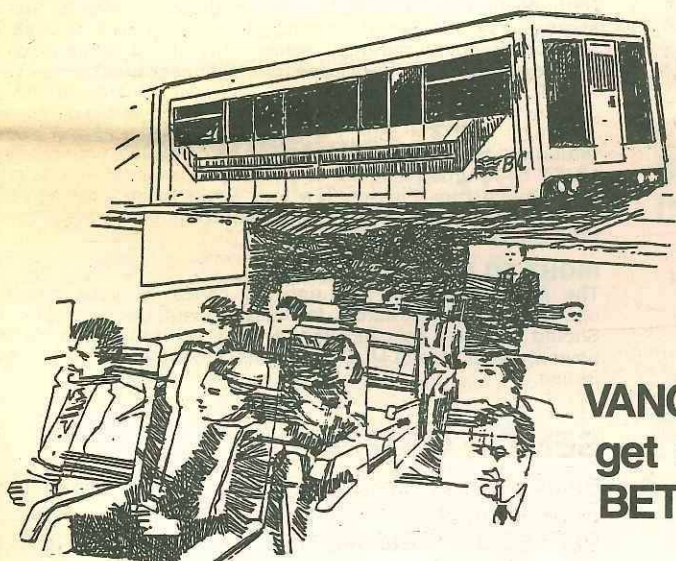
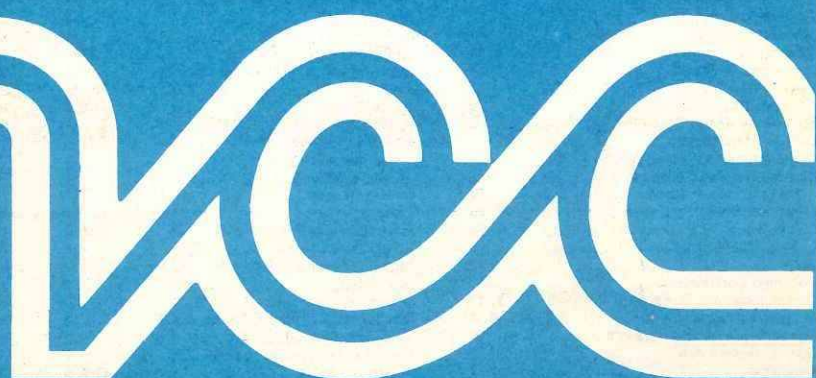


# VANCOUVER COMMUNITY COLLEGE

**WINTER  
1986**

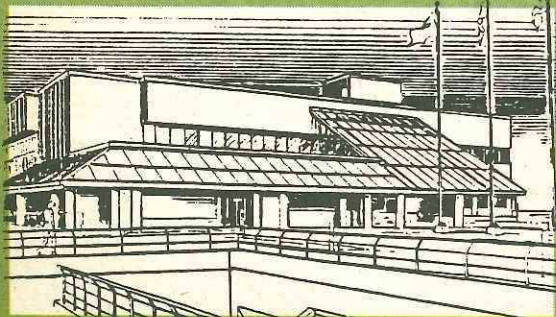
**DIRECTORY OF CONTINUING  
EDUCATION OPPORTUNITIES**



**Make 1986 the start of  
something new in your life!**

1986 will bring us HALLEY'S COMET,  
VANCOUVER'S 100th BIRTHDAY CELEBRATIONS and EXPO, so  
get on the SKY TRAIN and make 1986 your year to LEARN A  
BETTER LIVING at your VANCOUVER COMMUNITY COLLEGE.

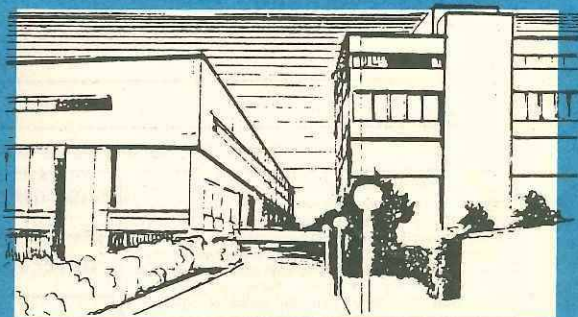
V.V.I. is only a short block  
from the Stadium.



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

K.E.C. is just 4 Blocks from  
the Broadway Sky Train Station.

**VCC Vancouver Vocational Institute**  
250 West Pender



**VCC Langara Campus**  
100 W. 49th Ave., Plenty of Free Parking

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



# VANCOUVER COMMUNITY COLLEGE

Vancouver  
Vocational Institute

## 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**  
Vancouver Vocational Institute  
250 West Pender Street  
Vancouver, B.C.  
V6B 1S9

- OR -

Contact the Counselling Department for further information.  
PHONE: 681-8111

Applications will be accepted Mon. through Fri., between 8:00 a.m. and 6:00 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: Feb. 2, 1986

### DRAFTING

3 - 12 month drafting programs are offered.

1. Architectural, structural and computer aided drafting
2. Architectural, mechanical and computer aided drafting
3. Architectural, steel detailing and computer aided drafting

In each of the above, Computer Aided Drafting (CAD) will be used to generate selected drawings within the programs.

### 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: Jan. 2, 1986, Mar. 3, 1986  
CAD II: Jan. 2, 1986, Feb. 3, 1986

### 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: Every 3 weeks

### 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.

Commencing: As space permits

## CONSTRUCTION TRADES

### 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.

Location: VCC facility at Capilano College, North Vancouver

### 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

## 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: 3 months, full-time

### 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

### 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

## POWER ENGINEERING GENERAL AND TECHNICAL

After completing nine months of intensive training, graduates are prepared to write the B.C. Ministry of Labour supervised examination for an Interprovincial Fourth Class Power Engineer's Certificate of Competency. Graduates may then be able to obtain employment as Fourth Class Power Engineers in industry and be qualified for positions as operators and maintenance repairmen in oil refineries, chemical plants, and refrigeration plants, and as caretakers of large buildings with central heating and air conditioning systems.

## POWER AND PROCESS ENGINEERING

This program prepares graduates to write the B.C. Ministry of Labour supervised examinations for an Interprovincial Third Class Power Engineer's Certificate of Competency. Graduates may then be able to obtain employment as Third Class Power Engineers and be qualified for positions of considerable responsibility in large industrial plants such as: pulp mills, saw mills, oil refineries, thermal power stations, refrigeration plants, breweries, and hospitals.

## BUILDING SERVICE WORKER

This 10-week course is comprised of three sections:

|                                  |         |
|----------------------------------|---------|
| UNIT 1 General Cleaning Program  | 5 weeks |
| UNIT 2 Floor Maintenance Program | 3 weeks |
| UNIT 3 Carpet Cleaning Program   | 2 weeks |

Modern methods and procedures, with sophisticated equipment and supplies, necessary for the economical use of time, elimination of wastes and the conservation of energy, are stressed throughout the B.S.W. pre-employment course.

## 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



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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 |

or 681-8111, loc 408  
If you did not receive a VCC flyer in the mail, pick one up at the nearest VCC campus, community centre or library

WITHDRAWALS, REFUNDS &  
COURSE CANCELLATIONS

Requests for refunds stating reasons must be received in writing at the appropriate program centre BEFORE THE SECOND 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<br><input type="checkbox"/> Mrs<br><input type="checkbox"/> Miss<br><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  |  | City/Municipality |  | Province   |  | Postal Code   |  |
| Give complete Course Name, Number, Location, Day and Time, and Fee   |  |                   |  |  |  |   |  |
| 1. _____   |  |                   |  |  |  |   |  |
| 2. _____   |  |                   |  |  |  |   |  |
| 3. _____   |  |                   |  |  |  |   |  |
| Include Course Titles and Numbers on back of cheque  |  |                   |  |  |  |   |  |
| Confirmation of Enrolment May not be received prior to start of classes If you have sent a registration in please attend unless you have been contacted<br>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 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<br>Do not send cash!  |  |
|  |  |                   |  | NAME ON VISA CARD _____  |  |   |  |
|  |  |                   |  | VISA ACCOUNT NUMBER _____  |  |   |  |
|  |  |                   |  | VISA EXPIRY DATE _____   |  | <input type="checkbox"/> Money Order<br><input type="checkbox"/> Cheque <input type="checkbox"/> VISA |  |
| Signature _____  |  |                   |  | Date _____   |  |   |  |

# MANAGEMENT TRAINING AND DEVELOPMENT

V.C.C. Continuing Education is pleased to offer the Business and Industrial Community a selection of high impact skill development courses designed to meet the special needs in your organization. As a further service to you, we can offer specialized approaches for your training needs:

1. In-House Training on Management Skills
2. On-Site Telecourses
3. Custom designed training programs to meet specific needs
4. Consulting services to help you set up and design your own training activities using your staff and resources

For further information contact Dennis Johnston, Continuing Education - 875-8200

## MANAGEMENT SKILLS FOR SUPERVISORS PROVINCIAL CERTIFICATE PROGRAM

If you Supervise Others then this is the program for you. Management Skills for Supervisors has proven successful with over 7,000 Supervisors in 800 organizations in B.C., Alberta, and Ontario. It is skill based and practical.

Over the twelve days, you will be involved with tightly integrated material including interactive video, movies, group experiences and guided discussions, practice sessions, case studies, self-scoring profile inventories, and structured experiences.

This is the only program **CERTIFIED & ENDORSED** by the Business Council of B.C. and the Ministry of Education.

The program is divided into 3 parts and takes place over 12-16 weeks to give you ample opportunity to practice your skills in the workplace and develop your new approaches to successful supervision.

|        |                                      |        |
|--------|--------------------------------------|--------|
| Part 1 | INTERPERSONAL SKILLS (4 days) K6001  | 350.00 |
|        | Jan 29 K6002                         |        |
| Part 2 | GROUP SKILLS (4 days) K6003          | 350.00 |
|        | Feb 25 K6004                         |        |
| Part 3 | ADMINISTRATIVE SKILLS (4 days) K6005 | 350.00 |
|        | Apr 8 K6006                          |        |

Ask for details on how you might qualify under E.I.C. Job Strategies Programs to help off-set training Fees and Salaries.

## FOR WOMEN SUPERVISORS ONLY!

### Management Skills for Supervisors A Woman's Perspective Provincial Certificate Program

The same provincial certificate program that has been offered successfully throughout Canada over the past several years. However, specific emphasis on those problems and perceptions particularly relevant to the role of women supervisors will be included in these sessions.

These sessions will be offered over 12 Saturdays beginning February 1 through April 26, 1986 at Langara Campus.

## MANAGING CHANGE

Managing change in today's environment is fundamentally different than it was a few years ago. The rapid acceleration of change as a result of new technologies and a "new economy" have created a pressing need to apply new management approaches and methods. Management Skills in the 1980's and 1990's must incorporate flexibility and adaptability. This program is designed to help managers and supervisors develop the new skills needed to lead their people successfully in these turbulent times.

This 5 day program is designed for those in management positions who wish to anticipate and manage the impact of change in their organization.

### MANAGING CHANGE IN THE HEALTH CARE FIELD

Same as above but focused specifically on the problems of change affecting those working in the Health Care Field.

For further information, contact Dennis Johnston, Continuing Education - 875-8200.

## TELECOMMUNICATIONS MANAGEMENT

### Continuing Education Certificate Program

Demand for trained telecommunications managers and personnel is growing rapidly throughout the industrial world. To meet this demand for more and better educated Telecommunications Managers, V.C.C. is offering a Continuing Education Certificate Program in Telecommunications Management. This program is part-time and offers new skills tailored to advance or change your career.

The Telecommunications Management program consists of the following four courses:

- Basic Business Telecommunications
- Business Telecommunications Management
- Data Telecommunications Management
- Advanced Telecommunications Management

### BASIC BUSINESS TELECOMMUNICATIONS 1000 175.00

Gain understanding and practical knowledge in the three main business telecommunications disciplines of voice, data and messaging. Learn business communication voice systems, data networks, mobile radio and other special services. Included are field trips and practical case studies.

|                      |        |                 |             |
|----------------------|--------|-----------------|-------------|
| Tues, Feb 25, K6008  | K.E.C. | 7:00-10:00 p.m. | 12 sessions |
| Thurs, Feb 27, K6009 | K.E.C. | 7:00-10:00 p.m. | 12 sessions |

## BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

For registration call 324-5322

For detailed program information call 324-5214

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. It is hoped that by furthering their education, students will improve their effectiveness at work, increase their job potential and move ahead to higher levels of responsibility. Our goal is to assist students in attaining their career objectives while providing business and industry with knowledgeable, skilled personnel. Those not wishing to complete a Certificate may take only those courses of interest. Courses commence week of Jan 13th.

### ENTRY REQUIREMENTS

No formal educational requirements are necessary other than successful completion of grade 12 English or equivalent.

### COURSE ADVISORS

Will be available January 6-9 from 5:00-8:00 p.m. and January 10 from 9:00 a.m. - 4:00 p.m. at the Langara Campus.

|   |                                  |
|---|----------------------------------|
| <b>ACCOUNTING 1115 - BASIC ACCOUNTING I</b> | <b>130.00</b>                    |
| Mon, Jan 13 L6010                           | Langara 7:00-10:00 p.m. 13 weeks |
| Tues, Jan 14 L6011                          | Langara 7:00-10:00 p.m. 13 weeks |
| Wed, Jan 15 L6012                           | Langara 7:00-10:00 p.m. 13 weeks |
| Thurs, Jan 16 L6013                         | Langara 7:00-10:00 p.m. 13 weeks |

|  |                                  |
|--|----------------------------------|
| <b>ACCOUNTING 2215 - BASIC ACCOUNTING II</b> | <b>130.00</b>                    |
| Prerequisite: Accounting 1115                |                                  |
| Tues, Jan 14 L6014                           | Langara 7:00-10:00 p.m. 13 weeks |
| Thurs, Jan 16 L6015                          | Langara 7:00-10:00 p.m. 13 weeks |

|   |                                  |
|---|----------------------------------|
| <b>ACCOUNTING 3321 - INTERMEDIATE I L6016</b> | <b>130.00</b>                    |
| Pre-requisite: Accounting 2215                |                                  |
| Wed, Jan 15                                   | Langara 7:00-10:00 p.m. 13 weeks |

|   |                                  |
|---|----------------------------------|
| <b>ACCOUNTING 3421 - INTERMEDIATE ACCOUNTING II L6017</b> | <b>130.00</b>                    |
| Pre-requisite: Accounting 3321                            |                                  |
| Thurs, Jan 16   | Langara 7:00-10:00 p.m. 13 weeks |

|   |                                  |
|---|----------------------------------|
| <b>ANATOMY OF A BUSINESS L6018</b>  | <b>130.00</b>                    |
| Introduction to the form and function of a business enterprise operating within the Canadian economic and social environments |                                  |
| Thurs, Jan 16   | Langara 7:00-10:00 p.m. 13 weeks |

|   |                                  |
|---|----------------------------------|
| <b>COMMERCIAL LAW L6019</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 |                                  |
| Thurs, Jan 16   | Langara 7:00-10:00 p.m. 13 weeks |

|  |                                  |
|--|----------------------------------|
| <b>COMMUNICATIONS L6020</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. Prerequisite: English Placement Test |                                  |
| Wed, Jan 15  | Langara 7:00-10:00 p.m. 13 weeks |

|  |                                |
|--|--------------------------------|
| <b>COMPUTER APPLICATIONS IN BUSINESS L6021</b>   | <b>130.00</b>                  |
| A hands-on overview of the concepts of computer use in business, emphasizing systems review and planning, equipment decisions, micro vs. mainframes, electronic communication, effective problem solving |                                |
| Mon, Jan 13  | Quantum 6:30-9:30 p.m. 7 weeks |

|  |                                  |
|--|----------------------------------|
| <b>FINANCIAL MANAGEMENT &amp; DECISION MAKING L6022</b>  | <b>130.00</b>                    |
| As a non-financial manager you will learn to analyze accounting data and use it as a basis for skilful management planning, forecasting, budgeting, controlling and decision making, etc. Those interested in the technical aspects of accumulating and recording accounting data should take Accounting 1115. |                                  |
| Tues, Jan 14   | Langara 7:00-10:00 p.m. 13 weeks |

|   |                                  |
|---|----------------------------------|
| <b>MANAGING FOR SUCCESS L6023</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 |                                  |
| Wed, Jan 15   | Langara 7:00-10:00 p.m. 13 weeks |

|   |                                  |
|---|----------------------------------|
| <b>MANAGING THROUGH PEOPLE L6024</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, Jan 14  | Langara 7:00-10:00 p.m. 13 weeks |

|  |                                  |
|--|----------------------------------|
| <b>SALES &amp; MARKETING L6025</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, Jan 13  | Langara 7:00-10:00 p.m. 13 weeks |

|  |                                  |
|--|----------------------------------|
| <b>SMALL BUSINESS MANAGEMENT 3115 L6026</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 and set-up |                                  |
| Tues, Jan 14   | Langara 7:00-10:00 p.m. 13 weeks |

## MECHANICAL CONTRACTORS ASSOCIATION COURSES:

|                      |                                |
|----------------------|--------------------------------|
| <b>ESTIMATING II</b> | <b>130.00</b>                  |
| Tues, Jan 21         | K.E.C. 6:45-9:45 p.m. 12 weeks |

|   |                                |
|---|--------------------------------|
| <b>PROFIT ASSURANCE FOR CONTRACTORS</b> | <b>130.00</b>                  |
| Thurs, Jan 23                           | K.E.C. 6:45-9:45 p.m. 12 weeks |

|                           |                                |
|---------------------------|--------------------------------|
| <b>MECHANICAL SYSTEMS</b> | <b>130.00</b>                  |
| Wed, Jan 22               | K.E.C. 6:45-9:45 p.m. 12 weeks |

**SUPERVISION I**  
See "Managing Through People"

## COMPUTER INFORMATION SYSTEMS

The following courses carry credit towards a diploma in Computer Information Systems and are directly transferable to the full-time day program. Individuals wishing to explore their aptitude and desire for a career in the computer field will find these courses of particular interest.

|   |                                  |
|---|----------------------------------|
| <b>CIS 1118 - INTRODUCTION TO COMPUTERS AND COBOL PROGRAMMING L6028</b>   | <b>130.00</b>                    |
| Fundamentals of data processing and structured programming. Topics include hardware and software concepts, problem solving techniques, structure charts and the coding, testing, debugging and documentation of simple COBOL programs |                                  |
| Wed, Jan 15   | Langara 7:00-10:00 p.m. 13 weeks |

|  |                                  |
|--|----------------------------------|
| <b>CIS 1115 - SYSTEMS ANALYSIS L6029</b>   | <b>130.00</b>                    |
| An introduction to the basic skills and techniques of systems analysis. Emphasis is placed on the role of the systems analyst in an organization and the involvement of people in the overall process. In addition, the following topics are covered: project life cycle, structured methodology, cost benefit analysis, techniques, forms design, coding methods and records management |                                  |
| Thurs, Jan 16  | Langara 7:00-10:00 p.m. 13 weeks |

## BUSINESS COMMUNICATIONS SKILLS DEVELOPMENT

|   |               |
|---|---------------|
| <b>GETTING YOUR POINT ACROSS K6036</b>  | <b>50 00</b>  |
| Designed for those in the workforce who wish to improve their communication skills to enhance their interpersonal relationships. 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, Feb 4 K E C 7 00-9 30 p m   | 6 weeks       |
| <b>PUBLIC SPEAKING FOR THE TERRIFIED L6037</b>  | <b>70 00</b>  |
| 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, Jan 23 Langara 6 00-9 00 p m   | 8 weeks       |
| <b>PUBLIC SPEAKING FOR THE TERRIFIED L6038</b>  | <b>20 00</b>  |
| Same as above but condensed to a one-day workshop format  |               |
| Sat, Feb 1 Langara 9 00 a m - 4 00 p m  | 1 session     |
| <b>SPEAKING FOR SUCCESS V6039</b>   | <b>75 00</b>  |
| 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, Feb 6 V V I 7 30-9 30 p m  | 9 weeks       |
| <b>WRITING DYNAMIC BUSINESS LETTERS L6040</b>   | <b>45 00</b>  |
| Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.) Some writing and feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. (Hogan) |               |
| Tues, Jan 21 Langara 8 00-10 00 p m   | 8 weeks       |
| <b>WRITING DYNAMIC BUSINESS LETTERS L6041</b>   | <b>20 00</b>  |
| As above but condensed to a one-day workshop format   |               |
| Sat, Feb 1 Langara  | 1 session     |
| <b>DEVELOPING THE VOICE AND CANADIAN ENGLISH PRONUNCIATION V6042</b>  | <b>100 00</b> |
| For participants whose native language is Japanese, Chinese or Indonesian, and who speak English fluently but wish to improve their pronunciation. Learn the basics of voice and the pronunciation of vowels, diphthongs and consonants through exercises, word drill, readings and conversation  |               |
| Sat, Feb 8 V V I 10 30am-12 30pm  | 9 weeks       |

## SPECIAL INTEREST BUSINESS

|   |              |
|---|--------------|
| <b>BECOMING A SUCCESSFUL SUPERVISOR L6042</b>   | <b>25 00</b> |
| Intended for persons who are, or are about to become new supervisors. Review of essential skills to deal with this new position and discuss the role of a supervisor, how to delegate, leadership skills, effective people dealing skills, and problem-solving techniques. (D Rice)   |              |
| Sat, Feb 8 Langara 9 00 a m - 3 00 p m  | 1 session    |
| <b>THE BUSINESS OF FILM AND TELEVISION V6043</b>  | <b>70 00</b> |
| A thorough overview of the film and television industry from concept to production, with emphasis on local and Canadian activity. Students will examine financing, management and the limitless range of skills employed in film production   |              |
| Wed, Jan 22 V V I 6 45-9 15 p m   | 10 sessions  |
| <b>DEALING WITH PEOPLE AND TIME L6044</b>   | <b>25 00</b> |
| For those who deal with other people and who must also deal with time restrictions. Focus on being organized and utilizing your capabilities in your career. Topics include communicating effectively, making the most efficient use of your time, handling interruptions, dealing with clients and/or customers                            |              |
| Sat, Feb 15 Langara 9 30 a m - 3 00 p m   | 1 session    |
| <b>FASHION RETAIL SALES AND MARKETING V6046</b>   | <b>55 00</b> |
| Learn the "fashion image" of retail outlets with an overview of customer service and the fashion consumer. Become knowledgeable about fashion merchandise to improve your confidence and employability in a retail operation  |              |
| Tues, Jan 21 V V I 7 00-9 30 p m  | 7 sessions   |
| <b>INTERESTED IN DOING BUSINESS WITH JAPAN? L6047</b>   | <b>45 00</b> |
| Learn the social and cultural differences between North American and Japan. Acquire information on the opportunities for trade with warnings of some 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) |              |
| Wed, Feb 14 Langara 7 00-9 00 p m   | 4 weeks      |
| <b>PRODUCTION TECHNIQUES - BROADCASTING L6048</b>   | <b>70 00</b> |
| Introduction to the radio and television industries. 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, Jan 21 Langara 6 00-8 30 p m  | 10 weeks     |

|  |              |
|--|--------------|
| <b>ACCOUNTING FOR NON-ACCOUNTANTS V6052</b>  | <b>25 00</b> |
| An analysis of a small business financial statement, accounting terminology, and basic corporation tax returns |              |
| Wed, Jan 23 V V I 6 00-9 00 p m  | 3 weeks      |

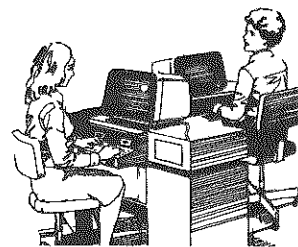
|  |              |
|--|--------------|
| <b>SELF-ASSESSMENT FOR CAREER CHANGE K6049</b>   | <b>25 00</b> |
| The hardest part in a career change is deciding what to do. This intensive workshop is designed to help you clarify the skills you already have, identify the ones you most enjoy using, consider where you might want to use them, and explore the practical factors involved in changing jobs and choosing new careers. Please bring a bag lunch. (T Baal) |              |
| Sat, Feb 15 K E C 9 30 a m - 4 30 p m  | 1 session    |
| <b>TIME MANAGEMENT L6050</b>   | <b>25 00</b> |
| Do you feel you 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, Jan 25 Langara 10 00 a m - 3 00 p m   | 1 session    |
| <b>IMPROVING PROFITABILITY IN MOTELS &amp; RESTAURANTS V6051</b>   | <b>30 00</b> |
| 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, Jan 23 V V I 7 00-9 00 p m  | 4 weeks      |

## SALES AND MARKETING WORKSHOPS

|  |              |
|--|--------------|
| <b>CLOSING THE SALE - GETTING PAID FOR YOUR WORK L6030</b>   | <b>20 00</b> |
| (Kelly)  |              |
| Sat, Feb 1 Langara 9 00 a m - 4 00 p m   | 1 session    |
| <b>COMMUNICATION FOR SALES AND MARKETING - INTRODUCTION</b>  | <b>20 00</b> |
| 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 will be discussed. For those contemplating or are in a sales career. (Kelly) |              |
| Thurs, Jan 30 L6031 Langara 6 00-8 00 p m  | 3 weeks      |
| OR   |              |
| Sat, Mar 1 L6032 Langara 9 00 a m - 4 00 p m   | 1 session    |
| <b>GETTING ALONG WITH YOUR CLIENTS - BEING SMOOTH AND EFFECTIVE IN YOUR SELLING WORLD L6033</b>  | <b>20 00</b> |
| (Kelly)  |              |
| Sat, Feb 8 Langara 9 00 a m - 4 00 p m   | 1 session    |
| <b>STAYING WITH A WINNING ATTITUDE - HOW TO HANDLE THE "DOWNS" AND MAXIMIZE THE "UPS" L6034</b>  | <b>10 00</b> |
| (Kelly)  |              |
| Thurs, Feb 26 Langara 7 00-10 00 p m   | 1 session    |
| <b>TURNING HASSLE INTO HAPPINESS - MAKING OBJECTIONS AND RESISTANCE WORK FOR YOU L6035</b>   | <b>10 00</b> |
| (Kelly)  |              |
| Thurs, Feb 20 Langara 7 00-10 00 p m   | 1 session    |

## BASIC OFFICE SKILLS

|   |              |
|---|--------------|
| <b>BUSINESS MATH L6052</b>  | <b>45 00</b> |
| Learn discounts, percentage, interest rates, metric system, etc. and other related business math problems to suit the student's needs. (Shuen)  |              |
| Wed, Jan 23 Langara 7 00-9 00 p m   | 8 weeks      |
| <b>SPEED READING FOR BUSINESS &amp; CAREER DEVELOPMENT L6053</b>  | <b>45 00</b> |
| Develop effective reading strategies for comprehension and reading rate improvement. (Tietz)  |              |
| Tues, Jan 21 Langara 6 30-8 30 p m  | 8 weeks      |
| <b>TYPING — BEGINNERS L6054</b>   | <b>55 00</b> |
| Learn touch typing of letters, symbols and numbers, tabulation, centering and, if time permits, business letters. Bring your own typing paper   |              |
| Tues, Jan 21 Langara 6 30-9 00 p m  | 8 weeks      |
| Mon, Jan 20 Van Tech/V V I 7 00-9 30 p m  | 8 weeks      |
| <b>TYPING — ADVANCED L6055</b>  | <b>35 00</b> |
| Prerequisite of 20-25 words per minute. Learn centering, tabulation, business letters, resumes, and drills to improve speed and accuracy. Bring your own typing paper. (Worobetz)   |              |
| Thurs, Jan 23 Langara 7 00-9 00 p m   | 6 weeks      |
| <b>UNDERSTANDING OFFICE PRACTICES L6056</b>   | <b>45 00</b> |
| Learn to work more effectively in an office environment, and have a better understanding of your skills and abilities. Particularly designed for juniors, intermediates, and returnees to the work force. Included will be effective communication, time management, career planning, and team work. (D Rice) |              |
| Tues, Feb 4 Langara 7 00-9 00 p m   | 6 weeks      |



## 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. Advanced courses offer a number of business related applications such as EASY-WRITER II, WORDSTAR, LOTUS 1-2-3, dBASE III, KIS, etc.

Successful completion of CS1, CS2, CS3 plus any four of the advanced courses obtains a **COMPUTER SKILLS FOR THE WORKPLACE CERTIFICATE**. Anyone taking the course for general interest only is not bound by the certificate requirements.

There are optional open labs on Mondays, Tuesdays, Wednesdays and Thursdays from 6 00-7 00 p m. Enrollment is limited to 20 students per course so that each student has a computer to work with at all times.

|  |               |
|--|---------------|
| <b>CS1 — BASIC COMPUTING SKILLS</b>  | <b>135 00</b> |
| Elementary facts about computers and elementary facts about programs. Computers and society. This course uses LOGO as the demonstration language.                                    |               |
| Wed, Jan 8 L4501 Langara 7 00-10 00 p m  | 5 weeks       |
| Thurs, Jan 9 L4502 Langara 7 00-10 00 p m  | 5 weeks       |
| Sat, Jan 11 L4503 Langara 9 00 a m - 12 00 p m   | 5 weeks       |
| Mon, Feb 10 L4504 Langara 7 00-10 00 p m   | 5 weeks       |
| Sat, Feb 15 L4505 Langara 9 00 a m - 12 00 p m   | 5 weeks       |
| <b>CS2 — INFORMATION SKILLS</b>  | <b>135 00</b> |
| Information flow through an organization and the computer's role. Electronic mail, electronic filing. This course uses the PC File, ENVOY 100, and THE SOURCE. Prerequisite is CS1.  |               |
| Tues, Jan 7 L4506 Langara 7 00-10 00 p m   | 5 weeks       |
| Thurs, Feb 13 L4507 Langara 7 00-10 00 p m   | 5 weeks       |
| Wed, Mar 19 L4508 Langara 7 00-10 00 p m   | 5 weeks       |
| <b>CS3 — PROBLEM SOLVING WITH THE COMPUTER</b>   | <b>135 00</b> |
| Designing procedures to solve business problems. Mechanics and discipline of simple program construction. This course uses BASIC as the demonstration language. Prerequisite is CS1. |               |
| Tues, Feb 11 L4509 Langara 7 00-10 00 p m  | 5 weeks       |
| Sat, Mar 22 L4510 Langara 9 00 a m - 12 00 p m   | 5 weeks       |

### ADVANCED SKILLS

(CS1 - or equivalent - is a prerequisite for all of the following courses and CS3 or equivalent is a prerequisite for CS5 and CS6.)

|   |               |
|---|---------------|
| <b>CS4A — WORD PROCESSING USING WORDSTAR L4511</b>  | <b>135 00</b> |
| Text formatting and writing skills. Editing and revising capabilities. Mailing lists. Spelling and grammar checking. Program WORDSTAR.  |               |
| Tues, Jan 7 Langara 7 00-10 00 p m  | 5 weeks       |
| <b>CS4B — WORD PROCESSING WITH WORD PERFECT L4512</b>   | <b>135 00</b> |
| Text formatting, mailing lists, spelling and grammar checking. Program WORD PERFECT.  |               |
| Tues, Mar 18 Langara 7 00-10 00 p m   | 5 weeks       |
| <b>CS5A — DATABASE MANAGEMENT WITH dBASE III</b>  | <b>135 00</b> |
| Maintaining inventory, client information and other records. Extracting, sorting and reporting selected data. Program dBASE III.  |               |
| Thurs, Jan 9 L4513 Langara 7 00-10 00 p m   | 5 weeks       |
| Thurs, Feb 13 L4514 Langara 7 00-10 00 p m  | 5 weeks       |
| <b>CS5B - FRAMEWORK L4515</b>   | <b>135 00</b> |
| Using the integrated software package. Program FRAMEWORK.   |               |
| Thurs, Mar 20 Langara 7 00-10 00 p m  | 5 weeks       |
| <b>CS6A — SPREADSHEETS WITH LOTUS 1-2-3 L4516</b>   | <b>135 00</b> |
| 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. |               |
| Wed, Feb 12 Langara 7 00-9 00 p m   | 5 weeks       |
| <b>CS6B — ADVANCED LOTUS 1-2-3 L4517</b>  | <b>135 00</b> |
| Advanced business applications using the LOTUS program. Program LOTUS 1-2-3.  |               |
| Tues, Mar 18 Langara 7 00-10 00 p m   | 5 weeks       |

**CS7 — ACCOUNTING L4518** 135.00  
With your basic knowledge of accounting principles, explore General Ledger, Accounts Receivable and Accounts Payable, understandable programs at electronic speed Program K1S  
Mon, Jan 6 Langara 7 00-10 00 p m 5 weeks

**CS8 — STATISTICS AND GRAPHICS L4519** 135 00  
Calculating elementary statistics on business data Use of graphs and graphics in the presentation of results Programs ABSTAT, ENER-GRAPHICS  
Thurs, Mar 20 Langara 7 00-10 00 p m 5 weeks

**CS9 — DISK OPERATING SYSTEM DOS L4520** 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  
Tues, Feb 11 Langara 7 00-10 00 p m 5 weeks

## COMPUTERS

**COMPUTERS TO-DAY L4401** 55 00  
This course is designed to give a basic understanding of computers Personal, mini and mainframe computers will be discussed 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 (Lissett)  
Wed, Jan 22 Langara 6 00-8 00 p m 10 weeks

**BASIC PROGRAMMING FOR BEGINNERS I L4402**  
"BASIC" is a programming language that is easy to learn even for those who 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 (Goard)  
Sat, Jan 25 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  
Tues & Thurs Jan 7 L4403 Langara 7 00-9 30 p m 4 weeks  
Sat Jan 25 L4404 Langara 9 00-11 30 a m 8 weeks

**PROGRAMMING IN PASCAL L4405** 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, Jan 25 Langara 10 00 a m - 1 00 p m 5 weeks

**INTRODUCTION TO PERSONAL COMPUTING L4406** 25 00  
For anyone who feels they may benefit from using a personal computer but do not want to become programmers The world of personal computing will be demystified to help students make choices on what to learn, what to buy, and when to buy Topics will include word processing, home finances, educational software, desk organizing programs, and the world of 'freeware' programming and the users groups (Hogan)  
Tues, Jan 21 Langara 7 00-9 00 p m 4 weeks

**WRITING FOR THE COMPUTER INDUSTRY L4407** 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, Jan 30 Langara 7 00-9 00 p m 6 weeks

**PC FOCUS L4408** 135 00  
Designed for individuals who wish to learn this fourth generation language to set up and maintain database systems on standalone or network IBM PC's while maintaining the option to exchange data with mainframe computers Participants will work with the FOCUS editor TED, reporting techniques using TableTalk and defining files with FileTalk Additional topics covered include the use of FOCEXEC's, maintaining and joining files, and LOTUS/FOCUS file conversions (Wuhrer)  
Mon, Jan 20 Langara 6 30-9 30 p m 5 weeks

## COMPUTER FOR BUSINESS AND THE PROFESSIONS

A series of seminars on microcomputers especially designed for business and professional people who wish to immediately apply the knowledge gained to make decisions and save time and money Limited class size and one computer per individual make these seminars a productive learning experience Seminar fee of \$75 00 includes a set of comprehensive notes, seven hours of instruction and practice time and coffee and tea

**LOTUS 1-2-3 SPREADSHEET** 75 00  
Using the spreadsheet and graphic capabilities of LOTUS, participants will learn how to set-up, manipulate spreadsheets to analyze the past and manage the future Emphasis will be placed on the efficient use of commands, function keys, keyboard macros and the extraction and combination of data from one or more spreadsheets (Wuhrer)  
Sat, Jan 25 L4451 Langara 9 00 a m - 4 30 p m 1 day  
Sat, Apr 5 L4452 Langara 9 00 a m - 4 30 p m 1 day

**LOTUS 1-2-3 DATA BASE** 75.00  
For those with a working knowledge of LOTUS' spreadsheet capabilities who wish to progress to more complex applications requiring the power and flexibility of the data base functions Emphasis on data base construction and manipulation, database statistical functions, the use of data tables, "what-if" experimentation and a more efficient use of LOTUS (Wuhrer)  
Sat, Feb 1 L4453 Langara 9 00 a m - 4 30 p m 1 day  
Sat, Apr 5 L4454 Langara 9 00 a m - 4 30 p m 1 day

**WORDSTAR** 75 00  
Learn the use of this popular word processing package to write and edit documents, move text between one or more documents, set up mailing lists and form letters to produce individualized mailings, and make efficient use of WordStar's spelling check (Wuhrer)  
Sat, Feb 5 L4455 Langara 9 00 a m - 4 30 p m 1 day  
Sat, May 17 L4456 Langara 9 00 a m - 4 30 p m 1 day

**dBASE III L4457** 75.00  
Use this powerful database package to organize and manipulate your information Learn to use commands to create and maintain a database, handle information enquiries, and generate reports on the dBASE III's full screen driven mode which eliminates the need to memorize commands and makes users quickly productive (Ansell)  
Sat, Mar 8 Langara 9 00 a m - 4 30 p m 1 day

**IBM PC STRATEGIES L4458** 75.00  
Learn to implement the IBM PC based computer system for personal use or as part of a company-wide system Includes an overview of the PC's hardware components, expansion capabilities, monitor, disk, printer and data communication choices as well as a comparison of IBM's current systems (PC/XT/AT) and some popular look-alikes Exercises will be used to illustrate the differences between spreadsheet (LOTUS), database (dBASE III) and integrated (FRAMEWORK) software Emphasis on assisting participants in choosing the IBM PC most suitable for their needs (Wuhrer)  
Sat, Apr 26 Langara 9 00 a m - 4 30 p m 1 day

## COMPUTER SKILLS TRAINING

**COMPUTER GRAPHICS — USING "GRAPHIT"** 275.00  
Learn the necessary skills of graphic production of materials through command processes, on-line storage, and hard copy production Develop projects suitable for display or use in portfolios A background in graphic design is desirable Course is held at and in conjunction with Tetrad Computer Applications Ltd For more information please call 875-8200  
Tues /Thurs, Jan 21 K4530 KEC 6 30-9 30 p m 6 sessions  
Tues /Thurs, Feb 18K4531 KEC 6 30-9 30 p m 6 sessions

**INTRODUCTION TO COMPUTERS — A PRACTICAL APPROACH** 75.00  
Learn to use a micro computer through straight forward practical instruction Develop your skills to understand and use a micro computer including a variety of applications — operating systems (MS - DOS), Wordprocessing (The Word), Spreadsheets (Multiplan)  
Tues, Jan 21 K4532 KEC 7 00-9 00 p m 6 weeks  
Wed, Jan 22 K4533 KEC 7 00-9 00 p m 6 weeks  
Sat, Feb 1 K4534 KEC 9 00 a m - 4 00 p m 6 hours  
Sat, Feb 15 K4535 KEC 9 00 a m - 4 00 p m 6 hours  
Sat, Mar 1 K4536 KEC 9 00 a m - 4 00 p m 6 hours

**CP/M (Control Program for Microcomputers K4537** 75.00  
The most popular operating system for microcomputers — CP/M Learn this operating system and a wealth of CP/M compatible software becomes easy to use  
Mon, Jan 20 KEC 6 30-8 30 p m 6 weeks

**COMPUTERS IN ACCOUNTING K4538** 75.00  
The world of accounting, for small or large business, is becoming computerized The information processing capabilities of computers open many doors to accountants Learn the conceptual aspects as well as practical skills of computers and software packages, such as Super Calc  
Thurs, Jan 23 KEC 7 00-8 30 p m 6 weeks

**INTRODUCTION TO "BASIC" LANGUAGE PROGRAMMING K4539** 75 00  
"BASIC" is a computer programming language with the broadest of appeals Learn to write and use a variety of programs and create new programs and adapt existing software  
Tues, Jan 21 KEC 6 30-8 30 p m 6 weeks

**ADVANCED "BASIC" PROGRAMMING K4540** 75.00  
For those who have some programming experience Add structure and clarity to your programs Learn approaches to problem solving as well as programming STYLE  
Wed Jan 22 KEC 6 30-8 30 p m 6 weeks

**FOR ADDITIONAL PROGRAMMING COURSES, SEE ELECTRONICS SECTION PAGE**

**AT QUANTUM RESEARCH — 4336 DUNBAR STREET**  
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 Register at KEC For further information, please dial 875-8200

## INTRODUCTORY COURSES

These courses are intended for individuals with little or no previous experience with a microcomputer One of the following should be completed prior to taking any of the business applications courses

**INTRODUCTION TO BUSINESS COMPUTING** 65 00  
A hands-on course for first-time users of IBM or IBM-compatible microcomputers Learn the fundamental tasks and commands necessary for the effective use of a business computer This course is recommended as a prerequisite for all business applications courses  
Sat, Jan 18 K4541 Quantum 9 00 a m - 4 00 p m 1 day  
Mon, Jan 20 K4542 Quantum 9 00 a m - 4 00 p m 1 day  
Sat, Jan 25 K4543 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 (Multimate), accounting (Bedford), database management (dBASE III), and electronic spreadsheets (LOTUS 1-2-3)  
Thurs /Fri, Jan 23/24 K4544 Quantum 9 00 a m - 4 00 p m 2 days  
Sat, Feb 22, Mar 1 K4545 Quantum 9 00 a m - 4 00 p m 2 days

## BUSINESS APPLICATIONS

These application oriented courses begin with the basics and proceed through to an intermediate level Participants MUST have previous computer experience equivalent to Introduction to Business Computing

**ACCOUNTING — ACCPAC—G/L** 130 00  
ACCPAC is a very versatile and popular accounting software package for microcomputers Topics include general ledger accounts, transaction entry, posting, archiving and financial statement preparation Some bookkeeping or accounting knowledge is required  
Mon, Jan 20/Feb 10 K4546 Quantum 6 30-9 30 p m 4 sessions  
Thurs /Fri, Feb 6/7 K4547 Quantum 9 00 a m - 4 00 p m 2 days

**ACCOUNTING - ACCPAC - A/R, A/P** 130.00  
A "hands-on" course utilizing the Accounts Receivable and Accounts Payable modules available in ACCPAC accounting software series Practical examples demonstrate the effective use of this versatile software Topics include customer account maintenance, customer statements and supplier reports  
Mon /Tues, Feb 17/18 Quantum K4564 9 00 a m - 4 00 p m 2 days

**ACCOUNTING - BEDFORD** 130.00  
This popular Canadian accounting program by Bedford Software includes fully integrated modules for General Ledger, Payables, Receivables, Payroll and Jobcost Designed for the small business user providing the hands-on training necessary for a smooth transition to computerized accounting  
Wed, Feb 19/Mar 12 Quantum K4565 6 30-9 30 p m 4 sess  
Sat, Feb 8/15 Quantum K4566 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 Learn all commands necessary for file creation, maintenance, and report generation for many applications including mailing lists, inventories and accounting Emphasis is onpractical database design and implementation in relation to specific requirements  
Thurs /Fri, Jan 30/31 Quantum K4567 9 00 a m - 4 00 p m 2 days  
Tues, Jan 21/Feb 11 Quantum K4568 6 30-9 30 p m 4 sess

**ELECTRONIC SPREADSHEETS - LOTUS 1-2-3/SYMPHONY** 130 00  
The spreadsheet fundamentals are essential for the effective use of both LOTUS 1-2-3 and SYMPHONY Learn to create spreadsheets for a variety of business applications, how to produce reports from spreadsheets and the storage and retrieval of spreadsheet information Intended for the person who is new to LOTUS 1-2-3/SYMPHONY but is already familiar with the operation of a microcomputer  
Wed, Jan 22/Feb 12 Quantum K4569 6 30-9 30 p m 4 sess  
Mon /Tues, Jan 27/28 Quantum K4570 9 00 a m - 4 00 p m 2 days

**WORD PROCESSING - MULTIMATE** 130.00  
A hands-on course designed for those who wish to learn the fundamental word processing skills needed in most business applications Topics include Editing techniques, search and replace, moving and copying blocks, and print enhancements  
Thurs, Jan 23/Feb 13 Quantum K4571 6 30-9 30 p m 4 sess  
Mon /Tues, Feb 10/11 Quantum K4572 9 00 a m - 4 00 p m 2 days

## ADVANCED APPLICATIONS

**ADVANCED MS/PC-DOS** 75.00  
Learn the effective use of the many sophisticated DOS commands Topics include tree structured directories, editing commands and redirected output Emphasis is placed on organization and data security though the efficient use of operating system utility programs  
Wed, Jan 29 K4548 Quantum 9 00 a m - 4 00 p m 1 day  
Sat, Feb 1 K4549 Quantum 9 00 a m - 4 00 p m 1 day

**ADVANCED LOTUS 1-2-3** 150.00  
Expand your knowledge of LOTUS 1-2-3/SYMPHONY applications Topics include database commands, macros, graphics and the transfer of information between spreadsheets Intended for those experienced in basic spreadsheet operations  
Mon /Tues Feb 3/4 K4550 Quantum 9 00 a m - 4 00 p m 2 days  
Mon, Feb 17/Mar 10 K4551 Quantum 6 30-9 30 p m 4 sessions



6  
**ADVANCED dBASE III** 150 00  
Learn to make practical use of the advanced commands and techniques by working with practical applications. Topics include command modifiers, macros, advanced tips and techniques, functions, command files and screen formatting. Previous experience with dBASE II or III is mandatory.  
dBASE II or III is mandatory  
Thurs /Fri Feb 13/14 K4552 Quantum 9 00 a m - 4 00 p m 2 days  
Thur, Feb 20/Mar 13 K4553 Quantum 6 30-9 30 p m 4 sessions  
**ADVANCED MULTIMATE** 150 00  
Designed for the word processing professional and others requiring a knowledge of the many advanced features of the Multimate software. A good working knowledge of the Multimate software is mandatory.  
Tues, Feb 18/Mar 11 Quantum 6 30-9 30 p m 4 sessions

**AT COMPUTER STATION:**

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

**AN INTRODUCTION TO MICROCOMPUTERS** 130.00  
Learn hardware, software and microcomputer operation. Hands-on training includes extensive work with the operating system PC-DOS, and overviews of word processing, spreadsheets and databases using EasyWriter II, Lotus 1-2-3 and dBase II.  
Sat, Jan 25 V4555 Comp Stn 9 00 a m - 5 00 p m 1 day  
Sat, Feb 15 V4556 Comp Stn 9 00 a m - 5 00 p m 1 day  
Sat, Mar 8 V4557 Comp Stn 9 00 a m - 5 00 p m 1 day

**INTRODUCTION TO SPREADSHEETS USING LOTUS 1-2-3** 140 00  
Lotus 1-2-3 is a powerful combination of spreadsheets, graphics and database functions. Learn Lotus 1-2-3 concepts and terminology, spreadsheet creation, editing, printing, graphing, data management and macro capabilities.  
Sat, Feb 1 V4558 Comp Stn 9 00 a m - 5 00 p m 1 day  
Sat, Feb 22 V4559 Comp Stn 9 00 a m - 5 00 p m 1 day  
Sat, Mar 15 V4560 Comp Stn 9 00 a m - 5 00 p m 1 day

**DATABASE MANAGEMENT USING dBASE III V4561** 130 00  
dBase III is an enhanced database management package that organizes information and automates list and file handling. Learn standard commands for file creation, maintenance, information enquiries, report generation. New dBase features such as the Command Assistant, mailing labels and dBase II to dBase III file conversions.  
Sat, Feb 8 Comp Stn 9 00 a m - 5 00 p m 1 day

**FRAMEWORK** 275.00  
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 graphic capabilities.  
Sat & Sun, Mar 22 & 23 Comp Stn 9 00 a m - 5 00 p m 2 days

**SYMPHONY V4562** 275 00  
Learn 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 Mar 1/2 Comp Stn 9 00 a m - 5 00 p m 2 days

**WORD PROCESSING V4563** 130.00  
Learn the fundamentals of word processing skills through an examination of such popular word processing packages as EasyWriter II, WordStar and MultiMate.  
Tues, Jan 21 Comp Stn 6 30-9 30 p m 3 sessions

**VOLUNTEER MANAGEMENT CERTIFICATE PROGRAM**

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

**05 - GROUP PROCESS (D. Stone) L5605** 40.00  
Wed, Jan 8 or 22 Langara 9 00 a m - 3 30 p m 1 day  
**06 - TRAINING SKILLS (D. Stone) L5606** 40.00  
Wed, Feb 5 or 19 Langara 9 00 a m - 3 30 p m 1 day  
**07 - ADMINISTRATIVE SKILLS (R. Rawnsley) L5607** 40.00  
Wed, Mar 5 or 19 Langara 9 00 a m - 3 30 p m 1 day  
**08 - WORKING WITH BOARDS, COMMITTEES AND ADVISORY GROUPS (R. Rawnsley)** 40.00  
Wed, Apr 9 or 23 Langara 9 00 a m - 3 30 p m 1 day  
**09 - COMMUNITY AND PUBLIC RELATIONS (J. Lazenby) L5609** 40 00  
Wed, May 7 or 14 Langara 9 00 a m - 3 30 p m 1 day

To register for individual workshops, follow regular procedure. For application and information on 86/87 full Certificate Program leave message for Marilyn McClaren, Coordinator at 324-5324.

**SKILLED HELPING L5630** 20.00  
Active listening skills useful on a day to day basis for social service personnel, volunteers and in any one to one relationship. (S. Lytle)  
Tues, Jan 28 Langara 7 30-9 30 p m 4 weeks

**COMMUNITY BASED SOCIAL SERVICES CERTIFICATE PROGRAM**

This program will improve the skills of social service workers currently employed in the field. Part one of the program focuses on the general skills required by all social service workers. Part two explores the issues, concerns and resources for various at-risk social service groups and individuals. Part three is a field practicum consisting of 60 hours of supervised volunteer placement. Instruction consists of 105 hours, held one evening a week for nine months. This program begins September 16, 1986. For more information call 875-8200. Applications are now being accepted.

**MANAGERS OF NON-PROFIT AGENCIES CERTIFICATE PROGRAM**

This part-time program is designed to provide management skills training specifically oriented to the needs and concerns of non-profit organizations. The Program is for individuals who are working or want to work as Managers/Directors in the Non-Profit Sector. For more details phone 875-8200.

**FINANCIAL MANAGEMENT AND RESOURCE DEVELOPMENT (Major) K5601** 150.00  
(C. Watkiss, A. Holender)  
Thurs, Jan 16 K E C 6 00-9 00 p m 12 sessions  
**PROGRAM MANAGEMENT (Minor) K5602** 75.00  
(N. Chan, E. Stevens)  
Tues, Jan 14 K E C 6 00-9 00 p m 6 sessions  
**TIME/STRESS MANAGEMENT (Minor) K5603** 75.00  
(D. Johnston)  
Tues, Feb 25 K E C 6 00-9 00 p m 6 sessions

**ISSUES AND SKILLS FOR LEADERS OF VOLUNTEERS**

The Vancouver Volunteer Centre in cooperation with Vancouver Community College, Continuing Education is offering a variety of workshops designed for Volunteers, Board Members and staff of Non-Profit Agencies.

**VOLUNTEERS/UNIONS WORKING GUIDELINES K5610** 10.00  
The administrators of non-profit organizations and union members can come into conflict over the subject of the appropriate use of volunteers. You will learn to develop guidelines that will meet the needs of both groups and protect the volunteers from unnecessary aggravation. (J. Coiner and a union representative)  
Tues, Jan 21 K E C 5 30-8 00 p m 1 session

**LEGAL LIABILITY OF THE VOLUNTEER ORGANIZATION 5611** 10 00  
Legal liability affects board members, other volunteers and staff including the volunteer coordinator of non-profit organizations. Learn to identify areas of liability and the insurance an organization should have to minimize legal liability. (L. Pierce)  
Mon, Jan 27 K E C 5 30-8 00 p m 1 session

**TRAINING VOLUNTEERS K5612** 30 00  
Establish criteria for identifying the training needs of the organization and of the volunteer. You will learn basic adult education techniques and how to develop a workshop outline. (G. Forsgren)  
Thurs, Feb 6 K E C 5 30-8 00 p m 3 weeks

**WORKING WITH A GRASSROOTS GROUP K5613** 10.00  
Self-help support or action groups composed solely of volunteers require special organizational skills. Learn tips on how to recruit people into the group, motivate and lead them and when it is time, how to let go and move on. (S. Syrette)  
Tues, Feb 25 K E C 5 30-8 00 p m 1 session



Register by  
Phone  
using your  
VISA

**EARLY CHILDHOOD EDUCATION**

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

- A. EARLY CHILDHOOD EDUCATION LEVEL I**  
A 2-year provincially certified program which prepares graduates to work as supervisors in nursery schools and day care centres with children between the ages of 3 and 5 years.
- B. UNDER 3 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.  
\* The above programs are FULL for this term. Applications will be accepted for September 1986.
- 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 I. 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.

**Prerequisite:**  
Starting and Operating 4 Mon: Jan. 27, Feb 3, 10, 17 55.00  
a Family Day Care 2 Sat: Feb 1, 15

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 Parents, Daycare Givers, Workers in Childcare programs, etc.

**RECIPES FOR FUN - CREATING PLAYSPACE IN YOUR HOME K4681** 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)  
Thurs, Jan 23 K E C 8 00-10 00 p m 1 session

**SETTING THE STAGE FOR BETTER LEARNING K4682** 35.00  
Discover how to supplement and support your child's school experience at home through activities and games. Promote children's enjoyment and willingness to learn, encourage creative thinking skills, create 'on the spot' learning events and help your child to do better at school. For parents of elementary school-aged children. Bring a lunch. (H. Lerner)  
Sat, Jan 25 Langara 9 00 a m - 4 00 p m 1 session

**LET'S PRETEND K4684** 10.00  
A play workshop for parents of preschoolers. If you feel awkward playing "Let's Pretend" with children, then come and learn how to stimulate their imaginative play and learn why make believe is vital to a child's growth and development. (J. Hewes)  
Thurs, Jan 30 K E C 8 00-10 00 p m 1 session

**STREETPROOF YOUR CHILD K4683** 20.00  
Learn how to teach children the skills to avoid potentially dangerous or uncomfortable situations. Topics will include daily safety routines, role playing using "What if ?" and some easy self-defence techniques. (C. Morningstar)  
Wed, Feb 12 K E C 7 00-10 00 p m 1 session

**TOT-A-MATHICS L4685** 20 00  
Introducing basic mathematical concepts to preschoolers through the use of games, songs and manipulative activities. Many ideas from Work Jobs and Math Their Way will be included. (G. Bartnik)  
Sat, Feb 1 Langara 9 00 a m - 12 00 p m 1 session

**GETTING KIDS TO DO WHAT YOU WANT L4686** 20 00  
Parenting isn't easy, but it can be made easier! You will learn some tried and true techniques for influencing children to do what you want them to do. If you have ever had trouble getting children to do chores, behave at table or improve their behaviour in general, this workshop is for you. (D. Roberts, S. Woloschuk)  
Sat, Feb 8 Langara 9 00 a m - 12 00 p m 1 session

**ADVENTURES IN SCIENCE L4687** 20 00  
Kids are natural scientists! They love to experiment and to test their physical world. Parents of 5-12 year olds will learn how to encourage children's scientific discoveries through activities to do together at home with every day materials using scientific methods. Emphasis is on fun, safety and stimulating curiosity and awareness of the environment. (S. Woloschuk, D. Roberts)  
Sat, Feb 15 Langara 9 00 a m - 12 00 p m 1 session

**LET'S MAKE MUSIC L4688****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 for preschoolers. (B. Kirsch)

Sat, Feb 22 Langara 9 00 a.m. - 12 00 p.m. 1 session

**DEVELOPING SPEECH AND LANGUAGE SKILLS****IN YOUNG CHILDREN L4689****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)

Sat, Mar 1 Langara 9 30 a.m. - 12 30 p.m. 1 session

**PERSONAL SAFETY FOR****YOUR FAMILY L4690****30.00/Family**

Using a family approach to personal safety, you and your children will learn how to avoid uncomfortable or frightening situations, plus verbal and physical self-defence techniques. At least one parent and any number of children aged 5-12 are welcome. Bring a lunch. (C. Morningstar)

Sat, Mar 1 Langara 9 00 a.m. - 4 00 p.m. 1 session

**POM-POM PUPPET MAKING L4691****20.00**

Come and make finger puppets and learn to use them as a teaching tool in telling stories and singing songs to young children. All materials for three puppet story sets supplied. (G. Bartnik)

Sat, Mar 8 Langara 9 00 a.m. - 12 00 p.m. 1 session

**SAVE MONEY!!!**

**ENROLL IN ANY 2 OF THE COURSES IN THIS SECTION**

**SAVE \$5.00**

**ENROLL IN 3 OR MORE — SAVE \$10.00**

**SPECIAL EDUCATION****PROGRAM FOR MENTALLY HANDICAPPED ADULTS K6101**

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.

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.

For more information or for a copy of the Winter brochure call 875-8200.

**CAREER AWARENESS PROGRAM V6102****60 00/month**

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

Mon - Fri VVI 9 00 a.m. - 4 00 p.m. 20 weeks

**FITNESS TRAINING FOR PARENTS****1 session/10 00****AND PROFESSIONALS K6103****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 experimental and participants are requested to wear comfortable clothing. (J. Henry)

Tues, Mar 18 KEC 7 00-9 00 p.m. 2 sessions

**BASIC FOOD SERVICE****WORKER PROGRAM V6104**

Designed for adults having a special learning need and the potential for competitive employment, this skill training program offered at the VVI 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.

Mon - Fri VVI 9 00 a.m. - 4 00 p.m. 24 weeks

**JUNIOR CLERICAL WORKER PROGRAM V6105**

Designed for adults having a special learning need and the potential for competitive employment. Classroom instruction will be combined with on campus and off campus training in basic filing, mail machine operation and mail processing, photocopying, typing and computer skills. Upon completion of this program, students will be ready for employment in a junior clerical capacity. This program is subject to funding. For more information, please call 681-8111, local 253.

**LIFESKILLS — A COMPUTER ASSISTED****INSTRUCTION PROGRAM****50 00/session**

Learn or upgrade your lifeskills. Reading, Comprehension, Spelling, Letter Recognition, Math Skills, Time Telling, Problem Solving Skills, Visual and perceptual skills, Typing.

This program for adults having special learning needs or a learning handicap will offer students direct hands-on computer experience on programs appropriate to their respective needs. Individual instruction will be provided.

Session 1

Mon /Wed, January 13-29 V6106 VVI 9 00 a.m. - 3 00 p.m.

Tues /Thurs, January 14-30 V6107 VVI 9 00 a.m. - 3 00 p.m.

**COMPUTER AWARENESS FOR PROFESSIONALS****IN SPECIAL EDUCATION V6108****50.00**

This course will focus on hardware and software used in special education and is designed for professionals and service personnel working with the handicapped who have limited knowledge of computers and their applications to special education. Emphasis will be placed on basic computer literacy, uses of hardware in special education, familiarizing the student with a core package of special education software and hands-on experience with business application software for record keeping, evaluations and assessments. (Urban)

Sat, Jan 11 VVI 9 30 a.m. - 3 30 p.m. 2 sessions

**CANADIAN CITIZENSHIP****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 East Hastings, 253-5561  
Frog Hollow Neighbourhood House, 2131 Renfrew (at 5th) 251-1225  
Senior Citizen's Drop-in Centre, 499 Pender

**Italian** Frog Hollow Neighbourhood House, 2131 Renfrew (at 5th) 251-1225  
Italian Cultural Centre, 3075 Slocan Street, 430-3337

**Portuguese** Our Lady of Fatima Portuguese Parish Church, 1423 East 13th Avenue, 879-6261

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

**HEALTH OCCUPATIONS**

To register for workshops and short courses, Phone 687-1757 and use your VISA card or complete the registration form and mail with your cheque, payable to Vancouver Community College, to Vancouver Community College, Continuing Education Nursing and Health, 250 West Pender Street, Vancouver, B.C. V5B 1S9.

**CHILDBIRTH EDUCATORS PROGRAM N7001****Course I Core Content for Childbirth Educators****100.00**

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

**Course II Teaching Skills for Childbirth****Educators N7002****175.00**

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

Wed, Mar 5, 9 00 a.m. - 4 00 p.m.  
Mar 12 - Apr 23, 7 00-10 00 p.m. VVI 7 sessions

**Course III Practicum for Childbirth Educators N7003****75.00**

Guided practice in teaching childbirth classes. Approximately 39 hours of class preparation, teaching, evaluation and observation. Completion of Course I & II is a prerequisite. Arranged on an individual basis. SELECTED SETTINGS Total 39 hrs

**VOCATIONAL TESTING FOR NURSES.****What do YOU really want to do? N7004****70 00**

Considering a career move either within nursing or outside of nursing all together? 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)

Wed, Jan 29 or Jan 22 7 00-9 00 p.m.  
Sat, Apr 5 or Mar 22 8 30 a.m. - 5 00 p.m. 2 sessions

**HEAD TO TOE ASSESSMENT N7005****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)

Wed, Feb 26 VVI 9 00 a.m. - 4 00 p.m. 1 session

**NEUROLOGICAL ASSESSMENT N7006****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.

Thurs, Jan 30 VVI 9 00 a.m. - 4 00 p.m. 1 session

**GROUP SKILLS FOR THE PRACTISING****PSYCHIATRIC NURSE N7007****50 00**

Focuses on theories of group development and common issues concerning group work, as well as practical applications of group work techniques and process observation. Includes experimentation with various leadership strategies using structured exercises. (S. Cohene)

Wed, Apr 16 VVI 9 00 a.m. - 4 00 p.m. 1 session

**REACHING YOUR POTENTIAL THROUGH****ASSERTIVENESS N7008****50.00**

Through structured exercises you will work on enhancing your self-confidence and personal power. Course includes: targeting of difficulties, identification and practice of assertive metacommunications and verbal responses, and stress management techniques. (S. Cohene)

Wed, Mar 12 VVI 9 00 a.m. - 4 00 p.m. 1 session

**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) Room A210

Wed, Jan 22 & 29 N7009 Langara 7 00-10 00 p.m. 2 sess

Wed, Feb 5 & 12 N7010 Langara 7 00-10 00 p.m. 2 sess

Wed, Feb 19 & 26 N7011 Langara 7 00-10 00 p.m. 2 sess

Wed, Mar 5 & 12 N7012 Langara 7 00-10 00 p.m. 2 sess

Thurs, Mar 20 & 27 N7013 KEC 7 00-10 00 p.m. 2 sess

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

You will become familiar with computerized health information systems and have hands-on experience with some commercially available hospital systems. Information on the application of software to the solution of commonly occurring problems in nursing administration is included. Room A216

Thurs, Apr 3 & 10 N7014 KEC 7 00-10 00 p.m. 2 sess

Thurs, Apr 17 & 24 N7015 KEC 7 00-10 00 p.m. 2 sess

**COMPUTERS AND NURSING ADMINISTRATION****55 00**

You will become familiar with computerized health information systems and have hands-on experience with some commercially available hospital systems. Information on the application of software to the solution of commonly occurring problems in nursing administration is included. Room A216

Fri, Jan 31 & Feb 7 N7016 Langara 7 00-10 00 p.m. 2 sess

**COMPUTERS AND NURSING EDUCATION****55 00**

You will receive a broad experience in the applications of computer technology to nursing education. Hands-on experience provided for you in computerized testing and evaluation, computerized clinical performance feedback and computerized test construction and management. Room A216

Fri, Mar 7 & 14 N7017 Langara 7 00-10 00 p.m. 2 sess

**COMPUTERS FOR PHARMACY ASSISTANTS****55 00**

Current Pharmacy workers and those in training will learn about computerized pharmacy systems. Course includes basic computer concepts and provides hands-on experience with a widely used commercial pharmacy system. Room A211

Fri, Jan 10 & 17 N7018 Langara 7 00-10 00 p.m. 2 sess

**INSTRUCTORS - ADULT EDUCATION****TEACHING SKILLS N7019****175.00**

For the Health Care Professional who is interested in developing and improving teaching skills. Fifteen hours of directed independent study and twenty-four hours of class. (P. Moore)

Thurs, Feb 20 VVI 9 00 a.m. - 4 00 p.m. 7 sessions

Feb 27 to Apr 10 7 00-10 00 p.m.

**HEALTH**

To register please phone VVICE office 682-5844 and use your VISA card, or make cheque payable to VCC and mail to VVI - Continuing Education, 250 W. Pender St., Vancouver V6B 1S9

\* VANCOUVER GENERAL HOSPITAL

**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.

Mon, Jan 20 V7020 KEC 6 00-10 00 p.m. 1 sess

Thurs, Feb 13 V7021 Langara 6 00-10 00 p.m. 1 sess

Tues, Mar 4 V7022 KEC 6 00-10 00 p.m. 1 sess

**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.

Wed, Jan 22 V7023 KEC 6 00-10 00 p.m. 1 sess

Thurs, Feb 13 V7024 Langara 6 00-10 00 p.m. 1 sess

Sat, Mar 8 V7025 KEC 9 00 a.m. - 1 00 p.m. 1 sess

**HEARTSAVER BABY II****15.00**

Pre-requisite: 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, Jan 29 V7026 KEC 6 00-10 00 p.m. 1 sess

Thurs, Feb 20 V7027 Langara 6 00-10 00 p.m. 1 sess

Sat, Mar 15 V7028 KEC 9 00 a.m. - 1 00 p.m. 1 sess



8  
**BASIC LEVEL I - CPR** 25.00  
Pre-requisite: 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. VGH\*  
Tues & Thurs, Jan 21 & 23, V7029, KEC 6 00-9 00 p m 2 sess  
Tues & Thurs, Jan 7 & 9, VGH\* 9 00 a m - 12 noon 2 sess  
Tues & Thurs, Feb 4 & 6, VGH\* 9 00 a m - 12 noon 2 sess  
Tues & Thurs, Feb 4 & 6, VGH\* 6 00-9 00 p m 2 sess  
Mon & Wed, Feb 10 & 12, V7030, Langara 6 00-9 00 p m 2 sess  
Tues & Thurs, Mar 11 & 13, V7031, KEC 6 00-9 00 p m 2 sess  
Sat, Feb 1, V7032, VVI 9 00 a m - 4 00 p m 1 sess  
**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, Jan 21 & 23, VGH\* 6 00-10 00 p m 2 sess  
Mon & Wed, Jan 27 & 29, V7033, KEC 6 00-10 00 p m 2 sess  
Tues & Thurs, Feb 18 & 20, V7034, Langara 6 00-10 00 p m 2 sess  
Tues & Thurs, Feb 18 & 20, VGH\* 9 00 a m - 1 00 p m 2 sess  
Tues & Thurs, Mar 18 & 20, V7035, VVI 6 00-10 00 p m 2 sess  
**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. Practice and written exam.  
Tues, Jan 21 VGH\* 9 00 a m - 12 noon 1 sess  
Tues, Feb 11 V7036 Langara 6 00-9 00 p m 1 session  
Tues, Feb 18 VGH\* 6 00-9 00 p m 1 sess  
Wed, Mar 12 V7037 KEC 6 00-9 00 p m 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, Jan 28 & 30, V7038, KEC 6 00-9 00 p m 2 sess  
Mon & Wed, Feb 17 & 19, V7039, Langara 6 00-9 00 p m 2 sess  
Sat, Mar 22, V7040, KEC 9 00 a m - 4 00 p m 1 sess  
**SURVIVAL FIRST AID/HEARTSAVER** 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 Workers' Compensation Board and Heartsaver certificate from the Emergency Health Services issued upon successful completion.  
Sat, Feb 15 V7041 Langara 9 00 a m - 4 00 p m 1 session

**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, Tues, Wed, Thurs, Feb 3, 4, 5, 6 V7042 KEC 6 00-10 00 p m 4 sess  
Mon & Wed March 3 & 5, 10 & 12 V7043 KEC 6 00-10 00 p m 4 sess

**FIRST AID FOR LONG TERM CARE FACILITIES** 40.00  
An 8 hour course. This program has been designed to meet the needs of the person working in a Long Term Care Facility be they Care Staff, House-keeping or Dietary. Topics include, breathing distress, shock, bleeding, head injuries, stroke, obstructed airways and all information taught in the Heart-saver program. Upon successful completion participant will receive a Heart-saver certificate and a certificate of completion.  
Tues & Thurs, Feb 4 & 6, V7044, KEC 6 00-10 00 p m 2 sess  
**WORKERS' COMPENSATION BOARD INDUSTRIAL FIRST AID PROGRAM** 275.00  
Participants will go to Workers' Compensation Board for examination. Offered in conjunction with C & S Murphy Ltd. Room 229.  
Mon & Wed, Jan 20 - Mar 26, V7045, VVI 7 00-10 00 p m 20 ses  
Tues & Thurs, Jan 21 - Mar 27, V7046, VVI 7 00-10 00 p m 20 sess  
Mon to Fri, Mar 3-14, V7047, VVI 8 00 a m - 3 00 p m 10 sess

**INFERTILITY & MISCARRIAGE** 55 00 Couple 30.00 Individuals  
Course deals with how to cope with the anxieties of fertility problems. Individual as well as couples are encouraged to attend. Maximum 20 participants (S. Cohene).  
Tues, Mar 18 & 25 VVI 7 00-10 00 p m 2 sessions  
\*V G H — Vancouver General Hospital

## ALCOHOL AND DRUG COUNSELLING

**FUNDAMENTALS OF ALCOHOL & DRUG COUNSELLING L4001** 50.00  
In this course we will study the unique aspects of counselling the chemically dependent person such as dependency, manipulation, relapse, etc. — how to recognize it, how to handle it, and how to cope with it. We will also discuss the physical aspects of addiction, assessment of the problem, and treatment (Harter).  
Wed, Jan 22 Langara 7 00-10 00 p m 6 weeks  
**ALCOHOL & DRUG COUNSELLING. TREATMENT STRATEGIES & SKILLS L4002** 50 00  
You will learn and practice such techniques as assertiveness training, self-management techniques, stress management, relaxation training, suicide prevention, and treatment planning. The focus will be on the use of these techniques with the chemically dependent client (Harter).  
Wed, Mar 5 Langara 7 00-10 00 p m 6 weeks

**ALCOHOL & DRUG COUNSELLING- THE FAMILY TRAP L4003** 50 00  
This course will look at understanding the situations of and working with family members in a home with chemical dependency. Spouses, children as well as adult children of alcoholics will be looked at. Skills on how to work with the family system will be taught and practiced. Other topics to be covered are women and chemical abuse as well as adolescent chemical abusers (Kaufman).  
Tues, Jan 21 Langara 7 00-10 00 p m 6 weeks  
**ALCOHOL & DRUG COUNSELLING- THE SKILLED HELPER L4004** 50 00  
This course will work with developing the skills to translate the caring we feel into effective action. It is a basic counselling skills course set in a particular structure. The course will work at developing skills in understanding others as well as communicating that understanding, helping people to get at the issues that concern them, how to effectively confront, developing strategies for change. The course will consist of lectures and practice exercises (Kaufman).  
Tues, Mar 4 Langara 7 00-10 00 p m 6 weeks

**STRESS - EIGHT SOURCES TO RESOLVING L4005** 55 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).  
Thurs, Jan 23 Langara 7 00-10 00 p m 8 weeks  
**HELPING THOSE YOU CARE ABOUT L4006** 8.00  
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, Feb 17 Langara 7 30-9 30 p m 1 session

**FACTS AND MYTHS ABOUT ALLERGY L4008** 20 00  
This course offers basic information about allergies in general. We will discuss allergy and nutrition, allergy and exercise, psychology and self management (Vacek).  
Mon & Tues, Feb 3 & 4 Langara 6 00-9 00 p m 2 days

## AUTOMOTIVE

**AIR BRAKE THEORY AND OPERATION K1010** 105.00  
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, Jan 25 KEC 9 00 a m - 3 30 p m 5 weeks  
**AUTOMOTIVE BRAKE SERVICING K1011** 105 00  
Provides knowledge of most domestic brake systems to enable you to diagnose and service.  
Wed, Jan 22 KEC 7 00-10 00 p m 10 weeks

**AUTOMOTIVE MECHANICS, Basic K1012** 200.00  
Introduces you to the major modern automobile systems. The components and functions of each are studied so that you will learn to perform minor repairs, preventative maintenance and problem diagnosis.  
Tues/Thurs, Jan 21 KEC 7 00-10 00 p m 10 weeks  
**AUTOMOTIVE INTRODUCTION FOR WOMEN K1013** 105 00  
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, Jan 23 KEC 7 00-10 00 p m 10 weeks  
**AUTOMOTIVE REFRESHER K1014** 140.00  
To help motor mechanics obtain their Provincial Tradesman Qualification Certificate.  
Sat, Jan 25 VVI 9 00 a m - 2 00 p m 10 weeks

**AUTOMOTIVE MECHANICS, Intermediate K1015** 105 00  
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, Jan 20 KEC 7 00-10 00 p m 5 weeks  
**AUTOMOTIVE TUNE-UP, Basic K1016** 105.00  
Learn the basic requirements to do a minor tune-up.  
Tues, Jan 21 KEC 7 00-10 00 p m 10 weeks

**AUTOMOTIVE TUNE-UP ADVANCED ELECTRICAL & CARBURETORS K1017** 200.00  
Learn conventional and transistor ignition systems, tune-ups, carburetor principles and repair. Admission to class by an exam to be held at 10 00 a m on January 25, or permission of instructor.  
Sat, Jan 25 KEC 9 00 a m - 3 30 p m 10 weeks

**AUTOMOTIVE WHEEL ALIGNMENT AND FRONT END SERVICE K1018** 105.00  
An upgrading course providing theory and hands-on workshop practice using various types of wheel alignment equipment including front wheel drive vehicles.  
Sat, Jan 25 KEC 8 30 a m - 3 00 p m 5 weeks

**GENERAL DIESEL ENGINES FOR BEGINNERS K1019** 120 00  
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, Jan 20 KEC 6 30-9 30 p m 6 weeks

**AUTOMOTIVE ELECTRICITY, SHOP PRACTICE K1020** 105.00  
Learn troubleshooting techniques using standard test equipment available in the shop. Also included is wiring, harnesses and chassis wiring.  
Wed, Jan 22 KEC 7 00-10 00 p m 10 weeks

**ALTERNATE FUELS K1021** 35.00  
An awareness course for people considering a propane conversion unit for their vehicles. The advantages and disadvantages of propane fuel will be discussed. Dual fuel and installation problems will be shown on our operating demo unit.  
Thurs, Jan 23 KEC 7 00-10 00 p m 4 weeks

**INSTALLING PROPANE CONVERSION UNITS K1022** 150.00  
Designed to prepare persons to write the propane licensing examination. Learn all aspects of gas fitting and tank installation. Last evening of course will be the License Examination To Install Propane Units. All students should have previous automotive background.  
Tues/Thurs, Jan 21 KEC 7 00-10 00 p m 7 weeks

## DRAFTING AND BLUEPRINT READING

**BLUEPRINT READING AND LAYOUT FOR STEEL FABRICATORS V1025** 85.00  
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 & Wed, Jan 20 VVI 6 30-9 30 p m 5 weeks

**INTERMEDIATE BLUEPRINT READING V1026** 85.00  
Improve your skills in reading more advanced blueprints. Drawings and details of woodframe, steel and reinforced concrete construction are covered.  
Tues, Jan 21 VVI 6 30-9 30 p m 10 weeks

**INTRODUCTORY BLUEPRINT READING V1027** 85 00  
Learn basic knowledge related to reading blueprints associated with architectural construction.  
Wed, Jan 22 VVI 6 30-9 30 p m 10 weeks

**HOUSE PLANNING AND DESIGN V1028** 85 00  
If you are involved in new house construction, renovations or are a first-time buyer, take this course! No drafting skills are required.  
Tues, Jan 21 VVI 7 00-10 00 p m 10 weeks

**RENOVATION DRAFTING V1029** 125 00  
Develop your skills in general drafting techniques along with a satisfactory level of comprehension of drawings and related trade skills to be able to develop drawings suitable for constructing or obtaining permits.  
Sat, Jan 25 VVI 9 00 a m - 2 30 p m 9 weeks

## ELECTRICAL

**ELECTRICAL CODE**  
This course is designed for 4th year apprentices and journeyman electricians.

**BASIC** 110 00  
Mon & Wed, Jan 20, V1030 VVI 7 00-9 00 p m 10 weeks

**INTERMEDIATE** 140.00  
Mon & Wed, Jan 20, V1031 VVI 7 00-9 30 p m 10 weeks

**ADVANCED** 140 00  
Mon & Wed, Jan 20, V1032 VVI 7 00-9 30 p m 10 weeks

**ELECTRICAL T Q. REFRESHER V1033** 198 00  
Reviews basic electrical principles, machine and control. Topics are designed to prepare students to write the T Q examination.  
Tues & Thurs, Jan 21 VVI 7 00-10 00 p m 12 weeks

**INTRODUCTION TO PROGRAMMABLE CONTROLLERS V1034** 100.00  
Provides an overview of three controllers. Topics covered range from basic structure to advanced programming.  
Tues & Thurs, Jan 21 VVI 6 30-9 30 p m 6 weeks



Register by  
Phone  
using your  
VISA

## ELECTRONICS

**INTRODUCTORY ELECTRONICS V1040** 165.00  
Provides an introduction to electronic components, circuits and their functions, as well as an introduction to transistors. Theoretical knowledge is enhanced by laboratory projects. You will be required to purchase or provide some basic tools.  
Mon/Wed, Jan 20 VVI 6 30-9 30 p.m. 10 weeks

**BUILD YOUR OWN ROBOT V1043** 135.00  
This practical, "hands on" course is a simplified view of robotics. Build 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. (K. Brown)  
Tues, Jan 21 VVI 6 30-9 30 p.m. 10 weeks

**CELLULAR RADIO TELEPHONE V1044** 100.00  
Discover the cellular system of communication. Installation and testing of a mobile receiver will be discussed and transceiver circuitry will be covered in depth. Students should have prior knowledge of AM and FM radio (McBride).  
Mon/Wed, Jan 20 VVI 6 30-9 30 p.m. 6 weeks

**DATA COMMUNICATIONS - THE INFORMATION REVOLUTION V1045** 135.00  
An indepth study of coaxial, fibre optic and multi-conductor wire communications systems. Course will include RS232, 422 and 423 and IEEE 488 protocols. Examine Local Area Networks (LANs) and installation procedures. A valuable course for technicians working in the field. (Joyce)  
Tues/Thurs, Jan 21 VVI 6 30-9 30 p.m. 8 weeks

**KNOW YOUR APPLE V1046** 45.00  
This course is designed for owners of Apple II Plus and Apple clones who have no previous electronic training. Learn the basic operation of the Apple power supply, motherboard circuitry, disk drive operation and alignment procedures. Students 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, thus eliminating unnecessary repair costs. (Lam)  
Wed, Jan 23 VVI 6 30-9 30 p.m. 5 weeks

**PROGRAMMING IN MODULA-2 V1047** 140.00  
Modula-2 was developed by Nicklaus Wirth as a successor to his highly successful Pascal programming language. This advanced course assumes some familiarity with high level structured programming languages (such as Pascal). Topics include: Modules and Separate Compilation, Data abstraction and information hiding, Low level facilities (bit Bashing). Programs will be entered and run on microcomputers. Extra 12 sessions of lab time will be available. (Anderson)  
Tues, Jan 21 VVI 6 30-9 30 p.m. 12 weeks

**TELEVISION SERVICING V1048** 165.00  
Combines 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, Jan 21 VVI 6 30-9 30 p.m. 10 weeks

## ENGINEERING AND MACHINIST

**HEATING, VENTILATING AND AIR CONDITIONING — BASIC V1060** 135.00  
This introductory course covers the basic principles, operation and maintenance of refrigeration systems, gas/oil/electrical heating systems, electrical control systems, and basic air conditioning/ventilation systems.  
Tues/Thurs, Jan 21 VVI 7 00-10 00 p.m. 8 weeks

**HEATING, VENTILATING, AND AIR CONDITIONING — INTERMEDIATE V1061** 135.00  
A more advanced level of intricacy in the principles, operation, and maintenance of HVAC systems. Subjects covered will include electrical and pneumatic control systems, advanced refrigeration systems, rooftop air conditioning units, and hydronic/steam heating systems.  
Tues/Thurs, Mar 18 VVI 7 00-10 00 p.m. 8 weeks

**INTRODUCTION TO MACHINE SHOP V1062** 90.00  
This course provides a hands-on introduction to the various machines in a Machine Shop such as the lathe, shaper, drilling machine, and grinder. Learn the various machine operations through the manufacture of simple projects. Course takes place at Vancouver Technical High School.  
Tues, Jan 21 VVI/Van Tech 7 00-10 00 p.m. 10 weeks

**MACHINIST T Q PREPARATION V1063** 90.00  
Assists qualified machinists to prepare for writing Provincial Tradesman examinations.  
Mon, Jan 20 VVI/Van Tech 7 00-10 00 p.m. 10 weeks

## WELDING

**WELDING, COMBINED GAS AND ARC V1075** 180.00  
Learn welding fundamentals and gain a working knowledge of the properties and the characteristics of metal and equipment used. Fee includes a charge for materials.  
Mon/Wed, Jan 20 VVI/Van Tech 5 30-8 00 p.m. 10 weeks  
Mon/Wed, Jan 20 VVI/Van Tech 8 00-10 30 p.m. 10 weeks

## PRINTING PRODUCTION

**INTRODUCTION TO PRINTING PRODUCTION V1070** 65.00  
An overview to the Printing Production industry, with topics covering the manufacture and uses of paper, the four main printing processes, typesetting, process camera, and finishing of the end product.  
Mon, Jan 20 VVI 7 00-9 00 p.m. 10 weeks

**PRINTING PRODUCTION CONTROL TECHNIQUES & PROCEDURES V1071** 85.00  
Learn basic graphics technology, terminology, graphic reproduction procedures, docket writing, job planning, equipment specifications, selection of materials, and production coordination.  
Mon, Jan 20 VVI 7 00-10 00 p.m. 10 weeks

## CONSTRUCTION/ CARPENTRY

**HOUSE CONSTRUCTION V1050** 65.00  
Learn basic house construction details and procedures for the West Coast Framing Method. Topics include blueprint reading to finishing details.  
Mon, Jan 20 VVI/Van Tech 7 00-9 30 p.m. 8 weeks

**BUILDING CONSTRUCTION ESTIMATING V1051** 90.00  
Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field.  
Wed, Jan 22 VVI 6 30-9 30 p.m. 10 weeks

**BASIC CARPENTRY FOR WOMEN V1052** 55.00  
Learn basic carpentry skills. Topics include carpentry tools, framing simple walls, basic cabinet and shelf construction, moulding and trim applications.  
Wed, Jan 22 VVI/Van Tech 7 00-9 00 p.m. 10 weeks

## CONTRACTING AND CARPENTRY

**BUYING A HEALTHY HOUSE K1100** 45.00  
Buyer Beware!! There are no money back guarantees when you buy an older house — so protect yourself before you buy. Learn 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. (K. Broad)  
Tues, Feb 4 K.E.C. 7 00-9 00 p.m. 6 weeks

**HOME OWNERS GUIDE TO PLACING & FINISHING CONCRETE K1101** 35.00  
Learn the fundamentals of placing and laying concrete. Learn to choose appropriate tools, how to order concrete, forming, curing, job preparation and finishing techniques. One on sight job will be included. (B. Eaton)  
Wed, Feb 19 K.E.C. 7 00-9 00 p.m. 3 weeks

**ON-SITE**  
Sat., Mar 8 T.B.A. 9 30am-12 30pm

**HOW TO MAKE YOUR HOUSE SALEABLE K1103** 15.00  
It need not take 2 or 3 months to sell your house!! Learn what makes one house sell while others gather dust in the agent's files. (K. Broad)  
Sat, Feb 15 K.E.C. 9 30am-12 30pm 1 session

**RENOVATIONS THAT PAY K1104** 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 value. (K. Broad)  
Sat, Feb 8 K.E.C. 9 30am-12 30pm 1 session

**HOW TO GET THE MOST OUT OF YOUR CONTRACTOR K1105** 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., Feb. 22 K.E.C. 9 30am-12 30pm 1 session

## HORTICULTURE

**GROWING GRAPES FOR WINE & TABLE** 25.00  
Learn the principles of grape growing including support and training systems, pruning methods and recommended varieties to choose for coastal climate. (M. Wright)  
Sat., Feb. 8 Langara 9 00 a.m. - 3 00 p.m. 1 session

**GROWING VEGETABLES AND FRUIT IN THE HOME GARDEN K1111** 25.00  
Starting with a refresher on elementary plant science, participants will explore intensive growing, season lengthening and wintering techniques. Also included: seed sources, recommended varieties & diagnosis of personal plant problems. (M. Wright)  
Sat, Mar 1 Langara 9 00 a.m. - 3 00 p.m. 1 session

**LANDSCAPING FOR THE HOME GARDENER K1112** 25.00  
Learn to plan for life styles, discuss soils, acidity, planting for sun, shade, colour, succession and what to do with a north wall; ground covers, shrubs, vines and trees as well as the art of transplanting.  
Sat., Feb. 15 Langara 9 00 a.m. - 3 00 p.m. 1 session

**THE PRINCIPLES OF PRUNING K1113** 25.00  
This one-day workshop will combine classroom plus field demonstrations. Learn to confidently tackle the pruning and re-training of ornamental and fruit trees, small fruit, flowering shrubs and hedges.  
Sat., Feb. 22 Langara 9 00 a.m. - 3 00 p.m. 1 session

## RESIDENTIAL DESIGN

**CHOOSING EXTERIOR COLOURS L1120** 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. Bring to class several photographs of your house and a bag lunch. (Judy Dennis, Cynthia Baxter)  
Sat., Mar. 8 Langara 10:00 am - 3:30 pm 1 session  
OR  
Sat., Mar 15 10:00 am - 3 30 pm 1 session  
**DESIGN WEST INTERIORS**  
3396 Marine Drive  
West Vancouver, B.C.

**INTRODUCTION TO RESIDENTIAL INTERIOR DESIGN PART I K1121** 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)  
Wed., Feb. 5 K.E.C. 7:30-9:30 p.m. 5 weeks

**INTRODUCTION TO RESIDENTIAL INTERIOR DESIGN PART II K1122** 40.00  
This course builds upon concepts introduced in Residential Interior Design Part I. Topics include textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures. (Irene Leviton)  
Wed., Mar. 19 K.E.C. 7:30-9:30 p.m. 5 weeks

**RESIDENTIAL KITCHEN DESIGN K1123** 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.  
Wed., Feb. 12 7:00-9:00 p.m. 4 weeks  
**CONTOUR KITCHEN DESIGNS**  
Showroom  
5503 West Boulevard Vancouver, B.C.

## COMMERCIAL ART AND DESIGN

**AIRBRUSH ILLUSTRATION, BASIC V1200** 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)  
Thurs, Jan 23 VVI/Van Tech 7 00-10 00 p.m. 10 weeks

**AIRBRUSH ILLUSTRATION, ADVANCED V1201** 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)  
Wed, Jan 22 VVI/Van Tech 7 00-10 00 p.m. 10 weeks

**CARTOONING, BASIC V1202** 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, Jan 25 VVI 9 30 a.m. - 12 30 p.m. 10 weeks

**DESIGN AND DISPLAY TECHNIQUES V1203** 85.00  
Lectures, class projects and tours, will help you create window and merchandizing displays. Emphasis is on basic principles of design and creative uses of colour and materials. (B. Richards)  
Tues, Jan 21 VVI 7 00-10 00 p.m. 10 weeks

**DRAWING, BASIC (COMMERCIAL ART) V1204** 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)  
Tues, Jan 21 VVI 7 00-10 00 p.m. 10 weeks

**DRAWING, ADVANCED V1205** 95.00  
If you have some basic drawing and want to move to the next stage of development learn about perspective, structure, anatomy and style. Both models and still objects are used. Registration fee includes the cost of models. (R. Sen)  
Tues, Jan 21 VVI 7 00-10 00 p.m. 10 weeks

**DRAWING ON THE RIGHT SIDE OF THE BRAIN V1206** 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. (C. Johl)  
Tues, Jan 21 VVI 7 00-10 00 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, Jan 23, VVI, V1207 7 00-10 00 p.m. 10 weeks  
Sat, Jan 25, VVI, V1208 9 30 a.m. - 12 30 p.m. 10 weeks



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|--|--|-------------------------------|
| <b>10</b>  | <b>GRAPHIC DESIGN - PRINTING AND PRODUCTION TECHNIQUES V1209</b> | <b>105 00</b>                 |
| 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 , Jan 22   | V V I  | 6 30 a m - 10 00 p m 10 weeks |
| <b>ILLUSTRATION FOR GRAPHIC DESIGN V1210</b>   | <b>50.00</b>   |                               |
| Explore a wide range of illustration techniques as applied in advertising and various print media. Colour theory and basic design are covered (S Perrott)  |  |                               |
| Tues , Jan 21  | V V I  | 7 00-10 00 p m 6 weeks        |
| <b>INTERIOR DESIGN - BASIC V1211</b>   | <b>85.00</b>   |                               |
| 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 , Jan 23   | V V I  | 7 00-10 00 p m 10 weeks       |
| <b>PAINTING BASIC - WATERCOLOUR V1212</b>  | <b>95 00</b>   |                               |
| 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 , Jan 25   | V V I  | 10 00 a m - 1 00 p m 10 weeks |
| <b>PAINTING, ADVANCED V1213</b>  | <b>95.00</b>   |                               |
| 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). Prerequisite: elementary painting experience  |  |                               |
| Thurs , Jan 23   | V V I  | 7 00-10 00 p m 10 weeks       |
| <b>PASTE-UP AND ASSEMBLY TECHNIQUES V1214</b>  | <b>95.00</b>   |                               |
| 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 , Jan 21  | V V I  | 7 00-10 00 p m 10 weeks       |
| <b>PERSPECTIVE DRAWING AND RENDERING V1215</b>   | <b>100.00</b>  |                               |
| 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 , Jan 23   | V V I  | 6 30-10 00 p m 10 weeks       |
| <b>PORTFOLIO PRESENTATION (FOR PROFESSIONALS) V1216</b>  | <b>20.00</b>   |                               |
| 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)   |  |                               |
| Mon , Jan 27   | V V I  | 7 00-10 00 p m 2 weeks        |
| <b>SIGN PAINTING - AN INTRODUCTION V1217</b>   | <b>90.00</b>   |                               |
| 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   |  |                               |
| Wed , Jan 22   | V V I / Van Tech   | 7 00-10 00 p m 10 weeks       |
| <b>SELL YOUR ART! V1218</b>  | <b>25 00</b>   |                               |
| 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 , Feb 1  | V V I  | 9 00 a m - 5 00 p m 1 day     |

## FASHION DESIGN PROGRAM

This proposed certificate program will prepare you for a career in the fashion industry focusing on skills such as fashion illustration, design drafting, textiles and costuming, pattern making, draping, industrial garment construction, couturier garment construction tailoring, business management. Students registering for the entire program will be given priority, however, space permitting, those wishing individual courses will be admitted. For more information call 682-5844

### JANUARY CLASSES

|  |                               |
|--|-------------------------------|
| <b>INDUSTRIAL GARMENT CONSTRUCTION V1220</b>   | <b>160 00</b>                 |
| Includes instruction in development of skills required for industrial methods of garment construction, understanding of design possibilities and limitations, planning of construction sequences, development of expertise in use of industrial equipment/power shears, industrial sewing machines, etc., practical experience in industrial garment construction methods through the making of samples (Copson) |                               |
| Mon , Jan 13   | V V I 7 00-10 00 p m 10 weeks |
| <b>FASHION ILLUSTRATION V1221</b>  | <b>150.00</b>                 |
| Includes instruction in anatomical drawing from a model, sketching of garment proportions and details, media and styles used in fashion illustration, development of an individual style of illustration, development of working drawings of individual designs for industrial and/or custom use (Shilander)   |                               |
| Tues , Jan 14  | V V I 7 00-10 00 p m 12 weeks |
| <b>BASIC PATTERN MAKING V1222</b>  | <b>215.00</b>                 |
| Includes instruction in construction of block patterns in standard sizes for all areas of women's wear, construction of block patterns in individual sizes for all types of custom pattern making, understanding of current basic figure/fashion shapes, understanding of individual figure problems as they relate to pattern production (Hudson)   |                               |
| Wed , Jan 15   | V V I 7 00-10 00 p m 12 weeks |

## SEWING

|  |                             |
|--|-----------------------------|
| <b>RESTYLING, ALTERATIONS AND REPAIRS V1080</b>  | <b>117.00</b>               |
| 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 |                             |
| Tues & Thurs , Jan 14 & 16   | V V I 6 30-9 30 p m 7 weeks |

## 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 Continuing Education.

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 West 10th Avenue) will be held from 11 00 a m - 4 30 p m, Tuesday through Saturday beginning January 7th. Evening registration will be from 7 00 p m - 9 00 p m on January 14th and 15th ONLY. For further information please call 224-3636

|   |   |
|---|---|
| <b>BASIC PHOTOGRAPHY 1000</b>   | <b>100.00</b>                             |
| 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 , Jan 20  | Focal Point 7 00-10 00 p m 10 weeks       |
| Tues , Jan 21   | Focal Point 12 30-3 30 p m 10 weeks       |
| Tues , Jan 21   | Focal Point 7 00-10 00 p m 10 weeks       |
| <b>INTERMEDIATE PHOTOGRAPHY 2000</b>  | <b>115.00</b>                             |
| 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 (Sheldan, Gregory)  |   |
| Mon , Jan 20  | Focal Point 7 00-10 00 p m 10 weeks       |
| Tues , Jan 21   | Focal Point 12 30-3 30 p m 10 weeks       |
| Tues , Jan 21   | Focal Point 7 00-10 00 p m 10 weeks       |
| <b>BASIC DARKROOM 1000</b>  | <b>110.00</b>                             |
| Learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, and print finishing techniques (Swinnard)  |   |
| Wed , Jan 22  | Focal Point 7 00-10 00 p m 10 weeks       |
| Sat , Jan 25  | Focal Point 10 00 a m - 1 00 p m 10 weeks |
| Sat , Jan 25  | Focal Point 1 30-4 30 p m 10 weeks        |
| <b>INTERMEDIATE DARKROOM 2000</b>   | <b>115.00</b>                             |
| 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 , Jan 23  | Focal Point 7 00-10 00 p m 10 weeks       |
| <b>PHOTO RETOUCHING 1000</b>  | <b>105 00</b>                             |
| 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 , Jan 23  | V V I 7 00-10 00 p m 10 weeks             |
| <b>COMMERCIAL PHOTOGRAPHY 3100</b>  | <b>160 00</b>                             |
| 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/C Hrynkow) |   |
| Thurs , Jan 23  | Focal Point 7 00-10 00 p m 10 weeks       |
| <b>PHOTOJOURNALISM 3000 **New Course**</b>  | <b>160.00</b>                             |
| 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, production and post-production techniques, staging and framing and working to specifications are some of the subjects to be covered. Prerequisite: — Intermediate Photography or Equivalent (Shackleton)  |   |
| Wed , Jan 22  | Focal Point 7 00-10 00 p m 10 weeks       |

## WORKSHOPS

|   |   |
|---|---|
| <b>FIGURE PHOTOGRAPHY 2000</b>  | <b>110 00</b>                                     |
| 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 , Feb 1   | Focal Point 10 00 a m - 4 00 p m Lecture/Demo     |
| Sun , Feb 2   | Focal Point T B A Workshop                        |
| Sat , Feb 15  | Focal Point 10 00 a m - 4 00 p m Lecture/Critique |

|   |   |
|---|---|
| <b>4 x 5 VIEW CAMERA 2000</b>   | <b>100 00</b>                                     |
| Through lectures, demonstrations, and hands-on practice using the 4 x 5 view camera, you will learn the various types and uses for view cameras in a variety of photographic situations. Prerequisite: "Basic Photography 1000" or equivalent (M Sheldan) 3 days    |   |
| Sat , Feb 8   | Focal Point 10 00 a m - 4 00 p m Lecture/Demo     |
| Sun , Feb 9   | Focal Point T B A Workshop                        |
| Sat , Feb 22  | Focal Point 10 00 a m - 4 00 p m Lecture/Demo     |
| <b>FASHION PHOTOGRAPHY 2000</b>   | <b>110.00</b>                                     |
| 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 , Mar 1   | Focal Point 10 00 a m - 4 00 p m Lecture/Demo     |
| Sun , Mar 2   | Focal Point T B A Workshop                        |
| Sat , Mar 15  | Focal Point 10 00 a m - 4 00 p m Lecture/Critique |

|   |                                  |
|---|----------------------------------|
| <b>HAND TINTING PHOTOGRAPHS 1000</b>  | <b>45 00</b>                     |
| Explore the techniques of photo-tinting and colour theory. Techniques include applications of various mediums to appropriate photographic papers (K Hawkes) |                                  |
| Sat , Feb 1   | V V I 9 00 a m - 4 00 p m 2 days |

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

|   |                                |
|---|--------------------------------|
| <b>PHOTOGRAPHY — BEGINNERS L1230</b>  | <b>20.00</b>                   |
| 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 , Jan 21   | Langara 8 00-10 00 p m 3 weeks |
| <b>PHOTOGRAPHY — CREATING A SLIDE SHOW L1231</b>  | <b>40.00</b>                   |
| In this workshop each participant will design and create their own 35mm color black and white slide shows, music, narrative writing, building a simple slide editing table, selecting or making the photographs. You should have some basic understanding of photography and 35mm camera. Last evening we will invite family and friends to view our efforts (Dunbar) |                                |
| Mon , Jan 20  | Langara 8 00-10 00 p m 6 weeks |

## JEWELLERY

|   |                                    |
|---|------------------------------------|
| <b>CREATIVE JEWELLERY — BASIC SKILLS V1240</b>  | <b>185.00</b>                      |
| You will learn the fundamental skills needed in jewellery making. Traditional as well as contemporary materials will be utilized. The interrelationship between design and workmanship will be stressed throughout the course. No previous experience required  |                                    |
| Mon , Jan 13  | V V I 9 00 a m - 4 00 p m 11 weeks |
| <b>JEWELLERY MAKING WORKSHOP — ADVANCED V1241</b>   | <b>185.00</b>                      |
| 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 or its equivalent   |                                    |
| Tues , Jan 14   | V V I 9 00 a m - 4 00 p m 11 weeks |
| <b>CASTING TECHNIQUES FOR JEWELLERY AND SMALL SCULPTURE V1242</b>   | <b>135.00</b>                      |
| 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 previous experience necessary  |                                    |
| Wed , Jan 15  | V V I 9 00 a m - 4 00 p m 8 weeks  |
| <b>ELEMENTS OF JEWELLERY DESIGN V1243</b>   | <b>66.00</b>                       |
| 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 previous experienced required     |                                    |
| Thurs , Jan 16  | V V I 9 00 a m - 4 00 p m 4 weeks  |
| <b>JEWELLERY DESIGN - PRACTICAL WORKSHOP V1244</b>  | <b>100 00</b>                      |
| 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. Prerequisite: successful completion of Elements of Jewellery Design course and a familiarity with the basic skills of jewellery making |                                    |
| Thurs , Feb 13  | V V I 9 00 a m - 4 00 p m 6 weeks  |

## ARTS

|   |                                   |
|---|-----------------------------------|
| <b>ALL OCCASION CARD WORKSHOP L4101</b>   | <b>20 00</b>                      |
| At the end of this fun-filled workshop you will have your own cards designed, printed and ready for all occasions. Instruction in calligraphy watercolour, simple printmaking, pen and ink sketching and more (Various)   |                                   |
| Sat , Feb 1   | Langara 9 30 a m - 2 30 p m 1 day |
| <b>DRAWING — BASIC L4102</b>  | <b>65 00</b>                      |
| 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 , Jan 22  | Langara 7 30-9 30 p m 10 weeks    |

**DRAWING — EXPLORATORY L4103**

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, Jan 23 Langara 7 30-9 30 p.m. 10 weeks

**DRAWING — LIFE L4104**

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, Jan 21 Langara 7 30-9 30 p.m. 10 weeks

**DRAWING AND PAINTING L4105**

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, Jan 23 Langara 7 30-9 30 p.m. 10 weeks

**DRAWING AND SCULPTURE L4106**

70.00

Explore foundation level sculpture processes and skills through clay modelling and drawing studies using some live models. All levels welcome. Clay supplied. Models (D. Murray)

Thurs, Jan 23 Langara 7 30-9 30 p.m. 10 weeks

**NATURE PRINTING WORKSHOP L4107**

20.00

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, Jan 25 Langara 9 30 a.m. - 2 30 p.m. 1 day

**PORTRAITURE L4108**

65.00

Concentrates 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. Kowallek)

Mon, Jan 20 Langara 7 30-9 30 p.m. 10 weeks

**TWO-DIMENSIONAL DESIGN L4109**

65.00

An understanding of design will benefit your drawing, painting, home decorating and fashion co-ordination. In fact, you will increase your visual awareness and appreciation greatly by taking this course with its format of lectures and enjoyable projects. Beginners welcome. (J. Brackman-Sharp)

Thurs, Jan 23 Langara 7 30-9 30 p.m. 10 weeks

**SCULPTURE FROM NATURE L4110**

70.00

Have you ever wondered where ideas for sculpture come from? In this course you will learn how a close study of nature can be a starting point for developing exciting sculpture. The focus will be upon beginning sculptural techniques using clay and objects from nature. Beginners welcome. (J. Brackman-Sharp)

Wed, Jan 22 Langara 7 30-9 30 p.m. 10 weeks

**TOLE PAINTING L4111**

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. (W. Skemp)

Mon, Jan 20 Langara 7 00-9 00 p.m. 10 weeks

**WATERCOLOUR LEVEL 1 L4112**

65.00

Learn how to stretch paper, lay washes and use the exciting and challenging medium of watercolour. Beginners welcome. (H. Kowallek)

Sat, Jan 25 Langara 9 30-11 30 a.m. 10 weeks

**WATERCOLOUR LEVEL 2 L4113**

65.00

An extension course for those students who have had a basic instruction in the art of watercolour and wish to continue learning in a classroom atmosphere. Individual progress and development emphasized. (H. Kowallek)

Sat, Jan 25 Langara 12 noon - 2 00 p.m. 10 weeks

**NORTHWEST COAST INDIAN ART APPRECIATION K4114**

35.00

In conjunction with U.B.C. Museum of Anthropology, this introductory course emphasizes cultural styles, two-dimensional design, recognizing life forms, the role of art in the potlatch, winter ceremonies and daily life, and an examination of contemporary revival of N.W. Coast Indian Art. Course includes a free pass to the Museum of Anthropology until March 31, 1986. Members of the Museum of Anthropology — \$3.00 discount. For more information call Wayne Declé at 875-8200. (K. Duffek)

Tues, Feb 4 7 00-9 00 p.m. 4 weeks  
Museum of Anthropology  
U.B.C.  
6393 N.W. Marine Drive  
Vancouver, B.C.

**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, Jan 15 L4201 Langara 7 00-10 00 p.m. 3 hours

Thurs, Jan 16 L4202 Langara 7 00-10 00 p.m. 3 hours

**A TASTE OF BEAUTIFUL BORDERS L4203**

10.00

This delightful three hour course promises you an overview of the design structure and possibilities for several border ideas that will enhance and complete your calligraphic piece. Bring pens and pencils, paper and coloured pencils or paints. (May)

Mon, Jan 13 Langara 7 00-10 00 p.m. 3 hours

**A TASTE OF A TWIST OF THE PEN L4204**

10.00

In just three hours you will have become familiar with the skill of twisting the broad edged pen to produce distinctive letter forms used in the writing of headings, banners, showcards and fine calligraphic pieces. (Williams)

Tues, Jan 14 Langara 7 00-10 00 p.m. 3 hours

**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 handwriting 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.

Mon, Jan 20 L4205 (Bryan) 5 30-7 30 p.m. 8 wks

Tues, Jan 21 L4206 (Poskitt) 7 30-9 30 p.m. 8 wks

Thurs, Jan 23 L4207 (Poskitt) 7 30-9 30 p.m. 8 wks

Sat, Jan 25 L4208 (Poskitt) 9 30-11 30 a.m. 8 wks

**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)

Thurs, Jan 23 L4209 Langara 5 30-7 30 p.m. 8 weeks

**LAYOUT ESSENTIALS L4210**

35.00

You will touch briefly on the "What, Why and How" of pictorial composition, the chief elements of composition, and the balance of weights and of values from white to black. (Bryan)

Wed, Jan 22 Langara 5 30-7 30 p.m. 6 weeks

**A TWIST OF THE PEN L4211**

35.00

You will learn to do broad-edged pen manipulation to achieve a distinctive new look to the small and capital letter of our alphabet. Bring broad-edged pen and ink projects. (Williams)

Mon, Jan 20 Langara 7 30-9 30 p.m. 6 weeks

**CELTIC ILLUMINATION I L4212**

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, Jan 25 Langara 10 00am - 12 00pm 6 weeks

**CELTIC ILLUMINATION L4213**

35.00

To continue further development of the Celtic ornamentation this course offers a broader exploration of Irish pattern and design. (Meehan)

Sat, Jan 25 Langara 12 00-2 00 p.m. 6 weeks

**DESIGN A BEAUTIFUL BORDER L4214**

35.00

Seemingly believing! Your own hand-done ornamentation that borders your lettered piece. Course covers style, colour and proportion of the letters and ornament work with the text. (May)

Wed, Jan 22 Langara 7 30-9 30 p.m. 6 weeks

**FOUNDATIONAL HAND L4215**

35.00

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. Bring ink and broad-edged pen. (Cowan)

Wed, Jan 22 Langara 7 30-9 30 p.m. 6 weeks

**FINAL TOUCH II L4216**

55.00

Effective layout and presentation will be explored from conception to completion through meaningful critiques of your own ongoing project. (Jackson)

Tues, Jan 21 Langara 7 30-9 30 p.m. 8 weeks

**CREATING A SMALL MANUSCRIPT BOOK L4217**

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, Jan 23 Langara 7 30-9 30 p.m. 6 weeks

**ITALIC CORRESPONDENCE COURSE L4218**

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. (Poskitt) 12 weeks (on-going)

**ALL OCCASION CARD WORKSHOP L4219**

35.00

During this fun-filled workshop you will create your own card designs for any occasion. Instruction in calligraphy, watercolour, simple printmaking, pen and ink sketching and more. (Various)

**CALLIGRAPHY WORKSHOPS L4220**

20.00

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.

**FLORAL DESIGN****FLORAL DESIGN II K1245**

205.00

Further your knowledge and skills in floral design and the florist industry. Topics include wedding, funeral and Christmas 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, Jan 20 K E C 6 30-9 30 p.m. 6 weeks

**THEATRE****ACTING — LEVEL 1 K1300**

55.00

Focus on the development of relaxation, confidence, and clarity of expression through participation in theatre games, improvisation, mime, voice work and scene study. (F. Galloway)

Mon, Jan 20 K E C 7 30-9 30 p.m. 10 sessions

**CREATIVE DRAMA FOR ELEMENTARY SCHOOL TEACHERS K1301**

100.00

Designed for elementary school teachers who wish to learn how to use drama in the classroom. Focus on techniques such as story playing, choral reading, mime and improvisation. Learn new ways of making their curriculum exciting for your students. (D. Oakes)

Mon, Jan 20 K E C 6 30-9 30 p.m. 10 weeks

**CREATIVE THEATRICAL MAKE-UP — LEVEL 2 V1302**

95.00

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 own make-up, coloring pencils, mirror and a towel to the first night of class. (A. Berge)

Mon, Jan 20 V V I 6 30-9 30 p.m. 10 weeks

**CREATIVE THEATRICAL MAKE-UP — LEVEL 3 V1303**

105.00

Learn techniques in special effects such as burns, scars, bruises, blood, sweat, tears and warts. Includes use of crepe hair, latex and a variety of prosthesis. Prerequisite — LEVEL 2. (A. Berge)

Tues, Jan 21 V V I 6 30-9 30 p.m. 10 weeks

**DEVELOPING CREATIVITY FOR TECHIES K1304**

110.00

Everyone in the film and theatre industry is creative. Here is 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, Jan 25 K E C 11 00 a.m. - 2 00 p.m. 10 weeks

**MOVEMENT FOR ACTORS K1305**

60.00

For professional and non-professional actors to develop a heightened sense of physical awareness and control. Movement exercises will introduce fundamental techniques in Modern Dance, Jazz, Ballet and Mime. (C. Duffy, D. Garfinkle)

Wed, Jan 22 K E C 7 00-9 00 p.m. 10 weeks

**PRODUCING AND DIRECTING FOR AMATEUR THEATRE K1306**

25.00

A workshop for teachers and community theatre workers which will provide a general overview of all aspects of play production and direction. (F. Galloway)

Sat, Feb 8 K E C 10 00 a.m. - 4 00 p.m. 1 session

**SPEECH**

30.00

For amateur actors wishing to improve breathing, resonance, projection and articulation through individual exercises, games, choral speaking, and prepared projects. (Garfinkle)

Thurs, Jan 23 K1307 K E C 7 00-8 00 p.m. 10 weeks

Sat, Jan 25 K1308 K E C 12 00-1 00 p.m. 10 weeks

**YOGA FOR PERFORMERS**

30.00

For singers, dancers, actors and dancers wishing to improve breathing and meditation. Physical exercises aid the performer to focus, remain calm, to gain strength and improve flexibility. (Garfinkle)

Thurs, Jan 23 K1309 K E C 6 00-7 00 p.m. 10 weeks

Sat, Jan 25 K1310 K E C 11 00am-12 00pm 10 weeks

**INSTRUMENTAL MUSIC****FLUTE I K1400**

35.00

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

Tues, Jan 21 K E C 6 00-7 00 p.m. 10 weeks

**FLUTE II K1401**

35.00

For those who have previously completed Flute I, or can play up to two octaves. Some ensemble work. Bring your flute. (F. Cory)

Tues, Jan 21 K E C 7 00-8 00 p.m. 10 weeks

**GUITAR BEGINNERS L1402**

65.00

Basic theory and note-reading with chording the accompaniment styles for contemporary folk songs. Both plectrum and finger styles are used. Bring your guitar and music stand. (J. Answorth)

Thurs, Jan 23 Langara 6 00-8 00 p.m. 10 weeks



Register by Phone  
using your VISA



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| 12   |         |                 |          |  |  |
| <b>GUITAR: INTERMEDIATE K1403 65.00</b>  |         |                 |          |  |  |
| Have you had a few lessons in the past, or are you a self-taught player who's stuck at a certain level? Study begins with all strings, chord patterns, and chord substitutions. Bring your guitar and music stand. (J. Ainsworth)  |         |                 |          |  |  |
| Thurs., Jan. 23  | Langara | 8:00-10:00 p.m. | 10 weeks |  |  |
| <b>GUITAR: JAZZ-ROCK IMPROVISATION K1404 35.00</b>   |         |                 |          |  |  |
| Develop solo lines, expand chord vocabulary and jazz-rock rhythms. Prerequisite: knowledge of basic chords (some bar chords) and theory such as major scales. (D. Jahnke)  |         |                 |          |  |  |
| Mon., Jan. 20  | K.E.C.  | 8:00-9:00 p.m.  | 10 weeks |  |  |
| <b>GUITAR: JAZZ-ROCK IMPROVISATION — INTERMEDIATE K1405 35.00</b>  |         |                 |          |  |  |
| Develop solo lines using various scales and arpeggios, chord solos, and chord melody, altered voicing and voice leading, and various styles of accompaniment. Must read music. (D. Jahnke)   |         |                 |          |  |  |
| Mon., Jan. 20  | K.E.C.  | 9:00-10:00 p.m. | 10 weeks |  |  |
| <b>SAXOPHONE: BEGINNERS K1406 35.00</b>  |         |                 |          |  |  |
| You will learn proper holding, breathing, tone, and basic playing skills to start you on your way. (W. Diggins)  |         |                 |          |  |  |
| Wed., Jan. 22  | K.E.C.  | 6:00-7:00 p.m.  | 10 weeks |  |  |
| <b>SAXPHONE: INTERMEDIATE K1407 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., Jan. 22  | K.E.C.  | 7:00-8:00 p.m.  | 10 weeks |  |  |

## VOCAL MUSIC

|   |        |                |          |  |  |
|---|--------|----------------|----------|--|--|
| <b>VOCAL COACHING K1410 115.00</b>  |        |                |          |  |  |
| Group and private lessons are combined. Develop strength, extension of range and vocal ease in performance. Admission with instructor's approval. (Mon. - J. Newman, Wed. - C. Brauner) |        |                |          |  |  |
| Mon., Jan. 20   | K.E.C. | 6:00-8:00 p.m. | 10 weeks |  |  |
| Wed., Jan. 22   | K.E.C. | 6:00-8:00 p.m. | 10 weeks |  |  |

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|--|--------|----------------|----------|--|--|
| <b>VOCAL PRODUCTION K1411 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. Grönsdal) |        |                |          |  |  |
| Thurs., Jan. 23  | K.E.C. | 6:00-7:00 p.m. | 10 weeks |  |  |

## PIANO

|   |              |                |          |  |  |
|---|--------------|----------------|----------|--|--|
| <b>CLASS JAZZ PIANO 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., Jan. 22   | K1420 K.E.C. | 6:00-7:00 p.m. | 10 weeks |  |  |
| Wed., Jan. 22   | K1421 K.E.C. | 7:00-8:00 p.m. | 10 weeks |  |  |

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|--|--------------|----------------|----------|--|--|
| <b>PIANO 1 FOR BEGINNERS 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, some classes may be combined. Seniors discount not available due to limited enrollment. (Tues. - C. Grönsdal, Thurs. - A. Greene) |              |                |          |  |  |
| Thurs., Jan. 23  | K1422 K.E.C. | 6:00-7:00 p.m. | 10 weeks |  |  |
| Thurs., Jan. 23  | K1423 K.E.C. | 7:00-8:00 p.m. | 10 weeks |  |  |
| Thurs., Jan. 23  | K1424 K.E.C. | 8:00-9:00 p.m. | 10 weeks |  |  |

## ENSEMBLES

|   |        |                |          |  |  |
|---|--------|----------------|----------|--|--|
| <b>WOMEN'S SWING CHOIR K1430 40.00</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., Jan. 21  | K.E.C. | 6:00-7:30 p.m. | 10 weeks |  |  |

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|---|--------|-----------------|----------|--|--|
| <b>WOMEN'S VOCAL ENSEMBLE K1431 50.00</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., Jan. 14  | K.E.C. | 8:00-10:00 p.m. | 18 weeks |  |  |

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|---|--------|----------------|----------|--|--|
| <b>STAGE BAND K1432 50.00</b>   |        |                |          |  |  |
| Can you remember the 'good ol' days' of the big bands? Are you just itching to get the horn that you played in high school out of the closet? Come and join the C.E. Big Band. Modern arrangements and old standards are all covered. Bring your instrument and music stand. (D. Quann) |        |                |          |  |  |
| Wed., Jan. 22   | V.V.I. | 7:00-9:00 p.m. | 10 weeks |  |  |

## EXERCISE

|   |  |                |          |  |  |
|---|--|----------------|----------|--|--|
| <b>MOVEMENT K1435 65.00</b>   |  |                |          |  |  |
| Studies in rhythm, relaxation, concentration, breathing, and space awareness. You will improve flexibility and awareness, and develop self-confidence. (C. Lee) |  |                |          |  |  |
| Mon./Wed., Jan. 20  |  | 4:00-5:30 p.m. | 10 weeks |  |  |

## MINICONSERVATORY/ PRIVATE INSTRUCTION

You choose private instruction in two forms — a one-hour lesson per week or a ½ hour lesson per week. On flute, clarinet, saxophone, trumpet, french horn, trombone, piano or guitar.

|  |       |                        |        |
|--|-------|------------------------|--------|
| Phone 875-8200 to state your name, instrument and phone number. A representative will contact you during the week of January 13 to arrange your program. |       |                        |        |
| 10 week term   | K1440 | 1 hr. lesson per week  | 200.00 |
| 10 week term   | K1441 | ½ hour lesson per week | 100.00 |

## APPRECIATION AND THEORY

|  |        |                |          |  |  |
|--|--------|----------------|----------|--|--|
| <b>JAZZ HISTORY AND APPRECIATION K1450 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., Jan. 21   | K.E.C. | 7:00-8:00 p.m. | 10 weeks |  |  |

|   |        |                |          |  |  |
|---|--------|----------------|----------|--|--|
| <b>BASIC JAZZ THEORY K1451 35.00</b>  |        |                |          |  |  |
| Serves as an introductory course to jazz improvisation. Study scales and chords utilizing the jazz shorthand approach to theory, including a study of the blues and some of the jazz standards. Prerequisite: desire to learn basics of improvisation and a general knowledge of rudiments. (G. Keenan) |        |                |          |  |  |
| Thurs., Jan. 23   | K.E.C. | 8:00-9:00 p.m. | 10 weeks |  |  |

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|--|--------|----------------|----------|--|--|
| <b>JAZZ IMPROVISATION K1452 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., Jan. 23  | K.E.C. | 6:00-8:00 p.m. | 10 weeks |  |  |

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|---|--------|-----------------|----------|--|--|
| <b>MUSIC APPRECIATION K1453 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 concert recordings. Recorded music is an important feature of every lecture. (N. Stanfield) |        |                 |          |  |  |
| Wed., Jan. 22   | K.E.C. | 8:00-10:00 p.m. | 10 weeks |  |  |

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|---|--------|----------------|----------|--|--|
| <b>MUSIC THEORY K1454 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., Jan. 23   | K.E.C. | 6:00-8:00 p.m. | 10 weeks |  |  |

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|--|--------|-----------------|----------|--|--|
| <b>MUSIC THEORY 2 K1455 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., Jan. 23  | K.E.C. | 8:00-10:00 p.m. | 10 weeks |  |  |

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|---|--------|-----------------|----------|--|--|
| <b>THE HISTORY OF MODERN DRUMMING K1456 65.00</b>   |        |                 |          |  |  |
| A presentation of recorded music featuring the influential jazz drummers from 1930 to present. (J. Chivers) |        |                 |          |  |  |
| Mon., Jan. 20   | K.E.C. | 8:00-10:00 p.m. | 10 weeks |  |  |

## CREDIT COURSES

Registration is on January 3, 1986, or at the first class for each course. Classes begin January 6. For further information, or to obtain an audition time where necessary, contact the Music Department at 875-8220.

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|--|--|----------------|--|-----------|--|
| <b>BASIC THEORY 097 70.00</b>  |  |                |  |           |  |
| This one-term course examines the elementary non-performance skills of music and is designed to give the student the opportunity to gain skills necessary for further advancement in music. It will help the student gain facility in reading and writing music through the study of notation, time, scales, intervals, chords and cadences, terms, and forms. |  |                |  |           |  |
| Mon./Wed.  |  | 5:00-7:30 p.m. |  | T. Greene |  |

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|---|----------------|------------|--|-------------|--|
| <b>PERFORMANCE MASTER CLASS 211/411 50.00</b>   |                |            |  |             |  |
| Performance classes in repertoire, technique, and ensemble, in voice, keyboard, and classical and jazz guitar. Note: There is a \$10.00 surcharge for accompanist for the voice master class. |                |            |  |             |  |
| Fri.  | 1:00-3:00 p.m. | Voice      |  | J. Hamm     |  |
| Mon.  | 1:00-2:00 p.m. | Keyboard   |  | M. Ehling   |  |
| Mon.  | 3:00-4:00 p.m. | Jz. Guitar |  | T. Koch     |  |
| Wed.  | 3:00-4:00 p.m. | Cl. Guitar |  | S. Bosewell |  |

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| <b>PERFORMANCE TECHNIQUES 215/415</b>  |  |                 |  |             |  |
| This practical course in the mechanics and psychology of performance, includes accompaniment, stage presence, preparation, and actual performance, and is offered to students in all disciplines. Classes which include recitals and large group sessions, also break down into chamber music groups, jazz combos, and sections. |  |                 |  |             |  |
| Wed.   |  | 12:00-2:00 p.m. |  | J. L. Domer |  |

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|---|--|--|--|--|--|
| <b>POPULAR VOCAL STUDIES 261/461 50.00</b>  |  |  |  |  |  |
| Students will learn the techniques for keeping the voice healthy and flexible to meet the demands of the pop repertoire. Students will perform standards, first in the original popular recorded fashion, and then in an improvised fashion suited to a pre-determined style. Students will receive constructive criticism and immediate adjustment regarding the interpretation and delivery |  |  |  |  |  |

of repertoire as it relates to popular appeal. Solos must be memorized and performed without amplification. Charts should be legible for piano accompaniment.

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| Thurs. | 1:00-2:00 p.m. | M. Regier |
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| <b>V.C.C. CHORAL JAZZ ENSEMBLES 70.00</b>  |                |           |  |  |  |
| The course includes the study and performance of the standard jazz/swing choir repertoire. Entrance is by audition only. Selected students will become members of the Soundwave ensemble. Subject to enrolment, all students will be able to participate in a second group. Phone the Department for an audition time. |                |           |  |  |  |
| Mon./Wed./Fri.   | 3:00-5:00 p.m. | P. Taylor |  |  |  |

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|---|-----------------|-------------|--|--|--|
| <b>V.C.C. MADRIGAL SINGERS 80.00</b>  |                 |             |  |  |  |
| The Department's select classical choral ensemble. Students will have a placement interview and audition, with entrance at the discretion of the instructor. Phone the Department for an audition time. |                 |             |  |  |  |
| Mon./Fri.   | 12:00-1:30 p.m. | J. Washburn |  |  |  |
| Wed.  | 2:00-3:00 p.m.  |             |  |  |  |

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|--|-----------------|-------------|--|--|--|
| <b>HEALEY WILLAN CHOIR</b>   |                 |             |  |  |  |
| Named after Healey Willan, the Dean of Canadian composers, the Department's largest choral ensemble is open to, and welcomes, the general public. No audition or previous experience is necessary. The ensemble meets each Thursday. Emphasis is on the acquisition of basic choral skills and performance with and without orchestra. |                 |             |  |  |  |
| Thurs.   | 7:30-10:00 p.m. | J. Washburn |  |  |  |

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|---|----------------|------------|--|--|--|
| <b>V.C.C. STAGE BANDS 284/484 60.00</b>   |                |            |  |  |  |
| Entrance by audition only. Positions are open to full-time students, but vacant spaces will be available to part-time students wishing to audition. |                |            |  |  |  |
| Mon. or Tues.   | 7:00-9:00 p.m. | D. Branter |  |  |  |

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|---|----------------|------------|--|--|--|
| <b>WIND ENSEMBLE 285/485 50.00</b>  |                |            |  |  |  |
| The College's largest wind ensemble is open, by audition, to all wind instrumentalists. |                |            |  |  |  |
| Tues./Thurs.  | 4:30-6:00 p.m. | D. Branter |  |  |  |

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|---|-------------------------------------|----------------|--|--|--|
| <b>KODALY SOLFEGE 201 70.00</b>   |                                     |                |  |  |  |
| The study of aural perception through vocal musicianship. Basic melodic and harmonic function in pentatonic and diatonic modes, through the use of relative Sol-fa. Form and analysis of folk music material. Sight singing and dictation. Prerequisite: 101 or equivalent. |                                     |                |  |  |  |
| Mon./Wed./Fri.  | 9:00-10:00 a.m. or 10:00-11:00 a.m. | M. Cuthbertson |  |  |  |

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|--|----------------|----------------|--|--|--|
| <b>KODALY SOLFEGE 401 70.00</b>  |                |                |  |  |  |
| An extension of Kodaly Solfège 301. Chromaticism to atonality in melodic context. Diatonic harmony with inversions, 7th chords and simple modulation. Form and analysis, melodic and harmonic. Sight singing and dictation to include examples from 20th century repertoire. |                |                |  |  |  |
| Mon./Wed./Fri.   | 8:00-9:00 a.m. | M. Cuthbertson |  |  |  |

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| <b>MATERIALS AND STRUCTURES OF MUSIC 203 70.00</b>   |                                    |         |  |  |  |
| Study of common practice period harmony, preliminary baroque counterpoint (18th century style) and introductory analysis. Prerequisite: 103 or equivalent. |                                    |         |  |  |  |
| Mon./Wed./Fri.   | 9:00-10:00 a.m. / 10:00-11:00 a.m. | D. Duke |  |  |  |

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| <b>MATERIALS AND STRUCTURES OF MUSIC 403 70.00</b>   |                         |         |  |  |  |
| An extension of Materials and Structures 303, the course consists of contrapuntal forms, 20th century harmony, and serial counterpoint. The course includes detailed study of major works in the classical and contemporary repertoire. Prerequisite: 303 or equivalent. |                         |         |  |  |  |
| Mon.   | 11:00 a.m. - 12:00 noon | D. Duke |  |  |  |
| Thurs.   | 12:30 p.m. - 2:30 p.m.  |         |  |  |  |

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|---|-------------------------|----------|--|--|--|
| <b>HISTORY AND LITERATURE OF MUSIC 205 70.00</b>  |                         |          |  |  |  |
| Music to the 1600's. Medieval and Renaissance periods. Prerequisite: 105 or equivalent. |                         |          |  |  |  |
| Tues./Thurs.  | 11:00 a.m. - 12:30 p.m. | J. Domer |  |  |  |

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| <b>HISTORY AND LITERATURE OF MUSIC 405 70.00</b>                                      |                         |                   |  |  |  |
| The history of music from the 1800's to the present. Prerequisite: 305 or equivalent. |                         |                   |  |  |  |
| Tues./Thurs.  | 11:00 a.m. - 12:30 p.m. | D. Duke/M. Ehling |  |  |  |

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|--|------------------|-------------|--|--|--|
| <b>ARRANGING 472 60.00</b>   |                  |             |  |  |  |
| Arranging techniques for jazz, commercial music ensembles, and stage band. Advanced students are assigned arranging projects for performing ensembles in the College. Prerequisite: Arranging 372 or equivalent. |                  |             |  |  |  |
| Tues.  | 1:30-2:30 p.m.   | B. Fairholm |  |  |  |
| Fri.   | 10:00-11:00 a.m. |             |  |  |  |

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|--|----------------|-----------|--|--|--|
| <b>THEATRE WORKSHOP 265, 465 70.00</b>   |                |           |  |  |  |
| A practical course designed to develop solo vocal production, stage presence and basic stage movement. Small groups will prepare a scene from popular musicals. Individuals must be prepared to exchange roles and contribute in practical ways to the total production. The class will produce a full length musical review with props, costume, writing, and choreography in May and June. |                |           |  |  |  |
| Tues.  | 5:00-6:00 p.m. | M. Regier |  |  |  |
| Wed.   | 5:00-7:00 p.m. |           |  |  |  |



Register by  
Phone  
using your  
VISA

## COMMERCIAL MUSIC

|   |                               |
|---|-------------------------------|
| <b>MELODY AND SONG WRITING K1460</b>  | <b>75.00</b>                  |
| A study of song and jingle writing for radio and television. Emphasis will be placed on song and jingle form, key modulation, chord construction and progression, lead sheets and the harmonization of melody and bass lines, and will be of great interest for those with music rudiments.   |                               |
| Tues, Jan 21  | K E C 6 00-8 00 p m 10 weeks  |
| <b>THE MUSIC BUSINESS K1461</b>   | <b>75 00</b>                  |
| A detailed study of the machinery and career opportunities in the music industry. Topics will include record companies, contracts, performing rights, marketing, publishing, copyrights, royalties, agents, the "do's and don'ts", radio demographics and how to get your song on the radio. (G. Lindberg)                              |                               |
| Tues, Jan 21  | K E C 8 00-10 00 p m 10 weeks |
| <b>PRODUCING A RECORD K1462</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. Register at King Edward Campus. (G. Lindberg) Andromeda Studios, 1304 Seymour Street, Vancouver, B.C. |                               |
| Thurs, Jan 23   | 8 00-11 00 p m 10 weeks       |

## CREATIVE WRITING

|   |                                    |
|---|------------------------------------|
| <b>CREATIVE WRITING K1470</b>   | <b>50.00</b>                       |
| Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of interest will be the short story, poetry and certain aspects of comedy writing. (W. Decle)   |                                    |
| Wed, Feb 5  | K E C 7 30-8 30 p m 6 weeks        |
| <b>FREELANCE WRITING FOR FUN &amp; PROFIT L1471</b>   | <b>90.00</b>                       |
| From raw ideas to publisher's cheque — develop professional attitude, generate ideas, market ideas, market analysis, time-management, content, managing your writing business. (Hall)   |                                    |
| Tues/Thurs, Jan 21  | Langara 7 30-9 30 p m 8 weeks      |
| <b>AN INTRODUCTION TO PERFORMING AND WRITING COMEDY K1472</b>   | <b>65 00</b>                       |
| Dealing with comedy is a serious business for most in the field. Whether developing your own unique sense of humour, a comic routine to be performed, or setting down words on a page that will get people laughing, it can be a difficult process. Improvisation, stand-up, acting and T.V. scripting.   |                                    |
| Mon, Feb 3  | K E C 7 00-9 00 p m 6 weeks        |
| <b>THE JOY OF INTERVIEWING L1473</b>  | <b>25 00</b>                       |
| This unique course focuses on the trials and tribulations of interviewing for broadcast. Examine voice, projection and articulation, preparation, the pre-interview and the modus operandi — how to make the most of it. Different styles of interviews will be examined. Students should have a tape recorder at their disposal. A radio station session will be conducted. (McMorrow)                                       |                                    |
| Mon, Feb 10   | Langara 7 00-9 00 p m 4 weeks      |
| <b>POETRY INTRODUCTION L1474</b>  | <b>55.00</b>                       |
| This course is intended to augment English Literature studies or may be enjoyed for its own sake. You will examine the poetry of Yeats, Wordsworth, Eliot and others. (Odendaal)  |                                    |
| Tues, Jan 21  | Langara 7 00-9 00 p m 10 weeks     |
| <b>WRITING A NOVEL L1475</b>  | <b>50.00</b>                       |
| 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 who are presently working on a manuscript. Find out how to write the first draft, polish this to a finished manuscript, and what to do regarding agents and publishers. Limited enrollment. (Slater)   |                                    |
| Sat, Feb 22   | Langara 10 00 a m - 3 00 p m 1 day |
| <b>WRITE AN EFFECTIVE RADIO COMMERCIAL L1476</b>  | <b>50 00</b>                       |
| Learn the basics of writing advertising copy for use on the radio. Topics include industry roles and regulations, creative philosophies, voice selection, emotional involvements, campaigns and slogans and the role of the writer at a radio station.  |                                    |
| Tues, Feb 11  | Langara 7 00-9 00 p m 6 weeks      |
| <b>WRITING SKILLS WORKSHOP</b>  | <b>45 00</b>                       |
| Explore the fundamentals of writing — clear thesis, coherent structure, and clean, appropriate sentence. You approach the writing tasks in stages — taking notes, writing, and revising — and you examine each stage in detail. Weekly writing assignments give you a chance to apply each lesson, in-depth evaluations by the instructor give encouragement and solve individual problems. Enrollment is limited. (W. Decle) |                                    |
| Tues, Feb 11  | K E C 7 30-9 30 p m 6 weeks        |
| <b>WRITERS CO-OP L1478</b>  | <b>20 00</b>                       |
| 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)   |                                    |
| Mon, Jan 20   | Langara 7 30-9 30 p m 10 weeks     |
| <b>WRITING FORMULA ROMANCES L1479</b>   | <b>35 00</b>                       |
| Learn to write novels as a business, to get started on market research. Study 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 bag lunch. (Novik)   |                                    |
| Sat, Jan 25   | Langara 9 30 a m - 3 30 p m 1 day  |

|   |                                   |
|---|-----------------------------------|
| <b>WRITING MAGAZINE ARTICLES L1480</b>  | <b>20.00</b>                      |
| Learn the basics of producing an article from the initial area 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. (Lekich) |                                   |
| Sat, Feb 15   | Langara 9 30 a m - 3 30 p m 1 day |

## ENGLISH SKILLS IMPROVEMENT

|  |                                   |
|--|-----------------------------------|
| <b>AN INTRODUCTION TO WRITING SKILLS FOR ESL SPEAKERS L4350</b>  | <b>90 00</b>                      |
| For ESL speakers who are not familiar with reading or writing English. Starting with the basics, we will learn how to read and write simple sentences, fill out forms and other fundamental writing skills. (Lee-MacArthur)  |                                   |
| Tues &   |                                   |
| Thurs, Jan 21  | Langara 8 00-10 00 p m 8 weeks    |
| <b>BASIC ENGLISH WRITING SKILLS (ESL) L4351</b>  | <b>45.00</b>                      |
| Designed 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, Jan 21   | Langara 8 00-10 00 p m 8 weeks    |
| <b>BEGINNERS ESL CONVERSATION L4352</b>  | <b>90.00</b>                      |
| Emphasis is upon conversation and basic understanding of how English works. Rudimentary writing and reading skills will be taught and enhanced. (Lee-MacArthur)  |                                   |
| Tues &   |                                   |
| Thurs, Jan 21  | Langara 6 00-8 00 p m 8 weeks     |
| <b>CONVERSATIONAL SKILLS IMPROVEMENT FOR ADVANCED ESL SPEAKERS L4353</b>   | <b>45.00</b>                      |
| Designed for students who are already fluent in English but would like to improve their pronunciation and their ability to discuss current ideas, topics of interest and issues. (Quirk)   |                                   |
| Tues, Jan 21   | Langara 8 00-10 00 p m 8 weeks    |
| <b>ENGLISH WRITING SKILLS IMPROVEMENT L4354</b>  | <b>45 00</b>                      |
| Learn how to write more fluently, skillfully and correctly. This introductory course stresses organization, sentence structure, word choice, spelling and punctuation. (Martin)  |                                   |
| Thurs, Jan 23  | Langara 8 00-10 00 p m 8 weeks    |
| <b>ESL INTERMEDIATE LEVEL L4355</b>  | <b>90.00</b>                      |
| Designed for students who have a fairly good knowledge of English. Develop conversation, reading and writing skills. (Quirk)   |                                   |
| Tues &   |                                   |
| Thurs, Jan 21  | Langara 6 00-8 00 p m 8 weeks     |
| <b>ESL PRONUNCIATION WORKSHOP I L4356</b>  | <b>22.00</b>                      |
| A pronunciation course for advanced ESL students. Basic structure of the tongue and mouth will be taught along with the actual physical production of sounds. The international phonetic alphabet will also be explained. There will be actual classroom practice. (Quirk) |                                   |
| Sat, Feb 22  | Langara 9 30 a m - 4 30 p m 1 day |
| <b>ESL PRONUNCIATION WORKSHOP II L4357</b>   | <b>22.00</b>                      |
| A course designed for those students who have already taken Pronunciation WORKSHOP I. More work will be done on phonetic transcription and specific pronunciation problems of different language groups. There will also be actual classroom practice. (Quirk)             |                                   |
| Sat, Mar 22  | Langara 9 30 a m - 4 30 p m 1 day |

|   |                        |
|---|------------------------|
| <b>ENGLISH UPGRADING*</b>   | <b>90.00</b>           |
| These courses are designed 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) |                        |
| <b>Jan 13, Langara</b>  |                        |
| Mon & Wed (ESL) L4375   | 3 30-5 30 p m 8 weeks  |
| Mon & Wed (ESL) L4376   | 6 00-8 00 p m 8 weeks  |
| Mon & Wed (ESL) L4377   | 6 00-8 00 p m 8 weeks  |
| Mon & Wed (ESL) L4378   | 8 00-10 00 p m 8 weeks |
| <b>Jan 14, Langara</b>  |                        |
| Tues & Thurs (ESL) L4379  | 3 30-5 30 p m 8 weeks  |
| Tues & Thurs (NS) L4380   | 6 00-8 00 p m 8 weeks  |
| Tues & Thurs (ESL) L4381  | 6 00-8 00 p m 8 weeks  |
| *ESL — English as a Second Language   |                        |
| NS — Native Speaker   |                        |

English Placement Test Langara Campus Saturday, March 8, 1986

## TEACHING ENGLISH AS A SECOND LANGUAGE

|  |                                     |
|--|-------------------------------------|
| <b>ESL TEACHING TECHNIQUES</b>   | <b>120.00</b>                       |
| A practical course in ESL classroom teaching techniques for practising ESL teachers, those entering the field or planning to teach abroad. Topics include developing aural/oral skills, writing, using dialogues, improving pronunciation, using role playing, grouping and using A/V equipment. Enrollment is limited to 25. (M. Trivisano) |                                     |
| Tues, Jan 14 or  | K E C K1490 7 00-10 00 p m 10 weeks |
| Thurs, Jan 16  | K E C K1491 7 00-10 00 p m 10 weeks |

|   |                                      |
|---|--------------------------------------|
| <b>THE TEACHING OF PRONUNCIATION FOR E.S.L. TEACHERS</b>  | <b>95 00</b>                         |
| Improve your skills in the teaching of pronunciation. Topics include vowel dimensions (long, short, etc.), consonants (voiced, voiceless, etc.), contractions and reductions (as in the verb "to be"), linking sounds, stress and intonation. (E. Williams)   |                                      |
| Thurs, Jan 23   | K E C K1492 6 00-8 00 p m 8 weeks    |
| <b>GRAMMAR REVIEW FOR E.S.L. TEACHERS L1493</b>   | <b>95 00</b>                         |
| 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, Jan 25   | Langara 9 30 a m - 12 30 p m 7 weeks |
| <b>AN ORIENTATION TO TEACHING ENGLISH IN JAPAN K1494</b>  | <b>50 00</b>                         |
| You will discuss all aspects of living and working as a language teacher in Japan — where and how to look for work in Japan, an introduction to living Japanese style, adapting to and understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student. (P. Miller) |                                      |
| Sat, Feb 8  | K E C 9 30 a m - 12 30 p m 4 weeks   |

## LANGUAGES

|   |   |
|---|---|
| Beginners should 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. All Language classes are held at Langara. |   |
| <b>CANTONESE CONVERSATION LEVEL 1</b>   | <b>65.00</b>  |
| Mon, Jan 20   | L4902 (Tsay) 6 00-8 00 p m 10 weeks                   |
| Thurs, Jan 23   | L4903 (Tsay) 8 00-10 00 p m 10 weeks                  |
| Sat, Jan 25   | L4904 (Lai) 9 30 a m - 12 00 p m 8 weeks              |
| <b>CANTONESE CONVERSATION LEVEL 2</b>   | <b>65.00</b>  |
| Thurs, Jan 23   | L4905 (Lu) 6 00-8 00 p m 10 weeks                     |
| Sat, Jan 25   | L4906 (Tsay) 9 30 a m - 12 00 p m 8 weeks             |
| <b>CANTONESE CONVERSATION LEVEL 3</b>   | <b>65.00</b>  |
| Sat, Jan 25   | L4907 (Lu) 9 30 a m - 12 00 p m 8 weeks               |
| <b>FRENCH CONVERSATION LEVEL 1</b>  | <b>65.00</b>  |
| Mon, Jan 20   | L4910 (Visscher) 6 00-8 00 p m 10 weeks               |
| Tues, Jan 21  | L4911 (Hassaine) 8 00-10 00 p m 10 weeks              |
| Wed, Jan 22   | L4912 (Visscher) 8 00-10 00 p m 10 weeks              |
| Thurs, Jan 23   | L4913 (Hassaine) 8 00-10 00 p m 10 weeks              |
| Sat, Jan 25   | L4914 (Visscher) 9 00-11 00 a m 10 weeks              |
| <b>FRENCH CONVERSATION LEVEL 2</b>  | <b>65 00</b>  |
| Mon, Jan 20   | L4915 (Visscher) 8 00-10 00 p m 10 weeks              |
| Tues, Jan 21  | L4916 (Visscher) 8 00-10 00 p m 10 weeks              |
| Thurs, Jan 23   | L4917 (Visscher) 6 00-8 00 p m 10 weeks               |
| Sat, Jan 25   | L4918 (Visscher) 11 00 a m - 1 00 p m 10 weeks        |
| <b>FRENCH CONVERSATION LEVEL 3</b>  | <b>65 00</b>  |
| Wed, Jan 22   | L4919 (Visscher) 8 00-10 00 p m 10 weeks              |
| <b>GERMAN CONVERSATION LEVEL 1</b>  | <b>65 00</b>  |
| Tues, Jan 21  | L4920 (Kieswetter) 8 00-10 00 p m 10 weeks            |
| Thurs, Jan 23   | L4921 (Kieswetter) 6 00-8 00 p m 10 weeks             |
| Sat, Jan 25   | L4922 (Martin-Mendonca) 9 30 a m - 12 00 p m 10 weeks |
| <b>GERMAN CONVERSATION LEVEL 2</b>  | <b>65 00</b>  |
| Mon, Jan 20   | L4923 (Willmer) 6 00-8 00 p m 10 weeks                |
| Wed, Jan 22   | L4924 (Von Hahn) 8 00-10 00 p m 10 weeks              |
| Sat, Jan 25   | L4925 (Kieswetter) 9 00-11 00 a m 10 weeks            |
| <b>GERMAN CONVERSATION LEVEL 3</b>  | <b>65.00</b>  |
| Sat, Jan 25   | L4926 (Kieswetter) 11 00 a m - 1 00 p m 10 weeks      |
| <b>ITALIAN CONVERSATION LEVEL 1</b>   | <b>65.00</b>  |
| Tues, Jan 21  | L4929 (Visscher) 6 00-8 00 p m 10 weeks               |
| <b>ITALIAN CONVERSATION LEVEL 2</b>   | <b>65.00</b>  |
| Thurs, Jan 23   | L4930 (Visscher) 8 00-10 00 p m 10 weeks              |
| Textbook required: Italian Level 1 - Buongiorno BBC1<br>Italian Level 2 - Buongiorno BBC2   |   |
| <b>JAPANESE CONVERSATION LEVEL 1</b>  | <b>65.00</b>  |
| Mon, Jan 20   | L4932 (Iwama) 8 00-10 00 p m 10 weeks                 |
| Tues, Jan 21  | L4933 (Hanagata) 6 00-8 00 p m 10 weeks               |
| Wed, Jan 23   | L4934 (Shimada) 6 00-8 00 p m 10 weeks                |
| Sat, Jan 25   | L4935 (Okabe) 9 30 a m - 12 00 p m 8 weeks            |
| <b>JAPANESE CONVERSATION LEVEL 2</b>  | <b>65.00</b>  |
| Tues, Jan 21  | L4936 (Hanagata) 8 00-10 00 p m 10 weeks              |
| Wed, Jan 22   | L4937 (Iwama) 6 00-8 00 p m 10 weeks                  |
| Thurs, Jan 23   | L4938 (Hanagata) 8 00-10 00 p m 10 weeks              |
| Sat, Jan 25   | L4939 (Hanagata) 9 00-11 00 a m 10 weeks              |
| <b>JAPANESE CONVERSATION LEVEL 3</b>  | <b>65 00</b>  |
| Sat, Jan 25   | L4940 (Hanagata) 11 00 a m - 1 00 p m 10 weeks        |
| <b>JAPANESE FOR TRAVEL AND CULTURE</b>  | <b>65.00</b>  |
| Wed, Jan 22   | L4941 (Hanagata) 8 00-10 00 p m 10 weeks              |
| <b>JAPANESE FOR INDUSTRY AND HOTEL EMPLOYEES LEVEL 1</b>  | <b>65.00</b>  |
| Mon, Jan 20   | L4942 (Hanagata) 6 00-8 00 p m 10 weeks               |
| <b>MANDARIN CONVERSATION LEVEL 1</b>  | <b>65 00</b>  |
| Thurs, Jan 23   | L4943 (Chao) 6 00-8 00 p m 10 weeks                   |



|  |                   |                      |          |              |
|--|-------------------|----------------------|----------|--------------|
| <b>MANDARIN CONVERSATION LEVEL 2</b>                                       |                   |                      |          | <b>65.00</b> |
| Thurs , Jan 23   | L4944 (Chao)      | 8 00-10 00 p m       | 10 weeks |              |
| <b>MANDARIN CONVERSATION LEVEL 3</b>                                       |                   |                      |          | <b>65.00</b> |
| Sat , Jan 25   | L4945 (Chao)      | 9 30 a m - 12 00 p m | 8 weeks  |              |
| Textbook required Mandarin Level 1 - Elementary Chinese Reader Book 1      |                   |                      |          |              |
| Mandarin Level 2 - Elementary Chinese Reader Book 2                        |                   |                      |          |              |
| Mandarin Conversation  |                   |                      |          |              |
| <b>SPANISH CONVERSATION LEVEL 1</b>  |                   |                      |          | <b>65.00</b> |
| Mon , Jan 20   | L4949 (Daudet)    | 6 00-8 00 p m        | 10 weeks |              |
| Tues , Jan 21  | L4950 (Uriol)     | 8 00-10 00 p m       | 10 weeks |              |
| Wed , Jan 22   | L4951 (Devescovi) | 6 00-8 00 p m        | 10 weeks |              |
| Sat , Jan 25   | L4952 (Daudet)    | 9 30 a m - 12 00 p m | 8 weeks  |              |
| <b>SPANISH CONVERSATION LEVEL 2</b>  |                   |                      |          | <b>65.00</b> |
| Tues , Jan 21  | L4953 (Uriol)     | 6 00-8 00 p m        | 10 weeks |              |
| Wed , Jan 22   | L4954 (Daudet)    | 8 00-10 00 p m       | 10 weeks |              |
| Thurs , Jan 23   | L4955 (Uriol)     | 6 00-8 00 p m        | 10 weeks |              |
| Sat , Jan 25   | L4956 (Uriol)     | 9 30 a m - 12 00 p m | 8 weeks  |              |
| <b>SPANISH CONVERSATION LEVEL 3</b>  |                   |                      |          | <b>65.00</b> |
| Sat , Jan 25   | L4957 (Uriol)     | 12 00 a m - 2 30 p m | 8 weeks  |              |
| <b>SATURDAY LANGUAGE CLASSES</b>   |                   |                      |          | <b>65.00</b> |
| Level 1 conversation classes are also available in the following languages |                   |                      |          |              |
| ARABIC, DUTCH, FINNISH, GREEK, HINDI-PUNJABI, KOREAN, NOR-                 |                   |                      |          |              |
| WEGIAN, PORTUGUESE (Levels 1 & 2), SWEDISH & UKRAINIAN                     |                   |                      |          |              |
| Sat , Jan 25   | Langara           | 9 30 a m - 12 00 p m | 8 weeks  |              |

## 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.

|   |       |               |            |              |
|---|-------|---------------|------------|--------------|
| <b>ADVANCED WINE APPRECIATION K1600</b>   |       |               |            | <b>40.00</b> |
| Designed 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 & sparkling wines. Limited to 20 participants — enroll early. |       |               |            |              |
| Wed , Jan 15 & 22   | K E C | 7 30-9 30 p m | 2 sessions |              |

|  |       |               |           |              |
|--|-------|---------------|-----------|--------------|
| <b>FAMOUS WINES OF FRANCE - BORDEAUX K1601</b>   |       |               |           | <b>24.00</b> |
| 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 make this area famous. French cuisine will be served. |       |               |           |              |
| Wed , Jan 29   | K E C | 7 30-9 30 p m | 1 session |              |

|   |       |               |           |              |
|---|-------|---------------|-----------|--------------|
| <b>CHAMPAGNE &amp; SPARKLING WINES K1602</b>  |       |               |           | <b>23.00</b> |
| Enjoy an evening with "Bubbly". Sample champagne and sparkling wines of the world. Sweet, dry, light & full. Mumm's, Heidsieck, Asti Spumante, Henkel, Codorniu and more. |       |               |           |              |
| Wed , Feb 12  | K E C | 7 30-9 30 p m | 1 session |              |

|  |       |               |           |              |
|--|-------|---------------|-----------|--------------|
| <b>THE BARGAIN WINES OF THE WORLD - A GUIDE TO INEXPENSIVE, GOOD VALUE WINES K1603</b>   |       |               |           | <b>17.00</b> |
| There are some great bargains sitting on the shelves of wine stores in B.C., Alberta, 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 will be served. |       |               |           |              |
| Wed , Mar 5  | K E C | 7 30-9 30 p m | 1 session |              |

|   |       |               |           |              |
|---|-------|---------------|-----------|--------------|
| <b>GEWURZTRAMINER "APPETIZER TO DESSERT" K1604</b>  |       |               |           | <b>20.00</b> |
| 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 will be served. |       |               |           |              |
| Wed , Mar 12  | K E C | 7 30-9 30 p m | 1 session |              |

|  |       |               |            |              |
|--|-------|---------------|------------|--------------|
| <b>AUSTRALIAN WINE TASTING &amp; APPRECIATION K1605</b>  |       |               |            | <b>39.00</b> |
| 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 will be served. |       |               |            |              |
| Wed , Mar 19 & 26  | K E C | 7 30-9 30 p m | 2 sessions |              |

|   |  |  |  |               |
|---|--|--|--|---------------|
| <b>CALIFORNIA WINE TOUR K1606</b>   |  |  |  | <b>750.00</b> |
| A four day tour of the Napa and Sonoma Valleys in June of 1986. Please call 875-8200 for further information. |  |  |  |               |

## GOURMET PURSUITS

|   |         |               |         |              |
|---|---------|---------------|---------|--------------|
| <b>ART OF ENTERTAINING L1620</b>  |         |               |         | <b>50.00</b> |
| Entertaining with style, how to plan and organize with confidence and still feel relaxed and enjoy the party. Lots of practical information for the perfect host-to-be about menu planning, table settings, glassware, wine and liqueur selection, wine tasting, etiquette and napkin folding. (R. Bezemer) |         |               |         |              |
| Mon , Feb 3   | Langara | 7 00-9 00 p m | 6 weeks |              |

|   |         |                |         |              |
|---|---------|----------------|---------|--------------|
| <b>CHICKEN DELUXE L1621</b>   |         |                |         | <b>40.00</b> |
| Learn various methods of cooking chicken! The course covers deboning, stuffing, broiling, deep fryin, and various sauces a la Francaise to accent your dish. (Gagnon) |         |                |         |              |
| Tues , Jan 28   | Langara | 7 00-10 00 p m | 4 weeks |              |

|  |  |               |            |              |
|--|--|---------------|------------|--------------|
| <b>COOKING THE JEWISH WAY L1622</b>  |  |               |            | <b>60.00</b> |
| Learn the art of Jewish cooking — from Matzo Balls to Blintzes. A variety of dishes, including Jewish festival cooking, will be prepared exploring the two major Jewish culinary traditions — Ashkenazi-European, as well as Sephardic-Middle Eastern/Oriental. \$15.00 discount for J.C.C. members. To register phone 324-5322. (Grace Robin) |  |               |            |              |
| Jewish Community Centre, 950 W. 41st Avenue  |  |               |            |              |
| Mon , Feb 10   |  | 7 00-9 00 p m | 6 sessions |              |

|  |       |               |         |              |
|--|-------|---------------|---------|--------------|
| <b>A CULINARY TOUR FOR CHINESE FOOD ENTHUSIASTS V1623</b>  |       |               |         | <b>30.00</b> |
| 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. Ms. Chang is author of The Guide to Vancouver's Chinese Restaurants. (Ginger Chang) |       |               |         |              |
| Thurs , Feb 6  | V V I | 6 30-8 30 p m | 4 weeks |              |

|  |         |                     |       |              |
|--|---------|---------------------|-------|--------------|
| <b>THE DYNAMICS OF EAST-WEST CULTURES L1624</b>  |         |                     |       | <b>25.00</b> |
| A look at Eastern and Western table cultures for home entertainers and individuals interested in Pacific Rim business ventures. Chinaware, stoneware, silverware and linen will be analyzed for their esthetic and practical qualities and investment buying tips will be discussed. Learn the do's and don'ts of Eastern and Western dining culture. (V. Johansson) |         |                     |       |              |
| Sat , Feb 1  | Langara | 9 30 a m - 3 30 p m | 1 day |              |

|   |       |                      |       |              |
|---|-------|----------------------|-------|--------------|
| <b>A GASTRONOMIC TOUR OF CHINATOWN V1625</b>  |       |                      |       | <b>35.00</b> |
| 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 , Mar 15  | V V I | 10 00 a m - 4 00 p m | 1 day |              |

|   |         |               |            |              |
|---|---------|---------------|------------|--------------|
| <b>AN INTRODUCTION TO JAPANESE FOOD L1626</b>   |         |               |            | <b>45.00</b> |
| A classroom session will present an overview followed by dinner at three Japanese restaurants specializing in different types of Japanese food. Learn those aspects of the culture and manners of Japan as they affect the preparation, presentation and table etiquette of the Japanese. Restaurant costs are extra. The instructor has lived in Japan for 6 years, and has recently led successful group tours from Vancouver to Japan. |         |               |            |              |
| Thurs , Feb 13  | Langara | 7 00-9 00 p m | 4 sessions |              |

|   |       |         |                      |              |
|---|-------|---------|----------------------|--------------|
| <b>SATURDAY BRUNCH</b>  |       |         |                      | <b>12.00</b> |
| Learn to cook Delightful Breakfasts! From appetizers to egg dishes, such as Scottish Eggs, Eggs Janette, Eggs in a Nest. (Gagnon) |       |         |                      |              |
| Sat , Jan 23  | L1627 | Langara | 11 00 a m - 2 00 p m | 1 session    |
| Sat , Feb 15  | L1628 | Langara | 11 00 a m - 2 00 p m | 1 session    |

|  |       |         |               |              |
|--|-------|---------|---------------|--------------|
| <b>A TASTE OF NATURE COOKING AND NUTRITION</b>   |       |         |               | <b>75.00</b> |
| Emphasis is on vegetarian cooking within a total balanced diet. Lectures on latest scientific findings plus demonstrations and tasty samples each night. Topics include "the protein myth", breakfast, sugar, problems people face in becoming vegetarians, and more. (Materials Fee — \$12.00, includes workbook, recipe booklets and samples.) (E. Kantymir) |       |         |               |              |
| Thurs , Jan 23   | L1629 | Langara | 7 00-9 00 p m | 6 weeks      |

|  |               |       |  |              |
|--|---------------|-------|--|--------------|
| <b>DINNER AND THE OPERA V1630</b>  |               |       |  | <b>39.00</b> |
| Enjoy dinner at J.J.'s restaurant followed by the Vancouver Operas presentation of   |               |       |  |              |
| The Barber of Seville, 5 45 p m  | Tues , Jan 21 | V V I |  |              |
| The Magic Flute, 5 45 p m  | Tues , Mar 11 | V V I |  |              |
| Carmen, 5 45 p m   | Tues , May 6  | V V I |  |              |
| During dinner the opera plot, characters, setting and special features will be discussed. A perfect evening for those new to opera who have been "afraid to ask." Price includes dinner and ticket to opera. |               |       |  |              |

## PERSONAL INVESTMENT

|   |       |               |            |              |
|---|-------|---------------|------------|--------------|
| <b>ADVANCED FINANCIAL PLANNING K1700</b>  |       |               |            | <b>25.00</b> |
| Looking for financial independence at an earlier age? This class, designed to be a logical follow-up to "Introduction to 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, Chartered Financial Planner) |       |               |            |              |
| Tues , Mar 4  | K E C | 7 00-9 00 p m | 2 sessions |              |

|   |       |               |            |              |
|---|-------|---------------|------------|--------------|
| <b>DEALING IN REAL ESTATE V1701</b>   |       |               |            | <b>65.00</b> |
| A thorough examination of all aspects of real estate transactions for residential property, with emphasis on laws, financing, construction, and how to determine value. |       |               |            |              |
| Wed , Jan 22  | V V I | 7 00-9 30 p m | 7 sessions |              |

|  |       |               |            |              |
|--|-------|---------------|------------|--------------|
| <b>ECONOMICS EXPLAINED V1702</b>   |       |               |            | <b>45.00</b> |
| For those with little or no knowledge of economics. Gain a non-technical base of economic ideas and theory, and foster a clearer understanding of the general economy. |       |               |            |              |
| Mon , Jan 20   | V V I | 7 00-9 30 p m | 7 sessions |              |

|  |       |                     |           |              |
|--|-------|---------------------|-----------|--------------|
| <b>FINANCIAL INDEPENDENCE IN RETIREMENT K1703</b>  |       |                     |           | <b>20.00</b> |
| Whether you're presently retired or planning to retire in the future, this 1/2 day seminar should be in your plans. Examine a number of non-financial areas including pre-retirement planning, successful handling of the transition period, analyze your net worth, retirement income needs, government pension plan options, RRSP/RRIF/annuity options, investment strategies and inflation protection. (D.R. Hodgins) |       |                     |           |              |
| Sat , Feb 1  | K E C | 9 00 a m - 1 00 p m | 1 session |              |

|  |  |  |  |              |
|--|--|--|--|--------------|
| <b>HOW THE BUDGET CHANGES AFFECT YOUR R.R.S.P.</b> |  |  |  | <b>25.00</b> |
|--|--|--|--|--------------|

|   |       |         |                |           |
|---|-------|---------|----------------|-----------|
| Clarify the new Registered Retirement Savings rules. Topics include: the new contribution limits, the investment vehicles that are most advantageous to have inside your R.R.S.P., what investments are allowed in your plan and what to do with your plan at the time of deregistration. |       |         |                |           |
| Wed , Jan 29  | L1704 | Langara | 7 00-10 00 p m | 1 session |
| Wed , Feb 19  | K1705 | K E C   | 7 00-10 00 p m | 1 session |

|   |       |               |           |              |
|---|-------|---------------|-----------|--------------|
| <b>INTRODUCTION TO FINANCIAL PLANNING K1706</b>   |       |               |           | <b>15.00</b> |
| 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 to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies. (D. Hodgins) |       |               |           |              |
| Tues , Feb 4  | K E C | 7 00-9 30 p m | 1 session |              |

|  |         |               |         |              |
|--|---------|---------------|---------|--------------|
| <b>STRATEGIC INVESTMENT IN BLUE CHIP STOCK</b>   |         |               |         | <b>45.00</b> |
| Learn to invest wisely in bluechip 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, <i>How to Make Money in Blue Chip Stock</i> , Hancock House, and numerous worksheets. (D. Tan) |         |               |         |              |
| Wed , Mar 12   | Langara | 7 00-9 00 p m | 4 weeks |              |

|   |       |                |           |              |
|---|-------|----------------|-----------|--------------|
| <b>INVESTMENT OBJECTIVES AND STRATEGIES K1708</b>   |       |                |           | <b>25.00</b> |
| Course will clarify different investment objectives and the steps involved in structuring a balanced stock portfolio. Emphasis on investment vehicles which address growth, income, safety or principal and liquidity. (Pia Schindler, Diana Costain) |       |                |           |              |
| Wed , Mar 12  | K E C | 7 00-10 00 p m | 1 session |              |

|  |       |                |           |              |
|--|-------|----------------|-----------|--------------|
| <b>OPTIONS AND FUTURES - AN INTRODUCTION TO TRADING V1709</b>  |       |                |           | <b>16.00</b> |
| Provides a practical approach to trading in the options and futures markets and explain the complexities and terminology involved. |       |                |           |              |
| Mon , Jan 20   | V V I | 6 00-10 00 p m | 1 session |              |

|   |       |                |            |              |
|---|-------|----------------|------------|--------------|
| <b>PERSONAL INVESTMENT STRATEGIES FOR CURRENT ECONOMIC TRENDS V1710</b>   |       |                |            | <b>20.00</b> |
| Intended for the personal investor, you will examine the current investment climate and the major economic theories affecting government behaviour and economic forecasting. Will assist investors in developing suitable investment strategies for the 1980's. |       |                |            |              |
| Wed , Jan 22  | V V I | 7 00-10 00 p m | 2 sessions |              |

|  |       |               |            |              |
|--|-------|---------------|------------|--------------|
| <b>PERSONAL MONEY MANAGEMENT. IMPLICATION OF THE NEW BUDGET V1711</b>  |       |               |            | <b>16.00</b> |
| Examine the investment opportunities offered by recent budget proposals and how these changes affect the direction of personal investing, new rules concerning RRSP's and retirement planning. |       |               |            |              |
| Thurs , Jan 23   | V V I | 7 00-9 00 p m | 2 sessions |              |

|  |       |                |            |              |
|--|-------|----------------|------------|--------------|
| <b>STOCK MARKET ANALYSIS BY COMPUTER V1712</b>   |       |                |            | <b>25.00</b> |
| Learn computerized investment techniques using in-class demonstrations and examines the features and benefits of existing investment software, allowing the student to more efficiently analyse pertinent investment data. |       |                |            |              |
| Tues , Feb 11  | V V I | 7 00-10 00 p m | 2 sessions |              |

|  |       |               |             |              |
|--|-------|---------------|-------------|--------------|
| <b>STOCK MARKET INVESTING V1713</b>  |       |               |             | <b>70.00</b> |
| An introductory course for persons who wish to learn the operations of the stock market and how to analyze stock market investments. |       |               |             |              |
| Tues , Jan 21  | V V I | 7 00-9 30 p m | 10 sessions |              |

|  |       |                |           |              |
|--|-------|----------------|-----------|--------------|
| <b>INTRODUCTION TO THE STOCK MARKET K1699</b>  |       |                |           | <b>25.00</b> |
| 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) |       |                |           |              |
| Tues , Mar 25  | K E C | 7 00-10 00 p m | 1 session |              |

|   |         |               |         |              |
|---|---------|---------------|---------|--------------|
| <b>UNDERSTANDING BASIC PRINCIPLES OF TRADING ON THE VANCOUVER STOCK EXCHANGE</b>  |         |               |         | <b>40.00</b> |
| Introduction to venture capital investments from evaluations of prospectuses and statements of material facts to technical analysis for timing of trades. Emphasis will be on charting and interpreting trading patterns. Individual portfolios will be compiled. (K. Tang) |         |               |         |              |
| Mon , Feb 10  | Langara | 7 00-9 00 p m | 6 weeks |              |

|  |       |                |           |              |
|--|-------|----------------|-----------|--------------|
| <b>WOMEN AND INVESTING K1715 (AN INTRODUCTION TO THE STOCK MARKET)</b>   |       |                |           | <b>25.00</b> |
| This course has been designed for women who want to make conservative investment decisions for themselves yet lack basic knowledge of the stock market and investment terminology. Learn the regulations concerning spousal Registered Retirement Savings Plans and Registered Education Savings Plans. Topics include bonds, preferred shares, common shares, warrants, mutual funds, and financial planning. |       |                |           |              |
| Wed , Mar 19   | K E C | 7 00-10 00 p m | 1 session |              |

## SELF DEFENCE

|  |        |       |                       |              |
|--|--------|-------|-----------------------|--------------|
| <b>WOMEN FIGHT BACK! — LEARN VERBAL AND PHYSICAL SELF-DEFENCE</b>  |        |       |                       | <b>25.00</b> |
| Offers females aged 12 to 50 skills necessary to protect themselves both verbally and physically in uncomfortable, threatening and dangerous situations. Learn personal safety techniques, daily prevention routines, useful combinations of releases and techniques. (C. Morningstar) |        |       |                       |              |
| Mon , Feb 10   | K.E.C. | K1724 | 7 00-9:30 p.m.        | - 4 weeks    |
| Sat , Feb 15   | K.E.C. | K1725 | 9:30 a.m. - 3:30 p.m. | 1 session    |

## TRAVEL TOURS

### THEATRE — HISTORY TOUR OF LONDON AND EAST ANGLIA

2,245 00  
Join writer, lecturer, broadcaster Alan Tapper on this exciting theatre and history tour of London and East Anglia. Included will be visits to the sites of the first English speaking theatres and behind the scenes visit 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 areas. Cost includes 1½ days in Paris, 4 plays, accommodation, breakfasts, return airfare, train travel and transfers. Optional extensions are possible.  
ORIENTATION: A session will be available before departure  
TOUR: April 12 - 26, 1986

### V.C.C.'s SECOND HISTORIC AND CULTURAL TOUR OF JAPAN

2,485 00  
Japan in glorious spring 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. You will visit the ancient city of Nara and the castle city of Himeji. Travel to Hiroshima to visit the Peace Park Museum and visit the Feudal Period Garden. Included are airfare, Japanese rail passes, hotel accommodation, transfers from/to airport in Japan and Kyoto/Nara bus tour. Optional day trips to Kamakura and Tokyo Disneyland are available. Tour features lectures by host, David Smith, V.C.C. instructor who has lived in and studied Japan extensively.  
Three orientation sessions before departure — Thursday, 10, 17, 24 April, 1986. For tour information contact Bob Gallacher, Canada World Travel, 872-0355 or Wayne Decle, Continuing Education, K.E.C., 875-8200. May 3-17, 1986.

### BUSINESS OPPORTUNITIES TOUR TO JAPAN

2,650.00  
This 16 day tour has been planned specifically for members of the business community who wish to explore the possibilities and potentiality of conducting business between Canada and Japan.  
Participants will be accompanied on a typical business trip with the addition of opportunities to meet and discuss their potential or actual business matters with experts on the spot such as the commercial attaché at the Canadian Embassy and representatives of major Japanese trading organizations.  
Visits are planned to the major trading organizations including The Japan Export Trade Organization (JETRO), Tokyo Trade Centre, Japan General Merchandise Promotion Centre, Manufactured Imports Promotion Organization (MIPRO), World Import Mart and a major trading company (Shogo Shosha). The tour schedule permits visits to a major Trade Fair in and near Tokyo and Osaka.  
The tour leader will be Peter Miller, a long term resident of Japan (6 years) and VCC lecturer on Orientation courses to Japan for businessmen and professionals intending to take up work in Japan.  
For more information call VCC Continuing Education at 875-8200.  
Dates: May 11-26, 1986.

## TRAVEL COURSES

### SECRETS OF LONDON REVEALED

20.00  
Learn of little-known (and well-known) heritage buildings, cathedrals, churches and synagogues, also "off the beaten track" restaurants missed by tourists; London pubs, famous and infamous east-end music halls, street markets; London's interesting canals, historical and contemporary theatres; Shakespeare's London; museums and other memorable and unusual institutions. Presented through films, slides and commentary. Alan Tapper — born within the sound of Bow Bells; and long-time resident of London, street market trader, actor, soap-box orator and raconteur. Alan Tapper's unique experiences and his narrative skills ensure an entertaining and informative workshop. Coffee will be served — please bring a sandwich for an informal lunch.  
Sat., Feb. 1 Langara 9:30 a.m. - 3:30 p.m. 1 session

### CHINA EXPERIENCED

40.00  
A country so rich in history, culture and beauty really 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 as China. Course will deal with how to eat, sleep, travel and buy on very little money. Slide presentations, guest speakers included.  
Mon., Feb. 3 Langara 7:00-9:00 p.m. 6 weeks

### A TRAVELLER'S ORIENTATION TO JAPAN

20.00  
Learn about the different regions of Japan with particular emphasis on those places most likely to be of interest to a visitor from the West. An overview will be given of those aspects of the culture, arts and commerce of Japan which will help visitors to better comprehend the fascinating paradoxes which intrigue and mystify visitors. Survival Japanese will also be taught. Slides and short film will be shown. (P. Miller)  
Sat., Mar. 8 Langara 9:00 a.m. - 1:00 p.m. 20.00

### CHINA & TIBET — ROAD TO ADVENTURE

20.00  
Little information or help is available once inside China and Tibet for those travelling on their own. Emphasis is on practical details (visas, routings, maps and transport, health, etc.), how to plan your trip, avoiding problems and pitfalls, making contact. (M. Buckley) Bring contributions for pot luck lunch.  
Sat., Feb. 22 Langara 10:00 a.m. - 4 p.m. 1 session  
Michael Buckley is co-author of "CHINA - A TRAVEL SURVIVAL KIT" and "TIBET - A SURVIVAL KIT" (Lonely Planet).

## NATURAL HISTORY TRAVEL TOURS

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

### COSTA RICA: A NATURALIST'S PARADISE K1501

2,840 00  
There are more bird species per square kilometre in Costa Rica than in any other country in the world, more total species than Canada, the United States and European Russia all combined! During our two week project, we explore virgin rainforests, rivers, lowland marshes, paramo, volcanoes, cloud forest and deciduous forest. The itinerary has been made possible through the co-operation of the Organization for Tropical Studies and includes a visit to a remote OTS biological research station seldom visited by non-professionals. Areas visited include San Jose, volcan Poas, Monteverde Cloud Forest, Palo Verde, El Bejuco, Cerro de la Muerte & Las Cruces. The leaders are Dennis Paulson from Seattle, Washington, an expert on birds and dragonflies of Costa Rica, and Dick Cannings, Curator for the U.B.C. Cowan Vertebrate Museum.  
TOUR: Feb 15 - March 1, 1986

## NATURAL HISTORY COURSES

### COASTAL CONIFERS K1500

15.00  
This field study course takes you from bottom to top of Mount Seymour Provincial Park. On route, you'll identify coastal forest plants and study the different climates, soils and plant communities at each level. The instructor is Alison Watt, biologist and past education coordinator of Van Dusen Botanical Gardens.  
Sun., Mar. 9 10:00 a.m. - 2 p.m. 1 day

### INDIAN ARM NATURAL HISTORY CRUISE K1504

50.00  
Explore a spectacular natural paradise close to home! Cruise Indian Arm in a 68-foot deluxe motor sailer. Ecological studies are planned of Indian River estuary, coastal rainforests, hanging falls and divers will be on board to bring up live marine animals for observation. Instructor: Zoologist, Marja de Jong Westman.  
Orientation: Wed., Apr. 9 K.E.C. 8:00 p.m.  
Field Trip: Sat., April 12 All Day

### GULF ISLANDS NATURAL HISTORY CRUISE K1503

50.00  
Discover the natural history of the Gulf Islands during an all-day boat cruise of the area. The trip provides a fabulous opportunity to observe the thousands of birds and other marine animals which congregate in the Gulf Islands at the peak of the herring spawning. Shore excursions to study tidepool biology and the plants of the islands are also planned. An orientation lecture will cover details of the trip and an introduction to the natural history of the area.  
Instructors: Syd Cannings, Marja de Jong Westman, Ian Robertson.  
Orientation: Feb. 20 K.E.C. 7:00-9:00 p.m.  
Field Trip: Sat., Mar. 1 All Day

### NATURE PHOTOGRAPHY K1507

Aquarium members 50.00  
non-members 60.00  
Capture Vancouver's nature scenes both on land in Stanley Park and underwater at the Vancouver Aquarium. Covers basic photography techniques, hints and equipment for nature photography and is "aimed" at beginners. Students should have access to a 35mm single lens reflex camera with interchangeable lenses. The instructor, Finn Larsen, is a professional photographer, a biologist and an aquarist at the Vancouver Aquarium.  
Thurs., Feb. 6 Aquarium 7:00-9:00 p.m. 4 sessions  
Field Trips: Sat., Feb. 15, March 1 & 8 mornings

### WINTER ECOLOGY OF B.C. WATERBIRDS K1513

45.00  
This extensively illustrated course focuses on the basics of bird biology and identification, and the ecology of open ocean and inshore marine birds. Three lecture sessions cover the biological information and field trips to Boundary Bay and Stanley Park offer the chance for field study with professional guides. Instructors are Gary Kaiser, Acting Chief of Migratory Birds, Canadian Wildlife Service and Ian Robertson, Biological Consultant.  
Tues., Feb. 11 K.E.C. 7:30-9:30 p.m. 3 sessions  
Field Trips: Sat., Feb. 15 & 22 8:00 a.m. - 12:00 p.m.

### NATURE IN WINTER K1508

45.00  
From shorelines to mountain tops, learn the natural history and winter adaptations of coastal forest plants and Vancouver's local animals. Three lectures and two Sunday morning field trips to Mount Seymour are included in the course. Instructor Alison Watt has spent several seasons as a snowshoe naturalist at Mt. Seymour.  
Mon., Feb. 10 K.E.C. 7:00-9:00 p.m. 3 sessions  
Field Trips: Sun., Feb. 16 & 23 8:00 a.m. - 12:00 p.m.

### UCLUELET NATURAL HISTORY WEEKEND K1511

100.00  
Discover the West Coast! Study the seashore, coastal forest and sand dune ecology by way of daily field trips and evening lectures and films. A comprehensive look at the flora and fauna of the west coast. Cost includes food, transportation by chartered bus and lodging in school. Participants not wishing to stay in school can arrange reasonable motel accommodation at nearby facilities. Instructors include professional biologists and biology teachers at V.C.C.  
Field Trip: Fri., Mar. 28, 29 & 30, Departs Fri., Mar. 28

### WHALES, EAGLES AND TOTEMS

340 00  
This three day tour of the waters and lands of Johnstone Strait provides a stimulating introduction to British Columbia's rich and diverse marine life and the unique Kwagwilt Indian culture.  
Johnstone Strait teems with life at this time of year — seabirds, bald eagles, seals, sea lions, Dall's porpoise, and minke, gray and killer whales. Not to mention the thousands of marine invertebrates which smother the seashores. We'll observe whales, listen to their underwater sounds, beachcomb, explore a virgin coastal rainforest and study the sites of abandoned native villages.  
Travel is by chartered bus. Lodging provided in guest houses at Telegraph Cove. Cost includes bus travel, boat charter, accommodation and food.  
August 29 - September 1 (Depart 11 00 a.m., August 29)  
Orientation: Monday, July 28, 8 00 p.m.  
Instructors: Marja de Jong Westman, Margaret Holm

## CAPILANO COLLEGE EDUCATIONAL TRAVEL

For full brochures on any of the following tours, please phone Capilano College Extension Programs & Services Department at 986-1911, Local 231.

### EASTER ISLAND/PERU/BOLIVIA - ADVENTURE TOUR

\$4,964 00  
Deposit \$225.00  
Come and explore Easter Island on horseback, by car and on foot. Trace the Inca empire in the highlands of Peru and Bolivia from its mythological beginnings to its last lost city of Machu Picchu. See the Indian markets, Inca forts and Sun Temples, sacred stones and the legendary Inca masonry. The reed boats of Lake Titicaca, bowler-hatted women and the pilgrimage centre of Copacabana will make memories to last a lifetime. Four weeks of travel into cultures that endure and endlessly fascinate. Traveller/Photographer Bert Schendel will be your guide on this extraordinary journey.  
TOUR: July 4 to Aug. 2, 1986

### THE NEW YORK EXPERIENCE 86

Approx \$1,800.00  
Join Capilano College's 6th Annual New York Experience. Enjoy the neighbourhoods, museums, galleries, sights, monuments and theatres. Tour this wonderful city for the educational experience of a lifetime. Scheduled tours: Metropolitan Museum, Museum of Modern Art, the Guggenheim, the Cloisters, United Nations, Greenwich Village, South Street Seaport, Brooklyn Museum & Botanical Garden, Circle Line Tour of Manhattan Island (a consistent favourite over the years).  
Cost includes airfare, accommodation, three plays, bus and boat tours and all scheduled museum entrances.  
Enjoy New York with Rose Naumann, the College's perennial New York Tour leader.  
TOUR: May 12-23, 1986

### SUMMER WORKSHOPS IN FRANCE 86

T B A  
The medieval village of Mantaigut-le-Blanc is the setting for workshops in Photography, Painting, and French Cuisine. The village is dominated by the ruins of its twelfth-century castle and overlooks valleys rich in vineyards and orchards. Plan to attend one or more of these superlative workshops.  
Photography with Gerald Blitstein, photographer and media educator  
June 1-14, or June 16-29, 1986

Painting with Paul Deggan, sculptor and art educator  
July 8-29, 1986

French cuisine with Pierre Dubrulle, chef and restaurateur (Le Cous Cous, La Gavroche, Le Magasin) and co-owner with Diana Becker, of The Pierre Dubrulle Culinary School  
Aug 4-17, or Aug 18-31, 1986

## VANCOUVER COMMUNITY COLLEGE CREDIT TELECOURSES

V.C.C./KING EDWARD CAMPUS —  
Please register at K.E.C. Admissions

### FLEXIBLE READING TUITION 60.00 SUPPLIES 25.00

A telecourse for improvement of reading, learn to read faster with great 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 TUITION 60.00 SUPPLIES 40.00

A telecourse for improvement of writing skills. Credit for College Foundation course Writing Skills 087 can be obtained by telecourse students who successfully complete this course. The telecourse package is backed by an experienced college instructor.



CONSUMER AWARENESS

**APPRAISING YOUR OWN HOME L1720 15.00**  
Be a wise consumer! Learn useful information on such topics as purpose of appraisals, mortgages and refinancing, condominiums and town houses, the market and cost approach to value when preparing an appraisal (Young)  
Mon /Wed , Jan 20/22 Langara 7 30-9 30 p m 2 days

**BUYING A CONDOMINIUM K1721 20 00**  
This seminar introduces new buyers to the financial and governmental structures of a condominium (strata) corporation — how are 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 (Gerry Fanaken)  
Sat , Feb 8 K E C 9 00 a m - 12 00 p m 1 session

**CONDOMINIUM OPERATIONS AND MANAGEMENT K1722 20 00**  
Many condominium owners find themselves elected to the strata council and have difficulty understanding the duties and obligations of a board member. Learn the key aspects of condominium operations (G Fanaken)  
Sat , Feb 22 K E C 9 00 a m - 12 00 p m 1 session

**"SATELLITE RECEIVING FOR HOME ENTERTAINMENT" K1723 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 (D Cahill)  
Tues , Feb 11 K E C 7 00-9 00 p m 1 session

LAW

**LEGAL ASPECTS OF BUYING A HOUSE K1730 20.00**  
Learn to buy a house and avoid common pitfalls in this complicated transaction. Topics 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 , Feb 12 K E C 7 00-9 00 p m 1 sess

**CUSTODY, ACCESS AND MAINTENANCE IN MATRIMONIAL AND COMMON-LAW RELATIONSHIPS K1731 20.00**  
Learn the current law with respect to the above. Workshop stresses how the court determines the best interests of a child, how factors such as length of marriage and employment history of a spouse affect the quantity of maintenance and property division (S Richter)  
Feb 20 K E C 7 00-10 00 p m 1 session

**DO IT YOURSELF DIVORCE K1732 25.00**  
Learn 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.  
Thurs , Feb 13 K E C 7 00-9 00 p m 1 session

LANGUAGE ARTS—JEWISH STUDIES

Classes will be held at the Jewish Community Centre, 950 W. 41st Ave. For further information contact the JCC 266-9111. Hebrew classes will follow the "Habet U'Shma" method of instruction utilizing audio-visual techniques. Bring a cassette recorder to class. All courses begin the week of January 27. Register at first class 7 00 p m. Tuition: \$40/person, \$10/student, \$70/couple, per eight week session.

**ALEPH L4801**  
For those with little or no knowledge of Hebrew. Students will learn simple Hebrew conversation. Reading and writing will be introduced in the latter weeks of the course (Hofman, Ben Ron, Ellraz)  
Mon , Jan 27 7 30-9 30 p m 8 weeks  
Tues , Jan 28 7 30-9 30 p m 8 weeks

**BET L4802**  
A continuation of aleph level Hebrew. For students with elementary skills, the level requires knowledge of the Hebrew alphabet with basic conversation (Myra Michaelson)  
Wed , Jan 29 7 30-9 30 p m 8 weeks

**GIMMEL L4803**  
Intermediate Hebrew conversation, reading and writing (Fuchs)  
Thurs , Jan 30 7 30-9 30 p m 8 weeks

**DALET L4804**  
Advanced Hebrew. Students should have a good knowledge of Hebrew conversation, reading, and writing (Hoffman)  
Wed , Jan 29 7 30-9 30 p m 8 weeks

**CHUG L4805**  
A conversation class for people with an advanced level of Hebrew and wishing to practice and expand their skills in an informally structured setting.  
Thurs , Jan 30 7 30-9 30 p m 8 weeks

**YIDDISH L4806**  
Beginners Yiddish will focus on basic conversation, reading, and writing skills in introducing students to European Jewry's "mama-loshen" (Fuchs)  
Mon , Jan 27 7 30-9 30 p m 8 weeks

**ORIGINS OF THE ARAB-ZIONIST CONFLICT L4807 \$30/person \$10/student \$50/couple**  
Survey the growth of Arab Nationalism during the 19th century, until the outbreak of World War I, and the emergence of modern, political Zionism at the end of the 19th century, and its achievements until the Great War.  
Mon , Jan 27 8 00-9 30 p m 7 weeks

PERSONAL ENRICHMENT

**ALGEBRA II L5255 45.00**  
This basic course (similar to Math 11/12) will cover various topics such as Quadratic Equations, Logarithms & Trigonometry. Emphasis will be on examples and solutions of problems (Shuen)  
Thurs , Jan 23 Langara 7 00-9 00 p m 8 weeks

**ART to WEAR L5256 50 00**  
Learn how to use old techniques and embroidery in our modern lifestyle. We will discuss techniques suitable for dresses, accessories or wall hangings. Bring a piece of plain cotton, fabric (approx. 10 inches square), needle, thread, scissors and lace (if you have any) (Vacek)  
Thurs , Jan 23 Langara 7 00-9 30 p m 6 weeks

**ASSERTIVENESS TRAINING I L5257 45 00**  
Explore the nature and value of assertive behaviour and the role it plays in the development of confidence and self-esteem. Here's an opportunity to practise your assertiveness skills in a safe and supportive environment (Hall)  
Wed , Jan 22 Langara 8 00-10 00 p m 8 weeks

**ASSERTIVENESS TRAINING II L5258 40 00**  
Explore the nature and value of assertive behavior and the role it plays in the development of confidence and self-esteem. Here's an opportunity to practice your assertiveness skills in a safe and supportive environment (Hall)  
Mon , Jan 20 Langara 6 00-8 00 p m 7 weeks

**ASTRONOMY I L5259 45.00**  
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 are part of this course (Van Luven)  
Tues , Jan 14 Langara 6 00-8 00 p m 6 weeks

**ASTRONOMY II L5260 45.00**  
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 etc. Included are field trips to the Dominion Astrophysical Observatory (travel costs extra), The Trumf Meson Facility and the Planetarium (Astronomy I is recommended but not essential) (Van Luven)  
Tues , Feb 25 Langara 6 00-8 00 p m 6 weeks

**BASIC PHYSICS L5261 45 00**  
This introductory course in Physics covers the basic fundamentals of mechanics with emphasis on examples. Topics included to suit student needs (Shuen)  
Tues , Jan 21 Langara 7 00-9 00 p m 8 weeks

**CAKE DECORATING THE PROFESSIONAL WAY L5262 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, colour and writing techniques, flower-making, layout and design, special decorations for birthday and wedding cakes. Supply list available at first class (Hirano)  
Mon , Jan 20 Langara 8 00-10 00 p m 5 weeks

**COMEDY IMPROVISATION L5263 55.00**  
Designed to free the imagination through the spontaneous use of words, sound and movement. Though the emphasis is on basic acting skills, this course is geared to anyone who loves to laugh. This course is a good starting point for people who have toyed with the idea of becoming involved in theatre (Stamm)  
Mon , Jan 20 Langara 8 00-10 00 p m 8 weeks

**EMPLOYMENT ORIENTATION FOR IMMIGRANTS 15 00**  
A four hour workshop designed for new arrivals who wish to become familiar with the Canadian way of looking for work. Topics such as Goal Setting, Resume Preparation, Letters and Job Interviews will be dealt with. We will focus on Canadian job search techniques (Pareda)  
Sat , Feb 22 Langara L5264 10 00 a m - 3 00 p m 1 day  
Sat , Mar 22 Langara L5265 10 00 a m - 3 00 p m 1 day

**FINANCIAL PLANNING FOR RETIREMENT L5266 Free**  
This course includes investing to keep ahead of inflation and taxes while providing income and security of capital, alternatives to annuities, income splitting, spousal loans, and creating an extra \$1,000 tax free each year. There will also be a discussion on the different types of investment income and the different tax treatment of each type (Moylan)  
Sat , Jan 25 Langara 10 00 a m - 12 noon 1 day

**HOME VIDEO TECHNIQUES L5267 70 00**  
Learn to get more out of your VCR. This practical course will show you 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 , Jan 22 Langara 7 30-9 30 p m 10 weeks

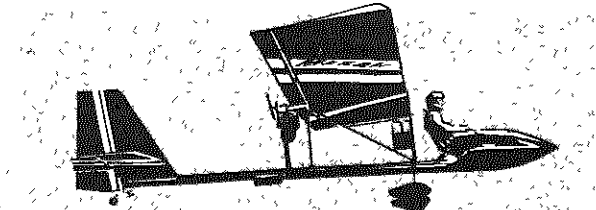
**LEARN TO MEDITATE L5268 10 00**  
You will learn how meditation can improve your life and bring more joy. Each week you will learn new techniques to cover related topics (Runkel)  
Thurs , Jan 23 Langara 8 00-9 00 p 4 weeks

**MAKE-UP ARTISTRY - BASIC L5269 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 , Jan 21 Langara 7 00-9 00 p m 6 weeks

**MONEY: FROM ROMANCE TO REALITY L5270 10.00**  
This workshop will initiate an exploration of our unconscious attitudes toward money. We will discover how our attitudes affect the way we relate to and handle our money. By understanding our habitual responses, we will expand the choices available to us and have a greater sense of control and reason in our financial dealings (Templeton)  
Sat , Jan 25 Langara 2 00-5 00 p m 1 day

**MONEY MANAGEMENT AND FINANCIAL PLANNING L5271 50.00**  
You will 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, RRSP's and RHOSP's (Templeton)  
Tues , Jan 21 Langara 8 00-10 00 p m 8 weeks

**39 AND HOLDING V5282 95.00**  
Intended for business women or those who wish to enter the workplace, this unique course will provide skills in personal make-up application, hairstyling, wardrobe, and colour coordination. Students will be required to provide their own supplies and will prepare a personal portfolio. This course is intended for the mature woman only (Berge)  
Sat , Jan 25 V V I 10 00 a m - 1 00 p m 10 weeks



**M.O.T. ULTRALIGHT GROUND SCHOOL COURSE L5283 55.00**  
Designed to prepare you to write the M.O.T. exam required for a private ultralight pilot's license. Areas of concentration are navigation, theory of flight, meteorology, airmanship and air regulations. Ultralight manual and log book included. Fee is deductible from complete training package. For more information, call Airflow Ultralight Aviation at 856-4300 or Continuing Education, VCC, 875-8200.  
Mar. 18 Langara 7 00-10 00 p.m. 4 sessions  
Be sure to visit Airflow Ultralight Aviation Open House March 3-8 at Robson Square Media Centre.

**THE RENAISSANCE IN FLORENCE & ROME L5277 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 , Jan 21 Langara 8 00-10 00 p m 8 weeks

**TAXATION AND PERSONAL INVESTMENT L5278 35 00**  
A course to enhance comprehension of Canada's Tax structure. Tax reduction strategies will be discussed in detail. Individuals determined to decrease taxes will benefit most from the course. Sample topics: Our progressive tax structure, maximizing deductions, the dividend tax credit, Deferrals (RSP's), tax shelters (Waters)  
Sat , Jan 25 & Sun , Jan 26 Langara 10 00 a m - 4 00 p m 2 days

**TOWARDS AN ACTIVE RETIREMENT L5279 30 00**  
This workshop deals with lifestyle assessment, pre-retirement planning and retirement. You will explore financial planning, time management, health and family relations, opportunities and alternatives in business community service and personal creativity (Kushner)  
Sat , Jan 25 & Sun , Jan 26 Langara 10 00 a m - 3 30 p m 1 day

**TRACE YOUR FAMILY TREE WORKSHOP L5280 30 00**  
You will complete a personal research plan, utilizing libraries, institutions, obvious and obscure sources, and finding aids. You will 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 , Feb 8 Langara 9 00 a m - 4 00 p m 1 day

**UNDERSTANDING WILLS AND PROBATING ESTATES L5281 20 00**  
This workshop will provide 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, the course will cover the procedure and documentation required for a common probate application. One hour lunch break (Cutler)  
Sat , Jan 25 Langara 9 00 a m - 3 00 p m 1 day

**PERSONAL INVESTMENT PLANNING AND MANAGEMENT L5272 45 00**  
This course offers an opportunity to 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. This course is open to anyone wanting to take charge of his money, whether you are a housewife, retiring or retiree, high income earners etc (Vu)  
Tues , Feb 18 Langara 6 30-9 00 p m 4 weeks

**INTRODUCTION TO CASINO GAMBLING V5284 30 00**  
Designed for people considering a trip to Reno or Las Vegas, this course will introduce the student to the casino environment and to games of chance at a basic level.  
Tues & Thurs , Jan 21 V V I 7 00-9 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., Feb. 1 Langara L5273 9:30 a.m. - 3:00 p.m. 1 day  
Sat., Feb. 8 Langara L5274 9:30 a.m. - 3:00 p.m. 1 day

**RELATIONSHIPS - THE ART OF KNOWING YOURSELF & OTHERS L5275 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., Feb. 15 Langara 9:30 a.m. - 4:00 p.m. 1 day

**THE RELIGION OF MAN L5276 10.00**

The Pacific Interfaith Citizenship Association believe it is important that we come to appreciate each other's traditions, background and heritage. This lecture series will provide an understanding of nine religions and an opportunity for a sound evaluation at the last session. 6 sessions. (Various Instructors)

1. Introduction to aims and objectives of Pacific Interfaith, its events and programs/Bahai faith — Jan. 21
2. Buddhism/Christianity — Jan. 28
3. Hinduism/Islam — Feb. 4
4. Judaism/Sikhism — Feb. 11
5. Unitarianism/Zoroastrian faith — Feb. 18
6. General discussion and evaluation of series — Feb. 25.

Tues., Jan. 21 Langara 6:00-8:00 p.m. 6 weeks

**SPORT & LEISURE****AUTOMOBILE RESTORATION L5301 30.00**

Introduces 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. (Kieselowsky)

Mon., Jan. 27 Langara 7:30-9:30 p.m. 5 weeks

**BACK CARE MADE SIMPLE L5302 15.00**

Practical ways to reduce stress on the back during work, exercise and everyday living for the person who doesn't have a clue about proper back care. Specific exercises will be taught. Come and learn how to use your back. (Hamilton)

Sat., Feb. 15 Langara 10:00 a.m. - 3:00 p.m. 1 day

**EXERCISE-INDUCED ALLERGIES L5303 10.00**

Increased physical activity can induce specific health problems. An understanding of exercise-induced allergies is vital for anyone involved in fitness, especially fitness instructors. (Dr. Vacek)

Sat., Feb. 8 Langara 10:00 a.m. - 1:00 p.m. 1 day

**KUNG FU 50.00**

WANG-DO KUNG-FU is an ancient Chinese martial art that has perfected the techniques of self-defence. By channelling natural energies, it also develops clarity and a harmonious way of living. Classes will emphasize flexibility, self-defence and two man forms. (Wang)

Tues., Jan. 21 L5304 Langara 6:30-8:00 p.m. 10 weeks

Thurs., Jan. 23 L5305 Langara 6:30-8:00 p.m. 10 weeks

**SCUBA DIVING - OPEN WATER L5306 55.00**

This program emphasizes the fun of learning to dive, safely. Quality instruction and personal attention is assured by small student/instructor ratio. Course fee includes 6 evening classroom/pool sessions, 8 open water dives and certification processing. Some swimming ability and medical clearance required, as well as some equipment purchase and/or rentals required. Please call instructor for details, Chuck Scott 531-2018.

Wed., Jan. 29 Langara 7:00-11:00 p.m. 6 weeks

**SHIATSU I 25.00**

A practical, dynamic introduction to this very effective Japanese system of acupressure, with the objectives of reduced stress and increased physical harmony. Reflexology, breathing, and stretching exercises will be incorporated. Wear loose, comfortable clothing and bring a mat or blanket. Lunch included in course fee. (Thomas)

Sat., Jan. 25 (L5307)

Sat., Feb. 22 (L5308)

Sat., Mar. 22 (L5309)

Sat., Apr. 19 (L5310) Langara 9:30 a.m. - 4:30 p.m. 1 day

**SHIATSU II 25.00**

A follow up course to the workshop, to review and expand upon the basic techniques and explore specific applications. Completion of any basic workshop a prerequisite. Wear loose, comfortable clothing and bring a mat or blanket. (Thomas)

Wed., Feb. 5 (L5311)

Wed., Mar. 5 (L5312)

Wed., Apr. 2 (L5313)

Wed., May 7 (L5314) Langara 6:30-9:00 p.m. 1 day

**SIMPLIFIED WEIGHT TRAINING FOR EVERY BODY L5315 15.00**

Have you ever been intimidated by weights? Here's a chance for you to find out what weights are all about. Participants will be instructed on the proper, easy and fun use of weights for developing good body tone for the normal individual. Wear comfortable clothes for exercising. (Hamilton)

Sat., Mar. 15 Langara 10:00 a.m. - 3:00 p.m. 1 day

**TAI CHI CHUAN - INTRODUCTION TO L5316 38.00**

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. (Wang)

Mon. & Wed., Jan. 20 Langara 6:00-7:30 p.m. 4 weeks

**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. (Tripathi)

**Beginners**

Tues., Jan. 21 (L5317) Langara 7:30-9:00 p.m. 7 weeks

Sat., Jan. 25 (L5318) Langara 10:00-11:30 a.m. 7 weeks

**Advanced**

Thurs., Jan. 23 (L5319) Langara 7:30-9:00 p.m. 7 weeks

**CROSS COUNTRY SKIING L5320**

Two excursions to Manning Park during January and February. One excursion to Lac Le Jeune - Jan. 31, Feb. 1, 2. Pre-ski classroom sessions included. For information call 324-5263.

**SPORTS SCIENCE**

The following courses provide the scientific base for body movement and sport performance and are designed for coaches, health professionals, athletes, fitness leaders, physical education teachers, and physical activities instructors. Expert instruction is provided by sport science educators and researchers. Program Co-ordinator: Dr. Harry Lendvov.

**B.C. SPORTS AID CORE COURSE 35.00**

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

Sat., Jan. 18 L5401 Langara 9:00 a.m. - 4:00 p.m. 1 day

Tues., Apr. 15 &

Thurs., Apr. 7 L5402 Langara 7:00-10:00 p.m. 2 days

**STRENGTH & FLEXIBILITY MODULE 30.00**

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

Sun., Jan. 26 L5403 9:00 a.m. - 4:00 p.m. 1 day

Sun., May 4 L5404 Langara 9:00 a.m. - 4:00 p.m. 1 day

**B.C. SPORTS AID TAPING L5405 100.00**

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

Sat., Apr. 5 &

Sun., Apr. 6 Langara 9:00 a.m. - 4:00 p.m. 2 days

**COACHING CERTIFICATION LEVEL I THEORY 20.00**

A nationally recognized certificate program for coaches. Bring lunch. (Various Instructors)

Sat., Jan. 11 &

Sun., Jan. 12 L5406 Langara 9:00 a.m. - 4:00 p.m. 2 days

Sat., Apr. 19 &

Sun., Apr. 20 L5407 Langara 9:00 a.m. - 4:00 p.m. 2 days

**COACHING CERTIFICATION LEVEL II THEORY 25.00**

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

Fri., Jan. 24 L5408 7:00-10:00 p.m.

Sat., Jan. 25 9:00 a.m. - 4:00 p.m.

Sun., Jan. 26 Langara 9:00 a.m. - 4:00 p.m. 3 days

**SPORTS MEDICINE - INTRODUCTION TO L5409 45.00**

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

Mon., Apr. 14, 21, 28 &

Wed., 16, 23, 30 Langara 7:00-10:00 p.m. 6 weeks

**RECREATION/SPORT TIME MANAGEMENT "SKILLS PROGRAM" for MANAGEMENT VOLUNTEERS L5414 20.00**

The "Skills Program" is a Canada-wide initiative designed to give volunteer-board members the skills to produce better volunteer programs in Recreation, Sport and Culture. The TIME MANAGEMENT module covers myths of time, time savers and wasters, setting goals and priorities, and action plans for "finding time". Fee includes manual and handouts. (Dr. Brian Pendleton)

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

**FITNESS UPDATE****EXERCISE SURVIVAL L5410 10.00**

A discussion on recent research findings regarding exercise induced injury experienced by fitness instructors and participants. Focus on **Biomechanics, Recognition Prevention** of common exercise injuries. (Dr. Harry Lendvov) Dept. of P.E. Langara Campus

Tues., Apr. 22 Langara 7:00-10:00 p.m. 1 day

**NUTRITION & PHYSICAL ACTIVITY... OR CAN YOU "EAT TO WIN"? L5411 10.00**

Topics covered include how (or if) nutrient needs change with increased activity levels, the special role of carbohydrate, the pre-event meal, and whether or not vitamin/mineral supplements are useful. (Dr. Susan I. Barr, Division of Human Nutrition, Family and Nutritional Sciences, U.B.C.)

Thurs., Apr. 24 Langara 7:00-9:00 p.m. 1 day

**ATHLETE'S FEET L5412 10.00**

A detailed discussion of the specifications of various exercise footwear and materials to assist fitness and sport instructors and participants in the **Evaluation and Selection** of an appropriate shoe. Topics also include **ORTHOTICS** and an update on the latest in sports medicine equipment and supplies. Farmer — The Sports Medicine Shop — (Hoos) Racket & Runners

Tues., Apr. 29 Langara 7:00-9:00 p.m. 1 day

**TRAINING METHODS FOR RUNNING AND RACING L5413 10.00**

An overview of training methods currently used by top competitive runners to optimize performance. Whether you are a beginner runner or an experienced racer, it is beneficial to analyze your running objectives, the physiological and biomechanical prerequisites for those objectives, and the most current training methods to maximize performance. (Robin Carr) M.P.E. Dept. of Phy. Education - Langara

Thurs., May 1 Langara 7:00-9:00 p.m. 1 day

**TELECOLLEGE****TELECOURSES, starting January 1986.**

LEARN BY TELEVISION — enjoy a wide selection of courses in your home, brought to you by the Knowledge Network and TELECOLLEGE. (Presented by BURNABY SCHOOL DISTRICT, CAMOSUN COLLEGE, CAPILANO COLLEGE, DOUGLAS COLLEGE, FRASER VALLEY COLLEGE, KWANTLEN COLLEGE, OKANAGAN COLLEGE, AND VANCOUVER COMMUNITY COLLEGE)

**TELECOURSE CONCEPT**

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

DC Circuits Basic DC Electronics 40.00

Bits and Bytes Computer Literacy 15.00

Business of Management Management 40.00

Principles/Practices Overview of Literature/Authors 30.00

English Literature 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 Basic to Advanced Computer Literacy 25.00

Astronomy Astronomy 25.00

Project Universe Sewing For Results 25.00

Sewing Power Business Skills 25.00

Starting A Business Practical Financial Management 35.00

Tourism Is Your Business Career Life Planning 25.00

Voyage Effective Writing 25.00

Write Course

**TELESERIES**

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

**ENERGY EFFICIENT HOUSING 6.00**

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.

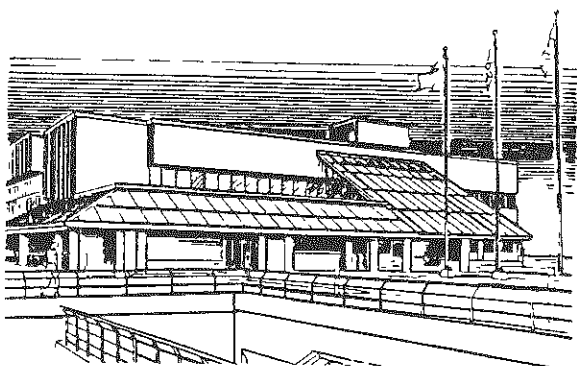
**MATTER OF TASTE 15.00**

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.

**CREDIT COURSES — COLLEGE OR UNIVERSITY TRANSFER CREDIT**

Details on credit telecourses and the supporting institutions contact the Telecollege Consortium office at 875-8217 or toll-free at 1-800-972-0379 or see the respective college brochures. These courses may also be offered on a non-credit basis.





# VANCOUVER COMMUNITY COLLEGE

## KING EDWARD

### CAMPUS 1155 E. Broadway, Vancouver

#### ENGLISH LANGUAGE TRAINING LEARN ENGLISH AS A SECOND LANGUAGE

At King Edward Campus and at 32 locations around Vancouver For information call 875-6111

#### YOU CHOOSE

**TIME OF DAY**  
mornings  
afternoons  
late afternoon  
evenings

**CLASSES PER WEEK**  
5  
4  
2

**TYPE OF INSTRUCTION**  
Classroom  
Learning Centres  
One Level  
Multi-level  
Home Tutoring  
General English  
Specific English

#### ELT Departments 875-6111

|                     |         |                       |          |
|---------------------|---------|-----------------------|----------|
| Half-Time           | Loc 531 | Night School          | Loc 557  |
| Vocational          | Loc 544 | Neighbourhood English | Loc 557  |
| College Preparatory |         | School Canadiana      | Loc 536  |
| English             | Loc 543 | also                  | 255-1079 |

#### WE PROVIDE:

English Language  
Assessments

Audio Lab  
Computer Lab  
Library  
Counselling  
Field Trips

All levels  
Beginners  
Intermediate  
Advanced  
College Prep  
Conversation  
Technical

Registration  
per term/advanced  
continuous

#### LOCATIONS

King Edward Campus —  
over 100 classes

#### Neighbourhood English Program

- Cedar Cottage Neighbourhood House
- Collingwood Neighbourhood Assoc
- D E R A
- Douglas Park Community Centre
- Downtown Eastside Women's Centre
- Frog Hollow Neighbourhood House
- Kitsilano Community Centre
- Marpole Oakridge Community Centre
- Mount Pleasant Community Centre
- O C V Education Centre
- South Vancouver Neighbourhood House
- Sunset Community Centre
- West End Community Centre
- 411 Senior's Centre
- Jewish Community Centre
- Strathcona Community Centre
- Little Mountain Neighbourhood House
- Immigrant Services Centre
- Chinese Community Library

#### Libraries

- Britannia
- South Hill
- Mount Pleasant
- Hastings

#### Night School

- Britannia Secondary
- John Oliver
- Killarney Secondary
- King George Secondary
- Vanc Technical Sec

School Canadiana — Chinatown

#### PROGRAM FOR THE VISUALLY IMPAIRED

Contact Betty Nobel, 875-6111, Local 443

#### PROGRAM CONTENT

- Literacy through Grade 10 equivalency
- English
- Math
- Special skills training Optacon, Versabril, Braille, Typing, Computer Literacy/Braille Edit
- NEW Evening Courses Sign Language for the Visually Impaired, Understanding the Disabled, Braille Level One

#### METHOD OF INSTRUCTION

- Individualized, self-paced

#### ENTRANCE REQUIREMENTS

- Interview by appointment with Co-ordinator
- 18 years of age or out of school one year

#### ENROLLMENT

- Continuous enrollment - January-June  
September-December

#### PROGRAM FOR THE HEARING IMPAIRED

Contact Wayne Bottlinger, 875-6111, Local 444  
TTY 875-8210

#### PROGRAM CONTENT

- Literacy through Grade 12 equivalency
- English
- Math
- Science
- Life Skills
- Speech Reading (special evening course)

#### METHOD OF INSTRUCTION

- small group, individualized, self-paced

#### ENTRANCE REQUIREMENTS

- Interview by appointment with Co-ordinator
- 18 years of age or out of school one year

#### ENROLLMENT

- Day — Continuous enrollment - January-June, September-December
- Evening — FIRST WEEK OF JANUARY, and first week of September

#### BASIC EMPLOYMENT SKILLS TRAINING (BEST)

Contact Doug Buck, 875-6111 local 450 or admissions

#### PROGRAM CONTENT

- BEST is an adult re-entry program focussing on job research training
- It covers three areas
- Career counselling
- Job skill development
- Academic review
- Life skills

#### METHOD OF INSTRUCTION

- classroom and individualized
- some field trips and workshops
- no charge for textbooks, provide your own stationery

#### ENTRANCE REQUIREMENTS

- NO educational requirements
- 19 years of age or older
- Consultation with the contact person named above

#### ENROLLMENT

- 9 week course, Monday-Friday 9 00-3 00 p m
- January 20 - March 21, 1986
- April 1 - May 30, 1986

### ADULT BASIC EDUCATION DIVISION

Adult Upgrading Courses & Secondary School Equivalency  
Day & Evening Programs — Full-time and Part-time

For further information about any of these courses, call the Counselling  
Career Centre at 875-6111, local 497  
or

The contact person for the program

#### COLLEGE FOUNDATION PROGRAM

Contact See individual Departments

#### PROGRAM CONTENT

- Grade 9-12 secondary school equivalencies in Business Education, Humanities, Math, Science
- Preparation for academic transfer (eg Langara, BCIT)
- See individual Departments for course listings

#### METHOD OF INSTRUCTION

- group instruction, lab work as required

#### ENTRANCE REQUIREMENTS

- 18 years of age or out of school one year
- College assessment as required or transcript from within previous two years

#### ENROLLMENT

- semester enrollment JANUARY, May, July, September

#### ENROL JANUARY 2 FOR THE JANUARY - APRIL SEMESTER

#### BUSINESS EDUCATION DEPARTMENT

Contact Betty Lowe 875-6111, Local 573

#### HUMANITIES DEPARTMENT

Contact Betty Pletcher 875-6111, Local 571

#### MATHEMATICS DEPARTMENT

Contact Jean Cockell 875-6111, Local 575

#### SCIENCE DEPARTMENT

Contact Joyce Jarrett 875-6111, Local 574

### BASIC TRAINING FOR SKILL DEVELOPMENT — (B.T.S.D.)

Contact Peter Littleboy, office 2112  
Barbara Little, office 2087  
Starr Owen, office 2089

#### PROGRAM CONTENT

##### On KEC Campus

##### Adult upgrading

- Level 3 certificate (9, 10 equivalency)
- Level 4 certificate (11, 12 equivalency)
- Full course or specific skills chosen from Communications  
Reading, writing, spelling, grammar, listening, speaking, business  
correspondence, career planning
- Mathematics Arithmetic, basic algebra, geometry, technical  
math, business math
- Science Basic science, first aid, general science, chemistry,  
biology, physics
- Preparation for vocational/technical/career courses
- Preparation for GED examination

##### Off campus

##### B T S D Youth

- Level 3 certificate (9, 10 equivalency)
- Communication, Math, Science, Canadian studies
- For students aged 15-17 who have been out of school for one year or  
have letter from school principal
- September - June, days
- Britannia Community Centre  
1661 Napier Street  
Contact Russell Porter, 253-4391 local 29

#### METHOD OF INSTRUCTION

- individualized, self-paced
- some workshops, seminars, tutorials, laboratories
- adapted to your requirements
- no charge for textbooks, provide your own stationery

#### ENTRANCE REQUIREMENTS

- College assessment in Math, reading, writing
- Consultation with department contact person
- 18 years of age or out of school one year
- NO transcript necessary

#### ENROLLMENT

- Continuous enrollment January - December
- Start as soon as space is available
- Fees - full time, \$70 month  
part time, proportionately less

### BASIC EDUCATION PROGRAM

Contact Mary Waddington, 875-6111, Local 475

#### PROGRAM CONTENT

Adult literacy from 0 through Grade 8 equivalency

On KEC Campus

- English - reading, writing & spelling skills
- Math - adding through percentage
- Basic Reading Skills
- Morphographic Spelling

Off campus

- Literacy Class at the First United Church
- English
- Math

#### METHOD OF INSTRUCTION

Group and individualized instruction

#### ENTRANCE REQUIREMENTS

- 18 years of age or older
- fluency in spoken English
- Assessment by the Basic Education, Department, appointment  
made through Counselling Reception, 875-6111, Local 208

#### ENROLLMENT

- Continuous enrollment
- Main registration in JANUARY, May, July, September

### TAKE THE FAST LANE TO TRADES TRAINING WITH TRAINING ACCESS OR MECHANICAL TRADES ACCESS!

#### TRAINING ACCESS

is a provincial, individualized, competency-based program At K E C the  
common core provides a broad first step toward training in mechanical,  
electrical, piping, carpentry/joinery or metal trades in British Columbia

#### MECHANICAL TRADES ACCESS

provides a specific first step designed to provide entry to the following  
programs at K E C

##### AUTOMOTIVE BODY REPAIR (6 months in length)

##### AUTOMOTIVE MECHANICS (8 months in length)

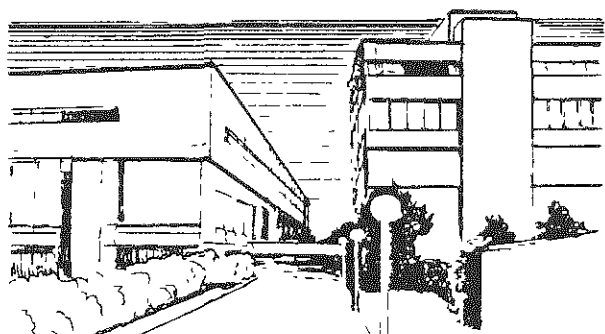
##### DIESEL MECHANICS (12 months in length)

A challenge test allows students to proceed quickly to trade specific  
prerequisite shop activities Monthly intake, with independent learning  
activities and shop facilities are available Monday to Thursday, 8 a m  
to 4 p m and Friday, 8 a m to 2 p m

#### 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 Grade 12, you  
are eligible)
- You must have successfully completed Grade 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



# VANCOUVER COMMUNITY COLLEGE

LANGARA  
CAMPUS

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

Applications: Information and Counselling, are available at:

## COUNSELLING STUDENT SERVICES CENTRE

(in the main Lobby Area)

LANGARA CAMPUS

100 West 49th Avenue 324-5221

9 a.m. to 6:30 p.m. Monday - Thursday

11 a.m. to 4 p.m. - Friday

Phone: 324-5221

If you are registering for the first time, YOU MUST SEE A COUNSELLOR PRIOR TO  
REGISTRATION DATES WHICH ARE: Thurs., Jan. 2nd, Fri., Jan. 3rd and Mon., Jan. 6th.

### FEES

#### TUITION AND HEALTH SERVICES

All courses are \$25.00 per credit. Tuition is \$24.67, plus a health services fee of thirty-three 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 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, Mathematics, 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 1987 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.



Register by  
Phone  
using your  
VISA

### 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. The test will be held on Thursday, January 2nd from 10 a.m. to 7 p.m. There will be a charge of \$20.00 for the test.

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 the college.

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

These tests are designed to assess students' knowledge of prerequisite 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

Thursday, January 2nd at 10 a.m. and 6 p.m.

Friday, January 3rd at 1 p.m.

Monday, January 6th 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 PROGRAM (BCSAP)

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 Offices of Student Services. For information and application forms please phone or come to the Student Services Centre on Campus.

### EVENING CLASSES

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

**LANGARA**  
**324-5221**

## VANCOUVER COMMUNITY COLLEGE CREDIT TELECOURSES

#### V.C.C./LANGARA CAMPUS —

Please register at Langara Campus Admissions.

#### FACES OF CULTURE

A 3 credit university transfer telecourse in cultural anthropology, 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.

TUITION 83.75 SUPPLIES 47.70

#### ENGLISH LITERATURE II TUITION 83.75 SUPPLIES 43.00 (approx.)

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 240, or equivalent.

CREDIT COURSE REGISTRATION INFORMATION IS AVAILABLE  
THROUGH TELECOLLEGE AT 875-8217 OR  
TOLL-FREE AT 1-800-972-0379



## ARTS & SCIENCE EDUCATION AT LANGARA CAMPUS

**ACT NOW! TO BEGIN  
FULL-TIME or  
PART-TIME DAY  
OR EVENING**

Arts & Science studies provide students with an opportunity to take academic courses for which credit can be transferred to many university degree programs. Students can receive a Vancouver Community College, Langara Campus Diploma upon completing two years (four terms) of study.

### ARTS and SCIENCE COURSES OFFERED

Anthropology, Art History, Biology, Canadian Studies, Chemistry, Classical Studies, Computer Science, Economics, English, French, Geology, Geography, German, History, Guided Independent Studies, International Education, Latin, Latin American Studies, Linguistics, Mathematics, Pacific Rim, Philosophy, Physical Education and Recreation, Physics, Political Science, Psychology, Sociology, Spanish, Statistics, Telecourses, Women's Studies

(For detailed course descriptions, please consult the Langara Campus calendar)

## CAREER PROGRAMS OFFERED AT LANGARA CAMPUS

**ACT NOW!, ALL TRAINING  
IS NOT THE SAME....  
AT LANGARA CAMPUS  
YOU RECEIVE QUALITY  
FULL-TIME AND PART-  
TIME CAREER TRAINING**

Art-in-Merchandising, Business Administration, Computer Systems Technologist, Computer Information Systems, Court Reporter, Early Childhood Education, Fine Arts, Food Services, Journalism, Library Technician, Nursing, Pacific Rim Program, Photography, Physical Education & Recreation, Special Education Assistant, Social Service Worker, Theatre Arts

**JOIN OUR PART-TIME REALTY  
APPRAISAL EVENING PROGRAM,  
COOPERATIVE EDUCATION COMPUTER  
INFORMATION SYSTEMS PROGRAM, or  
NEW RECREATIONAL FACILITIES  
MANAGEMENT PROGRAM.**

If you wish to keep in step by starting your own Business the small Business Development Program is for you!

### REALTY APPRAISAL EVENING PROGRAM

(Extended Day Option)

This part-time evening program is packaged to include all courses required by the Appraisal Institute of Canada for the C R A and A A C I designations. Students must complete the program with a C grade or better for each course to be eligible to apply to the Appraisal Institute of Canada to write the National Comprehensive Examinations

### PACIFIC RIM PROGRAM

The Pacific Rim Program is a career program that offers preparatory training for students who may consider future employment in trade, commerce, or professional activities dealing with certain Pacific Rim countries. It is a program that has historical, cultural, commercial and language skill components, and aims to develop an understanding of and between Pacific Rim cultures. Due to the newness of the program, present study is limited to several countries in the Asia/Pacific region

### EVENING CLASSES RETURN TO LEARN AT NIGHT!

Please note that Langara Campus offers the opportunity to begin your education or to resume your education on a part-time basis in a wide range of late afternoon and evening courses. Please do not hesitate to call for information about the opportunities that exist for all kinds of students in the evening

### EDUCATION and EXPERIENCE equals

#### GOOD JOBS

at LANGARA CAMPUS YOU CAN GET  
BOTH as part of our two year COMPUTER  
INFORMATION SYSTEMS DIPLOMA  
PROGRAM

Enrol now for this JANUARY or MAY  
Combine four ACADEMIC TERMS with TWO  
TERMS OF PAID EXPERIENCE, arranged  
by the VCC Langara Campus, and you'll  
receive the knowledge to open up job  
opportunities from micros to minis  
to mainframe in

- \* APPLICATION PROGRAMMING
- \* SOFTWARE DEVELOPMENT
- \* SYSTEMS ANALYSIS and DESIGN
- \* INSTALLATION and USER SUPPORT
- \* COMPUTER SALES
- \* OFFICE AUTOMATION

Find out now if you qualify for this unique  
program Contact Mr J Patterson  
at 324-5285

### GUIDED INDEPENDENT STUDY COURSES

Langara Campus offers a number of guided independent study courses which use a combination of print materials, cassette tapes, and tutorials. These courses, not all of which may be available through G I S every term are: English 127, 128 and 229, French 115, 215, 117, 217, 119 and 219, Sociology 120 and 121, Psychology 115 and 215, History 117, Geography 180, and Mathematics 162 and 262. Off-campus students (who will have priority at registration) may take these courses by correspondence, but on-campus students taking regular courses may also enrol. The courses are recommended only for students who are confident of their ability to work independently. Like all Langara courses they must ordinarily be completed during the semester in which you enrol. For further information on the courses or on how to register for them, contact the Student Services office at Langara Campus

### WOMEN'S STUDIES 216

AMAZING FACTS WOMEN VIEW SEX, SANITY,  
AND SOCIAL CHANGE

Interdisciplinary and team taught  
carries university credit

Tuesdays, Jan 7 - April 15, 1986  
6 00 p m - 9 00 p m

at the Vancouver Vocational Institute  
250 West Pender Street

### INTERNATIONAL EDUCATION

VCC, Langara Campus, offers a wide range of experiences and opportunities in International Education. For the first time this year the college is accepting applications from foreign students who are in Canada on a student visa. The fees for such students are designed to reflect the actual cost of the education and are therefore much higher than fees paid by Canadian students

The College also offers opportunities for student and faculty exchange with educational institutions in China, Japan, and Macau on a formal basis and with other countries if arrangements can be made

### NEW POST BASIC PROGRAM

#### EARLY CHILDHOOD: SPECIAL EDUCATION

This part time program will meet the criteria for  
B.C. SPECIAL NEEDS PRESCHOOL SUPERVISOR  
CREDENTIAL

There are a few spaces still available for January 1986  
January 1986:

Mon 6 30-9 30 ECE 417

Human Relations

Working with Families and

Community Resource Persons

Wed 6 30-9 30 ECE 418

Special Education Program Planning

ECE 419

Special Education Practicum





|  |               |                                  |  |
|--|---------------|----------------------------------|--|
| <b>22</b>  |               |                                  |  |
| <b>DIVORCE</b>   | <b>95.60</b>  |                                  |  |
| Legal aspects of divorce including separation, legal transcription and research Prerequisites General Legal Procedures or letter verifying 1 year current work experience in a law firm Approximate text/supplies costs 60.00  |               |                                  |  |
| Jan 21 - Apr 8   | Tues          | 6 00-9 00 p m                    |  |
| <b>WILLS AND ESTATES</b>   | <b>95.60</b>  |                                  |  |
| 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 costs 50.00  |               |                                  |  |
| Jan 23 - Apr 10  | Thurs         | 6 00-9 00 p m                    |  |
| <b>LEGAL SHORTHAND</b>   | <b>95.60</b>  |                                  |  |
| 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 costs 50.00 |               |                                  |  |
| Jan 22 - Apr 9   | Wed           | 6 00-9 00 p m                    |  |
| <b>CORPORATE</b>   | <b>95.60</b>  |                                  |  |
| Basic corporate theory, procedures and documentation Prerequisites General Legal Procedures or letter verifying 1 year current work experience in a law firm Approximate text/supplies costs 50.00   |               |                                  |  |
| Jan 22 - Apr 9   | Wed           | 6 00-9 00 p m                    |  |
| <b>CONVEYANCING</b>  | <b>95.60</b>  |                                  |  |
| 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 costs 75.00   |               |                                  |  |
| Jan 21 - Apr 8   | Tues          | 6 00-9 00 p m                    |  |
| <b>LITIGATION</b>  | <b>95.60</b>  |                                  |  |
| 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 costs 95.00                                     |               |                                  |  |
| Jan 20 - Apr 14  | Mon           | 6 00-9 00 p m                    |  |
| <b>BOOKKEEPER/DATA CLERK</b>   |               |                                  |  |
| <b>BOOKKEEPING/INTRODUCTION TO ACCOUNTING</b>  | <b>189.20</b> |                                  |  |
| Includes journalizing, posting, preparing the trial balance, adjusting and closing entries and preparing financial statements Approximate text/supplies costs 35.00  |               |                                  |  |
| Jan 18 - Apr 12  | Wed & Sat     | 6 00-9 00 p m<br>9 00-12 00 noon |  |
| <b>COMMUNICATIONS - BUSINESS CORRESPONDENCE OR BUSINESS COMM II</b>  | <b>95.60</b>  |                                  |  |
| 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 costs 30.00   |               |                                  |  |
| Jan 23 - Apr 10  | Thurs         | 6 00-9 00 p m                    |  |
| <b>BUSINESS MATHEMATICS APPLICATIONS OR MATHEMATICS OF FINANCE</b>   | <b>95.60</b>  |                                  |  |
| Includes base-rate-percentage, simple interest, ratios, proportion and proration Prerequisite Business Math and Business Machines or the equivalent Approximate text/supplies costs 10.00  |               |                                  |  |
| Jan 18 - Apr 12  | Sat           | 1 00-4 00 p m                    |  |
| <b>KEYBOARDING APPLICATIONS</b>  | <b>189.20</b> |                                  |  |
| 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 costs 35.00                                |               |                                  |  |
| Jan 21 - Apr 10  | Tues /Thurs   | 6 00-9 00 p m                    |  |
| <b>BOOKKEEPING - COMPUTER APPLICATIONS</b>   | <b>95.60</b>  |                                  |  |
| Topics include computer use, preparation and input of source data, utilization of selected software, production of output Prerequisite Bookkeeping/Introduction to Accounting Approximate text/supplies costs 10.00  |               |                                  |  |
| Jan 23 - Apr 10  | Thurs         | 6 00-9 00 p m                    |  |
| <b>FUNCTIONS OF A MODERN OFFICE</b>  | <b>95.60</b>  |                                  |  |
| Focuses on transmittal services, reprographics, records management, cash control, forms management and personal development Approximate text/supplies costs 30.00  |               |                                  |  |
| Jan 18 - Apr 12  | Sat           | 9 00-12 00 noon                  |  |
| <b>ACCOUNTING CLERK</b>  |               |                                  |  |
| <b>FUNDAMENTAL ACCOUNTING PRINCIPLES 1 (LAN 115)</b>   | <b>142.40</b> |                                  |  |
| Accounting concepts and principles, ranging from recording transactions to cash and accounts receivable Prerequisite Bookkeeping/Introduction to Accounting or the equivalent Approximate text/supplies costs 50.00  |               |                                  |  |
| Jan 21 - May 20  | Tues          | 6 00-9 00 p m                    |  |
| <b>ACCOUNTING COMPUTER APPLICATIONS 1</b>  | <b>95.60</b>  |                                  |  |
| Topics include computerized payroll preparation, computerized ledgers, financial statements and schedules  |               |                                  |  |
| Jan 21 - Apr 8   | Tues          | 6 00-9 00 p m                    |  |
| <b>INTRODUCTION TO INFORMATION PROCESSING</b>  | <b>95.60</b>  |                                  |  |
| Introduction to systems and equipment used in data processing, the elements of computer programming and flow charting Approximate text/supplies costs 50.00  |               |                                  |  |
| Jan 18 - Apr 12  | Sat           | 9 00-12 00 noon                  |  |
| <b>PAYROLL AND PAYROLL LEGISLATION</b>   | <b>95.60</b>  |                                  |  |
| Payroll procedures including hours and time reports, forms, deductions Approximate text/supplies costs 20.00   |               |                                  |  |
| Jan 18 - Apr 12  | Sat           | 1 00-4 00 p m                    |  |

|   |               |               |  |
|---|---------------|---------------|--|
| <b>JUNIOR ACCOUNTANT</b>  |               |               |  |
| <b>BUSINESS COMMUNICATIONS III OR COMMUNICATIONS - REPORT WRITING</b>   | <b>95.60</b>  |               |  |
| 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 costs 30.00                                     |               |               |  |
| Jan 23 - Apr 10   | Thurs         | 6 00-9 00 p m |  |
| <b>FUNDAMENTAL ACCOUNTING PRINCIPLES 2</b>  | <b>142.40</b> |               |  |
| 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 costs 45.00 |               |               |  |
| Jan 21 - May 20   | Wed           | 6 00-9 00 p m |  |
| <b>BUSINESS LAW</b>   | <b>95.60</b>  |               |  |
| Fundamental business law procedures including contracts, law of torts, sale of goods, negotiable instruments, the law of agency and partnership Approximate text/supplies costs 30.00   |               |               |  |
| Jan 20 - Apr 14   | Mon           | 6 00-9 00 p m |  |

|  |               |                 |  |
|--|---------------|-----------------|--|
| <b>ALLIED HEALTH CLERK</b>   |               |                 |  |
| <b>INTRO ANATOMY</b>   |               |                 |  |
| <b>PHYSIOLOGY AND MEDICAL TERMS 1 AND 2</b>  | <b>238.00</b> |                 |  |
| Topics include the body as a whole, skin, eye and ear senses, musculoskeletal, circulatory, digestive, genitourinary, endocrine, respiratory and nervous systems   |               |                 |  |
| Jan 21 - May 1   | Tues /Thurs   | 6 00-9 00 p m   |  |
| <b>MACHINE TRANSCRIPTION 1</b>   | <b>95.60</b>  |                 |  |
| 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 costs 50.00 |               |                 |  |
| Jan 18 - Apr 12  | Sat           | 9 00-12 00 noon |  |

|  |              |               |  |
|--|--------------|---------------|--|
| <b>MEDICAL OFFICE ASSISTANT</b>  |              |               |  |
| <b>MEDICAL BILLING</b>   | <b>95.60</b> |               |  |
| Topics include office records, B C Medical Services Plan, billing and remittances, private patient and Workers' Compensation Board billings, one-write system and insurance claims Prerequisite Recordkeeping (Medical Terminology recommended) Approximate text/supplies costs 5.00 |              |               |  |
| Jan 20 - Apr 9   | Wed          | 6 00-9 00 p m |  |

|   |               |                 |  |
|---|---------------|-----------------|--|
| <b>JUNIOR COMPUTER PROGRAMMER (COMPUTER PROGRAMMING FOR BUSINESS)</b>   |               |                 |  |
| <b>COBOL PROGRAMMING 1 (INTRODUCTION)</b>   | <b>189.20</b> |                 |  |
| Terminal operation, flowcharting techniques, input/output concepts, working storage sections, and procedure division  |               |                 |  |
| Jan 20 - Apr 14   | Mon /Wed      | 6 00-9 00 p m   |  |
| <b>COBOL PROGRAMMING 2 (INTERMEDIATE)</b>   | <b>189.20</b> |                 |  |
| Data manipulation, end of file procedures, function of decision making, statements, and report production Prerequisite COBOL Programming 1 or the equivalent  |               |                 |  |
| Jan 20 - Apr 14   | Mon & Wed     | 6 00-9 00 p m   |  |
| <b>COBOL PROGRAMMING 3 (ADVANCED)</b>   | <b>189.20</b> |                 |  |
| Advanced training in COBOL Prerequisite COBOL Programming 2   |               |                 |  |
| Jan 20 - Apr 14   | Mon /Wed      | 6 00-9 00 p m   |  |
| <b>Please note</b> 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 April 1986                          |               |                 |  |
| <b>FUNDAMENTAL ACCOUNTING PRINCIPLES 1 (LAN 115)</b>  | <b>142.40</b> |                 |  |
| Accounting concepts and principles, ranging from recording transactions to cash and accounts receivable Prerequisite Bookkeeping/Introduction to Accounting or the equivalent Approximate text/supplies costs 50.00 |               |                 |  |
| Jan 21 - May 20   | Tues          | 6 00-9 00 p m   |  |
| <b>INTRODUCTION TO DATA PROCESSING</b>  | <b>95.60</b>  |                 |  |
| Introduction to computer systems, overview of programming languages, data communications, storage and file organization Approximate text/supplies costs 50.00   |               |                 |  |
| Jan 18 - Apr 12   | Sat           | 9 00-12 00 noon |  |

|   |               |               |  |
|---|---------------|---------------|--|
| <b>COOKING &amp; BAKING</b>   |               |               |  |
| <b>COOKING - CHINESE</b>  | <b>314.00</b> |               |  |
| Courses include   |               |               |  |
| - Stir-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  |               |               |  |
| Jan 18 - June 7   | Sat           | 8 00-3 00 p m |  |
| <b>NOTE</b> 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  |               |               |  |
| <b>CHINESE COOKING - DIM SUM - BASIC</b>  | <b>147.60</b> |               |  |
| Topics include terminology of Dim Sum Cookery, preparation, cooking methods, portions, and serving Prerequisites all other courses included in level one of the Chinese Cuisine Program or the equivalent |               |               |  |
| Jan 21 - Mar 6  | Tues /Thurs   | 5 30-9 30 p m |  |
| <b>CHINESE COOKING - DIM SUM - ADVANCED</b>   | <b>147.60</b> |               |  |
| Topics include Dumplings and Dim Sum, baking and desserts Prerequisites Dim Sum - Basic or equivalent   |               |               |  |
| Mar 11 - Apr 24   | Tues /Thurs   | 5 30-9 30 p m |  |

|  |               |                     |  |
|--|---------------|---------------------|--|
| <b>COOKING - CORE AND SHORT ORDER</b>  |               |                     |  |
| <b>COOKING - Core and Short Order</b>  | <b>314.00</b> |                     |  |
| 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 |               |                     |  |
| Feb 8 - June 28  | Sat           | 8 00 a m - 3 00 p m |  |
| <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 )        |               |                     |  |

|  |               |               |  |
|--|---------------|---------------|--|
| <b>HOSPITALITY MANAGEMENT</b>  |               |               |  |
| <b>DINING ROOM AND LOUNGE SUPERVISOR</b>   |               |               |  |
| 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) |               |               |  |
| <b>SUPERVISORY SKILLS 1</b>  | <b>80.00</b>  |               |  |
| Topics include staff hiring, employee relations, time management, scheduling, delegating and controlling stock   |               |               |  |
| Jan 21 - Mar 25  | Tues          | 6 30-9 30 p m |  |
| <b>FINANCIAL MANAGEMENT</b>  | <b>111.20</b> |               |  |
| Topics include interpreting profit and loss statements, sales planning and wage costs, pricing, inventory control, and basic food costing  |               |               |  |
| Jan 22 - Apr 24  | Wed           | 6 30-9 30 p m |  |

|  |  |  |  |
|--|--|--|--|
| <b>COCKTAIL BAR MANAGEMENT PROGRAM</b>   |  |  |  |
| Prerequisite Completion of bartender course and at least six months experience as professional bartender |  |  |  |

|  |               |               |  |
|--|---------------|---------------|--|
| <b>KITCHEN MANAGEMENT PROGRAM</b>  |               |               |  |
| Prerequisite Completion of cook training program or equivalent and three years cooking experience or recommendation from employer                  |               |               |  |
| Program content for Cocktail Bar Management and Kitchen Management include Supervisory Skills I and Financial Management (above) and the following |               |               |  |
| <b>INTRODUCTION TO COMPUTER SYSTEMS</b>  | <b>111.20</b> |               |  |
| Topics include Basic computer components, data processing components, computer and electronic data processing                                      |               |               |  |
| Jan 23 - Apr 24  | Thurs         | 6 30-9 30 p m |  |

|  |                           |                |  |
|--|---------------------------|----------------|--|
| <b>DENTAL ASSISTING</b>  |                           |                |  |
| Prerequisites for all Dental Assisting courses listed below is letter confirming one year in dental office during the last three years   |                           |                |  |
| <b>RADIOLOGY</b>   | <b>119.00</b>             |                |  |
| This clinically oriented course focuses on the following identification of dental X-ray equipment, exposing of radiographs, processing handling, mounting, and filing procedures for film <b>FILLED</b> , processing handling, mounting, and pathology related to radiology Will be offered again in April |                           |                |  |
| Jan 6 - Feb 24   | Mon /Wed                  | 7 00-10 00 p m |  |
| <b>PATHOLOGY</b>   | <b>95.60</b>              |                |  |
| This course introduces basic pathology, conditions of the face and oral cavity and recording of apparent abnormalities Visual aids including slides and videos are used extensively to familiarize the student with deviations from normal   |                           |                |  |
| Jan 7 - Feb 13   | Tues /Thurs               | 7 00-10 00 p m |  |
| <b>PRE-CLINICAL AND CLINICAL INTRA-ORAL</b>  | <b>210.00</b>             |                |  |
| This course deals with learning the main skills that a Certified Dental Assistant will use The focus will be on practical application The students will be operating a dental health care clinic to meet the practical requirements  |                           |                |  |
| Pre-requisite all other dental assisting courses   |                           |                |  |
| Feb 24 - Mar 27  | Mon , Tues<br>Wed , Thurs | 6 00-10 00 p m |  |

|  |              |                |  |
|--|--------------|----------------|--|
| <b>ANATOMY</b>   | <b>64.40</b> |                |  |
| Topics include body systems and functions, the head and neck, and in particular the soft and hard tissues of the oral cavity It is recommended that Anatomy be the first course in the program |              |                |  |
| Mar 3 - Mar 26   | Mon /Wed     | 7 00-10 00 p m |  |
| <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 )  |              |                |  |

DENTAL RECEPTIONIST

|   |                            |
|---|----------------------------|
| <b>APPOINTMENT CONTROL</b>  | <b>72.20</b>               |
| Includes the appointment book, matrix, methods of scheduling, arrangement of appointments, recording the appointment, human relations in appointment control, daily work schedule No prerequisite |                            |
| Jan 6 - Feb 3   | Mon /Wed 7 00-10 00 p m    |
| <b>TELEPHONE, OFFICE MACHINES &amp; COMPUTERS</b>   | <b>87.80</b>               |
| Topics include voice personality, types of telephone calls, use of office machines and use of computers in dentistry Prerequisite Grade 12 or equivalent  |                            |
| Jan 7 - Feb 11  | Tues /Thurs 7 00-10 00 p m |
| <b>WRITTEN COMMUNICATIONS</b>   | <b>48 80</b>               |
| Topics include types of correspondence and processing mail Prerequisite Interpersonal Communication Skills  |                            |
| Feb 5 - Feb 24  | Mon /Wed 7 00-10 00 p m    |
| <b>TIME MANAGEMENT</b>  | <b>64.40</b>               |
| Fundamentals and application of time management, scheduling duties and office flow Prerequisites Grade 12 or equivalent   |                            |
| Feb 13 - Mar 11   | Tues /Thurs 7 00-10 00 p m |
| <b>ANATOMY; OR HEAD NECK ANATOMY (See listing under Dental Assisting - Anatomy.</b>   |                            |

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 )

SECURITY OFFICER

|   |   |
|---|---|
| <b>RETAIL SECURITY</b>  | <b>80.00</b>                              |
| Topics include external and internal loss, employee dishonesty, security hardware and systems, and disturbed persons  |   |
| Jan 20 - Mar 24   | Mon 9 00-12 00 noon<br>or 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, courtroom preparation, crime scene preservation and report writing                      |   |
| Jan 21 - Mar 25   | Tues 9 00-12 00 noon<br>or 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  |   |
| Jan 22 - Mar 26   | Wed 9 00-12 00 noon<br>or 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 |   |
| Jan 23 - Mar 27   | Thurs 9 00-12 00 noon<br>or 1 00-4 00 p m |

TRAIN THE TRAINER

|  |                           |
|--|---------------------------|
| 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  |                           |
| Jan 16 - Mar 20  | Thurs 6 00-9 00 p m       |
| Mar 5 - May 7  | Wed 6 00-9 00 p m         |
| <b>GIVING OF INSTRUCTION</b>   | <b>80.00</b>              |
| Performance objectives, teaching styles and techniques, lesson planning, learning styles   |                           |
| Jan 8 - Mar 12   | Wed 6 00-9 00 p m         |
| Jan 16 - Feb 13  | Thurs 9 00 a m - 3 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   |                           |
| Jan 15 - Mar 19  | Wed 6 00-9 00 p m         |

INSTRUCTOR TRAINING

|   |                    |
|---|--------------------|
| <b>INTRODUCTION TO COMPUTER SUPPORT APPLICATIONS</b>  | <b>41.00</b>       |
| (Instructional Computer Awareness and Applications)   |                    |
| An introductory course using a Prime computer network Primarily oriented toward use of a computer in an educational setting No prior experience necessary |                    |
| Mar 18 - Apr 15   | Tues 2 30-5 30 p m |

|  |                    |
|--|--------------------|
| <b>ADULT DEVELOPMENT AND EDUCATION</b>   | <b>80 00</b>       |
| Topics include<br>Adult Education Background and Characteristics,<br>Developmental Stage Theories,<br>Factors Affecting Adult Learning,<br>Settings for Learning,<br>Learning Styles individual/group,<br>On-going Instructor Professional Development |                    |
| Feb 8 - Apr 8  | Tues 6 00-9 00 p m |

ELECTRICITY

|   |                   |
|---|-------------------|
| <b>ELECTRONIC DEVICES AND APPLICATIONS</b>  | <b>119 00</b>     |
| Topics include components in Electronic circuits, Test equipment, semiconductor theory, rectifier circuits, power supplies, transistor types and circuits, thyristor types and circuits, integrated circuits and applications, trouble shooting Prerequisite Journeyman Electrician |                   |
| Jan 22 - Apr 30   | Wed 6 30-9 30 p m |
| <b>CONTROL SYSTEMS</b>  | <b>119 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                      |                   |
| Jan 20 - May 5  | Mon 6 30-9 30 p m |

ELECTRONICS

|   |                         |
|---|-------------------------|
| <b>ALTERNATING CURRENT (AC) BASICS</b>  | <b>156.70</b>           |
| An introduction to AC circuit analysis, measurement techniques and the semiconductor diode Prerequisite DC Analysis |                         |
| Jan 27 - Mar 24   | Mon /Wed 6 30-10 00 p m |

DRAFTING

|   |                          |
|---|--------------------------|
| Prerequisite for Computer Aided Drafting, Parts I and II is completion of 12 months drafting program or equivalent  |                          |
| <b>COMPUTER AIDED DRAFTING I (PART I)</b>   | <b>158 00</b>            |
| Topics include computer system fundamentals, computer aided drafting system components, keyboard commands, introduction to data base structure, drawing, layout and part management, production of drawings, output devices |                          |
| NOTE CAD book (20 00) must be purchased   |                          |
| Jan 18 - Mar 22   | Sat 10 00 a m - 4 30 p m |
| <b>COMPUTER AIDED DRAFTING PART II</b>  | <b>158 00</b>            |
| Topics include computer system fundamentals, computer aided drafting system components, keyboard commands, introduction to data base structure, drawing, layout and part management, production of drawings, output devices |                          |
| NOTE CAD Book ( 20 00) must be purchased  |                          |
| Jan 18 - Mar 22   | Sat 8 30 a m - 2 30 p m  |
| CAD I Certificate granted upon completion of CAD I - PART II  |                          |

SKIN CARE

|   |                                |
|---|--------------------------------|
| <b>SKIN CARE (ESTHETICS)</b>  |                                |
| VVI's Hairdressing Department offers this exciting new COLLEGE CERTIFICATE PROGRAM on a part-time basis   |                                |
| Skilled professionals are always in demand  |                                |
| - Build your own clientele  |                                |
| - Start your own business   |                                |
| - Become a company representative   |                                |
| - Work independently  |                                |
| 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>DAY COURSES:</b>   |                                |
| <b>SKIN CARE LEVEL 1</b>  | <b>418.00</b>                  |
| Mar 17 - May 9  | Mon -Fri 1 00-5 00 p m         |
| Mar 17 - May 9  | Mon -Fri 8 00 a m - 12 00 noon |
| <b>SKIN CARE LEVEL 3</b>  | <b>418.00</b>                  |
| Jan 20 - Mar 14   | 8 00-12 00 noon                |
| Jan 20 - Mar 14   | 1 00-5 00 p m                  |
| <b>EVENING COURSES</b>  |                                |
| <b>SKIN CARE LEVEL 2</b>  | <b>418 00</b>                  |
| Feb 17 - July 2   | Mon /Wed 6 00-10 00 p m        |
| Feb 18 - July 3   | Tues /Thurs 6 00-10 00 p m     |
| <b>SATURDAY COURSES</b>   |                                |
| <b>SKIN CARE LEVEL 1</b>  | <b>418 00</b>                  |
| Jan 18 - July 19  | 9 00 a m - 4 00 p m            |
| Supplies, textbooks, etc. approximately 200 00  |                                |
| *Monday/Wednesday or Tuesday/Thursday part time classes which fall on a holiday will be re-scheduled for another day  |                                |
| * **Provided there is sufficient interest, advanced levels will be offered in September, 1986 If interested, please notify the Hairdressing Department at 681-9554  |                                |

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 )

GRAPHIC ARTS

|  |                            |
|--|----------------------------|
| Prerequisites for the undernoted courses are a letter confirming employment in the Graphic Arts trade  |                            |
| <b>BINDERY OPERATION (4 YEAR) LEVEL 2</b>  | <b>314 00</b>              |
| Safety Standards and review of all bindery equipment, advanced docket reading, cutting, folding, scoring and perforating, and hard cover binding   |                            |
| Jan 21 - May 1   | Tues /Thurs 6 00-10 00 p m |
| <b>IMAGE ASSEMBLY AND PLATE MAKING</b>   | <b>314 00</b>              |
| Topics include imposition and the masking of photographic film negatives, photographic contacting, lithographic plate making, image - masking techniques, photo-composing, screen tint and halftone film, two color film assemblies and signature imposition |                            |
| Jan 21 - May 1   | Tues /Thurs 6 00-10 00 p m |
| <b>BLACK AND WHITE LINE CAMERA &amp; HALFTONE</b>  | <b>314 00</b>              |
| Use of an industry size camera, to arranging and ganging copy for producing line negs, and halftone negs, and use of filters, to developing of film and to densitometry  |                            |
| Jan 20 - May 5   | Mon /Wed 6 00-10 00 p m    |
| <b>COLOR CAMERA</b>  | <b>314 00</b>              |
| Use of industry camera, safety procedures, perform basic color separation techniques (indirect method) and etching of halftone positives and negatives   |                            |
| Jan 21 - May 1   | Tues /Thurs 6 00-10 00 p m |
| <b>LITHO PRESS OPERATION 1</b>   | <b>314.00</b>              |
| Use of an offset press by safety standards to reproduce simple offset jobs and gain further knowledge of other problems  |                            |
| Jan 20 - May 5   | Mon /Wed 6 00-10 00 p m    |
| <b>LITHO PRESS OPERATION 2</b>   | <b>314.00</b>              |
| Use of an offset press by safety standards to reproduce more difficult jobs and knowledge of process color work and other instruments  |                            |
| Jan 21 - May 1   | Tues /Thurs 6 00-10 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   |                            |
| Jan 21 - May 1   | Tues /Thurs 6 00-10 00 p m |

PRACTICAL NURSING

|   |                                |
|---|--------------------------------|
| <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 Prerequisites B C Practical Nursing License and satisfactory medical clearance |                                |
| Theory —  |                                |
| Mar 3, 4, 5 & 6   | Mon -Thurs 8 00 a m - 3 00 p m |
| Clinical —  |                                |
| 4 days, practice in Long Term Facility  |                                |
| to follow   |                                |
|   | Wed -Sat 7 00-2 00 p m         |
| Clinical dates to be advised later depending on enrollment  |                                |

CARPENTRY

|   |                           |
|---|---------------------------|
| <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   |                           |
| Jan 21 - Feb 13   | Tues /Thurs 6 00-9 00 p m |
| Jan 18 - Feb 8  | Sat 9 00-4 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 |                           |
| Feb 18 - Mar 27   | Tues /Thurs 6 00-9 00 p m |
| Feb 15 - Mar 22   | Sat 9 00-4 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                                    |                           |
| Apr 1 - May 8   | Tues /Thurs 6 00-9 00 p m |
| Apr 5 - May 10  | Sat 9 00-4 00 p m         |



Register by Phone using your VISA