercising techniques. The second session will discuss physical and mental conditions and adaptations to standard exercise programs. Participants may enroll in one or both sessions. The workshop will be experiential and participants are requested to wear comfortable clothing. (J. Henry)

Tues, Oct 8 & 15 K E C 7:00-9:00 p.m.

#### HOW TO TALK WITH A PERSON WHO HAS A HEARING LOSS 30.00

Learn about hearing loss and how to communicate more effectively with a person with a hearing loss. Specific techniques will be taught and practiced. For friends and relatives of people who have a hearing loss. (B. Brooks)

Tues, Sept 17 K E C 7:00-9:00 p.m. 4 weeks



Register by  
Phone  
using your  
VISA



AUTOMOTIVE

<b>AIR BRAKE THEORY AND OPERATION</b>	<b>105 00</b>
Prepares truck drivers in the basic operation, maintenance and adjustment of air brakes equipped vehicles, including single circuit and "121" system schematics This training is necessary before taking the test for an air endorsement on a drivers licence	
Sat , Sept 21	K E C 9 00 a m - 3 30 p m 5 weeks
<b>AUTOMOTIVE BRAKE SERVICING</b>	<b>105 00</b>
Provides knowledge of most domestic brake systems to enable you to diagnose and service	
Wed , Sept 18	K E C 7 00-10 00 p m 10 weeks
<b>AUTOMOTIVE MECHANICS, BASIC</b>	<b>200.00</b>
A practical and theoretical course to help women become more familiar with and work on their vehicles Learn about servicing, tire and oil change, brake inspection, spark plug servicing emphasizing basic tune-up procedures	
Tues & Thurs , Sept 17	K E C 7 00-10 00 p m 10 weeks
<b>AUTOMOTIVE INTRODUCTION FOR WOMEN</b>	<b>105 00</b>
A practical and theoretical course to help women become more familiar with their vehicles Learn about servicing, tire and oil change, brake inspection, spark plug servicing and basic tune-up procedures	
Thurs , Sept 19	K E C 7 00-10 00 p m 10 weeks
<b>AUTOMOTIVE REFRESHER</b>	<b>140.00</b>
To help motor mechanics obtain their Provincial Tradesman Qualification Certificate	
Sat , Sept 21	V V I 9 00 a m - 2 00 p m 10 weeks
<b>AUTOMOTIVE MECHANICS, Intermediate</b>	<b>105 00</b>
An upgrading course for those with the tools and room to do major and minor repairs Learn both theory and practice of repairing engines, carburetors, ignitions, electricals, transmission, driveline and brakes	
Mon & Wed , Sept 16	K E C 7 00-10 00 p m 5 weeks
<b>AUTOMOTIVE TUNE-UP, Basic</b>	<b>105.00</b>
Learn the basic requirements to do a minor tune-up	
Tues , Sept 17	K E C 7 00-10 00 p m 10 weeks
<b>AUTOMOTIVE TUNE-UP ADVANCED</b>	
<b>ELECTRICAL AND CARBURETORS</b>	<b>200.00</b>
Learn conventional and transistor ignition systems, tune-ups, carburetor principles and repair Admission to class by an exam to be held Sat , Sept 21 at 10 a m or by permission of instructor	
Sat , Sept 28	K E C 9 00 a m - 3 30 p m 10 weeks
<b>AUTOMOTIVE WHEEL ALIGNMENT AND FRONT END SERVICE</b>	<b>105.00</b>
An upgrading course providing theory and hands-on workshop practice using various types of wheel alignment equipment including front wheel drive vehicles	
Sat , Sept 21	K E C 8 30 a m - 3 00 p m 5 weeks
<b>GENERAL DIESEL ENGINES FOR BEGINNERS</b>	<b>120.00</b>
A basic knowledge of the history, development and theory of the diesel engine allowing you to obtain theoretical and practical knowledge of the operation and maintenance of today's diesel especially Caterpillar, Cummins and Detroit engines and components	
Mon & Wed , Sept 16	K E C 6 30-9 30 p m 6 weeks

BUILDING CONSTRUCTION

<b>BASIC CARPENTRY FOR WOMEN</b>	<b>55 00</b>
Learn basic carpentry skills Topics covered will include carpentry tools, framing simple walls, shelf and basic cabinet construction, molding and trim application	
Wed , Sept 18	Capilano/V V I 7 00-9 00 p m 10 weeks
<b>BUILDING CONSTRUCTION ESTIMATING</b>	<b>85 00</b>
Gain sufficient knowledge and practical experience to prepare accurate quantity take-offs in the residential construction field	
Wed , Sept 18	Capilano/V V I 6 30-9 30 p m 10 weeks
<b>CARPENTRY JOURNEYMAN T Q. PREPARATION</b>	<b>165 00</b>
Assists qualifying carpenters to write the Provincial Tradesman Qualification Examinations	
Tues & Thurs , Sept 18	Capilano/V V I 7 00-10 00 p m 10 weeks
<b>HOUSE CONSTRUCTION</b>	<b>55 00</b>
Learn basic house construction, West Coast Framing Method and topics from blueprint reading to finishing details Fee includes a charge for supplies	
Mon Sept 16	Van Tech/V V I 7 00-9 30 p m 8 weeks
Tues Sept 17	Capilano/V V I 7 00-9 30 p m 8 weeks

DRAFTING AND BLUEPRINT READING

<b>HOUSE PLANNING AND DESIGN</b>	<b>85 00</b>
If you are involvd in new house construction, renovations or are a first-time buyer, take this course! No drafting skills are required	
Mon Sept 16	V V I 7 00-10 00 p m 10 weeks
<b>INTERMEDIATE BLUEPRINT READING</b>	<b>85 00</b>
Improve your skills in reading more advanced blueprints Drawings and details of woodframe, steel and reinforced concrete construction are covered	
Tues , Sept 17	V V I 6 30-9 30 p m 10 weeks
<b>INTRODUCTORY BLUEPRINT READING</b>	<b>85 00</b>
Learn basic knowledge related to reading blueprints associated with architectural construction	
Wed , Sept 18	V V I 6 30-9 30 p m 10 weeks
<b>RENOVATION DRAFTING</b>	<b>125 00</b>
Develop your skills in general drafting techniques along with a satisfactory level of comorehension of drawings and related trade skills to be able to develop drawings suitable for constructing or obtaining permits	
Sat , Sept 21	V V I 9 00 a m - 2 30 p m 9 weeks

<b>BLUEPRINT READING AND LAYOUT FOR STEEL FABRICATORS</b>	<b>85.00</b>
Learn to read and understand structural steel drawings used in industry Topics include relationship of views, structural symbols and abbreviations, welding symbols, bill of material and title block the making of plate and angle templates, and simple parallel line development	
Mon , Sept 16	
& Wed	V V I 6 30-9 30 p m 5 weeks

ELECTRICAL

<b>HOUSE WIRING FOR THE HOMEOWNER</b>	<b>85 00</b>
Covers residential wiring methods and materials Apprpriate sections of the Canadian Electrical code will be discussed	
Thurs , Sept 19	V V I 6 30-9 30 p m 10 weeks
<b>INTRO TO PROGRAMMABLE CONTROLLERS</b>	<b>100 00</b>
Provides an overview of three controllers Topics covered range from basic structure to advanced programming	
Tues , Sept 17 & Thurs ,	V V I 6 30-9 30 p m 6 weeks
<b>MOTOR REWINDING</b>	<b>85 00</b>
Small armtures, single and three phase Bring your own motors, skill saw, drill, lawnmower, etc <b>Parts and materials extra</b>	
Tues , Sept 17	V V I 6 30-9 30 p m 10 weeks
<b>ELECTRICAL CODE</b>	
This course is designed for 4th year apprentices and journeyman electricians	
<b>BASIC</b>	<b>110 00</b>
Mon & Wed Sept 16	V V I 7 00-9 00 p m 10 weeks
<b>INTERMEDIATE</b>	<b>140 00</b>
Mon & Wed , Sept 16	V V I 7 00-9 30 p m 10 weeks
<b>ADVANCED</b>	<b>140 00</b>
Mon & Wed , Sept 16	V V I 7 00-9 30 p m 10 weeks

ELECTRONICS

<b>INTRODUCTORY ELECTRONICS</b>	<b>165.00</b>
Provides an introduction to electronic components, circuits and their functions, and transistors Theoretical knowledge is enhanced by laboratory projects You will be required to purchase or provide some basic tools (Hein)	
Mon , Sept 16	
& Wed ,	V V I 6 30-9 30 p m 10 weeks
Tues , Sept 17	
& Thurs ,	V V I 6 30-9 30 p m 10 weeks
<b>TELEVISION SERVICING</b>	<b>165 00</b>
Acquire the theoretical and practical knowledge for effective troubleshooting and repairs to black and white and colour televisions Prerequisite completion of a basic electronic course or presently employed in a related electronic field Students will be required to purchase 3 I D cards (1 50 each) in order to use test equipment (Leather)	
Tues & Thurs , Sept 17	V V I 6 30-9 30 p m 10 weeks
<b>VIDEO TEK</b>	<b>165 00</b>
An in-depth study of V C R 's Theory, maintenance and repair of the most popular brands will be covered Pre-requisite thorough knowledge of electronics and colour television transmission and reception or the instructor's permission Students will be required to purchase 3 I D cards (1 50 each) in order to use test equipment (Indbryn)	
Mon , Sept 16 & Thurs	V V I 6 30-9 30 p m 10 weeks
<b>FOR THE AUDIO ENTHUSIAST</b>	<b>135 00</b>
Course includes a wide range of audio electronics topics preamplifiers, power amplifiers, active equalizers, active crossover networks and audio signal processors You will use your new knowledge to construct a project a moving coil preamplifier, active crossover network, subwoofer or a suitable project of your choosing Prerequisite basic knowledge of analog electronics You will be required to purchase 3 I D cards (1 50 each) in order to use test equipment Project parts will cost 15 00-80 00 depending on the project (Digman)	
Tues & Thurs , Sept 17	V V I 6 30-9 30 p m 8 weeks
<b>KNOW YOUR APPLE</b>	<b>35 00</b>
Designed for owners of Apple II Plus and Apple clones with no previous electronic training Explains basic operation of the Apple power supply, motherboard circuitry, disk drive operation and alignment procedures You will be given necessary basic instruction in electronics and use of electronic test equipment Apple-related software, accessories and different types of Apples and clones will be examined The course will allow owners to identify actual and potential problems, eliminating unnecessary repair costs (Lam)	
Wed , Sept 18	V V I 6 30-9 30 p m 4 weeks
<b>BUILD YOUR OWN ROBOT</b>	<b>135 00</b>
This practical, "hands on" course is a simplified view of robotics Upon completion, you will have built your own "turtle-like" robot which will be controlled by your home computer Prerequisites a basic understanding of electronics, access to a computer with a parallel port and ability to program your computer Cost of the parts for building your own robot are included in the tuition fees (Brown)	
Mon , Sept 16	V V I 6 30-9 30 p m 10 weeks
<b>PASCAL (PART I) — INTRODUCTION</b>	<b>95 00</b>
Learn the fundamentals of structured program design using Pascal The syntax of the language will be extensively covered, while leaving out some advanced features (see Pascal II) All concepts will be demonstrated with a series of numeric and text oriented programs You will write progressively more complex programs and compile and run these on microcomputers (Anderson)	
Mon , Sept 30	V V I 6 30-9 30 p m 8 weeks
<b>PASCAL (PART II)</b>	<b>95.00</b>
Emphasis is on more sophisticated algorithms and Pascal language concepts not included in Part I Topics include data structures (arrays, records and sets), files pointers and sets Programming techniques for sorting, searching, text file manipulation and advanced numerical techniques (Newton-Raphson method, etc ) will be covered Extra lab time included in cost (Anderson)	
Wed Oct 2	V V I 6 30-9 30 p m 8 weeks

<b>DISK DRIVES AND ALIGNMENT</b>	<b>45 00</b>
Learn to store and retrieve information from disk drives with hands-on experience in disk drive alignment, timing and troubleshooting using an oscilloscope A basic knowledge of electronics is necessary (Schentag)	
Thurs , Sept 19 & Sat , Sept 21	V V I 6 30-9 30 p m 9 00 a m - 4 00 p m 1 week
<b>RADIO AMATEUR (HAM) LICENCE PREPARATION</b>	<b>165.00</b>
Study electronic circuitry, regulations and an introduction to Morse Code to prepare yourself for the Department of Communications Amateur examination Prerequisite knowledge of basic electronics (Thompson)	
Wed , Sept 18	V V I 6 30-9 30 p m 20 weeks
<b>CAREERS FOR WOMEN IN ELECTRONICS</b>	<b>25 00</b>
Orients women to the expanding fields of communications, computer maintenance and repair If you're wondering about educational and job possibilities and the skills required, learn from women working in the field	
Thurs , Sept 19	V V I 6 30-9 30 p m 3 weeks
<b>KNOW YOUR IBM</b>	<b>30 00</b>
This course will introduce you to the operation of your IBM PC (XT and AT), the IBM portable, or COMPAQ Portable or Deskpro It is designed to assist owners and users of IBM's in identifying basic maintenance and repair needs and in expanding their systems Basic explanations of component sections of the IBM — systemboard, memory, drives, keyboard, parallel and serial ports, monochrome and colour cards will be provided (Dove)	
Wed , Sept 18	V V I 6 30-9 30 p m 3 weeks

ENGINEERING

<b>HEATING, VENTILATING AND AIR CONDITIONING</b>	<b>110.00</b>
Learn the basic principles of design, operation and maintenance of heating, ventilating and air conditioning systems	
Wed , Sept 18	V V I 7 00-10 00 p m 13 weeks
<b>INTRODUCTION TO MACHINE SHOP</b>	<b>85 00</b>
Learn about various machines in the machine shop such as the lathe, shaper, drilling machine and grinders This hands-on course introduces the various machine operations through the manufacture of simple projects	
Tues , Sept 17	Van Tech (V V I) 7 00-10 00 p m 10 weeks
<b>MACHINIST T.Q. PREPARATION</b>	<b>85 00</b>
Assists qualifying machinists to write the Provincial Tradesman Qualification Examinations	
Mon & Wed , Sept 16	Van Tech V V I 7 00-10 00 p m 10 weeks

PRINTING

<b>INTRODUCTION TO GRAPHIC ARTS</b>	<b>55 00</b>
An overall outline of the printing production industry Major areas covered are the manufacture and uses of papers, the four main printing processes typesetting, the process camera, and finishing of the end product	
Mon , Sept 16	V V I 7 00-9 00 p m 10 weeks
<b>PRODUCTION CONTROL TECHNIQUES AND TERMINOLOGY</b>	<b>85 00</b>
Areas covered are basic technology, terminology, procedures in graphic reproduction, docket writing and job planning, equipment specifications and selection of materials, production coordination for printing	
Wed , Sept 18	V V I 7 00-10 00 p m 10 weeks

SEWING

<b>SEWING — RESTYLING, ALTERATIONS AND REPAIRS</b>	<b>117.50</b>
*START YOUR OWN BUSINESS *IMPROVE YOUR PRESENT SKILLS *ENHANCE YOUR EMPLOYMENT OPPORTUNITIES	
- Correct Needle Handling - Basting - Buttonhole Making (Thread) - Hand Felling - Backstitching - Invisible Tacking - Thread Marking - Cross Stitching	
are only a few of the topics covered VVI offers Part I of this restyling and alterations course to enhance your current skills	
Course will be of benefit to enterprising persons who make their living in the clothing industry Sales people, drycleaning and laundry operators, factory workers and those wishing to start their own business will want to investigate this professionally taught course	
Sept 17 - Oct 31	Tues /Thurs 6 30-9 30 p m
If sufficient interest is shown, Part 2 will be offered Jan /86	

WELDING

<b>WELDING, COMBINED GAS AND ARC</b>	<b>180 00</b>
Learn welding fundamentals and a working knowledge of the properties and characteristics of metal and equipment used Fee includes a charge for supplies	
Mon & Wed , Sept 16	Van Tech V V I 5 30-8 00 p m 10 weeks



Register by  
Phone  
using your  
VISA



## HEALTH SERVICES

### LEARN CPR — Cardio Pulmonary Resuscitation — and SAVE A LIFE!

To register for Health Services Courses phone VVI-CE Office 682-5844 and use your VISA card, or make cheque payable to V.C.C. & mail to V.V.I. — Continuing Education, 250 W. Pender St., Vancouver, B.C. V6B 1S9.

#### 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, Sept 18	V V I	6-10 p m	1 session
Tues, Oct 1	K E C	6-10 p m	1 session
Sat, Oct 19	K E C	9 a m -1 p m	1 session
Thurs, Nov 7	Langara	6-10 p m	1 session
Mon, Nov 18	Langara	6-10 p m	1 session
Mon, Dec 2	V V I	6-10 p m	1 session

#### 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 CPR, unconscious airway obstruction (infant), conscious choking infant and CPR for a child. Classes for a group of eight or more may be arranged off VCC premises.

Mon, Sept 16	V V I	6-10 p m	1 session
Sat, Oct 5	K E C	9 a m -1 p m	1 session
Wed, Oct 16	K E C	6-10 p m	1 session
Mon, Nov 4	Langara	6-10 p m	1 session
Wed, Nov 20	Langara	6-10 p m	1 session
Tues, Dec 3	V V I	6-10 p m	1 session

#### HEARTSAVER — BABY II 15.00

Prerequisite: Any recent CPR 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 CPR skills to a child.

Wed, Sept 25	V V I	6-10 p m	1 session
Sat, Oct 19	K E C	9 a m -1 p m	1 session
Wed, Nov 6	Langara	6-10 p m	1 session
Thurs, Dec 5	V V I	6-10 p m	1 session

#### BASIC LEVEL — CPR 25.00

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

Tues & Thurs, Sept 3 & 5	V V I	9-12 noon	2 sessions
Tues & Thurs, Sept 17 & 19	V V I	6-9 p m	2 sessions
Mon & Wed, Oct 7 & 9	K E C	6-9 p m	2 sessions
Tues & Thurs, Oct 22 & 24	K E C	6-9 p m	2 sessions
Sat, Oct 26	Langara	9 a m -4 p m	1 session
Tues & Thurs, Nov 12 & 14	Langara	6-9 p m	2 sessions
Sat, Nov 30	Langara	9 a m -4 p m	1 session
Mon & Wed, Dec 9 & 11	V V I	6-9 p m	2 sessions

#### BASIC LEVEL II — CPR 28.00

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

Tues & Thurs, Sept 10 & 12	V V I	9 a m -1 p m	2 sessions
Mon & Wed, Sept 23 & 25	V V I	6-10 p m	2 sessions
Mon & Wed, Oct 21 & 23	K E C	6-10 p m	2 sessions
Tues & Thurs, Nov 19 & 21	Langara	6-10 p m	2 sessions
Sat, Dec 7	V V I	8 30 am-5 pm	1 session

#### BASIC LEVEL I — CPR RECERTIFICATION 15.00

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

Sat, Oct 5	Langara	9 a m -12 noon	1 session
Sat, Oct 19	Langara	9 a m -12 noon	1 session
Wed, Nov 13	Langara	6-9 p m	1 session
Wed, Dec 4	V V I	6-9 p m	1 session

#### SURVIVAL FIRST AID/HEART SAVER 35.00

A 6-hour program designed by the Worker's 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 WCB and Heartsaver certificate from the Emergency Health Services issued upon successful completion.

Sat, Sept 21	V V I	9 a m -4 p m	1 session
Sat, Oct 26	K E C	9 a m -4 p m	1 session
Sat, Nov 23	Langara	9 a m -4 p m	1 session

#### EMERGENCY LEVEL FIRST AID (S.O.F.A.) 40.00

An 8-hour program in cooperation with St. John Ambulance. Successful participants will be awarded a 3-year first aid certificate. Wear comfortable clothing, slacks for women.

Sat, Sept 28	V V I	8 30 am-5 30 pm	1 session
Sat, Oct 12	K E C	8 30 am-5 30 pm	1 session
Sat, Oct 26	V V I	8 30 am-5 30 pm	1 session
Sat, Nov 2	Langara	8 30 am-5 30 pm	1 session
Sat, Nov 16	V V I	8 30 am-5 30 pm	1 session

#### RED CROSS EMERGENCY/HEARTSAVER 35.00

A 6-hour course for people with no health care background. Course content includes information necessary to deal with "time priority" emergency first aid situations. Topics include severe bleeding, shock, poisons and all information taught in the Heartsaver course. Red Cross Emergency First aid certificate valid for three years and CPR Heartsaver certificate valid for one year issued upon successful completion of the program.

Tues & Thurs, Sept 24 & 26	V V I	6-9 p m	2 sessions
Tues & Thurs, Oct 15 & 17	K E C	6-9 p m	2 sessions
Tues & Thurs, Nov 5 & 7	Langara	6-9 p m	2 sessions

#### RED CROSS STANDARD FIRST AID/HEARTSAVER 55.00

A 16-hour program for individuals requiring first aid skills and knowledge necessary to deal with life threatening situations and to provide assistance to persons in physical distress. Topics include secondary assessments, bone and joint injuries, head, neck and spinal injuries, wounds, burns, exposure and all information taught in the Red Cross Emergency/Heartsaver program. Red Cross Standard First Aid certificate valid for one year issued upon successful completion of the program.

Mon & Wed, Sept 30 & Oct 2, 7 & 9	K E C	6-10 p m	4 sessions
Mon, Tues, Nov 4, 5, 6 & 7	Langara	6-10 pm	4 sessions
Wed & Thurs			

#### HEARTSAVER — RECERTIFICATION 13.00

A 2-hour course of skills only for persons whose heartsaver certification is current or outdated by no more than 2 months.

Wed, Oct 16	K E C	7-9 p m	1 session
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#### BASIC LEVEL II — CPR RECERTIFICATION 19.00

A 4-hour course of skills only for persons whose Basic II certification is current or outdated by no more than 2 months. Practical and written exam.

Mon, Sept 16	V V I	6-10 p m	1 session
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#### STANDARD FIRST AID (SFA) 60.00

A 20-hour program in cooperation with St. John's Ambulance. Successful participants will be awarded a 3-year first aid certificate. Wear comfortable clothing, slacks for women.

Mon, Tues, Wed, Thurs	V V I	8 30 am-3 pm	4 sessions
Nov 18, 19, 20, 21			

## WORKSHOPS AND SHORT COURSES FOR NURSES

### WORKSHOPS and SHORT COURSES for NURSES

TO REGISTER for workshops and short courses, phone 687-1575 and use your VISA card or complete the registration form on page 2 and mail with your cheque, payable to Vancouver Community College, to Vancouver Community College, Continuing Education — Health Services, 250 W. Pender St., Vancouver, B.C. V6B 1S9.

#### CHILDBIRTH EDUCATORS PROGRAM

##### COURSE I: Core Content for Childbirth Educators 10.00

WHAT to teach in childbirth classes. A directed Independent Study, it includes ten modules and will take approximately 39 hours to complete.

Fri, Aug 2	V V I	I S	
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##### COURSE II: Teaching Skills for Adult Educators 175.00

HOW to teach. 15 hours of Directed Independent Study and 24 hours of class completion of Course I is a prerequisite. (M. Clauson)

Thurs, Sept 26 & 24, 31, Nov 7	V V I	9 am-4 pm	1 session
and Thurs, Oct 3, 10, 17		7-10 pm	6 sessions

##### COURSE III. Practicum for Childbirth Educators 75.00

Guided practice in teaching childbirth classes. Approximately 39 hours of class preparation, teaching, evaluation and observation.

Thurs, Oct 24 (anytime thereafter) SELECTED SETTINGS Total 39 hours

#### ACUPRESSURE — PART I 80.00

Jin Shin Do® Acupressure uses simple, direct finger pressure to help relieve common tensions and discomfort. For people who wish to learn a healing art for helping family and friends and for health professionals who wish to incorporate it into their current practice. Bring a bag lunch, notebook, foam pad and sheet. Fee includes chart and text book. (A. Porter)

Sat & Sun, Sept 21 & 22	K E C	9 a m -4 p m	2 sessions
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#### ACUPRESSURE — PART II 80.00

Is a continuation of Part I giving greater depth and theoretical material and exploring the emotional sources of tension. Bring a bag lunch, notebook, foam pad and sheet. (A. Porter)

Sun & Sun, Oct 26 & 27	K E C	9 am-4 pm	2 sessions
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#### VOCATIONAL TESTING FOR NURSES 68.00

What do YOU really want to do? Considering a career move either within nursing or outside of nursing altogether? Such career decision-making requires information about interest areas, personality characteristics and job-related values. Course includes vocational testing and interpretation. Fee includes tests and scoring. (T. Rochford)

Thurs, Sept 26 & Nov 7	V V I	7-8 30 pm	2 sessions
Nov 27		8 30 am-4 pm	

#### TEACHING SKILLS FOR ADULT EDUCATORS 175.00

For the Health Care Professional who is interested in improving teaching skills. 15 hours of directed independent study and 24 hours of class. (P. Moore)

Wed, Oct 2 & Oct 9, 16, 23, 30	V V I	9 am-4 pm	7 sessions
Nov 6, 13		7-10 pm	

#### PREVENTION AND MANAGEMENT OF VIOLENT BEHAVIOR IN THE ELDERLY 50.00

You will learn prevention and management of aggressive, violent behavior in the elderly. For nurses working with the elderly or the families of elderly patients. (G. Pallas)

Thurs, Nov 7	V V I	9 am-4 pm	1 session
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#### LIVING WITH ALLERGIES 40.00

(includes lunch) You will learn about the body functions involved in allergy related diseases. You will be able to recognize potentially allergenic foods, food additives and exercise-induced allergic disorders. Self management will be stressed. (L. Vacek)

Sat, Nov 23	K E C	9 am-4 pm	1 session
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#### Can We talk about SEXUALLY TRANSMITTED DISEASE 55.00

(includes lunch) For health care workers. AIDS, vaginitis, genital warts and Herpes Simplex genital infections will be discussed.

Sat, Nov 2	K E C	9 am-4 pm	1 session
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#### EFFECTIVE HEAD NURSE 235.00

You will learn to function effectively as a head nurse in a hospital or long term care setting. Includes elements of practical performance as well as theoretical foundations underlying effective behaviors. (E. Stilwell Baxter)

Wed, Sept 18 & Wed, Sept 25-Dec 11	V V I	9 am-4 pm	13 sessions
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#### COMPUTERS, NURSING AND YOU LEVEL I 55.00

For the nurse wishing to become familiar with the applications of computer technology to nursing. Basic concepts are introduced, then the major part of the course is hands-on both large and small computers. (J. Yensen)

Sat, Sept 21 & 28 OR Sat, Sept 21 & 28 OR	V V I	9 am-12 noon	2 sessions
Fri, Sept 27 & Oct 4 OR	V V I	1-4 pm	2 sessions
Sat, Nov 23 & 30	V V I	7-10 pm	2 sessions
		9 am - 12 noon	2 sessions

#### COMPUTERS, NURSING AND YOU LEVEL II 55.00

For the nurse who has completed Level I or its equivalent and who wishes to develop strategies for problem-solving in the work place, using available computer technology. (J. Yensen)

Fri, Nov 22 & 29 OR Sat, Nov 23 & 30	V V I	7-10 pm	2 sessions
		1-4 pm	2 sessions

#### ADVANCED CONCEPTS IN RESPIRATORY MANAGEMENT 90.00

after Sept 1 - 100.00 You will learn about new advances in ventilator management, the hemodynamics or respiratory disease and the pharmacological aspects of respiratory management. For R N's working in critical care units.

Thurs & Fri, Sept 26 & 27	Holiday Inn Harbourside	9 00 am-4 00 pm	2 sessions
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#### HEAD TO TOE ASSESSMENT 50.00

For nurses working in the community or hospital. You will learn to use a systematic approach to assessing and charting collected data. (B. Minvielle)

Tues, Oct 15	V V I	9 00 am-4 00 pm	1 session
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#### NEUROLOGICAL ASSESSMENT 50.00

Nurses will learn to use a coma scale, collect data from other sources, describe diagnostic procedures and plan nursing care for selected neurological disorders.

Wed, Oct 23	V V I	9 00 am-4 00 pm	1 session
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#### LEGAL LIABILITY AND THE NURSE — A Canadian Perspective 150.00

after Oct. 4 - 175.00 Mary Philpott, author of *Legal Liability and the Nursing Process*, will discuss the Tort of Negligence, Tort of Battery, Incident Reports and Rights and Responsibilities of the Nurse. Keynote speaker on Wednesday evening — Susan Nelles Pine.

Wed, Oct 16	Four Seasons	7 30-10 pm	
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Thurs & Fri, Oct 17 & 18 9 00 am-4 00 pm 3 sessions

#### ACID BASE BALANCE 45.00

You will learn to interpret blood gas results and plan appropriate nursing interventions. (C. Zeilke)

Mon, Oct 28	V V I	9 00 am-4 00 pm	1 session
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#### ADVANCED ELECTROCARDIOGRAPHY FOR NURSES 105.00

For the nurse already proficient in basic dysrhythmia interpretation. You will learn to interpret 12 lead ECG's, determine axis and outline the role of the nurse in arrhythmia prevention. (J. Cooper)

Fri, & Sat, Nov 1 & 2	Holiday Inn	9 00 am-4 00 pm	2 sessions
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Harbourside

#### THE DILEMMA SAFE STAFFING OR BUDGET RESTRAINT 60.00 (incl lunch)

For the nurse manager faced with limited staff and ever-increasing workload. Learn to differentiate between the unsafe and the stressful situation, and the essential and non-essential in setting priorities and to delegate effectively. (N. Clark)

Sat, Nov 2	V V I	9 00 am-4 00 pm	1 session
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#### STERILE SUPPLY PROCESSING AIDE PROGRAM 360.00

You will learn to work as an aide in the sterile supply processing department or operating room of an acute care institution, rehabilitation centre or medical clinic. Classroom, laboratory and clinical experience included.

Mon - Fri, Sept 16-Oct 28			
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St. Paul's Hosp. 6 hr/day (day or evening) 31 sessions

## ALCOHOL & DRUG ADDICTION

#### ALCOHOL & DRUG COUNSELLING SKILLS 4001 75.00

You will learn the unique nature of counselling alcoholics (delusion, denial, relapses, manipulation) and the stages in the process of dependency, intervention, treatment, and recovery. Emphasis will be on equipping a person to be a skilled helper in areas such as attending, empathy and confrontation. Course is appropriate for friends and family members as well as for professionals. (Kaufman)

Tues, Sept 17	Langara	7 00-10 00 p m	9 weeks
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#### TECHNIQUES FOR ALCOHOL & DRUG COUNSELLING 4002 75.00

You will learn and practice such techniques as assertiveness training, self-management techniques, family counselling, stress management, relaxation training, sex and occupation counselling. May be taken simultaneously with Alcohol & Drug Counselling Skills. (Harter)

Wed, Sept 18	Langara	7 00-10 00 pm	9 weeks
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#### ISSUES ON ALCOHOL & DRUG DEPENDENCY 4003 55.00

Course focus on pharmacology, treatment plans, community resources, the special problems of women addicts, the counselling of families, spiritual aspects of recovery, and case studies. Intended for personal interest or for professionals. (Harter/Kaufman)

Thurs, Sept 19	Langara	7 00-9 30 p m	8 weeks
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#### STRESS — EIGHT DAYS TO RESOLVING 4004 65.00

You will learn to identify sources of stress destructive to you, to cope effectively with daily stressors, to introduce dynamics for resolving stress at its origin, to reveal the relationship of stress to health, and outline a lifestyle of wellness. Cost includes material fees. (Harter/Harter)

Tues, Sept 17	Langara	7 00-9 30 p m	8 weeks
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#### HELPING THOSE YOU CARE ABOUT 4005 10.00

You will learn to help a friend or family member who is having problems, including those related to alcohol and drug abuse, rebellious children, depression, etc. 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. (Harter)

Mon, Sept 30	Langara	7 30-9 30 p m	1 session
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#### ANOTHER CHANCE — HOPE FOR THE HURTING FAMILY 4006 10.00

This seminar will explore the behaviour and feelings of families in crisis including those affected by alcohol and drug abuse. The focus will be on how to break the pattern of crisis and to restore hope and health for all family members. (Kaufman)

Mon, Oct 7	Langara	7 30-9 30 p m	1 session
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Register by  
Phone  
using your  
VISA



## CONTINUING EDUCATION PHONE NUMBERS:

Vancouver Vocational Institute 682-5844  
King Edward Campus 875-8200  
Langara Campus 324-5322

### REGISTRATION

V V I  
- Monday to Thursday, 10 00 a.m. - 8 00 p.m.  
- Friday, 10 00 a.m. - 3 00 p.m.  
- Saturday, 9 00 a.m. - 2 00 p.m.  
  
K E C & LANGARA CAMPUS  
- Monday to Friday, 9 00 a.m. - 3 00 p.m.  
After September 2  
- Monday to Thursday, 9 00 a.m. - 8 00 p.m.  
- Friday, 9 00 a.m. - 3 00 p.m.

## COMMERCIAL ART AND DESIGN

**AIRBRUSH ILLUSTRATION, BASIC 95 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. (P. Sherstobitoff) Register V V I  
Thurs, Sept 19 Van Tech 7 00-10 00 p.m. 10 weeks

**AIRBRUSH ILLUSTRATION, ADVANCED 95 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) Register V V I  
Wed, Sept 18 Van Tech 7 00-10 00 p.m. 10 weeks

**CARTOONING, BASIC 85 00**  
Learn an understanding of drawing techniques, tools, and the principles of composition and design to prepare cartoons for reproduction. Demonstrations and assignments. (G. Metzger)  
Sat, Sept 21 V V I 9 30 a.m. - 12 30 p.m. 10 weeks

**DESIGN AND DISPLAY TECHNIQUES 85.00**  
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. (R. Snukal)  
Mon, Sept 16 V V I 7 00-10 00 p.m. 10 weeks

**DRAWING, BASIC (COMMERCIAL ART) 95 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, Sept 21 V V I 1 30 p.m. - 4 30 p.m. 10 weeks

**DRAWING, ADVANCED 95.00**  
If you have some basic drawing and want to move to the next stage of development, learn about perspective, structure, anatomy and models. Both models and still objects are used. Registration fee includes the cost of models. (R. Sen)  
Tues, Sept 17 V V I 7 00-10 00 p.m. 10 weeks

**DRAWING ON THE RIGHT SIDE OF THE BRAIN 70 00**  
If you wish to draw in either a professional or personal capacity, you will learn through systematic exercises a better understanding of visual perceptions concerning right side brain functions. (K. Juhl)  
Tues, Sept 17 V V I 7 00-10 00 p.m. 8 weeks  
Sat, Sept 21 V V I 9 30 a.m. - 12 30 p.m. 8 weeks

**GRAPHIC DESIGN — AN INTRODUCTION 95 00**  
Examine the problems of design layout, rendering, lettering and the theory of advertising. (Nouwens/Lim)  
Thurs, Sept 19 V V I 7 00-10 00 p.m. 10 weeks  
Sat, Sept 21 V V I 9 30 a.m. - 12 30 p.m. 10 weeks

**GRAPHIC DESIGN — PRINTING AND PRODUCTION TECHNIQUES 105.00**  
For 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, Sept 18 V V I 7 00-10 00 p.m. 12 weeks

**ILLUSTRATION FOR GRAPHIC DESIGN 70.00**  
Explore a wide range of illustration techniques as applied in advertising and various print media. Colour theory and basic design are covered. (S. Perrotti)  
Tues, Sept 17 V V I 7 00-10 00 p.m. 8 weeks

**INTERIOR DESIGN — BASIC 85.00**  
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. (G. Lawrence)  
Thurs, Sept 19 V V I 7 00-10 00 p.m. 10 weeks

**PAINTING BASIC — WATERCOLOUR 95 00**  
Develop the skills necessary to paint in watercolours or render architectural illustrations. Materials and techniques used in traditional and contemporary watercolour paintings are studied. 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, Sept 21 V V I 9 30 a.m. - 12 30 p.m. 10 weeks

**PAINTING, ADVANCED 95.00**  
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)  
Thurs, Sept 19 V V I 7 00-10 00 p.m. 10 weeks

**PASTE-UP AND ASSEMBLY TECHNIQUES 95 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, Sept 17 V V I 7 00-10 00 p.m. 10 weeks

**PATTERN MAKING AND DESIGN 85.00**  
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, Sept 16 V V I 7 00-10 00 p.m. 10 weeks  
Wed, Sept 18 V V I 7 00-10 00 p.m. 10 weeks

**PERSPECTIVE DRAWING AND RENDERING 100 00**  
Presentation drawings will be developed using one and two point perspectives, shadows, colour and reflections. Knowledge of geometry and some drafting ability required. (G. Finlay)  
Thurs, Sept 19 V V I 6 30-10 00 p.m. 10 weeks

**PORTFOLIO PRESENTATION 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, Sept 28 V V I 9 00 a.m. - 2 00 p.m. 1 day

**SIGN PAINTING — AN INTRODUCTION 90 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. (P. Bone) Register at V V I  
Wed, Sept 18 Van Tech 7 00-10 00 p.m. 10 weeks

**SELL YOUR ART! 25.00**  
Learn how to prepare the marketing techniques, visual presentations, and a general study of the psychology of marketing commercial art and printing. (N. Jakubke)  
Sat, Sept 28 V V I 9 00 a.m. - 5 00 p.m. 1 day

**FASHION ILLUSTRATION — BASIC 35 00**  
This workshop has been designed for students interested in pursuing a career in fashion illustration. You will learn the basic techniques of illustrating. Using proportion and anatomy. (J. Shilander)  
Sat, Oct 19 V V I 1 00-5 00 p.m. 2 weeks

**PROPOSED PROGRAM IN FASHION DESIGN**  
Are you interested in a career in FASHION DESIGN? Plans are underway for developing a part-time program for those interested in all aspects of fashion design, including pattern making, fashion illustration, costumes, textiles, garment construction and business management. If you would like further information or to be put on a mailing list please call 875-8200. Classes to begin in Jan., 1986.

## PHOTOGRAPHY

These photography courses are designed for the serious amateur, those who use photography in their work or for those employed in the photographic industry. They can be taken for general interest or for credits towards the Business Administration Certificate offered by the Continuing Education Division of V C C. The photography courses are taught by working professionals in fully equipped studios and darkroom facilities using professional equipment. The classes are limited in size.

Registration at Focal Point (4474 W. 10th Ave.) will be held from 11 00 a.m. to 4 30 p.m. Tues. through Sat., beginning Sept 3rd. Evening registration will be from 7 00 p.m. - 9 00 p.m. on Sept 3rd and 4th only.

**BASIC PHOTOGRAPHY 1000 100 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. (Hayes)  
Mon, Sept 16 Focal Point 7 00-10 00 p.m. 10 weeks  
Tues, Sept 17 Focal Point 12 30-3 30 p.m. 10 weeks  
Tues, Sept 17 Focal Point 7 00-10 00 p.m. 10 weeks

**INTERMEDIATE PHOTOGRAPHY 2000 115.00**  
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. (Miles, Sheldon)  
Mon, Sept 16 Focal Point 7 00-10 00 p.m. 10 weeks  
Tues, Sept 17 Focal Point 12 30-3 30 p.m. 10 weeks  
Tues, Sept 17 Focal Point 7 00-10 00 p.m. 10 weeks

**ADVANCED PHOTOGRAPHY 3000 125.00**  
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, photo-journalistic and various studio subjects. Prerequisite: "Intermediate Photography 2000" or equivalent. (Otte)  
Wed, Sept 18 Focal Point 7 00-10 00 p.m. 10 weeks

**BASIC DARKROOM 1000 110.00**  
Learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, and print finishing techniques. (Swinnard)  
Wed, Sept 18 Focal Point 7 00-10 00 p.m. 10 weeks  
Sat, Sept 21 Focal Point 10 00 a.m. - 1 00 p.m. 10 weeks  
Sat, Sept 21 Focal Point 1 30-4 30 p.m. 10 weeks

**INTERMEDIATE DARKROOM 2000 115.00**  
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. (Swinnard)  
Thurs, Sept 19 Focal Point 7 00-10 00 p.m. 10 weeks

**PHOTO RETOUCHING 1000 105 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. (Leathem)  
Thurs, Sept 19 V V I 7 00-10 00 p.m. 10 weeks

**COMMERCIAL PHOTOGRAPHY 3100 \*New Course\* 160 00**  
This course will give students practical experience in the field of commercial photography with emphasis placed on advertising. Students will be given assignments each stage of which will be followed and guided by a professional art director and photographer. Topics will include working with clients, art directors and models, composing layouts, and getting the most out of photographic equipment and lighting. Students must have completed "Intermediate Photography 2000" or equivalent. (R. Miles/T. Aoki)  
Thurs, Sept 19 Focal Point 7 00-10 00 p.m. 10 weeks

## WORKSHOPS

**FASHION PHOTOGRAPHY 2000 110 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. (T. Harvey) 3 days  
Sat, Oct 26 Focal Point 10 00 a.m. - 4 00 p.m. Lecture/Demo  
Sun, Oct 27 Focal Point T B A Workshop  
Sat, Nov 9 Focal Point 9 00 a.m. - 4 00 p.m. Lecture/Critique

**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) 3 days  
Sat, Nov 23 Focal Point 10 00 a.m. - 4 00 p.m. Lecture/Demo  
Sun, Nov 24 Focal Point T B A Workshop  
Sat, Dec 7 Focal Point 10 00 a.m. - 4 00 p.m. Lecture/Critique

**4 x 5 VIEW CAMERA 2000 100.00**  
Through lectures, demonstrations, and hands-on practice using the 4x5 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) 3 days  
Sat, Oct 5 Focal Point 10 00 a.m. - 4 00 p.m. Lecture/Demo  
Sun, Oct 6 Focal Point T B A Workshop  
Sat, Oct 19 Focal Point 10 00 a.m. - 4 00 p.m. Lecture/Demo

**HAND TINTING PHOTOGRAPHS 1000 50.00**  
Explore the techniques of photo-tinting and colour theory. Techniques include applications of various mediums to appropriate photographic papers. (K. Hawkes)  
Sat, Sept 28 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 35mm camera photography of children in various situations using artificial and natural light. (Hayes) 3 days  
Sat, Sept 28 Focal Point 10 00 a.m. - 4 00 p.m. Lecture/Demo  
Sun, Sept 29 Focal Point T B A Workshop  
Sat, Oct 19 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 various media are discussed. (Otte)  
Sat, Nov 9 Focal Point 10 00 a.m. - 4 00 p.m. Lecture/Demo  
Sun, Nov 10 Focal Point T B A Field Trip  
Sat, Nov 16 Focal Point T B A Workshop  
Sat, Nov 23 Focal Point 10 00 a.m. - 4 00 p.m. Lecture/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. 1 day  
Sat, Nov 30 Focal Point 10 00 a.m. - 4 00 p.m. Lecture/Workshop

## COURSES WITH NO B.A.C. CREDIT

**PHOTOGRAPHY — THE ART OF AMATEUR 5212 45.00**  
Improve the artistic quality of your photographs. Identify the mood or idea you want to communicate and selecting the best viewpoint, exposure, focus and composition. Illustrated talks, discussion, assignments and one Sunday field trip along with 6 Monday sessions make up this course. (Dunbar)  
Mon, Sept 16 Langara 8 00-10 00 p.m. 6 weeks

**PHOTOGRAPHY — BEGINNERS 5213 20.00**  
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, Sept 17 Langara 8 00-10 00 p.m. 3 weeks

## JEWELLERY

**CREATIVE JEWELLERY — BASIC SKILLS 185 00**  
You will learn the fundamental skills needed in jewellery making. Traditional as well as contemporary materials will be used. The interrelationship between design and workmanship will be stressed. No experience required.  
Mon, Sept 16 V V I 9 00 a.m. - 4 00 p.m. 11 weeks

**JEWELLERY MAKING WORKSHOP — ADVANCED 215 00**  
You will further explore and develop various techniques and approaches learned in the Basic Skills course. Practical experience on more advanced and complicated projects will be encouraged. Prerequisites — successful completion of the Basic Skills Course  
Tues, Sept 17 V V I 9 00 a.m. - 4 00 p.m. 13 weeks

**CASTING TECHNIQUES FOR JEWELLERY AND SMALL SCULPTURE 135 00**  
This course will introduce the practical application of several ancient casting techniques including lost wax, centrifugal, sand and cuttlefish bone. Students will be encouraged to develop three-dimensional designs using the wax carving process. No experience required.  
Wed, Sept 18 V V I 9 00 a.m. - 4 00 p.m. 8 weeks

**ELEMENTS OF JEWELLERY DESIGN 66 00**  
You will learn the basic elements of design theory and their application in contemporary jewellery. Lectures and discussions will be supplemented with films and slide presentations. Emphasis will be placed on the nature of three-dimensional forms. You will develop awareness of visual elements such as line, shape, mass and texture. No experience required.  
Thurs, Sept 19 V V I 9 00 a.m. - 4 00 p.m. 4 weeks

**JEWELLERY DESIGN — PRACTICAL WORKSHOP 132 00**  
This course will stress practical application of the elements of jewellery design. Through a series of exercises and projects you will develop an individual approach to design. Emphasis will be on the use of non-traditional materials. Prerequisites — Successful completion of Elements of Jewellery Design Course and a familiarity with the basic skills of Jewellery making.  
Thurs, Oct 17 V V I 9 00 a.m. - 4 00 p.m. 8 weeks



CALLIGRAPHY

A TASTE OF CALLIGRAPHY 10.00

A fresh intense look at the beautiful and versatile Italic hand These mini workshops insure you of a positive approach toward mastery of the hand Paper and pens available (Poskitt)  
Wed , Sept 11 (4201) Langara 7 00-10 00 p m 1 session  
Thurs , Sept 12 (4202) Langara 7 00-10 00 p m 1 session

CALLIGRAPHY BEGINNERS ITALIC LEVEL 1 50.00

Learn the basic skills of Italic writing with the edged pen This practical yet beautiful style develops into fast legible handwnting that may be used for everyday "cursive" writing (letters, notetaking) or for more formal occasions on invitations, gifts, cards, posters, etc Instructor will advise of supply requirements at first class (Bryan/Poskitt)  
Mon , Sept 16 (4203) Langara 5 30-7 30 p m 8 weeks  
Tues , Sept 17(4204) Langara 5 30-9 30 p m 8 weeks  
Thurs , Sept 19 (4205) Langara 7 30-9 30 p m 8 weeks  
Sat , Sept 21 (4206) Langara 9 30 a m - 11 30 a m 8 weeks

INTERMEDIATE CALLIGRAPHY: LEVEL 2 50.00

Learn early letter forms A comprehensive introduction to the alphabets Roman, Square Capitals, Rustic, Uncial, Carolingian, Gothic, Foundational, Compressed Italic, Copperplate and their uses Keeping and maintaining a good Italic hand is also emphasized through practise with the edged pen (Poskitt)  
Tues , Sept 17 (4207) Langara 7 30-9 30 p m 8 weeks  
Thurs , Sept 18 (4208) Langara 5 30-7 30 p m 8 weeks

DESIGN A BEAUTIFUL BORDER 35.00

Seeing is believing! Your own hand-done ornamentation that borders your lettered prece Course covers style, colour and porportion of the letters and ornament work with text (May)  
Wed , Sept 18 (4209) Langara 7 30-9 30 p m 6 weeks

CELTIC ILLUMINATION 35.00

With this simple step by step beginning you will learn the intricate patterns that monks and scribes of early Celtic times used to enhance and embellish their precious books (Meehan)  
Sat , Sept 21 (4210) Langara 10 00 a m - 12 noon 6 weeks

CREATING A SMALL MANUSCRIPT BOOK 35.00

You will design and construct an elegant and beautiful manuscript book, a keepsake to treasure or a warm gift for family or friends Material requirements available first night (Jones)  
Thurs , Sept 19 (4211) Langara 7 30-9 30 p m 6 weeks

FINAL TOUCH 45.00

Effective layout and presentation will be explored from conception to completion through meaningful critiques of your own ongoing project (Jackson)  
Tues , Sept 17 (4212) Langara 7 30-9 30 p m 8 weeks

FOUNDATIONAL HAND 45.00

You will attain a sound knowledge of this letter form as you work through the refinements of the Roundhand strokes and its many practical uses Supplies available first night (Cowan)  
Wed , Sept 18 (4213) Langara 7 30-9 30 p m 8 weeks

MAKE YOUR OWN SPACE 35 00

You will gain an appreciation for simple layout techniques that will give new dimensions to your calligraphy (Bryan)  
Wed , Sept 18 (4215) Langara 5 30-7 30 p m 6 weeks

WITH A TWIST OF THE PEN 35 00

You will learn to do broad-edged pen manipulation to achieve a distinctive new look to the small and capital letters of our alphabet Bring broad-edged pen and ink Teacher will advise on supplies (Williams)  
Mon , Sept 16 (4216) Langara 7 30-9 30 p m 6 weeks

ITALIC CORRESPONDENCE COURSE (4217) 60.00

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)

CHRISTMAS CARD WORKSHOP 4102 35.00

During this fun-filled workshop you will create your own card designs for Christmas and other occasions Instruction in calligraphy, watercolour, simple printmaking, pen and ink sketching and more (Various)  
Sat & Sun , Sept 28/29 (4102) Langara 9 30 a m -2 30 p m 2 days

CALLIGRAPHY WORKSHOPS with  
IRENE POSKITT

Special workshops in all phases of calligraphy are in our planning Leave your name, address and 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

VISUAL ARTS

THE COLOUR COORDINATOR 4101 20.00

Confused about colour? Learn the secrets of seasoned professionals Learn how to coordinate colours when decorating your home, choosing fabrics, buying clothes, etc Ask for supply list when registering (V Skemp)  
Sat , Sept 21 Langara 9 30 a m - 2 30 p m 1 day

DRAWING — BASIC 4103 65 00

Are you interested in learning to draw? Beginners are welcome in this course which focuses on the use of drawing exercises that will enable you to see, and therefore draw, in a fresh way Drawing materials include pencil, graphite, conte, and pen and ink Some life drawing (models) (B Lyon)  
Wed , Sept 18 Langara 7 30-9 30 p m 10 weeks

DRAWING — EXPLORATORY 4104 65 00

Using a variety of media including some colour options and related visual resources (photographs and slides), you will learn interesting ways of approaching drawing Portraits, plants, animal and bird forms will be tackled using felt pens, graphite, pastels, pencil crayon and conte No drawing experience necessary (M Vanderpant)  
Thurs , Sept 19 Langara 7 30-9 30 p m 10 weeks

DRAWING — LIFE 4105 70.00

Examine the scope of visual language in detail by working from live models In addition to the principles of colour, movement and gesture you will be presented with the challenge of memory drawing, new media and more Models at all classes (N Wedman)  
Tues , Sept 17 Langara 7 30-9 30 p m 10 weeks

DRAWING AND PAINTING 4106 65.00

Make the transition from drawing to painting and from black and white to colour Emphasis will be placed upon colour, pattern and texture in your work Acrylic paints and some gouache will be used (No oils please) All levels welcome (R Marshall)  
Thurs , Sept 19 Langara 7 30-9 30 p m 10 weeks

DRAWING AND SCULPTURE 4107 70.00

Explore foundation level sculpture processes and skills through clay modelling and drawing studies All levels welcome Clay supplied Models (D Murray)  
Thurs , Sept 19 Langara 7 30-9 30 p m 10 weeks

NATURE PRINTING WORKSHOP 4108 35 00

Learn the art of printing (making ink impressions) of your favourite plants (cultivated and wild flowers, grasses and weeds) onto paper The results can be beautiful prints suitable for framing or they can be used as greeting cards, bookmarks and gift enclosures or you may wish to print directly onto T-shirts or aprons A demonstration of fish printing will be included if time permits (E Zbar)  
Sat & Sun Sept 21 & 22 Langara 9 30 a m -2 30 p m 2 days

PAINTING — OIL 4109 85.00

Learn to paint landscapes and seascapes (focusing on achieving realistic watery looking oceans) or paint a still life of your choice Twenty hours of instruction , encouragement and constructive criticism from instructor/artist David Young  
Sat , Sept 21 Langara 9 00-11 00 p m 10 weeks

PORTRAITURE 4110 68 00

Concentrate on the beauty of the human form and in particular the form of the face Learn how different drawing materials (pencils, charcoal, conte, pastels and ink) produce strikingly different drawings All levels welcome (H Kowellek)  
Mon , Sept 16 Langara 7 30-9 30 p m 10 weeks

REALISM 4111 65.00

If you wish to achieve "realism" in your drawing and painting, this course is designed for you Various aspects of drawing and painting will be addressed with specific emphasis on shading techniques, shadow formation, reflections and colour control (H Kowallek)  
Thurs , Sept 19 Langara 7 30-9 30 p m 10 weeks

TOLE PAINTING LEVEL 1 4112 65.00

Learn the basics of this folk art while creating a beautiful hand painted tray (or project of your choice) No drawing ability necessary (V Skemp)  
Mon , Sept 16 Langara 6 00-8 00 10 weeks

TOLE PAINTING 2 4113 65.00

Expand upon your skills in this folk art Hand paint your choice of furniture Bring supplies (V Skemp)  
Mon , Sept 16 Langara 8 00-10 00 p m 10 weeks

WATERCOLOUR LEVEL 1 4114 65.00

Learn to stretch paper, lay washes and use the exciting and challenging medium of watercolour Beginners welcome (H Kowallek)  
Sat , Sept 21 Langara 9 30-11 30 a m 10 weeks

WATERCOLOUR LEVEL 2 4115 65 00

An extension course for those students who have had basic instruction in the art of watercolour and wish to continue learning in a classroom atmosphere Individual progress and development emphasized (H Kowallek)  
Sat , Sept 21 Langara 12 00 noon-2 00 p m 10 weeks

NORTHWEST COAST INDIAN ART APPRECIATION 35.00

In conjunction with U.B.C. Museum of Anthropology, Vancouver Community College is offering an introductory course dealing with the art of B.C.'s coastal Indians. Emphasis on cultural styles, two-dimensional design, recognizing life forms, the role of art in the potlatch, winter ceremonies and daily life, and an examination of the contemporary revival of N.W. Coast Indian Art. Course includes a free pass to Museum of Anthropology until Nov. 30, 1985. Members of the Museum of Anthropology — \$3.00 discount For more information please call Wayne Deale, Vancouver Community College, Continuing Education, 875-8200 Register at K.E.C.  
Tues , Oct 8 Museum of Anthropology 7 00-9 00 pm 4 weeks

FLORAL DESIGN

FLORAL DESIGN I 195.00

Learn floral design and the florist industry Topics include plant and cut flower care, design theory, business practice, merchandising and practical labs Fee includes the cost of flowers Bring shears and a knife (McPhee)  
Mon /Tues , Sept 16 K E C 6 30-9 30 p m 6 weeks

FLORAL DESIGN II 205 00

Further your knowledge and skills in floral design and the florist industry Topics include wedding, funeral and Chrstmas work (theory and practical) Prerequisite Basic Floral Design I or have wiring, taping and basic design skills The fee includes the cost of flowers Bring shears, a florist knife or sharp pocket knife and wire cutters to all classes (McPhee)  
Mon /Tues , Nov 4 K E C 6 30-9 30 p m 6 weeks

RESIDENTIAL DESIGN

INTRODUCTION TO RESIDENTIAL INTERIOR DESIGN PART I 40.00

Learn personal expression in functional interiors Topics include space planning, scaled layouts, the history and development of furniture, style planning and colour theory Find practical solutions for your residential design projects Irene Leviton is a Vancouver residential interior designer  
Wed , Sept 25 K E C 7 30-9 30 p m 5 weeks

INTRODUCTION TO RESIDENTIAL INTERIOR DESIGN PART II 40.00

This course builds upon concepts introduced in Part I Topics to be discussed are textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures Irene Leviton  
Wed , Oct 30 K E C 7 30-9 30 p m 5 weeks

RESIDENTIAL KITCHEN DESIGN 45.00

V C C Continuing Education in conjunction with Contour Kitchen Design Ltd present a unique course in design for those considering a renovation and information concerning current styles, fashions, planning and what products are used to create some of Vancouver's most glamorous kitchens Register at K E C  
Tues , Oct 8 7 00-9 00 p m 4 weeks  
CONTOUR KITCHEN DESIGNS 5503 W Boulevard Vancouver, B C

CHOOSING EXTERIOR COLOURS 30.00

Inspired by their environs many Vancouver homeowners may wish to express themselves through choice of colour for their residence Course will deal with comparisons of architectural colouration historically and climatically, colour theory and placement, and interior-exterior coordination You will create colour schemes on line drawings provided by the instructor Bring several photographs of your house and a lunch Judy Dennis and Cynthia Baxter are designers Register at K E C  
Sat , Oct 5 Langara 10 00 a m - 3 30 p m 1 session  
OR  
Sat , Oct 19 10 00 a m - 3 30 p m 1 session  
DESIGN WEST INTERIORS  
3396 Manne Drive  
West Vancouver, B C

CONTRACTING AND CARPENTRY

HOW TO GET THE MOST OUT OF YOUR CONTRACTOR 15.00

Learn how to hire good contractors Find out how to hire, inspire, and (if necessary) fire a contractor and to avoid aggravating pitfalls before they occur (K Broad)  
Sat , Oct 5 K E C 9 30 a m - 12 30 p m 1 session

HOW TO MAKE YOUR HOUSE SELL FAST! 15.00

Find out what makes one house sell quickly while others gather dust in the agent's files You will learn how to increase your chances for a fast sale (K Broad)  
Sat , Oct 19 K E C 9 30 a m - 12 30 p m 1 session

RENOVATIONS THAT PAY 15 00

Put \$ into your house — not down the drain Learn why some expensive improvements can actually reduce the value of your home while other low-cost alterations can greatly increase its value (K Broad)  
Sat , Oct 12 K E C 9 30 a m - 12 30 p m 1 session

BUYING A HEALTHY HOUSE 45.00

Buyer Beware!! There are no money back guarantees when you buy an older house — so protect yourself before you buy Learn how to thoroughly inspect the physical condition of the house for termites, rot, shoddy construction, as well as electrical plumbing and heating systems for safety and reliability Keith Broad is a professional inspector and general contractor (K Broad)  
Tues , Oct 1 K E C 7 00-9 00 p m 6 weeks

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 filing cabinet or a solid oak wine rack with lift off serving tray Materials extra Oak cabinet 90 00, wine rack 45 00 (M Green)  
Sat , Oct 5 K E C 9 30 a m - 12 30 p m 8 weeks

INSTRUMENTAL MUSIC

BRASS: BEGINNERS 35.00

An introduction to playing a brass instrument Topics covered are correct breathing, articulation, tone production and proper maintenance Bring your own instrument (large instruments available) (T Greene)  
Thurs , Sept 19 K E C 7 00-8 00 p m 10 weeks

CLARINET: BEGINNERS 35.00

Learn the assembly and maintenance of the instrument, proper embouchure techniques, and basic playing skills (J Nolan)  
Mon , Sept 16 K E C 6 00-7 00 p m 10 weeks

CLARINET. INTERMEDIATE 35.00

Further development of playing skills, with emphasis on ensemble playing (J Nolan)  
Mon , Sept 16 K E C 7 00-8 00 p m 10 weeks

FLUTE I 35.00

Introduces you to tone production, notation, and basic playing skills, involving some ensemble work Bring your flute (F Cory)

FLUTE 2 35.00

For those who have completed Flute I, or can play up to two octaves Some ensemble work Bring your flute (F Cory)  
Tues , Sept 17 K E C 7 00-8 00 p m 10 weeks

GUITAR BEGINNERS 1 65.00

Basic theory and note-reading with chording and accompaniment styles for contemporary folk songs Both plectrum and finger styles are used Bring your guitar and a music stand Held at Langara Campus, 100 W 49th Ave (J Ainsworth)  
Tues , Sept 17 Langara 6 00-8 00 p m 10 weeks

GUITAR. BEGINNERS 2 65.00

Theory and playing using notes on all six strings Emphasis on movable chord patterns and substitutions Content may vary depending upon the ability of the group Bring your guitar and a music stand Held at Langara Campus, 100 W 49th Ave (J Ainsworth)  
Tues , Sept 17 Langara 8 00-10 00 p m 10 weeks

GUITAR FOLK STYLES 65.00

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 W 49th Ave (J Ainsworth)  
Thurs , Sept 19 Langara 6 00-8 00 p m 10 weeks

GUITAR: CHORD MELODY TECHNIQUE 60 00

The first step in being able to do 'instant' arrangements based on a simple melody line The principles of chord melody, and substitutions will be applied to a limited number of songs so the student experiences the process leading to a final arrangement Students should be familiar with the musical staff and have some knowledge of bar chords Held at Langara Campus, 100 W 49th Ave  
Thurs , Sept 19 Langara 8 00-10 00 p m 10 weeks

GUITAR: JAZZ-ROCK IMPROVISATION 35.00

Learn to improvise solo lines, expand chord vocabulary and jazz-rock rhythms Prerequisite knowledge of basic chords and major scales (D Jahnke)  
Mon , Sept 16 K E C 8 00-9 00 p m 10 weeks



<b>GUITAR: JAZZ-ROCK IMPROVISATION — INTERMEDIATE</b>	<b>35.00</b>
Develop solo lines using various scales and arpeggios, chord solos and melody, altered voicing and voice leading, and various styles of accompaniment Must read music (D Jahnke)	
Mon , Sept 16 K E C 9 00-10 00 p m	10 weeks
<b>RECORDER. BEGINNER</b>	<b>48.00</b>
Learn to play an instrument that is beautiful in tone, versatile and easy The basics of reading music are introduced with the techniques of playing Bring a soprano, alto, or tenor recorder to the first class Text Hugh Orr, <b>Basic Recorder Technique</b> for your size of recorder (M A Franson)	
Mon , Sept 16 K E C 8 00-9 00 p m	10 weeks
<b>RECORDER: INTERMEDIATE</b>	<b>45.00</b>
Techniques and ensemble playing using primarily Renaissance literature You should be familiar with all the notes within two octaves of the soprano, alto, or tenor recorder (M A Franson)	
Mon , Sept 16 K E C 7 00-8 00 p m	10 weeks
<b>SAXOPHONE BEGINNERS</b>	<b>35 00</b>
You will learn proper holding, breathing, tone, and basic playing skills to start you on your way (W Diggins)	
Wed , Sept 18 K E C 6 00-7 00 p m	10 weeks
<b>SAXOPHONE: INTERMEDIATE</b>	<b>35.00</b>
'Brush up' or improve your reading ability Also some lines and riffs will be analyzed for playing and jamming in rock, blues, and jazz idioms The class is a continuation of Saxophone beginners however students with some background will be accepted (W Diggins)	
Wed , Sept 18 K E C 7 00-8 00 p m	10 weeks

## VOCAL MUSIC

<b>VOCAL COACHING</b>	<b>115.00</b>
Group and private lessons combined Develop strength, extension of range and vocal ease in performance Admission with instructor's approval (Mon — J Newman, Wed — C Brauner)	
Mon , Sept 16 K E C 6 00-8 00 p m	10 weeks
Wed , Sept 18 K E C 6 00-8 00 p m	10 weeks
<b>VOCAL PRODUCTION</b>	<b>35.00</b>
Basic singing techniques with emphasis on breathing, support, resonance, and tone quality Ideal for those singing in a Church or community choir (M Gronsdal)	
Thurs , Sept 19 K E C 6 00-7 00 p m	10 weeks
<b>VOCAL PRODUCTION: ADVANCED</b>	
For those who have taken VOCAL PRODUCTION, or those with some experience who wish to keep their voice in shape Students will receive weekly physical, vocal, and tuning exercises (M Gronsdal)	
Thurs , Sept 19 K E C	10 weeks

## PIANO

<b>CLASS JAZZ PIANO</b>	<b>55.00</b>
Instruction on individual pianos A practical elementary course for students with little or no piano background Fundamental piano techniques relative to the study of jazz and popular music will be emphasized Instructor will place students in appropriate class Enrollment limited to 8 per class (K Kidd)	
Wed , Sept 18 K E C 6 00-7 00 p m	10 weeks
Wed , Sept 18 K E C 7 00-8 00 p m	10 weeks
<b>PIANO 1 FOR BEGINNERS</b>	<b>55.00</b>
Class instruction on individual pianos Learn notation, basic playing skills, and chording techniques Students must have access to piano for home practice Enrollment limited to 8 per class In the event of insufficient enrollment in a particular class In the event of insufficient enrollment in a particular class, classes may be combined Seniors discount not available due to limited enrollment (Tues — C Gronsdal, Thurs — A Greene)	
Tues , Sept 17 K E C 6 00-7 00 p m	10 weeks
Tues , Sept 17 K E C 7 00-8 00 p m	10 weeks
Thurs , Sept 19 K E C 6 00-7 00 p m	10 weeks
<b>PIANO 2</b>	<b>55.00</b>
Further instruction in reading, playing skills and chording techniques Students must have access to a piano for home practice In the event of insufficient enrollment in a particular class Class may be combined Enrollment limited to 8 per class Seniors discount not available due to limited enrollment (C Gronsdal)	
Tues , Sept 17 K E C 8 00-9 00 p m	10 weeks

## ENSEMBLES

<b>BRASS CHOIR</b>	<b>50.00</b>
Performers on all brass instruments are welcome to join this unique ensemble The repertoire available to this group consists of the music of Gabrieli and Bach, through to transcriptions of today's ballads and popular tunes Knowledge of at least one clef and a minimum of four years playing experience required (T Greene)	
Sat , Sept 21 K E C 10 00 a m - 12 00 noon	10 weeks
<b>WOMEN'S JAZZ BIG BAND</b>	<b>50.00</b>
Work on rhythm studies as a foundation, leading to performance of big band material An ability to read music is necessary (K Kidd)	
Mon , Sept 16 K E C 8 30-10 00 p m	10 weeks
<b>WOMEN'S SWING CHOIR</b>	<b>35.00</b>
If you enjoy singing for the sake of singing, this is the choir for you The choir's repertoire is drawn from Broadway Musicals, Pop and some Jazz Piano, bass and drums needed as well (T Greene)	
Tues , Sept 17 K E C 6 00-7 30 p m	10 weeks
<b>WOMEN'S VOCAL ENSEMBLE</b>	<b>85 00</b>
A choral ensemble for the more experienced choir member or vocalist All musical styles will be explored and emphasis on Pop and Jazz Small ensembles (solo quartet, etc ) will be open to those interested Entrance by audition Piano, bass and drums needed (T Greene)	
Tues , Sept 17 K E C 8 00-10 00 p m	30 weeks

## APPRECIATION AND THEORY

<b>JAZZ HISTORY AND APPRECIATION</b>	<b>40.00</b>
Through listening sessions and lectures, study the growth of jazz from its origins to the present day The course introduces the prominent performers, writers, and recordings of the idiom (A Matheson)	
Tues , Sept 16 K E C 7 00-8 00 p m	10 weeks
<b>JAZZ IMPROVISATION</b>	<b>65.00</b>
An in-depth study of the relationship between scales and chords, utilizing the jazz 'shorthand' approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution Also included will be an analysis of several standards, blues, and contemporary jazz works Students must be able to read music, and have a knowledge of all major scales (G Keenan)	
Thurs , Sept 19 K E C 6 00-8 00 p m	10 weeks
<b>KODALY METHODOLOGY</b>	<b>55.00</b>
The course will include sight reading, multiple-part singing, rhythmic dictation, structure of sight reading in the C clefs, transposing and conducting Materials used consist of basic international folk songs, and instructors original works	
Mon , Sept 16 K E C 7 30-9 00 p m	10 weeks
<b>KODALY - SOLFEGE</b>	<b>40.00</b>
For beginners in aural perception through vocal musicianship, according to the concept of Zoltan Kodaly Basic melodic and harmonic function in pentatonic and diatonic modes through the use of relative sol-fa Sight singing and dictation are included (M Cuthbertson)	
Mon , Sept 16 K E C 6 00-7 00 p m	10 weeks
<b>MUSIC APPRECIATION</b>	<b>65 00</b>
This course introduces the prominent styles and features of classical music so that the new listener can feel comfortable and aware when listening to concerts or recordings Recorded music is an important feature of every lecture (N Stanfield)	
Wed , Sept 18 K E C 8 00-10 00 p m	10 weeks
<b>MUSIC THEORY</b>	<b>65.00</b>
Open to musicians and non-musicians alike Learn the 'basic' materials of music theory including the fundamentals of rhythm, intervals, chords, and transposition Students should be able to read at least one clef (E Buriak)	
Thurs , Sept 19 K E C 6 00-8 00 p m	10 weeks
<b>MUSIC THEORY 2</b>	<b>65.00</b>
A further study of music fundamentals (rhythm, intervals, transposition, etc ) with more emphasis on construction and uses of chords, necessary before a study of harmony Prerequisite Theory 1 or permission of instructor (E Buriak)	
Thurs , Sept 19 K E C 8 00-10 00 p m	10 weeks
<b>NOTE READING AND BASIC MUSCIANSHIP</b>	<b>35.00</b>
Introduction to notation, keys and time signatures, with drills in sight-reading, using the voice as a common instrument A valuable course for choral singers, particularly those in the V C C Willan Choir (A Greene)	
Thurs , Sept 19 K E C 6 00-7 00 p m	10 weeks

## COMMERCIAL MUSIC

<b>MELODY AND SONG WRITING</b>	<b>75 00</b>
A study of song and jingle writing for radio and television Emphasis will be on song and jingle form, key modulation, chord construction and progression, lead sheets, the harmonization of melody and bass lines and will be of great interest for those who have a general knowledge of music rudiments (G Lindberg)	
Tues , Sept 17 K E C 6 00-8 00 p m	10 weeks
<b>THE MUSIC BUSINESS</b>	<b>75.00</b>
A detailed study of the machinery and career opportunities in the music industry Topics include record companies, contracts, performing rights, marketing, publishing, copyrights, royalties, agents, the "do's and dont's", radio demographics and how to get your song on the radio (G Lindberg)	
Tues , Sept 17 K E C 8 00-10 00 p m	10 weeks
<b>PRODUCING A RECORD</b>	<b>165 00</b>
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)	
Thurs , Sept 19 K E C 7-8 p m	10 weeks

## MUSIC CREDIT COURSES

Courses offered by the Music Department are, in some cases, open by permission of the instructor upon proof of prerequisite requirements All students wishing to enrol in V C C ensembles, except the Willan Choir, should contact the Music Department office at 875-8220 as soon as possible to arrange an audition time,			
<b>BASIC THEORY 097</b>	<b>70.00</b>		
Mon , Wed , Fri 5 00-7 00 p m		T Greene	
<b>COMMERCIAL EAR TRAINING 300</b>	<b>70.00</b>		
Mon , Tues , Thurs 6 00-7 00 p m		S Gunn	
<b>KODALY SOLFEGE 101</b>	<b>70 00</b>		
Mon , Wed , Fri 9 00-10 00 a m		M Cuthbertson	
<b>KODALY SOLFEGE 301</b>	<b>70 00</b>		
PREREQUISITE Kodaly Solfège 101/201 or equivalent			
Mon , Wed , Fri 8 00-9 00 a m		M Cuthbertson	
<b>JAZZ THEORY 102</b>	<b>60 00</b>		
PREREQUISITE Basic Theory of Music 097 or equivalent			
Tues , Thurs 10 00-11 00 a m		R Matheson	

<b>MATERIALS AND STRUCTURES OF MUSIC 103</b>	<b>70.00</b>
PREREQUISITE Basic Theory 097 or equivalent	
Mon , Wed , Fri 10 00-11 00 a m	D Duke
<b>MATERIALS AND STRUCTURES OF MUSIC 303</b>	<b>70.00</b>
PREREQUISITE Materials and Structures of Music 103/203	
Mon 11 00 a m - 12 noon	
Thurs 1 00-3 00 p m	D Duke
<b>CONDUCTING 304(2)</b>	<b>60 00</b>
PREREQUISITE Rhythm Studies 108	
Wed , Fri 9 00-10 00 a m	J L Domer
<b>HISTORY AND LITERATURE OF MUSIC 105</b>	<b>70 00</b>
Tues , Thurs 12 30-2 00 p m	J Domer
<b>HISTORY AND LITERATURE OF MUSIC 305</b>	<b>70.00</b>
PREREQUISITE History and Literature of Music 205 or Jazz History 206	
Tues , Thurs 11 00 a m - 12 30 p m	J Domer
<b>RHYTHM STUDIES 108</b>	<b>60.00</b>
Tues , Thurs 10 00-11 00 a m	J L Domer
<b>JAZZ AND POP STUDIES 309</b>	<b>70.00</b>
Mon 1 00-3 00 p m	
Wed 10 00 a m - 12 noon	
<b>PERFORMANCE TECHNIQUES 115/315</b>	<b>70 00</b>
Wed 12 noon - 2 00 p m	J L Domer
<b>CLASS JAZZ PIANO 151</b>	<b>60.00</b>
Tues , Thurs 10 00-11 00 a m	K Kidd
<b>CLASS PIANO 153</b>	<b>60 00</b>
Wed , Fri 8 00-9 00 a m	C Gronsdal
<b>KEYBOARD STUDIES 154/354</b>	<b>70.00</b>
Mon 2 00-4 00 p m	
Thurs 9 00-11 00 a m	M Ehling
<b>POP VOCAL STUDIES 161</b>	<b>50.00</b>
T B A	M Regier

<b>HISTORY AND STRUCTURE OF POP SONG 364</b>	<b>50 00</b>
PREREQUISITE Materials and Structures of Music 203 or Jazz Theory 102 or permission of instructor	
Fri 2 00-3 00 p m	M Regier
<b>ARRANGING 372</b>	<b>60.00</b>
PREREQUISITE Jazz Theory 102 or equivalent	
Fri 10 00 a m - 12 noon	B Fairholm
<b>WILLAN CHOIR 080/180/380</b>	<b>70.00*</b>
*Non-credit students pay for one term only plus music costs	
Thurs 7 30-10 00 p m	J Washburn

<b>VANCOUVER COMMUNITY COLLEGE</b>	
<b>MADRIGAL SINGERS 181/381</b>	<b>80.00</b>
Mon , Fri 12 noon - 1 00 p m	J Washburn
Wed 2 00-3 00 p m	

Entrance to the following classes is by audition only Places are open primarily to full-time music students Part-time students will be accepted for vacant positions

<b>STAGE BAND 184/384</b>	<b>60.00</b>
Mon or Tues 7 00-9 00 p m	D Branter
<b>WIND ENSEMBLE 185/385</b>	<b>60 00</b>
Tues , Thurs 4 00-5 30 p m	D Branter
<b>NEW MUSIC ENSEMBLE 188/388</b>	<b>60 00</b>
Tues , Thurs 10 00-11 00 a m	P Hannan
<b>SOUNDWAVE</b>	<b>70.00</b>
Mon , Wed , Fri 3 00-5 00 p m	P Taylor

## THEATRE

<b>CREATIVE DRAMA FOR ELEMENTARY SCHOOL TEACHERS</b>	<b>100.00</b>
Learn how to use drama in the classroom using techniques such as story playing, choral reading, mime and improvisation Learn new ways of making the curriculum exciting for your students (D Oakes)	
Tues , Sept. 17 K.E.C 6:30-9.30 p.m	10 weeks
<b>DEVELOPING CREATIVITY FOR TECHIES</b>	<b>110.00</b>
An opportunity for back stage people to explore, develop and expand their creative potential. These creative exercises and games will enhance your input in a production. (C. Caines)	
Sat , Sept 21 K.E.C 11 00 a m - 2.00 p.m	10 weeks
<b>CREATIVE THEATRICAL MAKE-UP</b>	<b>110.00</b>
For actors and models to upgrade their skills in applying make-up for theatre, T V and movies You will complete a portfolio Bring your make-up, coloring pencils, mirror and a towel to the first night of class. (Berge)	
Tues , Sept. 17 V.V I 6:30-9 30 p.m.	12 weeks
<b>ROMANCE &amp; GREAT CINEMA 5216</b>	<b>60.00</b>
These are films that you perhaps saw when you were young and want to see on the large screen To many of them you may want to bring your children. None are violent, all are classics Each film will be introduced by film teacher, Peter Johnson and followed by a discussion A family of up to four may attend at no added cost. Films may be changed depending on availability Film Titles "The Railway Children", "Brief Encounter", "A Wedding", "It's A Wonderful Life", "Sunday, Bloody Sunday" and "That Obscure Object Of Desire"	
Tues , Sept 17 Langara 7 00-10 00 p m	6 weeks



Register by  
Phone  
using your  
VISA



## ENGLISH SKILLS IMPROVEMENT

**ENGLISH UPGRADING\*** **90 00**  
For students at the post-secondary level who require additional training in the fundamental skills of reading and writing. Courses cover both oral and written communication with emphasis on 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) 4306	Sept 16	3 30-5 30 p m	Langara	8 wks
Mon /Wed (ESL) 4307	Sept 16	6 00-8 00 p m	Langara	8 wks
Mon /Wed (ESL) 4308	Sept 16	6 00-8 00 p m	Langara	8 wks
Mon /Wed (ESL) 4309	Sept 16	8 00-10 00 p m	Langara	8 wks
Tues /Thurs (ESL) 4310	Sept 17	3 30-5 30 p m	Langara	8 wks
Tues /Thurs (ESL) 4311	Sept 17	6 00-8 00 p m	Langara	8 wks
Tues /Thurs (ESL) 4312	Sept 17	6 00-8 00 p m	Langara	8 wks

\*ESL — English as a Second Language

N S — Native Speaker

**ENGLISH WRITING SKILLS IMPROVEMENT 4313** **45.00**  
Learn to write more fluently, skillfully and correctly. This course stresses organization, sentence structure, word choice, spelling and punctuation. (Martin)

Thurs , Sept 19	Langara	8 00-10 00 p m	8 weeks
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**ESL FOR BEGINNERS 4314** **90 00**  
Emphasis is on conversation and basic understanding of how English works. Rudimentary writing and reading skills will be taught and enhanced.

Tues /Thurs , Sept 17	Langara	6 00-8 00 p m	8 weeks
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**ESL INTERMEDIATE LEVEL 4315** **90 00**  
For students who have a fairly good knowledge of English. Develop conversation, reading and writing skills. (Quirk)

Mon /Wed , Sept 16	Langara	8 00-10 00 p m	8 weeks
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**WRITING SKILLS — ADVANCED ESL 4301** **45.00**  
For advanced English as a Second Language students who require increased skills in language and writing. You will concentrate on vocabulary improvement, sentence structure, paragraph organization and development. (Martin)

Tues , Sept 17	Langara	8 00-10 00 p m	8 weeks
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**CONVERSATIONAL SKILLS IMPROVEMENT FOR ADVANCED ESL SPEAKERS 4305** **45.00**

For students already fluent in English but would like to improve their pronunciation and ability to discuss current ideas, topics of interest and issues. (Quirk)

Tues , Sept 17	Langara	8 00-10 00 p m	8 weeks
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**SELECTIVE READING & STUDY SKILLS 4320** **45.00**  
Increase your reading efficiency through eye exercises, skimming and scanning techniques and reading for a specific purpose. Learn to manage time, organize studies, do a research paper and listen effectively. (Hogan)

Tues , Sept 17	Langara	6 00-8 00 p m	8 weeks
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**INTRODUCTION TO POETRY 4318** **55.00**  
Intended to augment English literature studies or be enjoyed for its own sake. Examine the poetry of Wordsworth, Yeats, Eliot and others. (Odendaal)

Tues , Sept 17	Langara	7 00-9 00 p m	10 weeks
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## CREATIVE WRITING

**CREATIVE WRITING** **50.00**  
Learn methods to enhance your writing and confidence through in-depth discussions and individual reviews. Learn about the short story, poetry and certain aspects of comedy writing. (W. Decle)

Wed , Sept 25	K E C	7 00-9 00 p m	6 weeks
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**WRITING SKILLS WORKSHOP** **45.00**  
Learn the fundamentals of writing: clear thesis, coherent structure, and clean, appropriate sentencing. Approach the writing tasks in stages — taking notes, writing, and revising — and examine each stage in detail. Weekly writing assignment give you a chance to apply each lesson, in-depth evaluations by the instructor. Enrollment limited. (W. Decle)

Tues , Oct 8	K E C	7 00-9 00 p m	6 weeks
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**FREELANCE WRITING FOR FUN & PROFIT 4316** **55 00**  
From raw ideas to publisher's cheque: develop professional attitude, generate ideas, market ideas, market analysis, content, time-management, managing your writing business. (Hall)

Thurs , Sept 19	Langara	7 30-9 30 p m	10 weeks
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**WRITE AN EFFECTIVE RADIO COMMERCIAL** **50 00**  
Learn the basics of writing advertising copy for 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.

Wed , Sept 25	K E C	7 00-9 00 p m	6 weeks
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**WRITERS CO-OP 4322** **20.00**  
Be stimulated by your peers, share success with them. For those who write fairly regularly — attend sessions of script reading and mutual criticism, exchange news items about markets, contests, conferences, etc., for both poetry and prose. (Neville)

**AN INTRODUCTION TO PERFORMING AND WRITING COMEDY** **65.00**

Transferring funny thoughts to paper can be difficult and requires analysis and concentration. It can be fun, too! Learn the basics and explore the field of writing and performing from a professional in the comedy business. Learn how to write and perform comedy for T V and radio, discover basic talents, and learn how to improve those talents to their best performance level. (Rich Elwood - Punchlines Productions)

Tues , Oct 1	K E C	7 30-9 30 p m	6 weeks
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**WRITING A NOVEL 4331**  
**A Workshop with a 'Best Seller'** **50 00**  
Join Ian Slater, best-selling author of FIRESPELL, SEA GOLD & AIR GLOW RED in a writing workshop for those who have never written a novel but would like to, and for those presently working on a manuscript. Learn to write the first draft, polish this to a finished manuscript, and what to do regarding agents and publishers. Limited enrollment.

Sat , Sept 28	Langara	10 00 a m - 3 00 p m	1 day
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**WRITING FORMULA ROMANCES 4332** **35.00**  
Learn to write novels, as a business, study the different lines (Harlequin Silhouette, Ecstasy, etc.), plan your novel (sweet, sexy, etc.), submit your manuscript and explore the need for an agent. For experienced writers and novices. Limited enrollment. Bring a lunch. (Novik)

Sat , Sept 28	Langara	9 30 a m - 3 30 p m	1 day
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**WRITING MAGAZINE ARTICLES 4333** **20.00**  
Learn the basics of producing an article from the initial idea to the completed manuscript, as well as a consideration of various markets. **No Experience Necessary.** John Lekich is a Vancouver freelance writer whose work has appeared in local and regional periodicals.

Sat , Oct 19	Langara	9 30 a m - 3 30 p m	1 day
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## TEACHING ENGLISH AS A SECOND LANGUAGE

**ESL TEACHING TECHNIQUES** **110.00**  
A practical course in ESL classroom teaching techniques for ESL teachers, those entering the field or planning to teach abroad. Topics include developing aural/oral skills, writing, using dialogues, improving pronunciation, using role playing, grouping and using A/V equipment. Enrollment is limited to 25. (M. Trivisano)

Tues , Sept 10 or	K E C	7 00-10 00 p m	10 weeks
Thurs , Sept 12	K E C	7 00-10 00 p m	10 weeks

**AN ORIENTATION TO TEACHING ENGLISH IN JAPAN** **50.00**  
Learn all aspects of living and working as a language teacher in Japan — where and how to look for work. An introduction to living Japanese style, adapting to and understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student. (P. Miller — Sat , D. Smith — Thurs )

Sat , Sept 28 or	K E C	9 30 a m - 12 30 p m	4 weeks
Thurs , Nov 7	K E C	7 00-9 00 p m	6 weeks

**TEACHING PRONUNCIATION FOR E.S.L. TEACHERS** **95.00**  
Topics include teaching vowel dimensions, consonants, contractions and reductions, linking, stress and intonation. (E. Williams)

Thurs , Sept 26	K E C	6 00-8 00 p m	8 weeks
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**GRAMMAR REVIEW FOR E.S.L. TEACHERS** **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 , Sept 28	K E C	9 30 a m - 12 30 p m	6 weeks
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## INSTRUCTORS - ADULT EDUCATION

**EFFECTIVE OVERHEAD PROJECTOR USE** **25.00**  
Learn the principles, rationale, advantages and disadvantages of the overhead projector and transparencies. Comparisons to other still media and their effective uses will be discussed.

Sat , Sept 21	Langara	9 00 a m - 12 noon	3 weeks
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**INSTRUCTIONAL MEDIA. SELECTION AND USE** **35.00**  
Obtain an overview of and practice with a variety of instructional media. Learn basic communication theory, rationale and principles of selection.

Sat , Oct 19	Langara	9 00 a m - 12 noon	4 weeks
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## LANGUAGES

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

**ARABIC CONVERSATION LEVEL 1** **65 00**  
Mon , Sept 16 (4901) Langara 7 30-9 30 p m 10 weeks  
Sat , Sept 21 (4902) Langara 9 30 a m - 12 00 noon 8 weeks

**ARABIC CONVERSATION LEVEL 2 (4903)** **65.00**  
Sat , Sept 21 Langara 12 30-2 30 p m 8 weeks

**CANTONESE CONVERSATION LEVEL 1** **65.00**  
Mon , Sept 16 (4904) Langara 6 00-8 00 p m 10 weeks  
Tues , Sept 17 (4905) Langara 7 30-9 30 p m 10 weeks  
Sat , Sept 21 (4906) Langara 9 30 a m - 12 00 noon 8 weeks

**CANTONESE CONVERSATION LEVEL 2** **65.00**  
Mon , Sept 16 (4907) Langara 8 00-10 00 p m 10 weeks

**DANISH CONVERSATION LEVEL 1 (4910)** **65 00**  
Thurs , Sept 19 Langara 7 00-9 00 p m 10 weeks

**CANTONESE CONVERSATION LEVEL 3 (4909)** **65 00**  
Thurs , Sept 19 Langara 8 00-10 00 p m 10 weeks  
Thurs , Sept 19 Langara 7 00-9 00 p m 10 weeks

**DANISH CONVERSATION LEVEL 2 (4911)** **65 00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**DUTCH CONVERSATION LEVEL 1 (4912)** **65 00**  
Tues , Sept 17 Langara 7 00-9 00 p m 10 weeks

**DUTCH CONVERSATION LEVEL 2 (4913)** **65.00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**ENGLISH IMPROVEMENT FOR CHINESE SPEAKERS LEVEL 3 (4514)** **65.00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**ESPERANTO CONVERSATION LEVEL 1 (4915)** **65.00**  
Sat , Sept 21 Langara 9 30 a m - 12 00 noon 8 weeks

**FINNISH CONVERSATION LEVEL 1 (4916)** **65.00**  
Thurs , Sept 19 Langara 7 30-9 30 p m 10 weeks

**FINNISH CONVERSATION LEVEL 2 (4917)** **65.00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**FRENCH CONVERSATION LEVEL 1** **65.00**  
Mon , Sept 16 (4918) Langara 6 00-8 00 p m 10 weeks  
Tues , Sept 17 (4919) Langara 7 30-9 30 p m 10 weeks  
Wed , Sept 18 (4920) Langara 6 00-8 00 p m 10 weeks  
Thurs , Sept 19 (4921) Langara 8 00-10 00 p m 10 weeks  
Sat , Sept 21 (4922) Langara 9 00-11 00 p m 10 weeks

**FRENCH CONVERSATION LEVEL 2** **65 00**  
Mon , Sept 16 (4923) Langara 8 00-10 00 p m 10 weeks  
Tues , Sept 17 (4924) Langara 8 00-10 00 p m 10 weeks

**FRENCH CONVERSATION LEVEL 3 (4927)** **65 00**  
Wed , Sept 18 Langara 8 00-10 00 p m 10 weeks

**GAELIC CONVERSATION LEVEL 1 (4928)** **65.00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**GERMAN CONVERSATION LEVEL 1** **65.00**  
Mon , Sept 16 (4929) Langara 6 00-8 00 p m 10 weeks  
Tues , Sept 17 (4930) Langara 7 30-9 30 p m 10 weeks  
Sat , Sept 21 (4931) Langara 9 30 a m - 12 00 noon 10 weeks

**GERMAN CONVERSATION LEVEL 2** **65 00**  
Mon , Sept 16 (4932) Langara 8 00-10 00 p m 10 weeks  
Wed , Sept 18 (4933) Langara 7 30-9 30 p m 10 weeks  
Sat , Sept 21 (4934) Langara 10 00-12 30 p m 8 weeks  
Thurs , Sept 19 Langara 7 30-9 30 p m 10 weeks

**GREEK CONVERSATION LEVEL 1** **65.00**  
Tues , Sept 17 (4936) Langara 8 00-10 00 p m 10 weeks  
Sat , Sept 21 (4937) Langara 10 00 a m - 12 30 p m 8 weeks

**GREEK CONVERSATION LEVEL 2 (4938)** **65.00**  
Tues , Sept 17 Langara 6 00-8 00 p m 10 weeks

**HINDI CONVERSATION LEVEL 1 (4939)** **65.00**  
Thurs , Sept 19 Langara 7 30-9 30 p m 10 weeks

**ITALIAN CONVERSATION LEVEL 1 (4940)** **65.00**  
Tues , Sept 17 Langara 6 00-8 00 p m 10 weeks

**ITALIAN CONVERSATION LEVEL 2 (4941)** **65.00**  
Thurs , Sept 19 Langara 8 00-10 00 p m 10 weeks

**ITALIAN CONVERSATION LEVEL 3 (4942)** **65.00**  
Sat , Sept 21 Langara 1 00-3 00 p m 10 weeks

**TEXTBOOK REQUIRED** Italian Level 1 — Buongiorno BBC 1  
Italian Level 2 — Buongiorno BBC2  
Italian Level 3 — Conversazioni BBC 2

**JAPANESE CONVERSATION LEVEL 1** **65.00**  
Mon , Sept 16 (4943) Langara 7 30-9 30 p m 10 weeks  
Tues , Sept 17 (4944) Langara 6 00-8 00 p m 10 weeks  
Wed , Sept 18 (4945) Langara 6 00-8 00 p m 10 weeks  
Wed , Sept 18 (4946) Langara 7 30-9 30 p m 10 weeks  
Sat , Sept 21 (4947) Langara 9 30 a m - 12 00 noon 8 weeks

**JAPANESE CONVERSATION LEVEL 2** **65 00**  
Tues , Sept 17 (4948) Langara 8 00-10 00 p m 10 weeks  
Wed , Sept 18 (4949) Langara 8 00-10 00 p m 10 weeks  
Thurs , Sept 19 (4950) Langara 6 00-8 00 p m 10 weeks  
Sat , Sept 21 (4951) Langara 12 30-3 00 p m 8 weeks

**JAPANESE CONVERSATION LEVEL 3 (4952)** **65.00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**JAPANESE FOR INDUSTRY & HOTEL EMPLOYEES LEVEL 1 (4953)** **65 00**  
Mon , Sept 16 Langara 5 30-7 30 p m 10 weeks

**KOREAN CONVERSATION LEVEL 1 (4954)** **65.00**  
Tues , Sept 17 Langara 7 30-9 30 p m 8 weeks

**MANDARIN CONVERSATION LEVEL 1 (4955)** **65.00**  
Thurs , Sept 19 Langara 6 00-8 00 p m 10 weeks

**MANDARIN CONVERSATION LEVEL 2 (4956)** **65.00**  
Thurs , Sept 19 Langara 8 00-10 00 p m 10 weeks

**MANDARIN CONVERSATION LEVEL 3 (4957)** **65 00**  
Sat , Sept 21 Langara 9 30 a m - 12 00 noon 8 weeks

**TEXTBOOK REQUIRED** — Level 1 Elementary Chinese Reader Book 1  
for Mandarin — Level 2 Elementary Chinese Reader Book 2  
Conversation — Level 3 Mandarin Conversation

**NORWEGIAN CONVERSATION LEVEL 1 (4958)** **65 00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**POLISH CONVERSATION LEVEL 1 (4959)** **65.00**  
Thurs , Sept 19 Langara 6 00-8 00 p m 10 weeks

**PORTUGUESE CONVERSATION LEVEL 1 (4960)** **65.00**  
Thurs , Sept 19 Langara 8 00-10 00 p m 10 weeks

**TEXTBOOK REQUIRED** Get By In Portuguese BBC 1

**PUNJABI CONVERSATION LEVEL 1 (4961)** **65.00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**RUSSIAN CONVERSATION LEVEL 1 (4962)** **65.00**  
Thurs , Sept 19 Langara 8 00-10 00 p m 8 weeks

**SPANISH CONVERSATION LEVEL 1** **65.00**  
Mon , Sept 16 (4963) Langara 6 00-8 00 p m 10 weeks  
Tues , Sept 17 (4964) Langara 8 00-10 00 p m 10 weeks  
Wed , Sept 18 (4965) Langara 7 30-9 30 p m 10 weeks  
Thurs , Sept 19 (4966) Langara 6 00-8 00 p m 10 weeks  
Sat , Sept 21 (4967) Langara 9 30 a m - 12 00 noon 8 weeks

**SPANISH CONVERSATION LEVEL 2** **65.00**  
Mon , Sept 16 (4968) Langara 8 00-10 00 p m 10 weeks  
Tues , Sept 17 (4969) Langara 6 00-8 00 p m 10 weeks  
Thurs , Sept 19 (4970) Langara 8 00-10 00 p m 10 weeks  
Sat , Sept 21 (4971) Langara 10 00 a m - 12 30 p m 8 weeks

**SPANISH CONVERSATION LEVEL 3 (4972)** **65.00**  
Sat , Sept 21 Langara 9 30 a m - 12 00 noon 8 weeks

**SWEDISH CONVERSATION LEVEL 1 (4973)** **65.00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**TAGALOG CONVERSATION LEVEL 1 (4974)** **65.00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**THAI CONVERSATION LEVEL 1 (4975)** **65.00**  
Sat , Sept 21 Langara 10 00 a m - 12 30 p m 8 weeks

**ENGLISH LANGUAGE AND CANADIAN CULTURE STUDIES FOR JAPANESE WOMEN** **130.00**

V C C Continuing Education in conjunction with the Japanese Overseas Cultural Association presents a unique program of English Language Instruction and Canadian Cultural Studies, specifically for Japanese women. This program is suitable for women who wish to upgrade their English language skills and increase their awareness in Canadian Culture. (M. MacLeod) Held at St. Phillips Church, 3741 W. 27th Ave., Vancouver.

Mon and Wed , Sept 23 1 00-3 00 p m 8 weeks

**BREAKFAST AND LANGUAGES**  
Get language fit for EXPO and take one of the following language conversation courses every morning from Monday to Friday. Time: 7 30 to 9 00 a m. Breakfast with fellow students and your instructor speaking a language of your choice in an informal setting and then to the classroom. All courses will commence the week of the 16th Sept. All interested party's please call 682-5844 and leave your name, address and phone number. Instructors: TBA.

Cantonese L1	6 weeks	\$300 00
French L1	6 weeks	\$300 00
German L1	6 weeks	\$300 00
Japanese L1	6 weeks	\$300 00
Russian L1	6 weeks	\$300 00
Spanish L1	6 weeks	\$300 00
Mandarin L1	6 weeks	\$300 00







**RAILROADING AS A HOBBY 5214 25.00**  
Sponsored by the Canadian Railroad Historical Association (Pacific Division)  
Topics include: train models, where to photograph, authors and books, various scales, train travelling, rail freight, large and small, 100 years of CPR - advances in equipment, time tables  
Tues., Oct. 1 Langara 7:00-9:00 p.m. 6 weeks  
Sat. (Field trip to be announced)

**GAMES WORKSHOP 5307 10.00**  
Learn to organize and lead in low organization group games. Indoors or out, large groups or small, little or no equipment, you will learn to improvise and adapt different approaches to getting everyone involved quickly. Wear casual clothing and runners. (Embury)  
Sat. Sept. 21 Langara 9:00 a.m.-12:00 noon 1 day

**AUTOMOBILE RESTORATION 5301 30.00**  
Introduce the amateur, who wishes to restore an old car, to evaluating cars as investments, finding specialized information and services, cleaning, disassembly, examination and repair of major components, doing it yourself or contracting with professionals, protecting your investment for storage, road use or show. (Kiselowsky)  
Wed. Sept. 18 Langara 7:30-9:30 p.m. 5 weeks

**GENTLE STRETCH 5308 35.00**  
No pain, no strain! Gentle stretching and relaxing exercises to improve your flexibility and body awareness. Feel better, look younger, enjoy life more. No experience or ambition required. (Dunbar)  
Mon./Thurs. Sept. 16/Oct. 17 Langara 6:00-7:00 p.m. 5 weeks

**STRETCH AND STRENGTH — BODYWORK 5316 45.00**  
Includes warm-up, cardio workout, toning, yoga exercises, and nutritional counselling and massage. Come and get in shape. Bring a mat and wear loose clothing. (Scott)  
Mon., Sept. 16 or Langara 7:30-8:30 p.m. 6 weeks  
Wed., Oct. 23 Langara 7:30-9:00 p.m. 6 weeks

**TAI CHI CHUAN — INTRODUCTION TO 35.00**  
Learn the venerable art which emphasizes the integration of the mind with the body through developing balance, rhythm, speed, body posture, and coordination of body movements. Wear casual clothing. (T.B.A.)  
Tues., Sept. 17 (5317) or Langara 6:30-8:00 p.m. 8 weeks  
Thurs., Sept. 19 (5318) Langara 6:30-8:00 p.m. 8 weeks

**WALKING IN THE MOUNTAINS 5319 40.00**  
A natural way to reshape the body, relax the mind and refresh the senses. In-class instruction and two 6-hour walks in the mountains. Hiking experience or special equipment not required. (Keselowsky)  
Sun., Sept. 22 and Langara 1:00-4:00 p.m. 1 day  
Sun., Sept. 29/Oct. 6 Langara 10:00 a.m. - 4:00 p.m. 2 days

**YOGA — HATHA 35.00**  
Improve your flexibility and your overall health through a total body workout. Practice breathing exercises for stretching, flexibility, strengthening and relaxation. The aim is the development of both the body and mind for total fitness and well being. Taught by Shashi Bhushan from India.

**Beginners**  
Mon., Sept. 16 (5320) TBA 6:00-7:30 p.m. 7 weeks  
Mon., Sept. 16 (5321) TBA 7:30-9:00 p.m. 7 weeks  
Thurs., Sept. 19 (5322) TBA 6:00-7:30 p.m. 7 weeks

**Beginners & Intermediate Mixed**  
Tues., Sept. 17 (5323) TBA 7:30-9:00 p.m. 7 weeks

**Intermediate**  
Thurs., Sept. 19 (5324) TBA 7:30-9:00 p.m. 7 weeks

**YOGA — SENIOR CITIZENS 60.00 (IYENGAR) 4325**  
Co-ordination, balance, strength and flexibility are emphasized, but less strenuously. Held at Cross Reach, 1811 West 16th Ave. (Tolliday)  
Mon., Sept. 16 11:30 a.m. - 1:30 p.m. 10 weeks

**RECREATIONAL GARDENING 5313 10.00**  
Year-round growing of vegetables and spices, indoors, compact greenhouses, window sills, balconies, hotbeds, will be discussed with emphasis on how to get started. A must for apartment dwellers and homeowners who want enjoyment and benefit from gardening on a small scale. (Pattison)  
Sat., Sept. 21 Langara 9:30 a.m. - 12 noon 1 day

**MAP AND COMPASS 5311 35.00**  
A practical course in the use of the map and compass for hiking, backpacking and/or orienteering. Two classroom sessions and a one-day field practice will be provided. (Arnold)  
Sat., Sept. 21/28 and Langara 10:00 a.m. - 2:30 p.m. 2 days  
Sat., Oct. 5 Langara 10:00 a.m. - 4:00 p.m. 1 day

**MAY I HAVE THIS EXERCISE**  
Specially designed individual partner and group exercises are used to promote the release of excess muscle tension and release the psyche so that you can move more freely. Through the use of the Feldenkrais method, stretches, dance, music, visualization massage and play, you will achieve more flexibility, relaxation, coordination, better breathing and posture. For men and women of ALL ages. Maxine Zalkow — dance and biofeedback therapist in chronic pain clinic. Registration at K.E.C.  
Tues. Sept. 24 8:00-9:30 p.m. OR  
Thurs., Sept. 26, 1:30-3:00 p.m.  
Canadian Memorial Community Centre  
1811 W. 16th Ave.  
Vancouver, B.C.

**UNIQUE WINE TASTING**  
Conducted by wine consultant Paul Warwick, one of the founding members of the B.C. Chapter of the International Society of Wine Educators. Mr. Warwick is a celebrity chef and cookbook author.  
**INTRODUCTION TO WINE APPRECIATION & WINE TASTING 65.00**  
An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, various types and production methods, effects of soil, climate and man; proper reading of labels, purchasing, storing, caring and serving; and getting the best value for your money. Tastings each session feature wines from Germany, France, Italy, California and other countries. Food served.  
Tues., Sept. 24 K.E.C. 7:30-9:30 p.m. 4 weeks  
**CHARDONNAY TASTING 21.00**  
The Chardonnay grape makes THE best white wine of the BURGUNDY district of France and maybe the world. Look forward to companion tastings of the fine Chardonnays of California, France, Australia and Eastern Europe. Food served.  
Wed., Oct. 2 K.E.C. 7:30-9:30 p.m. 4 weeks

**WINES OF SPAIN & PORTUGAL 18.00**  
Spain and Portugal, the home of world-famous Ports and Sherrys also has red and white wines of which they can be proud. Join us for a different night of wine education.  
Wed., Oct. 9 K.E.C. 7:30-9:30 p.m. 1 session

**CALIFORNIA WINE TASTING 21.00**  
A special evening featuring Mr. Warwick's extensive knowledge of the famous wines of California's Napa & Sonoma Valleys. Taste fine Chardonnay, Cabernet Sauvignon, Fume Blanc, Johannesburg Riesling, Pinot Noir and others.  
Wed., Oct. 23 7:30-9:30 p.m. 1 session

**THE GREAT WHITE WINES OF THE WORLD 25.00**  
White Burgundy, Riesling, Gewurztraminer, Chardonnay and Sauterne. Taste and compare the differences between wines of the same grape but from different countries. A special event.  
Wed., Oct. 30 K.E.C. 7:30-9:30 p.m. 1 session

**THE QUALITY Q.M.P. WINES OF GERMANY 24.00**  
From the Kabinetts to the Trockenbeerenauslese, smell and taste these luscious wines. Discover the various grape varieties and styles of wines from the many German regions. Food served.  
Wed., Nov. 6 K.E.C. 7:30-9:30 p.m. 1 session

**FAMOUS WINES OF FRANCE — BURGUNDY 24.00**  
The great wine of the Chardonnay Grape & The Pinot Noir will be tasted and accompanied by French cuisine. Wine featured will be from Chablis, Cote des Beaune, Chalons and Maconais. Come try these wines of Burgundy, from Dijon to Chablis to Pouilly-Fuisse.  
Wed., Nov. 13 K.E.C. 7:30-9:30 p.m. 1 session

**HORIZONTAL TASTING AND A NIGHT WITH NOUVEAU BEAUJOLAIS 17.00**  
Beaujolais, the red wine of its namesake south of Burgundy, made of the Gamay grape, should be drunk young. In keeping with tradition we will drink some of the Nouveau Beaujolais specially fermented and aged, bottled and air-expressed to us for this tasting. Experience the tasting of a 1984 Beaujolais which has been rated very high on the list of great years.  
Wed., Nov. 20 K.E.C. 7:30-9:30 p.m. 1 session

**V.C.C. WINE TASTING CHAMPIONSHIP 39.00**  
Calling all former class participants! Now is your chance to show off what you have learned and have fun doing it. This will be the first annual V.C.C. Wine Tasting Championship and you can be there. Everyone is a competitor in round 1 (Nov.) — those with the 10 best scores go on to the finals in Feb., but everyone will be there to cheer on their favorite finalist and continue to unofficially test their skills. A trophy for the winner and lots of other prizes!! Mark your calendar now — this will be the event of the season. Please note: registration will be limited to previous class participants.  
Wed., Nov. 27 or K.E.C. 7:30-9:30 p.m.  
Wed., Feb. 19/86 K.E.C. 7:30-9:30 p.m.

**ITALIAN WINE TASTING and APPRECIATION 36.00**  
Wines of the Tuscanny, Umbria, Veneto and Piedmont regions will be featured. Participants will taste Bardolino, Asti Spumante, Barolo, Chianti & Valpolicella featured with antipasto, fruits and cheeses.  
Wed., Dec. 4 & 11 K.E.C. 7:30-9:30 p.m. 2 sessions

**ADVANCED WINE APPRECIATION 40.00**  
For those who want to know MORE about the intricacies of wine. Participants will gain an increased understanding of the importance of balance, acidity, finish and the many characteristics of red, white and sparkling wines. Limited to 20 participants — enroll early.  
Wed., Jan. 15 & 22/86 K.E.C. 7:30-9:30 p.m. 2 sessions

**FAMOUS WINES OF FRANCE — BORDEAUX 24.00**  
Enjoy what are probably the greatest red wines in the world. From the Medoc & Saint Emilion, to Sauternes and Pomerol. Taste the Cabernet Sauvignon that makes this area famous. French cuisine served.  
Wed., Jan. 29/86 K.E.C. 7:30-9:30 p.m. 1 session

**CHAMPAGNE & SPARKLING WINES 23.00**  
Enjoy an evening with "Bubbly". Sample champagne & sparkling wines of the world. Sweet, dry, light & full. Mumm's, Heidsieck, Asti Spumante, Henkel, Cordon and more.  
Wed., Feb. 12/86 K.E.C. 7:30-9:30 p.m. 1 session

**THE BARGAIN WINES OF THE WORLD — A GUIDE TO INEXPENSIVE, GOOD VALUE WINES 17.00**  
There are some great bargains sitting on the shelves of wine stores in B.C. and Washington state. With the fluctuation of wine stock inventories, international currencies and mass market whims, some good inexpensive wines often get overlooked by wine buyers. Participants will taste and compare a variety of inexpensive white and red wines. Food served.  
Wed., Mar. 5/86 K.E.C. 7:30-9:30 p.m. 1 session

**GEWURZTRAMINER "APPETIZER TO DESSERT" 20.00**  
From the Alsace area of France and Germany comes the grape which makes the spicy wine that is so often misunderstood. This wine is now being produced in almost all of the wine producing countries including France, Germany, Italy, U.S.A. & Canada. Dry, sweet and rich wines will be featured. This course will change your mind about these tantalizing and delightful wines. Food served.  
Wed., Mar. 12/86 K.E.C. 7:30-9:30 p.m. 1 session

**AUSTRALIAN WINE TASTING & APPRECIATION 39.00**  
One of the most overlooked countries in the world wine market today is AUSTRALIA. Taste wines from the areas of Barossa, Hunter, Murray, Coonawarra and Mudge. A DEFINITE MUST for those seeking a new wine experience. Food served.  
Wed., Mar. 19 & 26/86 K.E.C. 7:30-9:30 p.m. 2 sessions

**THE ART OF ENTERTAINING 65.00**  
Entertaining plays a major role in our lives. Join us in this three-part series — 1. Entertaining, 2. Wine Selection, 3. Brandies and Liqueurs, and learn all about entertaining from how to organize and plan a menu to selecting the right wine and the service of brandies and liqueurs (R. Bezemer-Licht)  
Wed., Oct. 9 Langara 7:00-9:00 p.m. 6 weeks

**THE DYNAMICS OF TABLE DRESSING 25.00**  
This fun-filled one-day illustrated course takes a look at the whys and wherefores of table dressing. Chinaware, stemware, silverware and linen will be individually analyzed for their esthetic and practical qualities. Practical investment buying tips will be discussed. Students will explore the ethno-cultural aspects of table etiquette and learn the "art of table dressing" (Johansson)  
Sat., Sept. 28 Langara 9:30 a.m. - 3:30 p.m. 1 session

**WALKING TOUR OF CHINATOWN 35.00**  
A one-day class featuring a 2-hour morning lecture on the food and culture of China, morning pastries, a dim sum brunch and a walking tour of the food shops. Food included. (Ginger Chang)  
Sat., Sept. 21 V.V.I. 10:00 a.m. - 4:00 p.m. 1 day

**A CULINARY TOUR FOR CHINESE FOOD ENTHUSIASTS 30.00**  
Learn the history and development of Chinese cooking, regional differences and how to order. The first class is a seminar. The next three are held in Chinese restaurants each with a distinctly different cuisine. Restaurant expenses are extra — approximately 8.00 per meal. (Ginger Chang)  
Thurs., Oct. 31 V.V.I. 6:30-8:30 p.m. 4 weeks

**WESTERN COOKING AND ENGLISH CONVERSATION 30.00**  
Introduces newcomers to Canada to Western Cooking and English conversation in a Canadian home. Each session will include some student involvement in the preparation of a typical Canadian meal, a discussion of ingredients, followed by a light lunch and an opportunity for discussion on a "topic of the day". (Occasionally, resource people may be called upon to demonstrate a particular dish). Course held off campus — 2590 W. King Edward Ave. (D. Wieser)  
Mon., Sept. 30 K.E.C. 1:00 p.m. - 1:00 p.m. 1 weeks

**CAKE DECORATING THE PROFESSIONAL WAY 5207 40.00**  
For the beginner to the advanced in cake decorating. Learn how to make and apply a variety of icings, use different piping colour and writing techniques, flower-making, layout and design, special decorations for birthday and wedding cakes. Supply list available at first class. (Hirano)  
Mon., Sept. 16 Langara 8:00-10:00 p.m. 6 weeks

**HOLIDAY BUFFET COOKING 5224 25.00**  
Take the stress out of holiday entertaining by learning these "do-head" dishes for your buffet. Includes salads, main dishes and desserts that will make an exciting but easy buffet. All ingredients supplied. (Bunting)  
Sun., Nov. 24 Langara 12:00 noon - 3:00 p.m. 1 day

**GOURMET DINNERS OF THE WORLD 32.00**  
Le Magazin Restaurant Gastown join us for three multi-course dinners featuring the cuisines and wines of Italy, Germany and France. A must for every gourmand.  
Oct. 1/ITALY Oct. 29/GERMANY Nov. 26/FRANCE  
Phone 682-5844 for detailed menus and reservations

## FOOD AND NUTRITION

**FOOD SERVICE WORKER UPDATE**  
Open to all employees in institutional food services who lack formal training in the field. English as a second language speakers are encouraged to attend. Register for all levels or select any level which suits your interests and/or needs.

**LEVEL I 4701 55.00**  
Learn sanitation and safety, basic normal nutrition and basic interpersonal communication skills.  
Tues., Sept. 24 Langara 7:00-10:00 p.m. 6 weeks

**LEVEL II 4702 60.00**  
Learn basic dietary modifications for reducing diabetic, heart disease and gastro intestinal disorders. Some basic information is provided on recipe standardization and portion control.  
Tues., Oct. 29 Langara 7:00-10:00 p.m. 6 weeks

**LEVEL III 4703 40.00**  
Increase your knowledge of the elderly and the role of the food service worker in providing care to the elderly client. Of particular interest to those employed in Long Term Care Facilities.  
Tues., Nov. 26 Langara 7:00-10:00 p.m. 3 weeks

**NUTRITION AND DISEASE PREVENTION 4725 25.00**  
Any cancer, heart disease or diabetes in your family? The basic life styles which minimize the risks for each of these diseases have some common threads. You will assess your own diet and find out how to maximize your sense of well being. We'll have a gentle exercise break, so wear loose clothing. (Vasanto Crawford)  
Thurs., Oct. 3 Langara 7:30-10:00 p.m. 3 weeks

**NUTRITION AND YOU 4726 20.00**  
Learn to eat so that you look great, feel great and are full of life and vitality. Learn to assess your own diet and nutrient intake. We'll do some exercise and relaxation, so wear loose clothing. Bring a light (healthy) lunch. (Vasanto Crawford)  
Sat., Sept. 28 Langara 9:30 a.m. - 4:30 p.m. 1 day

**COOK'S UPGRADING — HEALTH CARE INSTITUTIONAL COOKING 4750 25.00**  
Theoretical and "hands-on" practical experience provides you with the opportunity to learn basic principles of nutrition, sanitation, kitchen safety as well as upgrading cooking knowledge and skills. Open to those working as a cook or have supervisory responsibilities in the food production area of an institutional food service and whose employer sponsors their participation.

This program is sponsored by H.I.E.A.C. For further information please contact the Continuing Education Office at Langara Campus — 324-5322.  
Tues., Sept. 24 Langara 7:30-10:30 p.m. 10 weeks

## TRAVEL TOURS

**CHINA EXPERIENCED 40.00**  
A country so rich in history, culture and beauty needs to be experienced. Learn how to plan the trip, what to expect, the how's, what's and where's about such a vast and different country. Course will deal with how to eat, sleep, travel and buy on very little money. Slide presentations, guest speakers included.  
Mon., Sept. 23 Langara 7:00-9:00 p.m. 6 weeks

**WINTER IN THAILAND Can. 2 200.00 (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. Jan. 1986 departure. Orientation session.  
Wed. Oct. 2 K.E.C. 7:00-9:00 p.m.

**HISTORIC AND CULTURAL TOUR OF JAPAN Can. 1,950.00**  
Japan in glorious Fall bloom! In Tokyo you will shop in the Ginza District, eat and drink in Asakusa, tour the electronics 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. Visit the ancient city of Nara, the modern city of Osaka and the port of Kobe. Travel from Kobe to Hiroshima to visit the Peace Museum and tour the Mazda plant. Included are Japanese Rail passes and budget hotel accommodation with breakfasts provided. Our features lectures by David Smith, V.C.C. instructor who has lived in and studied Japan extensively. Two orientation sessions before departure. Sept. 29 - Oct. 13 1985.

VANCOUVER  
COMMUNITY  
COLLEGE



Continuing  
Education Division

CONTINUING  
EDUCATION  
PHONE NUMBERS:

Vancouver Vocational Institute 682-5844  
King Edward Campus 875-8200  
Langara Campus 324-5322

REGISTRATION	
V V I	
- Monday to Thursday	10 00 a m - 8 00 p m
- Friday	10 00 a m - 3 00 p m
- Saturday	9 00 a m - 2 00 p m
K E C & LANGARA CAMPUS	
- Monday to Friday	9 00 a m - 3 00 p m
After September 2,	
- Monday to Thursday	9 00 a m - 8 00 p m
- Friday	9 00 a m - 3 00 p m

**THE NEW YORK EXPERIENCE 86** Can. 1,800.00 Approx.  
Join Capilano College's 6th Annual N Y Experience Scheduled tours include Metropolitan Museum, Museum of Modern Art, The Guggenheim, The Cloisters, United Nations, Brooklyn Museum and Botanical Garden plus a Circle Line Tour of Manhattan Island Cost includes airfare, accommodation, 4 plays, tours and entrances  
Phone 986-1911, Local 321 for more information  
Tour Leader Rose Naumann  
Dates May 12-23, 1986

**SUMMER WORKSHOPS IN FRANCE '86**  
Capilano College presents Summer Workshops in France The Medieval Village of Montaigut-le-Blanc is the setting for workshops in photography, painting and French Cuisine The village is dominated by the ruins of its 12th century castle, vineyards and orchards

- Photography June 1-14 or June 16-29  
Instructor Gerald Blitstein, Photographer
- Painting July 8-28  
Instructor Paul Degga, Painter, Sculptor
- French Cuisine Aug 4-17 or Aug 18-31  
Instructors Pierre Dubrulle/Diana Becker

Phone 986-1911, Local 321 for further information

**TEACHERS TOUR OF FRANCE** Can 2,300.00 Approx.  
Join Pascal Milly, instructor, Alliance Francaise on a three week tour of France's main cultural attractions Tour includes a week in Paris visiting typical Parisian quarters, current exhibitions and monuments From Paris, pass through the vineyards of Champagne and Burgundy and spend five days on the Riviera Visit the South-Rhone region, experience Avignon's annual theatre, journey through Bordeaux and Cognac, visit the beautiful Loire Chateaux country, returning to Paris through Chartres and Versailles Tour includes return airfare, accommodation, breakfast and private coach for some tours

For more information call Vancouver Community College, Continuing Education, 875-8200  
July 5-26, 1986

**MENTAL HEALTH HERITAGE TOUR IN UNITED KINGDOM** Can. 2,100.00 Approx.  
Mental Health Care an historic perspective from 'Bedlam' (1247) to today's most contemporary methods Includes visits to relevant sites, archives, museums and galleries as well as modern facilities employing both traditional and adjunctive psychotherapies Itinerary includes a series of meetings with specialized British colleagues opportunities for discussion and exchange Besides the core schedule there are cultural interest activities which include countryside rambles, London theatres, Morris dancing, Windsor Castle and estate gardens London-born Val MacBean, clinical and teaching psychologist, is the instructor Accommodation will be at Theobolds, residential manor, London

Orientation session — Dec 6, 8 00-10 00 p m , Langara Campus, Vancouver Community College

**THEATRE — HISTORY TOUR OF LONDON AND ENVIRONS** Can 1,950.00 Approx  
Join writer, lecturer, broadcaster Alan Tepper on this exciting theatre and history tour of London and its environs Included will be visits to the sites of the first English speaking theatres and behind the scenes visits to contemporary theatres Stay will include seven nights in London and six nights in an English market town where the group will visit many of the historical sites in the surrounding area Cost includes 4 plays, accommodation, breakfasts, return airfare, train travel and transfers Optional extensions are possible

**TRAVEL ARRANGEMENTS FOR ALL TOURS MADE BY CANADA WORLD TRAVEL**  
For further information call Bob Gallagher, Canada Wolrd Travel, 872-0355 or Wayne Decle, VCC Continuing Education, 875-8200

## NATURAL HISTORY

Mark Mon , Oct 7th on your calendar **Introductory evening for all travel tours** Come and be dazzled by the natural history of the Galapagos, East Africa and Costa Rica You'll be sure to find one of the tours irresistible!  
Mon , Oct 7 K E C 7 30 p m

For booking and information on  
Travel Tours call — Great Expeditions  
263-1505

**GALAPAGOS ISLANDS AND ANDES** U.S. 1,695 00  
Celebrate the 100th anniversary of Charles Darwin's famous visit to the Galapagos Islands by going there yourself! Spend a week discovering the islands from the comfort of a chartered yacht On the mainland of Ecuador, travel from Quito, site of the World's highest active volcano, to the lush sub-tropical forests of Tinalandia and north to Otavalo for the Indian market and the mountain scenery An optional one week extension to Peru is available Cost excludes airfare  
Dec 26, 1985 - Jan 11, 1986

**EAST AFRICA SAFARA** 4,500.00  
This 26-day safari is your dream of East Africa come true! Visit the great wilderness parks and reserves of Tanzania and Kenya — Ngorongoro Crater, Serengeti, Lake Manyara, and Samburu You will see the large mammals which make East Africa famous and the unusual and plentiful birds will enhance the wildlife experience Stays are longer in each place than is normally standard and the lodges have been carefully chosen for their wildlife viewing, service and charm Cost includes airfare  
Jan 15, 1986 - Feb 8, 1986

**COSTA RICA** 2,660 00  
Costa Rica is a naturalist's paradise There are more bird species here than in any other country in the world and twelve of the world's life zones are included within its borders Costa Rica's national parks are some of the best in the world Explore virgin rainforest, rivers, lowlands, marshes, paramo, volcanoes, cloudforest and deciduous forest Birding and the area's general history will be emphasized on this trip Cost includes airfare  
Feb 15, 1986 - Mar 1, 1986

**BRITISH COLUMBIA'S BIG MAMMALS** 30 00  
British Columbia has over 600 species of mammals It is a diverse and unique population Lectures by university specialists will cover the habits and habitats, daily and yearly routines and the status and difficult management problems presented by B C 's famous mammals — grizzly bear, deer, moose, cariboo, and big horn sheep  
Tues , Oct 1 K E C 8 00-10 00 p m 4 weeks

**NATURE PHOTOGRAPHY** 50.00  
Vancouver in the Fall provides fabulous photogrpahic opportunities Waterfowl return from northern breeding grounds to winter, deciduous trees dazzle us with their colours and coastal forests are often shrouded with rain and fog Learn what it takes to be a good nature photographer This course will cover basic photography techniques, emphasizing nature photography  
Wed , Sept 25 K E C 8 00-10 00 p m 3 sessions

Sat , Oct 5 Field Trip 8 00 a m - 12 00 noon 3 trips  
**OKANAGAN NATURAL HISTORY WEEKEND** 40.00  
British Columbia's interior of pine-forested mountains and northern desert is unique Discover the natural history of the plants and animals represented here Highlights include mountain goat-watching at Keremeos, owling at Okanagan Falls, and hiking after big horn sheep and waterfowl-watching at Vaseaux Lake The study of desert ecology is also planned at Haines Lease ecological reserve Cost excludes carpool expense and accommodation arranged at \$8 00 per person/night  
Wed , Oct 30 K E C 8 00 p m Orientation Lecture  
Sat , Nov 9/10/11 Field Trip Weekend

**ATTRACTING WILDLIFE TO YOUR GARDEN** 40 00  
Make your garden a year round home for 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, bird-feeders and the addition of food and shelter plants, you'll soon be enjoying the beauty of your yard and the company of the animals  
Wed , Oct 2 K E C 8 00-10 00 p m 4 weeks  
Sat , Oct 19 Field Trip 9 00 a m - 12 00 noon

**NATURAL HISTORY FOR WALKERS AND HIKERS** 70.00  
Be introduced to the natural history of our diverse province Learn about the plants, animals, and landforms of southern B C 's major life zones Included are five illustrated lectures and three guided field trips to Lighthouse Park, Cypress Bowl, Reifel Waterfowl Refuge and Boundary Bay  
Thurs , Oct 3 K E C 8 00-10 00 p m 6 weeks  
Sat , Oct 5 Field Trips 8 00 a m - 12 00 noon

**TROPICAL ANIMALS** 50.00  
Prepare for your winter holiday or finally get acquainted with the creatures of the Great Barrier Reef and the opulent tropical rainforests Explore the lives of fish, amphibians, reptiles and birds during illustrated lectures, close-up study sessions, and guided tours of the Amazon jungle and tropical ocean displays at the Vancouver Aquarium Register at K E C  
Mon , Sept 23 K E C 7 00-9 00 p m 3 weeks  
Sat , Sept 28 Field Trips 8 00 a m - 12 00 noon 2 trips

**INDIAN ARM NATURAL HISTORY CRUISE** 50.00  
Discover a spectacular natural paradise close to home Cruise Indian Arm in a 68 foot deluxe motor sailer The glacial fiord of Indian Arm offers great variety in the area of natural history Studies are planned of the ecology of Indian River estuary, coastal rainforests, hanging falls, and different types of seashores Biologists and divers will accompany trip Hikes to falls and on provincial park islands are included Boat will pick up at Belcarra Park and at Deep Cove  
Thurs , Oct 24 K E C 8 00 p m 1 session  
Sat , Oct 26 Field Trip All Day

**ASTRONOMY I 5204** 40.00  
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 (Van Luvn)  
Tues , Sept 10 Langara 6 00-8 00 p m 6 weeks

**ASTRONOMY II 5205** 40.00  
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 Included are field trips to the Dominion Astrophysical Observatory (travel costs extra), The Triumf Meson Facility and the Planetarium (Astronomy I is recommended but not essential) (Van Luvn)  
Tues , Oct 22 Langara 6 00-8 00 p m 6 weeks

## PERSONAL INVESTMENT

**TAX CONSIDERATIONS WITHIN A PORTFOLIO** 25.00  
An introductory course outlining the tax advantages offered to Canadian investors Topics include dividend income versus interest income, registered government plans, budget chances and their effect on your stock portfolio, the new R R S P limits and the \$500,000 00 lifetime capital gains exemptions  
Tues , Oct 22 Langara 7 00-10 00 p m 1 session or  
Wed , Oct 23 K E C 7 00-10 00 p m 1 session

**INVESTMENT OBJECTIVES AND STRATEGIES** 25 00  
Designed to clarify different investment objectives and the steps involved in structuring a balanced stock portfolio Emphasis is on investment vehicles with growth, income, safety of principal and liquidity Instructors Pia Schindler, Diana Costain  
Tues , Oct 15 Langara 7 00-10 00 p m 1 session or  
Wed , Oct 16 K E C 7 00-10 00 p m 1 session

**WOMEN AND INVESTING** 25 00  
(An Introduction to the Stock Market)  
For women who want to make conservative stock market and investment decisions yet lack basic knowledge of the stock market and investment terminology Learn the regulations concerning spousal RRSP's and Registered Education Savings Plans Further topics include bonds, preferred shares, common shares, warrants, mutual funds, and financial planning  
Tues , Oct 8 Langara 7 00-10 00 p m 1 session or  
Wed , Oct 9 K E C 7 00-10 00 p m 1 session

**OPTIONS AND FUTURES — AN INTRODUCTION TO TRADING** 45.00  
Provides a practical approach to trading in the options and futures markets and explain the complexities and terminology involved  
Mon , Sept 23 Mandarin Hotel 4 00-9 00 p m 1 session  
Business Ctr

**PERSONAL INVESTMENT STRATEGIES** 45.00  
Learn to appraise your financial prospects, to set investment goals and to evaluate alternative investment strategies This course will review a range of financial investments and describe how they work  
Wed , Sept 18 V V I 7 00-9 30 p m 5 weeks

**INTRODUCTION TO THE STOCK MARKET** 25.00  
Join the 11% of Canadians who invest in the stock market! Learn market terminology and the various investment vehicles available, bonds, common shares, preferred shares and warrants Explanations of interest income, dividend income, capital gains and their implications to the investor are included (P Schindler, D Costain)  
Mon , Sept 23 Langara 7 00-10 00 p m 1 session or  
Tues , Sept 24 K E C 7 00-10 00 p m 1 session

**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 Emphas will be on charting and interpreting trading patterns Individual portfolios will be compiled (K Tang)  
Mon , Sept 23 Langara 7 00-9 00 p m 6 weeks

**INVESTING IN BLUE CHIP STOCKS** 45.00  
Learn how to invest wisely in blue chip stocks with a simple Do-It-Yourself investment and bookkeeping system designed for beginners and small investors Materials include the instructor's recently published book titled, **How to Make Money in Blue Chip Stock**; Hancock House, and numerous worksheets (D Tan)  
Thurs , Oct 3 K E C 7 00-9 00 p m 4 weeks

**INTRODUCTION TO PERSONAL FINANCIAL PLANNING 15.00**  
This seminar, which is intended to be taken in conjunction with "Advanced Financial Planning", will help you build a financial program from the ground up Learn how to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies (D Hodgins, Senior Financial Planner)  
Tues , Sept 24 K E C 7 00-9 30 p m 1 session

**ADVANCED FINANCIAL PLANNING** 25.00  
Looking for financial independence at an earlier age? This class, designed to be a logical follow-up to "Introduction to Personal Financial Planning", includes an in-depth review and analysis of your financial affairs with specific emphasis on advanced financial planning techniques in money management, risk management, investment planning and analysis, proven tax planning strategies and retirement planning (D Hodgins, Senior Financial Planner)  
Tues , Oct 22 K E C 7 00-9 00 p m 2 sessions

**STOCK MARKET INVESTING** 70.00  
For persons who wish to learn the operations of the stock market and how to analyze stock market investments  
Tues , Sept 17 V V I 7 00-9 00 p m 10 weeks

**STOCK MARKET ANALYSIS BY COMPUTER** 35 00  
Explains computerized investment techniques using both technical and fundamental analysis, enabling you to take better advantage of trading opportunities  
Tues , Sept 17 V V I 7 00-9 00 p m 3 weeks

**"IT" WILL MAKE YOU RICH** 90.00  
Learn little known "packaging" skills to own any business you desire with no money of your own, no borrowing or debt servicing The dynamic "It" formula, with actual case histories to help step by step with your business dream  
Wed , Oct 9 K E C 7 00-10 00 p m 8 weeks

**MONEY MANAGEMENT AND FINANCIAL PLANNING 5211** 50.00  
Learn to examine your attitudes toward money, goal setting, assessing net worth, preparing a budget, maximizing the rate of returns on your savings, moving from saver to investor, basic tax planning, and RRSP's (Templeton)  
Tues , Sept 17 Langara 8 00-10 00 p m 8 weeks

**MONEY FROM ROMANCE TO REALITY 5225** 12.00  
Explore your unconscious attitudes toward money Discover how our attitudes affect the way we relate to and handle our money By understanding our habitual responses, we expand the choices available to us and have a greater sense of control and reason in our financial dealings (Templeton)  
Sat , Sept 28 Langara 2 00-5 00 p m 1 day

**PERSONAL INVESTMENT PLANNING AND MANAGEMENT 5227** 45 00  
Review your finances, assess your priorities and find out if there is a need to invest You will receive a finance kit, a glossary of common terminology, and practical do's and don'ts about money matters Open to anyone wanting to take charge of their money (Vu)  
Thurs , Sept 26 Langara 7 00-9 30 p m 4 weeks

### REGISTRATION

#### V.V.I.

- Monday to Thursday, 10:00 a.m. - 8:00 p.m.
- Friday, 10:00 a.m. - 3:00 p.m.
- Saturday, 9:00 a.m. - 2:00 p.m.

#### K.E.C. & LANGARA CAMPUS

- Monday to Friday, 9:00 a.m. - 3:00 p.m.
- After September 2,
- Monday to Thursday, 9:00 a.m. - 8:00 p.m.
- Friday, 9:00 a.m. - 3:00 p.m.



LAW

**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.  
Wed., Oct. 9 K E C 7:00-9:00 p.m. 1 session

**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 of trusts and inheritance rights will be discussed.  
Thurs., Oct. 3 K E C 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 and preparation of documents for court appearance. The instructor is a Vancouver lawyer who practices family law.  
Tues., Oct. 1 K E C 7:00-10:00 p.m. 1 session

CONSUMER AWARENESS

**CONDOMINIUM OPERATIONS AND MANAGEMENT 20 00**  
Many condominium owners find themselves elected to the strata council of their development and have difficulty understanding their duties and obligations as a board member. This seminar touches on the key aspects of condominium operations. The course is conducted by G. Fanaken, President of Vancouver Condominium Services, and an author of a book on the subject.  
Sat., Oct. 19 K E C 9:00 a.m. - 12:00 noon 1 session

**BUYING A CONDOMINIUM 20 00**  
Introduces new buyers to the financial and governmental structures of a condominium (strata) corporation — how are they by laws enacted, who controls the corporation, what are an owner's rights, duties and obligations, how to distinguish the good condominiums from the poor ones. The seminar is conducted by Gerry Fanaken.  
Sat., Sept. 28 K E C 9:00 a.m. - 12:00 noon 1 session

**SATELLITE RECEIVING FOR HOME ENTERTAINMENT 20 00**  
A broad mix of satellite signals now offer a range of programming including movies, sports, news, children's shows, weather, public affairs and playboy features. "EARTH STATIONS" such as satellite dishes are being marketed for personal home use, multiple occupancies and even for commercial in-house buildings. Learn what the consumer should know to evaluate this type of entertainment. (J. Hayes)  
Tues., Oct. 15 Langara 7:00-9:00 p.m. 1 session

**APPRAISING YOUR OWN HOME 5222 15.00**  
Be a wise consumer! This popular course provides useful information on such topics as: purposes of appraisals, mortgages and refinancing, condominiums and town houses, the market and cost approach to value when preparing an appraisal, and appraising your own home. (Young)  
Mon./Wed., Sept. 16/17 Langara 8:00-10:00 p.m. 2 days

PERSONAL ENRICHMENT

**POLITICS AND LITERATURE 100 00**  
Everyone knows about Orwell, the author of 1984 and Animal Farm, but not everyone knows about Orwell's other novels and essays which take us on a fascinating journey from his early days as a policeman in Burma to his classic work on totalitarianism. Dr. Ian Slater, scholar and world authority on the works of Orwell, will instruct this 6 week course focusing on many of the authors other works — Burmese Days, Down and Out in Paris and London, Road to Wigan Pier, Keep the Aspidochelone Flying, and of course, Slater's latest publication, The Road to Airstrip One.  
Wed., Sept. 25 Langara 7:00-9:00 p.m. 6 weeks

**BETWEEN THE SEXES — HOW TO CREATE A SUCCESSFUL RELATIONSHIP 4324 10 00**  
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., Sept. 26 Langara 7:30-9:30 p.m. 1 session

**RELATIONSHIPS — THE ART OF KNOWING YOURSELF & ANOTHER 4328 20 00**  
Explore yourself in the context of your relationship. We will examine the stages of relationships as well as help you develop communication skills to achieve more satisfying relationships. Whether we are dealing with love relationships or those among co-workers, the issues that trouble us are often the same. (Belisle)  
Sat., Oct. 5 Langara 9:30 a.m. - 4:00 p.m. 1 day

**SELF HELP JOURNAL KEEPING 4329 20 00**  
Demonstrates and develops a unique kind of journal keeping. It enables you to clarify where you are NOW in your lives, enlarge your capacities, get in touch with inner feelings and strengths and chart new directions. Bring a big notebook. (Toiliday)  
Sat., Oct. 5 Langara 9:30 a.m. - 4:00 p.m. 1 day

**LIFE RE-BUILDING 5208 45 00**  
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., Sept. 18 Langara 7:30-9:30 p.m. 7 weeks

REGISTRATION

- V.V.I.
- Monday to Thursday, 10:00 a.m. - 8:00 p.m.
  - Friday, 10:00 a.m. - 3:00 p.m.
  - Saturday, 9:00 a.m. - 2:00 p.m.

- K.E.C. & LANGARA CAMPUS
- Monday to Friday, 9:00 a.m. - 3:00 p.m.
- After September 2,
- Monday to Thursday, 9:00 a.m. - 8:00 p.m.
  - Friday, 9:00 a.m. - 3:00 p.m.

**WHY ARE MEN SO HARD TO GET ALONG WITH 4335 10 00**  
At home and at work many women are having a difficult time feeling at ease with men. Men criticize women, get angry at them, try to control their money, want more sex. Dr. Judy and Jim Sellner discuss the roots of these difficulties and give some practical ways to deal with men. Both men and women are invited. (Sellner)  
Thurs., Oct. 24 Langara 7:30-9:30 p.m. 1 day

**LEARN TO MEDITATE 5210 10 00**  
Learn how meditation can improve your life and bring more joy. Each week you will learn new techniques to cover related topics. (Runkel)  
Thurs., Sept. 26 Langara 8:00-9:00 p.m. 6 weeks

**TIME MANAGEMENT 5231 20 00**  
Never have enough time? Here's an opportunity to explore sources of conflict in your use of time and to develop techniques of managing time at home and work. There will be a one-hour lunch break. (Hall)  
Sat., Oct. 19 Langara 10:00 a.m. - 3:00 p.m. 1 session

**TOWARDS AN ACTIVE RETIREMENT 5232 30.00**  
This workshop deals with lifestyle assessment, pre-retirement planning and retirement. Explore financial planning, time management, health and family relations, opportunities and alternatives in business community service and personal creativity. (Kushner)  
Sat./Sun. Sept. 21/22 Langara 10:00 a.m. - 3:30 p.m. 2 sessions

**TRACE YOUR FAMILY TREE WORKSHOP 5233 20.00**  
You will complete a personal research plan, utilizing libraries, institutions, obvious and obscure sources, and finding aids. Learn how to solve special problems relating to the country of your "Roots." Extensive hand-out material with basic information and filing system will be supplied. Bring lunch. (Leduc)  
Sat., Oct. 19 Langara 9:00 a.m. - 4:00 p.m. 1 session

**HOW TO BUY A WOODEN BOAT 5309 30.00**  
Learn from a shipwright, how and what to look for in the purchase of a wooden sailboat or motorboat prior to calling in a surveyor. Potential boat owners will save time, money and unwanted surprises while maximizing the quality of their purchase. (Watt)  
Wed., Sept. 18 Langara 7:00-10:00 p.m. 3 weeks

**PSYCHOLOGY OF COLOUR & WARDROBE 20 00**  
Learn to plan and coordinate your wardrobe in your personal colours, organize your closet, accessorize, and harmonize with your surroundings. Included is an individual colour analysis based on personality not the seasons, and a personalized colour booklet at a cost of \$15.00. Enrollment limited to 15. One hour lunch break. (Hall)  
Sat., Sept. 21 (5228) Langara 9:30 a.m. - 3:00 p.m. 1 day  
Sat., Sept. 28 (5229) Langara 9:30 a.m. - 3:00 p.m. 1 day

**PSYCHOLOGY OF COLOUR & WARDROBE FOR MEN 5230 10.00**  
Learn to plan and coordinate your work and play wardrobe and to dress for success at work. Included is an individual colour analysis based on personality, not the seasons. A personalized colour booklet available at a cost of \$15.00. (Hall)  
Sat., Oct. 5 Langara 10:00 a.m. - 1:00 p.m. 1 day

**ALGEBRA — EVERYTHING YOU NEED TO KNOW 5201 55 00**  
Course (similar to Math 10/11) covers the fundamentals of Algebra with emphasis on examples and applied problems. (Shuen)  
Tues., Sept. 17 Langara 7:00-9:30 p.m. 8 weeks

**ASSERTIVENESS TRAINING I 5202 45.00**  
Explore the nature and value of assertive behaviour and the role it plays in the development of confidence and self-esteem. An opportunity to practise your assertiveness skills in a safe and supportive environment. (Hall)  
Wed., Sept. 18 Langara 8:00-10:00 p.m. 8 weeks

**ASSERTIVENESS TRAINING II 5203 40 00**  
Topics include dealing with anger (your own and others), self-esteem, self-defence and effective listening and speaking. Designed to be a continuation for those who've taken basic Assertiveness Training. (Hall)  
Mon., Sept. 16 Langara 6:00-8:00 p.m. 7 weeks

**BASIC PHYSICS 5206 45.00**  
Covers the basic fundamentals of mechanics with emphasis on examples. Topics included to suit student need. (Shuen)  
Mon., Sept. 16 Langara 7:00-9:00 p.m. 8 weeks

**VIDEO BUYERS CRASH COURSE 4330 12.00**  
Designed for the consumer wishing more information on the current Home Video Market. The video recorder, video camera, television or a monitor, in fact, any video item or accessory on the market will be examined. (Cooperstone)  
Sat., Dec. 14 Langara 1:00-4:00 p.m. 1 day

**HOME VIDEO TECHNIQUES 4317 70 00**  
Learn to get more out of your VCR. Learn how to use video like the pros. Sharpen your skills and techniques of video production. Book requirement of \$5.00 not included in course fee. (Cooperstone)  
Wed., Sept. 18 Langara 7:30-9:30 p.m. 10 weeks

**THE RENAISSANCE IN FLORENCE & ROME 5215 50 00**  
Explore the Renaissance in Italy — the transitional periods from the middle Ages to the Modern era when the Medici, Petrarch, Pope Julius II, Michelangelo and others became key figures. (de Haas)  
Tues., Sept. 17 Langara 8:00-10:00 p.m. 8 weeks

**FINANCIAL PLANNING FOR RETIREMENT 5223 FREE**  
Investing to keep ahead of inflation and taxes while providing income and security of capital, alternatives to annuities, income splitting, spousal loans, and treating an extra \$1,000 tax free each year. There will be a discussion on the different types of investment income and the different tax treatment of each type. (Moylan)  
Sat., Oct. 19 Langara 10:00 a.m. - 12:00 noon 1 day



Register by  
Phone  
using your  
VISA

**UNDERSTANDING WILLS AND PROBATING ESTATES 5234 20 00**  
Learn a basic understanding of the components of a valid will and the procedure for probating estates. The legal requirements of a valid will and the pitfalls of will-drafting shall be considered. In addition, learn about the procedure and documentation required for a common probate application. (Cutler)  
Sat., Oct. 19 Langara 9:00 a.m. - 3:00 p.m. 1 session

**TAROT — THE MINOR ARCANA 5217 40 00**  
Learn the 4 suits of the Tarot Minor Arcana and examine one layout using the Tarot. Please purchase a deck of Waite Rider Tarot cards (available at Banyen Books). (Scott)  
Thurs., Sept. 19 Langara 8:30-10:00 p.m. 1 weeks

**TAROT — THE MAJOR ARCANA 5218 40 00**  
Learn the twenty-two cards of the Tarot Major Arcana. An in-depth look at the symbolism and use of the ancient Tarot. Please purchase a deck of Waite Rider Tarot Cards. (Scott)  
Thurs., Sept. 19 Langara 7:00-8:30 p.m. 1 weeks

**PARTY GAMES WORKSHOP 5226 12 00**  
Learn all about party games that will ensure guests have fun, and they'll ask for more. (Johnson)  
Tues., Sept. 24 Langara 6:00-9:00 p.m. 1 session

**DRESSING WELL FOR VERY LITTLE — CREATING AN IMAGE 15 00**  
Learn how to use the best colours for your personality based on the psychology of colour. Workshop includes building a basic wardrobe, coordinating your present clothing, accessorizing, style, texture, organizing your closet and how to recycle clothes. (P. Hall)  
Mon., Sept. 30 K E C 7:00-10:00 p.m. 1 session

**MAKE-UP ARTISTRY — BASIC 5209 40 00**  
Learn about complexions, features, colours and designs for everyday use. Techniques of make-up application will be demonstrated and practiced. Bring your daily make-up kit. (D'Assumpcao)  
Tues., Sept. 16 Langara 7:00-9:00 p.m. 1 weeks

**CHARM COURSE FOR TEENAGERS**  
A fun-filled charm course for teenagers to learn all about skin care, make-up application, hairstyling, and wardrobe for everyday grooming and that "special date." Bring your own make-up, colouring pencils, mirror and towel to the first class.  
12 to 15 year olds 30 00  
Sat., Sept. 21 V V I 10:00 a.m. - 12:30 p.m. 1 weeks  
16 to 20 year olds 35 00  
Sat., Sept. 21 V V I 1:00-4:00 p.m. 1 weeks

**EDUCATIONAL TECHNIQUES FOR PARENTS 30.00**  
Designed for parents to motivate and support family members to achieve academic excellence. Simple techniques for memory improvement dealing with exam anxiety, establishing and structuring good work habits and overcoming math anxiety.  
Sat., Sept. 21 V V I 9:00 a.m. - 12:00 p.m. 3 sessions

**MEN IN TRANSITION**  
A ten-week networking workshop exploring men's issues around change, the endings, the new beginnings (job dislocation, marital or relationship change, new family patterns, understanding and recovering from loss, etc.) centered on the processes of transition and rebuilding, including self discovery, life skills and relationships.  
Tues., Sept. 16 K E C 7:00-10:00 p.m. 10 weeks

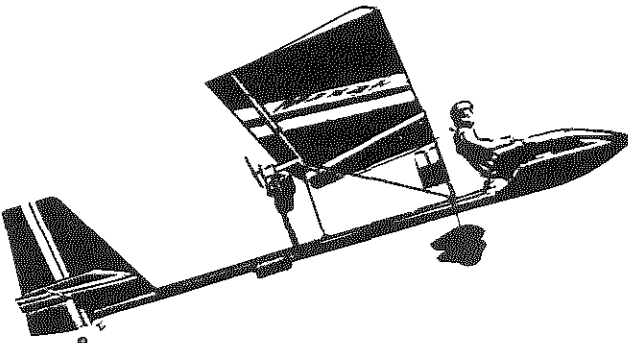
CANINE STUDIES PROGRAM

(Co-sponsored with WFIDO)

**DOGS, A HOBBY OR A PROFESSION**  
This is a total education program for both serious dog fanciers and pet owners who have a genuine concern for their animals' well-being. These weekend workshops are a must for breeders who want to develop a reputation for distinguished stock.

**Canine Studies Level 1 Dogs Their Care — An Introduction**  
Fri., Sat., Sun., Sept. 20/21/22 at Capilano College, 150 00

**Canine Studies Level 2. Skeletal Anatomy & Recording**  
Sat., Sun., Nov. 2/3 at Capilano College, 150 00

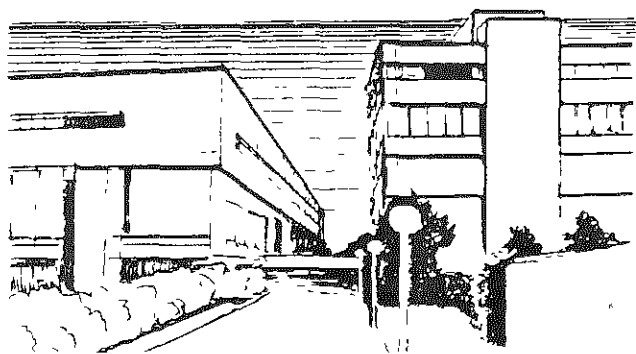


THE ULTRALIGHT EXPERIENCE

Vancouver Community College, Continuing Education Division in conjunction with Airflow Ultralight Aviation Ltd., presents a **FREE ORIENTATION** for those keenly interested in the sport of ultralight aviation. Topics include the safety and risk factors involved, ultralight history and evolution, training and float flying and the sheer excitement and exhilaration involved with being part of one of Canada's fastest growing sports.

King Edward Campus — 1155 E. Broadway, Vancouver  
Sept. 11, 1985 — 7:00-9:00 p.m.  
5th Floor Board Chamber Room  
OR  
Langara Campus — 100 W. 49th Ave., Vancouver  
Sept. 12, 1985 — 7:00-9:00 p.m.

For more information concerning ultralight ground school courses scheduled at V.C.C. call Continuing Education at 875-8200.



# VANCOUVER COMMUNITY COLLEGE

LANGARA  
CAMPUS

100 West 49th  
Avenue,  
Vancouver, B.C.  
V5Y 2Z6  
324-5221

Information and Counselling regarding Admission is available at the

## STUDENT SERVICES CENTRE

(in the main Lobby area)

LANGARA CAMPUS  
100 West 49th Avenue, 324-5221

9 a.m. to 6 p.m. Monday - Thursday  
11 a.m. to 4 p.m., Friday

If you are registering for the first time, YOU MUST SEE A COUNSELLOR PRIOR TO REGISTRATION DATES WHICH ARE: Tuesday, September 3rd, Wednesday, September 4th, and Thursday, September 5th.

For more information about courses and enrolment procedures, please contact Students Services, 324-5221

### GUIDED INDEPENDENT STUDIES

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

### CAREER PROGRAMS

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

Accounting	Library Technician
Art-in-Merchandising	Marketing & Sales
Business Management	Nursing
Commerce Transfer	Pacific Rim Program
Computer Systems Technologist	Photography
Computer Information Systems	Physical Education & Recreation
Court Reporter	Realty Appraisal
Early Childhood Education	Small Business Development
Finance & Investment	Special Education Assistant
Fine Arts	Social Service Worker
Food Services	Theatre Arts
Journalism	

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

### ARTS & SCIENCE COURSES

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

### EVENING CLASSES

Remember - you can obtain a complete program of Arts & Science courses in the late afternoon and evening.

### DEPARTMENT OF INTERDISCIPLINARY STUDIES

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

- Canadian Studies
- Latin American Studies
- Classical Studies
- Women's Studies

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

### FEES

#### TUITION AND HEALTH SERVICES

All courses are 25.00 per credit. Tuition is 24.67 per credit, plus a health services fee of 33 cents per credit, bringing the combined total to 25.00 per credit. The maximum fee per term, tuition and health services, is 375.00 (370.00 maximum tuition and 5.00 maximum health services).

#### STUDENT SOCIETY

8.00 basic, plus a national student fee of 3.75, plus 3.00 per course to a maximum of 26.75.

#### STUDENT ACTIVITY

1.00 per course to a maximum of 5.00.

#### MATERIALS

Some courses (e.g. Lab, Computer Science, Studio courses, etc.) carry a materials fee of 3.00 per credit to a maximum of 36.00.

#### NOTE:

The maximum fee payable is 442.75 (tuition plus health services, student society, student activity, and materials - see above).

Please note that only tuition is income tax deductible. Early in 1986 you will receive an official fee receipt for income tax purposes showing only tuition. Other fees will not be included on your official receipt for they are not income tax deductible.

### PLACEMENT TESTS

#### A. ENGLISH PLACEMENT TEST

All students planning to take first-year English courses or Communication courses at Vancouver Community College, Langara Campus must write the English Placement Test. Students must pre-register through the Educational Research Institute of B.C. In-person application at E.R.I.B.C. will be possible until August 21, 1985. There will be a charge of 20.00 for the test. NO WALK-INS. The next test will be held on Thursday, August 29th, at 1.00 p.m.

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

#### B. MATHEMATICS & COMPUTER SCIENCE DIAGNOSTIC/PLACEMENT TESTS

These tests are designed to assess students' knowledge of pre-requisite skills and their application. A new student does not have to write the Math Diagnostic/Placement Test if he/she:

- has a recent 'A' grade in Algebra 12 and wants to take Math 171, or,
- a recent 'B' grade in Algebra 12 and wants to take Math 153, or
- a recent 'C' grade in Algebra and wants to take Math 152.

Otherwise, the test will be required for all prospective Math 152, 153 or 171 students, and the department's advice, based on the results of the tests, is normally to be followed.

Students planning to register in Computer Science 135 must write a separate test, unless he/she has completed Math 153, 162 or 171 with a 'C' or better grade.

Tests are written on:

Aug. 28 at 2 p.m.  
Sept. 3 at 10 a.m. and 6 p.m.  
Sept. 4 at 10 a.m. and 6 p.m.  
Sept. 5 at 1 p.m.

Students must bring copies of most recent transcripts of secondary school (or college) marks, assessment and departmental advice will be available immediately afterwards.

#### B.C. STUDENT ASSISTANCE PROGRAMS (BSCAP).

The B.C. Student Assistance Program is a comprehensive program of financial aid for full-time post-secondary students. At Langara Campus it is administered through the Financial Aid Office in Student Services. For information and application forms please phone or come to the Student Services Centre on campus.

#### INQUIRE NOW ABOUT THE NEW V.C.C. PACIFIC RIM PROGRAM

Which starts in September and offers two CAREER TRAINING OPPORTUNITIES:

Pacific Rim - Business Option  
Pacific Rim - Transfer Option

## PLEASE NOTE

Langara Fall Term Orientation Day  
August 29th, 1985 14:30-19:00  
Talks: Tours: Refreshments: Advice





## ENGLISH AS A SECOND LANGUAGE

A RANGE OF BOTH DAY AND EVENING COURSES WILL BE OFFERED THIS FALL AT CAMPUS AND VARIOUS COMMUNITY LOCATIONS

### Night School Classes

The Fall Session is from Sept 9 to Nov 28 at these Vancouver locations where you also register

Britannia Secondary School, 1001 Cotton Drive  
Vancouver Technical School, 2600 E. Broadway  
John Oliver Secondary School, 530 E. 41st Ave  
King George Secondary School, 1755 Barclay St

Registration Sept 9 and 10 — 6 30-8 30 p.m.

Cost 88.00 for 4 nights a week (Mon. to Thurs.)  
44.00 for 2 nights a week (Mon./Wed. or Tues./Thurs.)

FOR MORE INFORMATION PLEASE PHONE 875-6111, local 558

### Literacy Classes

Do you know someone who speaks English well but has difficulty reading and writing?

We offer Night School classes for adults in very basic reading and writing as well as spelling and vocabulary at Vancouver Technical School, 2600 E. Broadway

Register on Sept 9th and 10th

### Part-Time Classes

#### 1. Classes at the Beginners, Intermediate and Advanced levels

**Class times** 8 30 to 11 00 a.m.  
12 00 to 2 30 p.m.  
3 00 to 5 30 p.m., Mon. to Fri.

or

6 45 to 9 50 p.m., Mon. to Thurs.

**Term** Sept 3 to Dec 20, 1985

**Fees** 214.00

Entry assessment. Phone ADMISSIONS, 875-6111, local 705 for an appointment to write assessment test.

#### 2. Special Skills Classes

a. **Conversation & Listening** Upper Intermediate to Advanced levels  
3 00 to 4 10 p.m. or 4 20 to 5 30 p.m.  
Mon., Wed. and Fri., **Fees** 57.75

b. **Intensive Grammar** Lower & Upper Intermediate levels  
3 00 to 4 10 p.m., Tues. and Thurs., **Fees** 38.50

c. **Pronunciation** Pre-Intermediate to Upper Intermediate levels  
4 20 to 5 30 p.m., Tues. and Thurs., **Fees** 38.50

**Term** Sept 3 to Dec 20, 1985

Entry assessment. Phone ADMISSIONS, 875-6111, local 705 for an appointment to write assessment test.

#### 3. Test-Taking Skills for ESL Students

For second language speakers requiring English Language Assessments, e.g. the TOEFL, E.L.A.

**Class time** 9 a.m. to 12 noon, Sat.

**Fees** 40.00 for 4 classes

**Term** New classes begin the first Sat. of every month.  
Students can continue for as many months as they need.

**Registration** Register before the starting day at ADMISSIONS, level 4, 1155 E. Broadway.

#### 4. Reading/Writing/Study Skills for ESL Students Grades 10-12

— High school students, Grade 10-12. Bring a letter of approval from your principal or counsellor to registration. No assessment necessary.  
— Ex-high school students, full or partial Grade 12, bring certificate of completion to registration. No assessment necessary.

**Class time** 6 30 to 9 30 p.m. Tues. to Thurs.  
5 00 to 8 30 p.m., Fri.

**Term** Sept 3 to Dec 20, 1985

**Fees** 335.00

**Registration** Bring necessary documentation to Admissions, level 4 before first day of class.

### School Canadiana

School Canadiana offers English Language Training at the Beginner and Lower Intermediate levels for Chinese-speaking adults who are Canadian citizens, permanent residents, convention refugees or holders of 6 month work permits. Dependents of all the above may also enrol.

Next term Sept 4 - Oct 31, 1985

Morning classes 9-11 30 a.m., Mon. to Fri., 79.00

Evening classes 7-10 05 p.m., Mon. to Thurs., 79.00

Registration Sept 3rd, 10 00-12 00 noon and 7 00-9 00 p.m.

499 E. Pender St., Vancouver

For more information, please call 255-1079

#### Neighbourhood English

This fall classes will be offered for 12 weeks at the following times and locations:

**Cedar Cottage Neighbourhood House** 4065 Victoria Drive

Mon./Wed. 9 30-11 30 a.m.

**Chinese Community Library** 591 E. Pender St.

Mon./Wed. 1 30-3 30 p.m.

**Collingwood Neighbourhood Association** 4940 Joyce St.

Mon./Wed. 9 30-11 30 a.m.

Mon./Wed. 7 00-9 00 p.m.

**D.E.R.A.** 49 E. Hastings St.

Mon./Wed. 9 30-11 30 a.m.

Tues./Thurs. 9 30-11 30 a.m.

**D.E.W.C.** 217 Main St.

(Classes held at 545 Gore St.)

Mon./Wed. 10 00-12 00 noon

**Douglas Park Community Centre** 801 W. 22nd Ave.

Mon./Wed. 9 30-11 30 a.m.

**Dunbar Community Centre** 4747 Dunbar St.

Tues./Thurs. 9 30-11 30 a.m.

**411 Seniors** 411 Dunsmuir St.

Tues./Thurs. 1 00-3 00 p.m.

**Fraserview Community Library** 1950 Argyll Drive

Tues./Thurs. 9 30-12 00 noon

**Frog Hollow Neighbourhood House** 2131 Renfrew St.

Mon./Wed. 9 30-11 30 a.m.

Tues./Thurs. 9 30-11 30 a.m.

Mon./Wed. 5 00-7 00 p.m.

Mon./Wed. (Advanced Composite on Reading and Study Skills)  
5 00-7 00 p.m.

**Gordon House** 1019 Broughton St.

Mon./Wed. 9 30-11 30 a.m.

**Jewish Community Centre** 950 W. 41st Ave.

Mon./Wed. 9 30-11 30 a.m.

(NOTE: This class begins on Sept. 18th. The Centre is closed on Sept. 16th.)

**Kitsilano Neighbourhood House** 2305 W. 7th Ave.

Tues./Thurs. 9 30-12 00 noon

**Little Mountain Neighbourhood House** 3981 Main St.

Mon./Wed. 9 30-12 00 noon

**Marpole/Oakridge Community Centre**

990 W. 59th Ave.

Mon./Wed. 9 30-12 00 noon

Tues./Thurs. 9 30-12 00 noon

Citizenship Classes

Fri. 9 30-12 00 noon for 7 Fri. Fee: 13.75 (includes materials fee)

**Mount Pleasant Community Centre**

3161 Ontario St.

Mon./Wed. 9 30-12 00 noon

Mon./Wed. 7 00-9 00 p.m.

Tues./Thurs. 7 00-9 00 p.m.

**Overseas Chinese Voice Education Centre** 7668 Borden Street

Mon./Wed. 9 30-11 30 a.m.

Mon./Wed. 7 00-9 00 p.m.

Citizenship Classes

Tues. 7 00-9 30 p.m. Fee: 13.75 (includes materials fee)

**South Vancouver Neighbourhood House** 6470 Victoria Drive

Mon./Wed. 9 30-12 00 noon

Mon./Wed. 12 30-2 30 p.m.

Tues./Thurs. 9 30-11 30 a.m.

**Strathcona Community Centre** 594 E. Pender St.

Tues./Fri. 9 30-11 30 a.m.

Tues./Thurs. 7 00-9 00 p.m.

**Sunset Community Centre** 404 E. 51st Ave.

Tues./Thurs. 9 30-12 00 noon

**West-End Community Centre** 870 Denman St.

Mon./Wed. 9 30-12 00 noon

Tues./Thurs. 9 30-12 00 noon

#### REGISTRATION

Register with the teacher at the centre you wish to attend on the first day of class.

#### FEES

Sept 16th for Mon./Wed. classes Two hour classes 36.00

Sept 17th for Tues./Thurs. classes Two and one half hour classes 45.00

ONE DOLLAR (\$1) MATERIALS FEE CHARGED FOR EACH COURSE

Classes are open to Canadian citizens, permanent residents and those holding work permits. Students on visitor visas or student visas are welcome to attend but must pay a higher fee. For more information call 875-6111 local 559.

## SIGN LANGUAGE CLASSES

This fall, classes will be offered once a week for 12 weeks at the following times:

**BASIC SIGN** 55.00

Mon., Tues. or Wed., Sept. 9, 10 or 11, 7 00-9 00 p.m.

**INTERMEDIATE SIGN** 55.00

Mon., Tues., Wed. or Thurs., Sept. 9, 10, 11 or 12, 7 00-9 00 p.m.

**INTRODUCTION TO INTERPRETING — BASICS** 70.00

Tues., Sept. 10, 7 00-9 00 p.m.

For registration information contact ADMISSIONS at 875-6111, local 703

### College Preparatory English

This is a comprehensive program for non-native speakers of English who wish to improve their English proficiency to study in Canadian post-secondary institutions. It consists of developing writing, reading, speaking, listening, and study skills at the college preparatory level. Students may attend the full-time day program or the part-time evening program.

#### ENGLISH 059

This comprehensive course includes listening and note-taking skills, improving oral skills, developing vocabulary, increasing reading speed and improving reading comprehension and speed, acquiring study skills useful for success in college, and writing, composition and editing skills.

Intensive day program 8 30 a.m. - 1 30 p.m. or 12 30-5 30 p.m. daily

Part-time evening program 5 00-10 00 p.m. Mon., Wed., Fri. or

Tues., Thurs., Fri.

#### ENGLISH 098-099

More advanced than English 059, this sequence of courses includes writing, reading, listening, speaking, and Canadian studies. Students completing English 099 receive a certificate of readiness to undertake college level courses. Course content covers writing essays, reports, and research papers, reading literature, reading textbooks, improving reading speed, vocabulary and comprehension, and Canadian life and culture. These courses carry credit equivalent to English 12 and Social Studies 11.

Intensive day program 8 30 a.m. - 1 30 p.m. daily

Part-time evening program 5 00-10 00 p.m., Mon., Wed., Fri. or

Tues., Thurs., Fri.

**FEES** Day 250.00 (for three months)

Evening 160.00 (for four months)

#### REGISTRATION INFORMATION

Students must take the VCC English Language Assessment prior to registration. Call 875-6111, local 705 for an appointment as soon as possible.

Registration for the fall term is Sept. 3 for evening classes and Oct. 1 for daytime classes.

## ADULT BASIC EDUCATION

### ADULTS PREPARE FOR UNIVERSITY OR COMPLETE GRADE 12

#### REGISTRATION FOR SEPTEMBER 1985 COURSES

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

#### At the Grades 11 and 12 levels

Accounting, biology, business communications, Canadian viewpoints, chemistry, consumer law, consumer finance, economics, English, French geography, history, marketing, mathematics, computer science, physics, reading and study skills, typing, writing skills.

#### At the Grade 9 and 10 Levels

English and mathematics

More detailed information on grade equivalents, pre-requisites, course contents, schedules, assessments and counselling is available at the Counselling Career Centre at the King Edward Campus, 1155 E. Broadway, Vancouver. Phone 875-6111, local 496/497.

#### Registration

Sept. 3, 1985 10 30 a.m. - 8 00 p.m.

Registration will be on a first-come, first-served basis.

Students who have had senior secondary education in Canada MUST present a transcript before registering.

Fees to be paid at Registration. No fee deferrals will be given.

## BASIC TRAINING FOR SKILLS DEVELOPMENT (B.T.S.D.)

### CERTIFICATE PROGRAM

(Educational Upgrading for ADULTS)

#### THIS IS WHAT B.T.S.D. PROVIDES

It provides YOU with the academic skills in COMMUNICATIONS, MATHEMATICS and SCIENCE to:

- GAIN ENTRANCE to a Vocational Course
- MEET the requirements for a JOB
- OBTAIN a GRADE 10 or GRADE 12 Equivalency CERTIFICATE that is recognized by business, industry, unions, police and fire departments and the armed forces
- PASS THE GED examination
- MASTER a particular skill in communications, mathematics or science to meet a particular need

#### HERE'S HOW THE PROGRAM WORKS

B.T.S.D. is an individually prescribed program. You learn only those academic skills which you need or want to learn to further your development and you learn at the speed which is best for you.

The program is flexible and attendance can be on a full-time (6 hours/day, 5 days/week) or part-time basis. Attendance is arranged during the hours of 8 00 a.m. to 9 30 p.m., Mon. to Thurs., and 8 00 a.m. to 5 00 p.m. on Fri.

#### THIS IS HOW YOU START

CALL THE COUNSELLING CAREER CENTRE at KING EDWARD CAMPUS

— 875-6111, local 496 for full information

## CAREER PREPARATION

### 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 trades training: 1. Common Core, 2. Occupational Core, 3. Specialties.

#### ABOUT THE COURSE:

Common Core Starts every 4 weeks and a full-time course takes 12 weeks. Class hours: Independent learning and shop facilities are available from 8 a.m. to 4 p.m. Mon. to Thurs. and 8 a.m. to 2 p.m. Fri. Part-time students: Courses scheduled individually.

Occupational Core and Specialties: At KEC, the Occupational Core and Specialties are integrated in each of the following programs:

- AUTOMOTIVE BODY REPAIR (6 months in length)
- AUTOMOTIVE MECHANICS (9 months in length)
- DIESEL MECHANICS (12 months in length)

#### CHECK YOUR QUALIFICATIONS

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

CONTACT THE TRAINING ACCESS OFFICE FOR CURRENT FEES OR ADDITIONAL INFORMATION AT 875-6111, local 455 or ADMISSIONS at 875-6111, local 703.

#### HOMEMAKER TRAINING PROGRAM (Provincial)

We are now taking applications for the full-time day program and part-time evening and day programs commencing September 1985. For further information call 875-6111, local 448.

### ADULT SPECIAL NEEDS PROGRAMS

King Edward Campus, 1155 East Broadway can assist adults with programs designed for:

- basic literacy
- basic employment skills training
- employment orientation for women
- the hearing-impaired
- the vision-impaired
- vocational orientation for youth

Further information respecting the above is available at the Counselling Career Centre at King Edward Campus or call 875-6111, local 497. To enroll, apply at Admissions, level 4, or call 875-6111, local 706.

#### INSTITUTIONAL AIDE

This full-time program prepares the student in the basic housekeeping skills required for employment as kitchen helps or as employees on the housekeeping staff of personal care homes, rest-homes, hospitals, lodges, hotels and motels.

Applicants must have the basic skills of reading, writing, and use of simple arithmetic. Sufficient oral and written English for effective communication is necessary.

Tuition and sundry fees for the three-month program are \$214.

The next class starts Sept. 16th. For further information apply at Admissions, 1155 E. Broadway, Vancouver, or phone 875-6111, local 704.

# VANCOUVER COMMUNITY COLLEGE

Vancouver  
Vocational Institute

## INTERESTED IN LEARNING A LIVING? COME DOWNTOWN TO THE V.V.I.

THE VANCOUVER VOCATIONAL INSTITUTE IS LOCATED AT 250 WEST PENDER STREET. PHONE: 681-8111

CREDIT COURSES listed are part of the following COLLEGE CERTIFICATE PROGRAMS (A TRANSCRIPT OF ACHIEVEMENT is issued upon successful completion)

ACCOUNTING CLERK • ADMINISTRATIVE CLERK • ADMINISTRATIVE SECRETARY • ALLIED HEALTH CLERK • BAKING OPTIONS • BOOKKEEPER/DATA CLERK • BUSINESS EDUCATION PREPARATION • CARPENTRY - BASIC • CARPENTRY - BUILDING CONSTRUCTION • COCKTAIL BAR MANAGEMENT • COMPUTER AIDED DRAFTING • COOK TRAINING - CHINESE CUISINE • COOKING - CORE & SHORT ORDER • DENTAL ASSISTING • DENTAL ASSISTING UPGRADE • DENTAL RECEPTION • DINING ROOM AND LOUNGE SUPERVISOR • DRAFTING - BASIC AND ARCHITECTURAL • ELECTRICAL UPGRADE • ELECTROLYSIS • ELECTRONICS - BASIC • ESTHETIC COSMETIC RETAILING • GRAPHIC ARTS • INFORMATION PROCESSOR • INSTRUCTOR TRAINING • JUNIOR ACCOUNTANT • JUNIOR COMPUTER PROGRAMMER • KITCHEN MANAGEMENT • LEGAL SECRETARY • MEDICAL OFFICE ASSISTANT • MEDICAL WORD PROCESSING • TRANSCRIPTIONIST • PRACTICAL NURSING • SECRETARY • SECURITY OFFICER • SKIN CARE (ESTHETICS) • SKIN CARE - ADVANCED (ESTHETICS) • TRAIN THE TRAINER • WORD PROCESSING - BASIC • WORD PROCESSING - ADVANCED

### "EQUIVALENT" DEFINED

Students who can present proof of related educational or work experience may be exempt from certain prerequisites.

### NON-CREDIT COURSES

Practical Nursing Refresher Skills • Human Biology Refresher • Sewing • Restyling Alterations and Repairs • Power Engineering • Mathematics • Applied Mechanics • Thermodynamics

### INFORMATION

Contact Counselling at 681-8111, Local 220.

PLEASE NOTE: 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.

## BUSINESS PROGRAMS

### BUSINESS EDUCATION PREPARATION

**BUSINESS MATHEMATICS AND MACHINES** 95.60  
Solve basic business math problems, percentage, discounts, excise duties, sales taxes, and metric using the touch system on the electronic calculator. Approximate text/supplies cost 10.00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

**INTRODUCTORY KEYBOARDING** 95.60  
Develop touch typing techniques to minimum 25 g w a m. Proofreading, correction techniques, and typewriter maintenance. Approximate text/supplies cost 30.00  
Sept 2 - Dec 7 Sat 1 00-4 00 p m

**BUSINESS TYPING APPLICATIONS 1** 189.20  
Production work including basic letter styles, business letters with special features, centering and tabulation techniques, business forms and reports. Prerequisite: Typing Accuracy & Speed Development (25 g w a m) or the equivalent. Approximate text/supplies cost 35.00  
Sept 17 - Dec 5 Tues /Thurs 6 00-9 00 p m

**RECORDKEEPING** 95.60  
Fundamentals of basic recordkeeping. Cash records, cheques and bank reconciliations, maintenance of office supplies, merchandising procedures. Sept 21 - Dec 7 Sat 9 00-12 00 noon

**TYPING ACCURACY & SPEED DEVELOPMENT** (minimum 7 sessions) 56.60 (full term) 189.20  
Designed to improve typing speed and accuracy. Approximate text/supplies cost 10.00  
Sept 1 - Dec 5 Tues /Thurs 6 00-9 00 p m

**COMPUTER LITERACY** 95.60  
Basic computer concepts and terminology, the electronics data processing cycle, fundamental word processing steps and practical use of computer equipment. Prerequisites: Grade 12 or equivalent. Approximate text/supplies cost 10.00  
Sept 17 - Dec 5 Thurs 6 00-9 00 p m

**BUSINESS COMMUNICATIONS 1** 95.60  
Oral communication techniques, reading and study skills, spelling, punctuation. Prerequisite: Grade 12 or equivalent. Approximate text/supplies cost 35.00  
Sept 17 - Dec 3 Tues 6 00-9 00 p m

### ADMINISTRATIVE CLERK

**BUSINESS COMMUNICATIONS 2** 95.60  
Develops advanced oral and written business communication skills including spelling, writing letters, memoranda, resumes and job search skills. Prerequisite: Grade 12 or the equivalent. Approximate text/supplies cost 30.00  
Sept 18 - Dec 4 Wed 6 00-9 00 p m

**BUSINESS TYPING APPLICATIONS 1** 189.20  
Production work including basic letter styles, business letters with special features, centering and tabulation techniques, business forms and reports. Prerequisite: Typing Accuracy & Speed Development (25 g w a m) or the equivalent. Approximate text/supplies cost 35.00  
Sept 7 - Dec 5 Tues /Thurs 6 00-9 00 p m

**MODERN OFFICE PROCEDURES** 95.60  
Develop poise and self-reliance in handling and executing complex office duties. Attention will be focused on time management, records management and personal development. Prerequisite: Business Typing Applications 1 or the equivalent. Approximate text/supplies cost 50.00  
Sept 2 - Dec 7 Sat 9 00-12 00 noon

**TYPING ACCURACY & SPEED DEVELOPMENT** (minimum 7 sessions) 56.60 (full term) 189.20  
Designed to improve typing speed and accuracy. Approximate text/supplies cost 10.00  
Sept 17 - Dec 5 Tues /Thurs 6 00-9 00 p m

### REGISTRATION

IN PERSON AT THE REGISTRATION SERVICES OFFICE ON THE MAIN FLOOR USING CHEQUE, CASH OR VISA or PHONE IN USING YOUR VISA CARD - 681-8111, Loc. 206.

HOURS AUG. 26 - SEPT. 27:  
8:00 am - 7:00 pm, Mon. to Thur.  
8:00 am - 5:00 pm, Fri.  
9:00 am - 3:00 pm, Sat. (Sept. 7th, 14th, 21st and 28th)



Register by Phone  
using your VISA

### KEYSTROKES AND ACCURACY FOR DATA ENTRY KEY-TO-DISK, MACHINE SET-UP AND APPLICATIONS

189.20  
Training in keyboard knowledge, accuracy and speed development, introduction to key-to-disk cluster, enter functions, verification and searches. Prerequisite: Typing 40 g w a m. Approximate text/supplies cost 15.00  
Sept 21 - Dec 7 Sat 9 00-4 00 p m

### INFORMATION PROCESSOR

**MACHINE TRANSCRIPTION 1** 95.60  
Identify the types and uses of various dictating and transcribing equipment and systems, operate proficiently a standard machine transcriber at a minimum transcription rate of 70 net lines per hour. Prerequisite: Business Typing Applications 1 and 40 g w a m or the equivalent. Approximate text/supplies cost 50.00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

**MACHINE TRANSCRIPTION 2** 95.60  
Transcribe business and technical reports and correspondence. Prerequisite: Machine Transcription 1 or the equivalent. Approximate text/supplies cost 50.00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

**BUSINESS TYPING APPLICATIONS 2** 189.20  
Advanced typing through intensive practice to increase typing accuracy and speed to a minimum rate of 50 g w a m on both straight copy and production typing. Prerequisite: Business Typing Applications 1 (40 g w a m) or the equivalent. Approximate text/supplies cost 35.00  
Sept 17 - Dec 5 Tues /Thurs 6 00-9 00 p m

**INTRODUCTION TO WORD PROCESSING & BASIC WORD PROCESSING APPLICATIONS** 189.20  
Over 70 hours of hands-on training on ONE of the most sophisticated word processors on the market today: OIS, AES Plus, Wang OR IBM word processors are available. Prerequisite: Business Typing Applications 2 (50 g w a m).  
Sept 17 - Dec 5 Tues /Thurs 7 00-10 00 p m  
Sept 21 - Dec 7 Sat 9 00-4 00 p m  
Sept 16 - Dec 11 Mon /Wed 7 00-10 00 p m

### WORD PROCESSING BASIC

**INTRODUCTION TO WORD PROCESSING & BASIC WORD PROCESSING APPLICATIONS** 189.20  
Over 70 hours of hands-on training on ONE of the most sophisticated word processors on the market today: OIS, AES Plus, Wang OR IBM word processors are available. Prerequisite: Business Typing Applications 2 (50 g w a m).  
Sept 17 - Dec 5 Tues /Thurs 7 00-10 00 p m  
Sept 21 - Dec 7 Sat 9 00-4 00 p m  
Sept 16 - Dec 11 Mon /Wed 7 00-10 00 p m

### ADVANCED WORD PROCESSING

**MATH PROCESSING RECORDS PROCESSING** 189.20  
Learn mathematical capabilities of equipment, including column processing, concept of records processing including rearranging randomly entered records, selecting printing and file management. Prerequisite: Stored Keystrokes  
Sept 17 - Dec 5 Tues /Thurs 7 00-10 00 p m

### SECRETARY

**SECRETARIAL PRACTICES AND PROCEDURES 1 OR 2** 95.60  
Role of the secretary in human and public relations, planning and preparing for business meetings, travel arrangements. 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 cost 50.00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

**SHORTHAND 1** 95.60  
Introduction to theory and basic rules of Pitman (symbolic system) or Forkner. Prerequisite: Business Typing Applications 1 or the equivalent. Approximate text/supplies cost 60.00. Requires 2 semesters to complete.  
Sept 16 - Dec 16 Mon 6 00-9 00 p m

### REFUNDS

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

### PARKING

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

**SHORTHAND 2 (LAN 114)** 95.60  
Theory and rules are reviewed, reading writing and transcription skills are developed. A wide range of speed building cassettes is available for individualized speed development. Any shorthand system is accepted for the purpose of speed development. Prerequisite: Shorthand 1 or the equivalent. Approximate text/supplies cost 60.00  
Sept 18 - Dec 4 Wed 6 00-9 00 p m

**MACHINE TRANSCRIPTION 3** 95.60  
Transcribe business and technical correspondence and reports. Prerequisite: Machine Transcription 2 or the equivalent. Approximate text/supplies cost 50.00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

**BUSINESS TYPING APPLICATIONS 3** 189.20  
Advanced typing through intensive practice to increase typing accuracy and speed on both straight copy and production typing. Prerequisite: Business Typing Applications 2 (50 g w a m). Approximate text/supplies cost 35.00  
Sept 17 - Dec 5 Tues /Thurs 6 00-9 00 p m

**INTRODUCTION TO INFORMATION PROCESSING** 95.60  
Computer technology, impact of computers in the office, keyboard input and printout procedures.  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

### ADMINISTRATIVE SECRETARY

**SHORTHAND 3** 95.60  
Transcribe unprepared material composed of both familiar and unfamiliar vocabulary. Prerequisite: Shorthand 2 or the equivalent. Approximate text/supplies cost 60.00  
Sept 18 - Dec 4 Wed 6 00-9 00 p m

### LEGAL SECRETARY PROGRAM

**GENERAL LEGAL PROCEDURES** 95.60  
Basic legal office routines including legal correspondence, simple legal documents, memoranda of law, and legal occupations. Prerequisite: Business Typing Applications 2 (50 g w a m) and Machine Transcription 3 or the equivalent. Approximate text/supplies cost 65.00  
Sept 16 - Dec 16 Mon 6 00-9 00 p m

**DIVORCE** 95.60  
Legal aspects of divorce including separation, legal transcription and research. Prerequisite: General Legal Procedures or letter verifying 1 year current work experience in a law firm. Approximate text/supplies cost 60.00  
Sept 21 - Dec 7 Sat 1 00-4 00 p m

**WILLS AND ESTATES** 95.60  
Will preparation and procedures, probate administration and the distribution of the estate. Prerequisite: General Legal Procedures or letter verifying 1 year current work experience in a law firm. Approximate text/supplies cost 50.00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

**LEGAL SHORTHAND** 95.60  
Designed to expand shorthand vocabulary to include legal terminology. Dictation and transcription of known legal material to a minimum of 100 w p m. Dictation and transcription of unknown material to a minimum of 80 w p m. Prerequisite: Shorthand 3 or the equivalent. Approximate text/supplies cost 50.00  
Sept 18 - Dec 4 Wed 6 00-9 00 p m

**CORPORATE** 95.60  
Basic corporate theory, procedures and documentation. Prerequisite: General Legal Procedures or letter verifying 1 year current work experience in a law firm. Approximate text/supplies cost 50.00  
Sept 18 - Dec 4 Wed 6 00-9 00 p m

**CONVEYANCING** 95.60  
Basic conveyancing theory, procedures and documentation of real and personal property. Prerequisite: General Legal Procedures or letter verifying one year current work experience in a law firm. Approximate text/supplies cost 75.00  
Sept 17 - Dec 3 Tues 6 00-9 00 p m

**LITIGATION** 95.60  
Designed as an introduction to Canadian Law and the court system this course focuses on Supreme and County court documents and proceedings. Prerequisite: General Legal Procedures or one year current work experience in a law firm. Approximate text/supplies cost 95.00  
Sept 19 - Dec 5 Thurs 6 00-9 00 p m



BOOKKEEPER/DATA CLERK

**BOOKKEEPING/INTRODUCTION TO ACCOUNTING 189.20**  
Includes journalizing, posting, preparing the trial balance, adjusting and closing entries and preparing financial statements Approximate text/supplies cost 35 00  
Sept 18 - Dec 7 Wed 6 00-9 00 p m  
and Sat 9 00-12 00 noon

**COMMUNICATIONS: BUSINESS CORRESPONDENCE 95.60**  
Develops advanced oral and written business communication skills including spelling, writing letters, memoranda, resumes and job search skills Prerequisite Grade 12 or the equivalent Approximate text/supplies cost 30 00  
Sept 18 - Dec 4 Wed 6 00-9 00 p m

**BUSINESS MATHEMATICS APPLICATIONS 95 60**  
Includes base-rate-percentage, simple interest, ratios, proportion and proration Prerequisite Business Math and Business Machines or the equivalent Approximate text/supplies cost 10 00  
Sept 21 - Dec 7 Sat 1 00-4 00 p m

**KEYBOARDING APPLICATIONS 189.20**  
Production work including basic letter styles, business letters with special features, centering and tabulation techniques, business forms and reports Prerequisite Typing Accuracy & Speed Development (25 g w a m ) or the equivalent Approximate text/supplies cost 35 00  
Sept 17 - Dec 5 Tues /Thurs 6 00-9 00 p m

**FUNCTIONS OF A MODERN OFFICE 95 60**  
Focuses on transmittal services, reprographics, records management, cash control, forms management and personal development Approximate text/supplies cost 30 00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

**BOOKKEEPING COMPUTER APPLICATIONS 95.60**  
Introduction to software related to basic bookkeeping functions, preparation, input/output of source data Prerequisite Bookkeeping/Introduction to Accounting Approximate text/supplies cost 10 00  
Sept 19 - Dec 5 Thurs 6 00-9 00 p m

ACCOUNTING CLERK

**FUNDAMENTAL ACCOUNTING PRINCIPLES 1 (LAN 115) 142.40**  
Accounting concepts and principles, ranging from recording transactions to cash and accounts receivable Prerequisite Bookkeeping/Introduction to Accounting or the equivalent Approximate text/supplies cost 50 00  
Sept 17 - Feb 4 Tues 6 00-9 00 p m

**MATHEMATICS OF FINANCE 95.60**  
Calculate compound interest, compound discount, present value and annuity problems Prerequisite Business Math Applications or the equivalent Approximate text/supplies cost 10 00  
Sept 21 - Dec 7 Sat 1 00-4 00 p m

**INTRODUCTION TO INFORMATION PROCESSING 95.60**  
Introduction to systems and equipment used in data processing, the elements of computer programming and flow charting Approximate text/supplies cost 50 00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

**PAYROLL AND PAYROLL LEGISLATION 95 60**  
Payroll procedures including hours and time reports, forms, deductions Approximate text/supplies cost 20 00  
Sept 21 - Dec 7 Sat 1 00-4 00 p m

JUNIOR ACCOUNTANT

**COMMUNICATIONS: REPORT WRITING 95.60**  
Report writing, from research methods to final presentation of formal report Prerequisite Business Communications 2 OR Communications Business Correspondence or the equivalent Approximate text/supplies cost 30 00  
Sept 19 - Dec 5 Thurs 6 00-9 00 p m

**FUNDAMENTAL ACCOUNTING PRINCIPLES 2 142.40**  
Advanced accounting concepts and principles in relation to current and long-term liabilities, partnerships, corporations, and statement analysis Prerequisite Fundamental Accounting Principles 1 or the equivalent Approximate text/supplies cost 45 00  
Sept 18 - Feb 5/86 Wed 6 00-9 00 p m

**BUSINESS LAW 95 60**  
Fundamental business law procedures including contracts, law of torts, sale of goods, negotiable instruments, the law of agency and partnership Approximate text/supplies cost 30 00  
Sept 16 - Dec 16 Mon 6 00-9 00 p m

ALLIED HEALTH CLERK

**MACHINE TRANSCRIPTION 1 95.60**  
Identify the types and uses of various dictating and transcribing equipment and systems, operate proficiently a standard machine transcriber at a minimum transcription rate of 70 net lines per hour Prerequisite Business Typing Applications 1 and 40 g w a m or the equivalent Approximate text/supplies cost 50 00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

MEDICAL WORD PROCESSING TRANSCRIPTIONIST

**MEDICAL TRANSCRIPTION 1 95.60**  
Transcribe from cassette tapes medical histories and reports Prerequisite Machine Transcription 1 and 50 g w a m or the equivalent Approximate text/supplies cost 40 00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

MEDICAL OFFICE ASSISTANT

**MEDICAL TERMINOLOGY 189 20**  
Define spell and pronounce basic terms in operative, diagnostic and symptomatic medical terminology Prerequisite Business Communications 2 recommended Approximate text/supplies cost 40 00  
Sept 17 - Dec 5 Tues /Thurs 6 00-9 00 p m

JUNIOR COMPUTER PROGRAMMER

**COBOL PROGRAMMING 1 (INTRODUCTION) 189 20**  
Terminal operation, flowcharting techniques, input/output concepts, working storage sections and procedure division  
Sept 16 - Dec 11 Mon /Wed 6 00-9 00 p m

**COBOL PROGRAMMING 2 (INTERMEDIATE) 189.20**  
Data manipulation, end of file procedures, function of decision making, statements, and report production Prerequisite COBOL Programming 1 or the equivalent  
Sept 16 - Dec 11 Mon & Wed 6 00-9 00 p m

**COBOL PROGRAMMING 3 (ADVANCED) 189.20**  
Advanced training in COBOL Prerequisite COBOL Programming 2  
Sept 16 - Dec 11 Mon /Wed 6 00-9 00 p m  
**Please note** Cobol Programming 2 and Cobol Programming 3 each take two semesters to complete Provided there is sufficient interest the second semester will be offered in January 1986

**FUNDAMENTAL ACCOUNTING PRINCIPLES 1 (LAN 115) 142.40**  
Accounting concepts and principles, ranging from recording transactions to cash and accounts receivable Prerequisite Bookkeeping/Introduction to Accounting or the equivalent Approximate text/supplies cost 50 00  
Sept 17 - Feb 4 Tues 6 00-9 00 p m

**BUSINESS COMMUNICATIONS 3 95.60**  
Report writing, from research methods to final presentation of formal report Prerequisite Business Communications 2 OR Communications Business Correspondence or the equivalent Approximate text/supplies cost 30 00  
Sept 19 - Dec 5 Thurs 6 00-9 00 p m

**INTRODUCTION TO DATA PROCESSING 95.60**  
Introduction to computer systems, overview of programming languages, data communications, storage and file organization Approximate text/supplies cost 50 00  
Sept 21 - Dec 7 Sat 9 00-12 00 noon

COOKING & BAKING PROGRAMS

**COOKING — CHINESE 314.00**  
Courses include  
- Stirry-fry, pan-fry, deep-fry, broil, braise & steam (basic)  
- Use of the Wok  
- Introduction to Chinese Cuisine Cookery, Utensils and Equipment  
- Preparation of meat, poultry, seafood and vegetables  
- Preparation and cooking of soups and sauces  
- Health, hygiene and safety  
Sept 7 - Feb 1 Sat 8 00-3 00 p m  
Note Students should be able to complete at least 2 of the above courses within the time period listed However, students must complete all 13 courses of the program to obtain a certificate  
—OR—

You may take individual courses from the Cook Training — Chinese Cuisine Program

**CHINESE COOKING — DIM SUM — BASIC 147.60**  
Topics include terminology of Dim Sum Cookery, preparation, cooking methods, portions, and serving Prerequisite all other courses included in the level one of the Chinese Cuisine Program or the equivalent  
Sept 17 - Oct 31 Tues /Thurs 5 00-9 00 p m

**CHINESE COOKING — DIM SUM — ADVANCED 147.60**  
Topics include Dumplings and Dim Sum, baking and desserts Prerequisite Dim Sum - Basic or equivalent  
Nov 5 - Dec 19 Tues /Thurs 5 00-9 00 p m

**BAKING OPTIONS 314.00**  
Introduction to the theory of baking, including practical work in fully operational modern bake shop Topics covered include preparing breads and sweet dough products, cakes, pies and cake decorating  
Nov 23 - Apr 26/86 Sat 8 00-3 00 p m  
—OR—

you may take individual courses from the Baking Options program

**CAKE BAKING AND DECORATING 116.40**  
Sept 17 - Oct 22 (Part A) Tues /Wed 5 00-9 00 p m  
Oct 23 - Nov 27 (Part B) Tues /Wed 5 00-9 00 p m

**FRENCH PASTRIES 116.40**  
Sept 16 - Dec 9 Mon 5 00-9 00 p m

**PIES, TARTS AND COOKIES 147.60**  
Sept 19 - Dec 19 Thurs 5 00-9 00 p m

**COOKING — CORE AND SHORT ORDER PROGRAM 314.00**  
Selection, preparation and cooking of vegetables, meats, poultry and seafood are only a few of the topics covered in this program Tools and supplies 75 00  
Sept 7 - Feb 1/86 Sat 8 00-3 00 p m

**MEDICAL REQUIREMENTS FOR ABOVE**  
A recent health certificate and negative TB Skin Test are required (If the TB Skin Test is positive, a negative TB chest x-ray report is required)

DINING ROOM AND LOUNGE SUPERVISOR PROGRAM

Prerequisite Graduation from the VVI Dining Room and Lounge Service program and one year of related experience, or, a minimum of one year experience working as a waiter or waitress in a restaurant or dining room (or equivalent hospitality experience)

**SUPERVISORY SKILLS 1 80.00**  
Topics include staff hiring, employee relations, time management, scheduling, delegating and controlling stock  
Sept 17 - Nov 19 Tues 6 00-9 00 p m

**FINANCIAL MANAGEMENT 111 20**  
Topics include Interpreting profit and loss statements, sales planning and wage costs, pricing, inventory control, and basic food costing  
Sept 18 - Dec 18 Wed 6 00-9 00 p m

COCKTAIL BAR MANAGEMENT PROGRAM

Prerequisite Completion of bartender course and at least six months experience as professional bartender

**SUPERVISORY SKILLS 1 80.00**  
Topics include Staff hiring, employee relations, time management, scheduling, delegating and controlling stock  
Sept 17 - Nov 19 Tues 6 00-9 00 p m

**FINANCIAL MANAGEMENT 111.20**  
Topics include Interpreting profit and loss statements, sales planning and wage costs, pricing, inventory control, and basic food costing  
Sept 18 - Dec 18 Wed 6 00-9 00 p m

**INTRODUCTION TO COMPUTER SYSTEMS 111 20**  
Topics include Basic computer components, data processing components, computer and electronic data processing  
Sept 19 - Dec 19 Thurs 6 00-9 00 p m

KITCHEN MANAGEMENT PROGRAM

Advanced kitchen management techniques for individuals interested in management positions in industrial and food related business Prerequisite Completion of cook training program or the equivalent and three years cooking experience or recommendation from employer

**SUPERVISORY SKILLS 1 80.00**  
Topics include staff hiring, employee relations, time management, scheduling, delegating and controlling stock  
Sept 17 - Nov 19 Tues 6 00-9 00 p m

**FINANCIAL MANAGEMENT 111.20**  
Topics include Interpreting profit and loss statements, sales planning and wage costs, pricing, inventory control, and basic food costing  
Sept 18 - Dec 18 Wed 6 00-9 00 p m

**INTRODUCTION TO COMPUTER SYSTEMS 111.20**  
Topics include Basic computer components, data processing, components, computer and electronic data processing  
Sept 19 - Dec 19 Thurs 6 00-9 00 p m

**FOOD COSTING METHODS 80.00**  
Topics include Calculating portion and meal costs, calculating food yields, costs and profits  
Sept 16 - Dec 2 Monday 6 00-9 00 p m

DENTAL PROGRAMS

DENTAL ASSISTING

To enrol in the Dental Assisting Upgrade Program, applicants must, when they apply to take their first course in the program, submit proof of grade 12 completion or the equivalent and a letter attesting that the applicant has at least one year of experience in a dental office during the last 3 years PLEASE NOTE Waitlists exist for some of the courses outlined below

**EQUIPMENT, ARMAMENTARIA, AND DENTAL MATERIALS 119.00**  
Types and operation of equipment, sterilization of instruments, tray set-ups, and selection and manipulation of materials for diagnostic and restoration procedures will be covered in this "hands-on" practical course  
Sept 4 - Oct 23 Mon /Wed 7 00-10 00 p m

**PROSTHODONTICS 64 40**  
Equipment, instruments, materials and chairside assisting techniques for fixed and removable appliances are presented and practised  
Sept 3 - Sept 26 Tues /Thurs 7 00-10 00 p m

**ORAL SURGERY 48.80**  
Emphasis is on assisting the dentist for extractions and minor surgical procedures routinely performed in general practice  
Oct 1 - Oct 17 Tues /Thurs 7 00-10 00 p m

**ORTHODONTICS 64.40**  
Provides a working knowledge of specialized procedures, equipment, instruments, and materials used in orthodontic treatment Case histories supported by study of models and slides will be presented  
Oct 22 - Nov 14 Tues /Thurs 7 00-10 00 p m

**OPERATIVE DENTAL ASSISTING 119 00**  
Clinical course utilizing the concepts of "4-hand dentistry" and the dental assistant's important role in the performance of restorative procedures Prerequisite Equipment, Armamentaria, and Dental Materials  
Oct 28 - Dec 18 Mon /Wed 7 00-10 00 p m

**EMERGENCIES 56.60**  
Prevention and management of dental office emergencies using "role-play" techniques to simulate emergency situations The importance of a team approach in preparing for management of emergencies is stressed Practical learning includes taking of vital signs and use of oxygen equipment  
Nov 19 - Dec 10 Tues /Thurs 7 00-10 00 p m

MEDICAL REQUIREMENTS FOR ABOVE

A recent health certificate and negative TB Skin Test are required (If the TB Skin Test is positive, a negative TB chest x-ray report is required)

DENTAL RECEPTION PROGRAM

**DENTAL KNOWLEDGE 95.60**  
Beginning from a general introduction to dentistry, students learn medical and dental terminology, including intra-oral terms and charting nomenclature Prerequisite Grade 12 or equivalent  
Sept 3 - Oct 10 Tues /Thurs 7 00-10 00 p m

**DENTAL HEALTH EDUCATION 87.80**  
Background in cause and recognition of dental disease and the vitally important area related to the maintenance of good oral hygiene  
Sept 4 - Oct 9 Mon /Wed 7 00-10 00 p m

**RECORDS MANAGEMENT 103 40**  
Fundamental knowledge of critical aspects of dental receptionist's role i e all dental records Includes study of "one-write" system, accounting, collection procedures, and recall systems  
Oct 15 - Nov 26 Tues /Thurs 7 00-10 00 p m

**INTERPERSONAL COMMUNICATION SKILLS 111.20**  
Format used is a relaxed, open learning environment using "role-play" to practise interaction with co-workers and patients with different personality and communication styles  
Oct 16 - Dec 4 Mon /Wed 7 00-10 00 p m

**OFFICE ENVIRONMENT 41 00**  
Role of dental receptionist is managing the flow of the dental office, to create an efficient, relaxed working environment Includes skills in assertiveness, interview techniques and knowledge of ethics and jurisprudence  
Nov 28 - Dec 12 Tues /Thurs 7 00-10 00 p m

ELECTRONICS BASIC PROGRAM

\* \* All courses listed below comprise approximately 50% lecture and 50% lab  
**DIRECT CURRENT (DC) CIRCUIT ANALYSIS 193.10**  
Introduces students to passive electronic components, basic electrical laws and circuits, electronics test equipment and trouble-shooting techniques Prerequisite Grade 12 or equivalent  
Sept 16 - Dec 2 Mon /Wed 6 30-10 00 p m  
**BIPOLAR SMALL SIGNAL AMPLIFIERS 220.40**  
Vector analysis of AC circuits, principles of linear amplification and amplifier characteristics, common emitter, collector and base stage analysis, multi-stage amplifiers, decibel notation, analysis of commercial small signal amplifiers Prerequisite Level 1 of Electronics Basic Program OR approval of the Counselling Department  
Sept 17 - Dec 5 Tues /Thurs 6 30-10 00 p m

<b>DIGITAL ELECTRONICS</b>	<b>311 40</b>
An introduction to the principles of digital electronics dealing with sequential and combinational logic circuits and digital troubleshooting techniques. Prerequisite: Levels 1 and 2 of the Electronics-Basic program or approval of Counselling Department.	
Sept 17 - Jan 23	Tues /Thurs 6 30-10 00 p.m.

## SECURITY OFFICER PROGRAM

<b>RETAIL SECURITY</b>	<b>80.00</b>
Topics include external and internal loss, employee dishonesty, security hardware and systems, and disturbed persons.	
Sept 12 - Dec 2	Mon 9 00-12 00 noon
—OR—	
Sept 15 - Dec 2	Mon 1 00-4 00 p.m.
<b>PROFESSIONALISM AND THE SECURITY OFFICER</b>	<b>80 00</b>
Topics include Bill 38, responsibilities and limitations under the Criminal Code, and courtroom preparation.	
Sept 17 - Nov 19	Tues 9 00-12 00 noon
—OR—	
Sept 17 - Nov 19	Tues 1 00-4 00 p.m.
<b>ACCESS CONTROL AND PATROLLING</b>	<b>80 00</b>
Topics include crowd control, dealing with disturbed persons, security hardware and systems, and narcotics recognition.	
Sept 13 - Nov 20	Wed 9 00-12 00 noon
—OR—	
Sept 13 - Nov 20	Wed 1 00-4 00 p.m.
<b>FIRE PREVENTION AND BUILDING SAFETY and SAFETY ORIENTED FIRST AID (two courses)</b>	<b>80 00</b>
Topics include preventing fires, acting on bomb threats, ensuring job safety and implementing a practical security survey. Supplemented by a study of first aid procedures.	
Sept 19 - Nov 21	Thurs 9 00-12 00 noon
—OR—	
Sept 19 - Nov 21	Thurs 1 00-4 00 p.m.

## TRAIN THE TRAINER PROGRAM

Emphasizing the practical "hands-on" approach, this program provides the knowledge, skills and experience to successfully design, prepare and manage training sessions.	
The courses Program Design, Giving of Instruction and Evaluation of Learning may be taken in any sequence but are the prerequisites for the Practicum.	
<b>PROGRAM DESIGN</b>	<b>80.00</b>
Developing course curriculum guides and program competency profiles, lesson planning, performance objectives, practice teaching.	
Sept 17 - Nov 5	Tues 9 00-3 00 p.m.
<b>GIVING OF INSTRUCTION</b>	<b>80.00</b>
Performance objectives, teaching styles and techniques, lesson planning, learning styles.	
Sept 11 - Nov 13	Wed 6 00-9 00 p.m.
<b>EVALUATION OF LEARNING</b>	<b>80 00</b>
Test construction, performance objectives, lesson planning, testing terminology, strategies and techniques, practice teaching.	
Sept 12 - Dec 5	Thurs 6 00-9 00 p.m.
Sept 19 - Nov 7	Thurs 9 00-3 00 p.m.

## INSTRUCTOR TRAINING PROGRAM

<b>INTRODUCTION TO COMPUTER SUPPORT APPLICATIONS</b>	<b>41.00</b>
(Instructional Computer Awareness and Applications)	
An introductory course using a Prime computer network. No prior experience necessary. Primarily oriented toward use of a computer in an educational setting.	
Sept 10 - Oct 8	Tues 2 30-5 30 p.m.
—OR—	
Sept 10 - Oct 8	Tues 6 30-9 30 p.m.
<b>FUNDAMENTALS OF WORD PROCESSING</b>	<b>56.60</b>
Software on the Prime computer illustrates the use of a general purpose terminal for word processing. A package for IBM-PC compatible computers develops transferable micro-computer word-processing skills. Prerequisite: Introduction to Computer Support Applications.	
Sept 12 - Oct 24	Thurs 2 30-5 30 p.m.
—OR—	
Sept 12 - Oct 24	Thurs 6 30-9 30 p.m.
<b>EVALUATION OF INSTRUCTION</b>	<b>85.20</b>
Evaluation of tests and teaching, analysis and improvement of test questions, professional development.	
Oct 30 - Dec 18	Wed 5 30-9 30 p.m.

## ELECTRICITY PROGRAM

<b>ELECTRICAL UPGRADE (T.Q.)</b>	<b>204.80</b>
Topics include DC and AC circuit analysis, meters and metering, wiring methods, work safety, electrical machines (including transformers), magnetic control and devices, lighting, semiconductors, Canadian electrical code. Designed for electricians to upgrade their skills and to prepare them for the Government TQ Exams. Prerequisite: Journeyman Electrician.	
Sept 16 - Dec 18	Mon /Wed 6 30-9 30 p.m.
<b>CONTROL SYSTEMS</b>	<b>158 00</b>
Topics include motor types, applications and connections, relays, motor starters, protection devices, Canadian electrical code, pilot devices, schematics, brakes, speed control, design, installation and troubleshooting. Prerequisite: Journeyman Electrician.	
Sept 17 - Nov 21	Tues /Thurs 6 30-9 30 p.m.

## DRAFTING PROGRAM

<b>BASIC DRAFTING (Part I)</b>	<b>204.80</b>
The theory and application of orthographic projection, auxiliary views, sections and conventions in engineering drawings will be developed. Prerequisite: Grade 11 or the equivalent.	
Sept 21 - Dec 14	Sat 9 00-4 00 p.m.

<b>INTRODUCTION TO RESIDENTIAL ARCHITECTURAL DRAFTING AND TECHNOLOGY</b>	<b>204 80</b>
An introduction to the architectural drafting process and various structural systems, building components and drafting operations. Prerequisite: Basic Drafting and Basic Working Drawings or approval of Counselling Department.	
Sept 21 - Dec 14	Sat 9 00-4 00 p.m.

<b>COMPUTER AIDED DRAFTING I (PART I)</b>	<b>158.00</b>
Topics include computer system fundamentals and components, keyboard and graphic tablet commands, introduction to data base structure, drawing, layout, production of drawings and output devices. Prerequisite: Completion of 12 month Drafting Program or equivalent.	
Sept 21 - Nov 23	Sat 8 00-2 30 p.m.

<b>COMPUTER AIDED DRAFTING I (PART II)</b>	<b>158.00</b>
Continuation of Computer Aided Drafting Part I. Prerequisite: MUST HAVE SOME KNOWLEDGE OF COMPUTER AIDED DRAFTING (CAD 1 (Part 1) or equivalent) or approval of Counselling Department.	
Sept 21 - Nov 23	Sat 10 00-4 30 p.m.

## SKIN CARE PROGRAMS

VVI's Hairdressing Department offers these exciting new COLLEGE CERTIFICATE PROGRAMS on a part-time basis:	
*Skin Care (Esthetics) *Skin Care - Advanced *Electrolysis *Esthetic Cosmetic Retailing	
Skilled professionals are always in demand:	
- Build your own clientele	
- Start your own business	
- Become a company representative	
Work independently	

### SKIN CARE (ESTHETICS) PROGRAM

This basic skin care program will be of interest to those wishing to qualify as a licensed Esthetician. Highlighting specialized facial treatments, personalized makeup, skin analysis, cosmetic chemistry, manicures and foot care, hair removal, small business management. Prerequisite: Grade 10 or acceptable equivalent.	
<b>SKIN CARE LEVEL 1 DAYS</b>	<b>407 60</b>
Sept 16 - Nov 8	Mon -Fri 1 00-5 00 p.m.
<b>SKIN CARE LEVEL 2 DAYS</b>	<b>407.60</b>
Nov 12 - Dec 17	Mon -Fri 8 00-12 00 noon
<b>SKIN CARE LEVEL 1 EVENINGS</b>	<b>407 60</b>
Sept 16 - Feb 10	Mon /Wed 6 00-10 00 p.m.
Supplies, textbooks, etc., approximately 200 00.	
*Provided there is sufficient interest, advanced levels will be offered in January, 1986.	
** Monday/Tuesday or Monday/Wednesday part time classes which fall on a holiday will be re-scheduled for another day.	

### SKIN CARE ADVANCED PROGRAM

This advanced skin care program will be of interest to QUALIFIED estheticians who wish to expand their skills to include the latest treatments in the field.	
Highlighting skin care orientation, physiology-histology, aromatherapy-herbs, introduction to electrolysis, silk and artificial nails, cellulite treatments.	
Prerequisites: Skin Care Basic or acceptable equivalent as determined by Department Head.	
<b>SKIN CARE ADVANCED LEVEL 1 — PART A</b>	<b>137 20</b>
Sept 16 - Oct 28	Mon /Wed 6 00-10 00 p.m.
<b>SKIN CARE ADVANCED LEVEL 1 — PART B</b>	<b>126 80</b>
Nov 4 - Dec 11	Mon /Wed 6 00-10 00 p.m.
Supplies, textbooks, etc., approximately 250 00.	
* Provided there is sufficient interest advanced levels will be offered in January, 1986.	
* Mon /Tues. or Mon /Wed. part-time classes which fall on a holiday will be re-scheduled for another day.	

### ELECTROLYSIS PROGRAM

This program will be of interest to QUALIFIED estheticians who wish to become professional electrologists.	
Highlighting skin disorders, functions and structure of the hair and skin, neurology and angiology, electrolysis methods, electricity and equipment.	
Prerequisite: Completion of Skin Care Esthetics or acceptable equivalent, as determined by Counselling Department.	
<b>ELECTROLYSIS LEVEL 1 - PART A</b>	<b>137 20</b>
Sept 17 - Oct 29	Tues /Thurs 6 00-10 00 p.m.
<b>ELECTROLYSIS LEVEL 1 - PART B</b>	<b>126.80</b>
Nov 5 - Dec 12	Tues /Thurs 6 00-10 00 p.m.
Supplies, textbooks, etc., approximately 150 00.	
*Provided there is sufficient interest, advanced levels will be offered in January, 1986.	

### ESTHETIC COSMETIC RETAILING PROGRAM

Designed to expand skills and enhance advancement opportunities in the cosmetic retailing industry. Highlighting cosmetic technology, colour appreciation, salesmanship, merchandising and small business management.	
Prerequisite: Grade 10 or acceptable equivalent.	
<b>ESTHETIC COSMETIC RETAILING LEVEL 1</b>	<b>168.40</b>
Sept 16 - Nov 5	Mon /Tues 6 00-10 00 p.m.
<b>ESTHETIC COSMETIC RETAILING LEVEL 2</b>	<b>168.40</b>
Nov 12 - Jan 21/86	Mon /Tues 6 00-10 00 p.m.
NOTE: Extensive home study required.	
Supplies, textbooks, etc., approximately 200 00.	
*YOU WILL BE TRAINED BY VANCOUVER'S LEADING PROFESSIONALS USING THE MOST UP-TO-DATE TECHNIQUES AND FACILITIES.*	
*Provided there is sufficient interest, advanced levels will be offered in January 1986.	
* Mon /Tues. or Mon /Wed. part-time classes which fall on holidays will be re-scheduled for another day.	
<b>MEDICAL REQUIREMENTS FOR ABOVE</b>	
A recent health certificate and negative TB Skin Test are required. (If the TB Skin Test is positive, a negative TB chest x-ray report is required).	

## GRAPHIC ARTS

Prerequisites for the undernoted courses are a letter confirming employment in the Graphic Arts trade.

<b>BINDERY OPERATION (4 YEAR) LEVEL 1</b>	<b>314 00</b>
Converting by hand or machine printed or non-printed sheets by means of cutting, folding, stitching or other bindery processes to a finished product.	
Sept 7 - Jan 25	Sat 9 00-4 00 p.m.

<b>LITHO ART &amp; PASTE UP</b>	<b>314.00</b>
Safety procedures with hand tools to preparation of Camera-Ready Mechanicals. Some cropping of copy and overlay procedures along with some design.	
Sept 7 - Jan 25	Sat 9 00-4 00 p.m.

<b>LITHO PRESS OPERATION 3</b>	<b>314 00</b>
Use of a larger offset press by safety standards to reproduce process color posters and other related work with help from gauges and instruments.	
Aug 27 - Dec 5	Tues /Thurs 6 00-10 00 p.m.

<b>COMPUTER PHOTOTYPESETTING</b>	<b>314 00</b>
Use computer typesetting equipment safely to industry standards. Mark-up changing fonts, basic coding, using accents. Using a processor are some of the topics included in this course.	
Aug 27 - Dec 5	Tues /Thurs 6 00-10 00 p.m.

## PRACTICAL NURSING PROGRAM

<b>PHARMACOLOGY</b>	<b>126.80</b>
Designed to upgrade LPN graduates in the preparation and administration of medications in a Long Term Care setting. Prerequisite: B.C. Practical Nursing License and satisfactory medical clearance.	
Theory — Sept 16, 17, 18 & 19 (Mon -Thurs ) 8 00-3 00 p.m.	
Clinical — 4 days practice in Long Term Facility to follow (Wed -Sat ) 7 00-2 00 p.m.	

## CARPENTRY PROGRAM

<b>LOCATED AT CAPILANO COLLEGE</b>	
Expand your construction expertise with these "hands-on" surveying courses.	
Builder's Level Basic Transit Builder's Transit	
Designed for:	
- students wishing to acquire skills in the use of survey instruments	
- carpenters wishing to amplify their effectiveness on the job site.	
<b>BUILDER'S LEVEL</b>	<b>64 40</b>
Topics include the use of builder's level and rod, determining of elevations and recording of field data.	
Sept 17 - Oct 10	Tues /Thurs 6 00-9 00 p.m.
<b>BASIC TRANSIT</b>	<b>95 60</b>
Topics include the use of surveyor's transit, building layout, interpolation of field data and determination of building position on a site. Prerequisite: Builder's Level.	
Oct 15 - Nov 21	Tues /Thurs 6 00-9 00 p.m.
<b>BUILDER'S TRANSIT</b>	<b>95.60</b>
Topics include advanced applications in building layout, one-point transit layout, and applied trigonometry. Prerequisite: Basic Transit.	
Nov 26 - Jan 16/86	Tues /Thurs 6 00-9 00 p.m.

## NON-CREDIT COURSES

<b>PRACTICAL NURSING REFRESHER SKILLS</b>	<b>84 50</b>
Skills covered include body mechanics, aseptic techniques, male and female catheterization, suctioning, gastric feeding. Course comprises classroom theory and skills followed by clinical experience at a Hospital.	
Theory Oct 21, 22 Mon /Tues 8 00-3 00 p.m.	
Clinical Oct 23, 24, 25 Wed /Thurs /Fri 7 00 a.m. - 2 00 p.m.	
or Oct 30, 31, Nov 1 2 00-9 00 p.m.	

<b>PRACTICAL NURSING HUMAN BIOLOGY REFRESHER</b>	<b>167.00</b>
Designed to upgrade skills in anatomy, physiology and pathology relative to the body systems.	
Oct 1 - Dec 5	Tues /Thurs 10 00 a.m. - 1 00 p.m. or 6 00-9 00 p.m.

<b>SPECIALLY DESIGNED FOR POWER ENGINEERS</b>	
The non-credit courses listed below (Mathematics, Applied Mechanics, Thermodynamics) are specially designed to give you the knowledge and skills required for the more intensive and advanced programs you will be studying prior to writing B.C. Ministry of Labour Power Engineering examination. They will be of special interest to:	
- those who need to brush up on subjects studied 5 to 10 years ago	
- 1st, 2nd, 3rd and 4th class Power Engineering-tutorial and correspondence students	

<b>MATHEMATICS</b>	<b>84.50</b>
Powers, Roots, Indices, simultaneous and Quadratic equations, graphs, Napierian logarithms, Trigonometry, solid geometry, electronic calculator problems and calculus.	
Sept 17-Nov 19	Tues 7 00-10 00 p.m.

<b>APPLIED MECHANICS</b>	<b>84 50</b>
Vectors, Newton's laws, simple machines, centrifugal force, stress and strain, thin shells, shear force and bending moment diagrams. Bending stress and torsional stress, fluid mechanics.	
Sept 18 - Nov 20	Wed 7 00-10 00 p.m.

<b>THERMODYNAMICS</b>	<b>84 50</b>
Thermodynamic laws, properties of gases, Properties of vapours, steady flow systems, thermodynamic cycles and combustion theory.	
Sept 19 - Nov 21	Thurs 7 00-10 00 p.m.



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using your  
VISA



# VANCOUVER COMMUNITY COLLEGE

Vancouver  
Vocational Institute

Come and **LEARN** a **BETTER  
LIVING** with **US...**

## FULL TIME CREDIT PROGRAMS

We have a limited number of spaces in these classes TO ENSURE YOUR PLACE, APPLY NOW! in person to ADMISSIONS DEPARTMENT OR

Vancouver Vocational Institute  
250 West Pender Street  
Vancouver, B.C.  
V6B 1S9

- pr -

Contact the Counseling Department for further information  
PHONE. 681-8111

Applications will be accepted Mon through Fri, between 8 00 a.m. and 7 00 p.m. or see your local CANADA EMPLOYMENT & IMMIGRATION CENTRE for possible SPONSORSHIP

### MARKETING MICRO TECHNOLOGY

You'll acquire the skills and knowledge to

- apply marketing principles to wholesale and retail supply and demand, distribution, consumer choice and management's approach to business
- apply techniques of salesmanship to approach, attract and retain customers as well as communicate effectively at all levels
- process and analyze market research data, understand computer and word processor concepts and potential, plus the merchandising approaches and techniques for marketing micro-technology

Prerequisite Grade 12 or equivalent  
Commencing Sept 3, 1985

### DRAFTING — BASIC & ARCHITECTURAL

This six month Drafting program offers training in such diverse drawing techniques as Orthographic Projection, Two-Point Perspective and Residential and Commercial Architectural drafting

After completing this basic program, you may specialize in one of the advanced training options

Materials Handling and Process Piping, Structural Steel Detailing or Civil and Structural drafting

In any of these specialty areas, you'll learn the latest in Drafting Technology including COMPUTER AIDED DRAFTING

Prerequisite Grade 12 or equivalent  
Commencing Sept 3, or Nov 18, 1985

### COMPUTER AIDED DRAFTING UPGRADE (CAD)

Computer Aided Drafting I — Upgrade will enable drafters, engineers and architects to obtain "hands-on" computer aided drafting experience. After one month of full-time training, graduates will have an understanding of CAD fundamentals. They will be prepared for employment operating CAD equipment at an entry level or they may proceed to COMPUTER AIDED DRAFTING II — UPGRADE which will prepare experienced drafters, engineers and architects for employment as efficient CAD operators (intermediate/advanced)

Prerequisite for CAD I Completion of a 12 month Drafting Program or acceptable equivalent  
Commencing CAD I Sept 3, Nov 4, Nov 25, Jan 2  
CAD II Sept 3, Sept 30, Jan 2, Feb 3

NOTE Spaces are limited, applications may be waitlisted

### REFRIGERATION OPERATOR

Recent legislation states that operators of commercial and industrial refrigeration plants must be certified. For persons interested or employed in this field, this 12 week program provides training and skills necessary to write the B.C. Ministry of Labour examinations

Prerequisite Grade 10 or equivalent  
Commencing Sept 30, 1985

### ELECTRICITY BASIC

Get "hands-on" job experience as you work toward your certificate. When you enter industry, you'll be able to perform the demanding work of an electrician

The Electricity Basic program introduces you to the principles of electric circuits and systems, motor control and motor winding. When you complete the three month program you'll be ready to assist in the installation, maintenance and repair of single and three-phase wiring systems

Prerequisite Grade 10 with Math 11 or equivalent  
Commencing Sept 3, 1985 and Jan 2, 1986

### CARPENTRY — BASIC/BUILDING CONSTRUCTION PROGRAM

This nine month career-entry program is offered in two consecutive parts. Part one (Basic) will provide the student with hands-on skills and related knowledge in residential construction. Part two (Building Construction) will provide advanced levels of skills and knowledge in the commercial and heavy construction fields. Early enrollment is recommended

Commencing Oct 28, 1985, Jan 2, 1986  
Location VCC facility at Capilano College, North Vancouver

### DINING ROOM AND LOUNGE SERVICE PROGRAM

Designed to prepare graduates for the busy Hospitality industry where well trained waiters and waitresses are always in demand for the best restaurants and bars

You'll receive excellent on-the-job training in the Institute's licensed dining room where you'll learn how to perform hosting and cashier duties, bartending, present and serve wine, flame dishes at table side (i.e. Crepe Suzettes) and carve Beef Wellington

Prerequisites Grade 10 or equivalent  
Commencing Sept 9th and every 3 weeks

### CHINESE CUISINE

After 6 months of full-time training graduates may obtain employment as cooks in restaurants specializing in Chinese Cuisine. The program includes fundamentals of Chinese cooking with emphasis on Cantonese food, specialized work on Mandarin, Szechuan, dim sum and barbeque cooking. Practical and theoretical training is conducted in a fully equipped commercial kitchen and dishes are prepared for paying customers

Commencing Oct 15, 1985

## CAREER TRAINING IN OFFICE ADMINISTRATION



Vancouver Vocational Institute's streamlined training combines the latest in office technology with the city's top business instructors to give you an edge in the job market

Our short-term, high quality programs take you from basic preparation to advanced specialty training for a career as a legal secretary, administrative secretary, word processor, medical office assistant or junior accountant

Whether you are just out of school and thinking about that important first job, or you are already working and looking for challenge and advancement, the V.V.I. has the training programs to take you where you want to go

Our programs are offered full-time and part-time, evenings and Saturdays, to meet your needs. You can receive advanced standing for present qualifications

**Remember! When you successfully complete an OFFICE/CAREER PROGRAM at the V.V.I. you receive a COLLEGE CERTIFICATE, a recognized standard of excellence in the Business.**

Upon completion of any college certificate program, you can opt for advanced training or go out to the job market

## SECRETARIAL

### BUSINESS EDUCATION PREP

If you don't know how to type, operate a calculator, handle business forms, or you simply need to improve your typing speed and accuracy, this program provides a first step into the business world

Length 6 weeks of full-time study

### ADMINISTRATIVE CLERK

You acquire the skills and poise to handle a job as a junior typist, receptionist, mail clerk, office clerk or junior data entry operator

Length 3 months, full-time

### INFORMATION PROCESSOR

This program gears you to handle the latest technology in the automated office and provides a solid introduction to electronic typing, machine transcription and word processing to work as a clerk-typist, typist or dicta-typist

Length 3 months, full-time



Register by  
Phone  
using your  
VISA

### POWER SEWING

Learn the basic skills necessary to obtain employment in the garment industry with manufacturers of ladies' sportswear, men's sportswear and flotation devices, in addition, you may obtain employment or start your own business producing draperies or making alterations and minor clothing repairs

### SHOE REPAIR

- Enhance your employment opportunities  
- Start your own business

Training is directly related to the work done in the shoe repair industry. Theory and demonstration are combined with extensive practical bench work and repairing shoes brought into the VVI shop by the public

Students will develop competence in working with an assortment of materials and shoes, and a variety of modern power and hand tool equipment. They will develop their awareness and concern for the footwear needs and comfort of all types of customers

Commencing As space permits

### SECRETARY

Your ticket to a secretary's position in junior or middle management, preparing you to handle a full range of office duties, including word processing, shorthand, drafting correspondence, organizing meetings, interviewing and computer applications

Length 3 months, full-time

### ADMINISTRATIVE SECRETARY

For the seasoned secretary, as well as providing supervision and organization skills, the program offers an advanced shorthand or information processing option, including hands-on applications for word processors and micro-computers

Length 3 months, full-time

## WORD PROCESSING

### WORD PROCESSING (Basic)

This one month course can prepare you for a job as a clerk-typist or word processing trainee, or provide the foundation necessary to enter the word processing operator program

### WORD PROCESSING OPERATOR

Training on both a shared logic and stand-alone word processing system, priority setting and organization, prepare you to handle a processor's job in a wide range of offices and companies

Length: 3 months, full-time

### ADVANCED WORD PROCESSING OPERATOR

This one month program extends the skills and horizons of the experienced word processing operator. You learn to use math processing and records processing, as well as to create, debug and use keystroke routines

## LEGAL SECRETARIAL

### LEGAL SECRETARY

Prepares you to work in an office that handles general law, wills and estates, litigation, conveyancing, divorce and corporate procedures

Length 3 months, full-time

## MEDICAL

### ALLIED HEALTH CLERK

At the end of 3 months full-time study you will be ready to work as a clerk typist, copy typist, word processing clerk or receptionist in a hospital, clinic or medical office

### MEDICAL WORD PROCESSING TRANSCRIPTIONIST

This intensive 6 month course prepares those who already have some experience or training in the medical office field, to work as transcriptionists and medical word processing operators in hospitals, university medical faculties and specialists' offices

### MEDICAL OFFICE ASSISTANT

This comprehensive program qualifies you to manage an office in a medical practice, clinic or hospital appointments, patient files, bookkeeping, medical billing, word processing, and some clinical procedures

Length 9 months, full-time

## ACCOUNTING

### BOOKKEEPING/DATA CLERK

Basic bookkeeping skills for small business. Learn to handle journalizing, postings, prepare a trial balance, record, adjust and close entries. As well as use bookkeeping computer software packages

Length 3 months, full-time

### ACCOUNTING CLERK

Graduates of this program are qualified to do more advanced accounting, such as payroll, financial statements, accounting for cash, accounts receivable, inventories, plant and equipment, and intangibles. Emphasis is on computer accounting

Length 3 months, full-time

### JUNIOR ACCOUNTANT

The program provides an understanding of the principles of business law, accounting for proprietorship, partnerships and corporations and handling accounting applications on computer systems

Length 3 months, full-time