

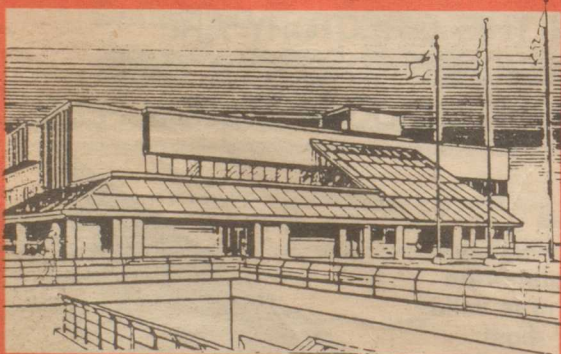
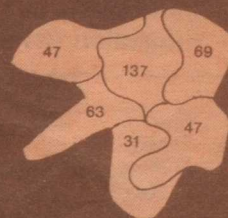
# VANCOUVER COMMUNITY COLLEGE

Continuing  
Education Division

WINTER  
1987

Take advantage of this  
interesting selection of ADULT  
LEARNING OPPORTUNITIES  
and Continuing Education Courses  
from ART to Computers,  
HEALTH to LIFESTYLE  
and even TRAVEL to get a  
new lease on Life...  
It's a Masterpiece.

Most courses are held  
at one of these Vancouver  
Community College  
Campuses. Check course  
listings for locations.

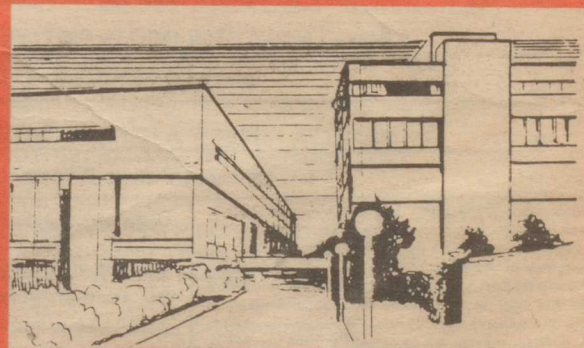
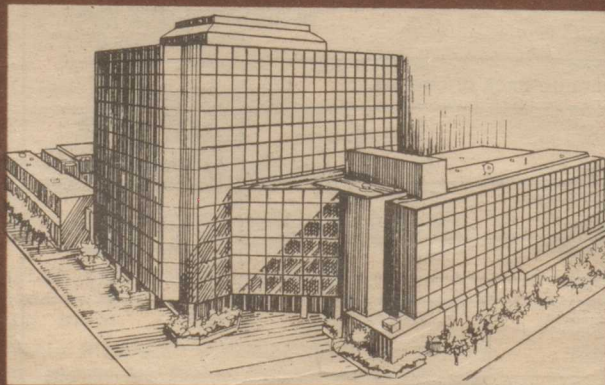


**VCC King Edward Campus**  
1155 E. Broadway

K.E.C. is just 4 blocks from  
the Broadway SkyTrain Station.

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



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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

## WITHDRAWALS, REFUNDS & COURSE CANCELLATIONS

Unless otherwise stated in course advertising, requests for refunds stating reasons and accompanied by your receipt must be received in writing at the appropriate program office before the second course session. A different refund policy may apply for some courses and events; e.g. courses of five sessions or less require refund requests 24 hours before the start date; nursing and health courses require refund requests either 5 or 10 business days before the course start date. Refunds are subject to an administrative charge of 10% of course fees or a minimum of \$10.00. Refunds are made by cheque. Please allow three weeks for processing any refunds. Fee payments made by VISA are refunded by means of VISA credit slip.

## RIGHT TO CANCEL COURSES

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

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

This mail-in registration form is valid for most Continuing Education courses on pages 3 to 16

## 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

NO POST DATED CHEQUES

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.				Please TYPE or PRINT. Note: Only one student may register on this form. Put additional registrations on a sheet of paper.			
Surname		Given Names		Office Phone		S.I.N.	
Home Phone		City/Municipality		Province		Postal Code	
Give complete Course Name, Number, Location, Day and Time, and Fee							
1. _____ 2. _____ 3. _____							
Include Course Titles and Numbers on back of cheque.							
Confirmation of Enrolment: May not be received prior to start of classes. If you have sent a registration in, please attend unless you have been contacted. Requests for Refunds: Must be received by Vancouver Community College Continuing Education Division before the 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 5 sessions or less a refund request must be received 24 hrs. prior to the start date.				<b>VISA INFORMATION</b> NAME ON VISA CARD _____ VISA ACCOUNT NUMBER _____ VISA EXPIRY DATE _____			
AMOUNT ENCLOSED Do not send cash! <input type="checkbox"/> Money Order <input type="checkbox"/> Cheque <input type="checkbox"/> VISA				Signature _____ Date _____			



## VCC - DOUGLAS COLLEGE CO-SPONSORED PROGRAM MANAGEMENT SKILLS FOR SUPERVISORS PROVINCIAL CERTIFICATE PROGRAM

If you SUPERVISE OTHERS then consider this program! This program will give you the skills and knowledge to handle the supervisory role with confidence and enthusiasm.

<b>Part I</b> (4 days)	Interpersonal Skills that focus on communication, interviewing techniques, and decision-making.
<b>Part II</b> (4 days)	Group Skills that focus on leadership, motivation, meeting management and group dynamics.
<b>Part III</b> (4 days)	Administrative Skills that focus on Performance Management - orientation, training, evaluation interview, time management.

Over the 12 days you will be involved with tightly integrated material including: interactive video, movies, group experience and guided discussion, practice sessions, case studies, self-scoring profile inventories, and structured experiences.

This is the only program certified and endorsed by the Business Council of B.C. and the Ministry of Education.

<b>NEXT SESSION</b>	
<b>Part I</b>	Interpersonal Skills 100101 350.00 Feb. 17, 18, 19, Mar. 23
<b>Part II</b>	Group Skills 100102 350.00 Mar. 24, 25, 26, Apr. 21
<b>Part III</b>	Administrative Skills 100103 350.00 Apr. 22, 23, 24, May 19

Please call Dennis Johnston for complete details of program and schedules at 875-8234. Training services provided by The Johnston Training Group Inc.

## ROAD BLOCKS TO MOVING UP! 100204

### DO YOU KNOW WHY WOMEN SOMETIMES FEAR THE CHALLENGE OF LEADERSHIP?

This workshop is designed to give you the "EDGE" by exploring those provocative issues that all managers face in organizations today. (This workshop is for women only)

LEARN HOW TO DEAL WITH THEM NOW!

- \* Stereotyping - Overcome this barrier!
- \* Power - How to get it! How to keep it!
- \* Conflict - Be constructively focused!
- \* Positiveness - Value your natural talents!
- \* Networking - How to do it effectively!
- \* Equality - Working together!

\*These are the talents that the futurist's say all managers will need in the organization of the future.

Advanced registration only.  
Mar. 4 Sheraton Villa Inn 7:00-10:00 p.m. 60.00

For further information, phone Dennis Johnston, 875-8234.

## CAREER PATHING Defining the Route to Your Preferred Future 100205

People need choices in their careers and life; especially in the fast-changing economics of the future! This two-day workshop will help you:

- \* Clarify your options....
- \* Identify bridges to link where you are and where you want to be....
- \* Build career skills for success....

The workshop will culminate in the development of an action plan by each participant which will include —

- \* Personal goal-setting
- \* Planning for the steps to achieve these goals
- \* Establishing a support network
- \* Identifying and dealing with potential obstacles

The emphasis is on skill building and planning in an upbeat and fun way.

(Limited enrolment)  
Apr. 13/14 Sheraton Villa Inn 9 a.m.-4 p.m. 195.00

For further information, phone Dennis Johnston, 875-8234.

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. Custom designed training programs to meet specific needs  
3. 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 - 875-8234.

## ADVANCED MANAGEMENT MANAGING CHANGE 100104

Managing in today's business world is fundamentally different than it was years ago. Our companies are increasingly challenged by growing international competition, power shifts, new legislation and government policies, continual demands to improve productivity; and a move to faster innovation in the workplace.

THE MOST SIGNIFICANT MEASURE OF AN ORGANIZATION'S STRENGTH IN THE CURRENT BUSINESS ENVIRONMENT IS ITS ABILITY TO MANAGE SO THAT EFFECTIVE CHANGE IS POSSIBLE.

This program is designed to help participants develop the new skills needed to lead successfully in these turbulent times.

Topic areas:

- \* The future and its impact on strategic planning for organizations
- \* New approaches to motivation
- \* Negotiating skills
- \* Conflict management
- \* Non-traditional problem solving
- \* Delegation
- \* Team approach to decision-making

IF YOU INITIATE CHANGE! IMPLEMENT CHANGE! OR MUST ACCEPT CHANGE! Then Seriously Consider This Program!

Mar. 3-6 Sheraton Villa Inn 9 a.m.-4:30 p.m. 495.00

For complete outline and details call Dennis Johnston 875-8234. Training services provided by The Johnston Training Group Inc.

## BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

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.

This program provides participants with an opportunity to improve their effectiveness at work; increase their job potential; and move ahead to higher levels of responsibility. For registration call 324-5322. For detailed program information call 324-5214.

### ENTRY REQUIREMENTS

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

### COURSE ADVISORS

Will be available Jan. 12 and 13 from 5:00-8:00 p.m. at the Langara Campus.

<b>ACCOUNTING 1115 - BASIC ACCOUNTING 102001</b>	<b>130.00</b>
Section 1: Mon., Jan. 19 Langara 7:00-10:00 p.m.	13 sessions
Section 2: Tues., Jan. 20 Langara 7:00-10:00 p.m.	13 sessions
Section 3: Wed., Jan. 21 Langara 7:00-10:00 p.m.	13 sessions
Section 4: Thurs., Jan. 22 Langara 7:00-10:00 p.m.	13 sessions

Students enrolled in any one of the four Accounting 1115 sections will write the mid-term exam on March 2, and the final exam on April 13.

<b>ACCOUNTING 2215 - BASIC ACCOUNTING II 102002</b>	<b>130.00</b>
Prerequisite: Accounting 1115	
Section 1: Tues., Jan. 20 Langara 7:00-10:00 p.m.	13 sessions
Section 2: Thurs., Jan. 22 Langara 7:00-10:00 p.m.	13 sessions

Students enrolled in any one of the two Accounting 2215 sections will write the mid-term exam on March 3, and the final exam on April 14.

<b>ACCOUNTING 3321 - INTERMEDIATE I 102003</b>	<b>130.00</b>
Wed., Jan. 21 Langara 7:00-10:00 p.m.	13 sessions

<b>ACCOUNTING 3421 - INTERMEDIATE II 102004</b>	<b>130.00</b>
Wed., Jan. 21 Langara 7:00-10:00 p.m.	13 sessions

<b>CANADIAN BUSINESS PERSPECTIVES 1000 102005</b>	<b>130.00</b>
(Formerly Anatomy of a Business 1000)	
Thurs., Jan. 22 Langara 7:00-10:00 p.m.	13 sessions

<b>COMMERCIAL LAW 1115 102006</b>	<b>130.00</b>
Wed., Jan. 21 Langara 7:00-10:00 p.m.	13 sessions

<b>COMMUNICATIONS 1115 102007</b>	<b>130.00</b>
Mon., Jan. 19 Langara 7:00-10:00 p.m.	13 sessions

<b>COMPUTER APPLICATIONS IN BUSINESS 2000 102008</b>	<b>130.00</b>
Mon., Jan. 19 Quantum 6:30-9:30 p.m.	7 sessions

<b>FINANCIAL MANAGEMENT &amp; DECISION MAKING 2000 102009</b>	<b>130.00</b>
Mon., Jan. 19 Langara 7:00-10:00 p.m.	13 sessions

<b>MANAGING FOR SUCCESS 2000 102010</b>	<b>130.00</b>
Wed., Jan. 21 Langara 7:00-10:00 p.m.	13 sessions

<b>MANAGING THROUGH PEOPLE 1000 102011</b>	<b>130.00</b>
Mon., Jan. 19 Langara 7:00-10:00 p.m.	13 sessions

<b>SALES &amp; MARKETING 2000 102012</b>	<b>130.00</b>
Mon., Jan. 19 Langara 7:00-10:00 p.m.	13 sessions

<b>SMALL BUSINESS MANAGEMENT 1115 102013</b>	<b>130.00</b>
(How to make your business more profitable)	
Mon., Jan. 19 Langara 7:00-10:00 p.m.	13 sessions

<b>TURNING HASSLE INTO HAPPINESS — MAKING OBJECTIONS AND RESISTANCE WORK FOR YOU 102405</b>	<b>20.00</b>
(Kelly) Thurs., Jan. 22 Langara 7:00-10:00 p.m.	1 session

<b>FASHION RETAIL SALES 102411</b>	<b>60.00</b>
Learn the "fashion image" of retail outlets with an overview of customer service and the fashion consumer. Become much more knowledgeable about fashion merchandising to improve your confidence and employability in a retail operation.	
Tues., Jan. 20 V.V.I. 7:00-9:30 p.m.	7 weeks

<b>DIGGING FOR DIAMONDS — MAKING A PROSPECT INTO A CUSTOMER 102412</b>	<b>30.00</b>
(Kelly) Sat., Feb. 21 Langara 9:00 a.m. - 4:00 p.m.	1 session

## MECHANICAL CONTRACTORS ASSOCIATION COURSES

<b>COMPLETION OF ACCEPTANCE OF MECHANICAL SYSTEMS (Kay)</b>	<b>102053</b>	<b>130.00</b>
Wed., Jan. 21 K.E.C. 7:00-10:00 p.m.		12 weeks
<b>SUPERVISION II (Kay)</b>	<b>102054</b>	<b>130.00</b>
Thurs., Jan. 22 K.E.C. 7:00-10:00 p.m.		12 weeks
<b>ESTIMATING II (Moore)</b>	<b>102051</b>	<b>130.00</b>
Mon., Jan. 19 K.E.C. 7:00-10:00 p.m.		12 weeks

## TELECOMMUNICATION MANAGEMENT

The future is NOW in TELECOMMUNICATIONS. With the continued advancement in technology and the impact of interconnect — all businesses will be looking for trained and knowledgeable people to manage the telecommunication resource! CONSIDER YOUR FUTURE NOW! A series of 4 courses will be offered to give participants a solid background in the managing of telecommunication systems. The first course is:

### BASIC TELECOMMUNICATION MANAGEMENT — VOICE 102201

Managing a simple key system — needs analysis, design, costing, and evaluation.  
Wed., Jan. 21 10 sessions

### TELECOMMUNICATIONS MANAGEMENT II VOICE 102202

Expands the concepts and skills of course I moving into the larger PBX systems.  
Tues., Mar. 30 10 sessions

### DATA COMMUNICATIONS (DATA ONLY) 102204

Focus on the managing of Data Communications; hardware; software; protocols; cost analysis; network analysis; impact on office automation.  
Tues., Mar. 30 10 sessions

### INTEGRATED TELECOMMUNICATIONS MANAGEMENT 102205

Sept. 1987 TBA

Please call Dennis Johnston for complete details at 875-8234. Training services provided by The Johnston Training Group Inc.

## BUSINESS COMMUNICATION SKILLS DEVELOPMENT

### DEVELOPING THE VOICE AND CANADIAN ENGLISH PRONUNCIATION 102803

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. (B. Coleman)  
Thurs., Feb. 19 V.V.I. 7:00-9:00 p.m. 7 weeks

### SUCCESSFUL SPEAKING 102808

For those 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)

Wed., Feb. 18 V.V.I. 7:00-9:30 p.m.	7 weeks
OR	
Mon., Mar. 2 Langara 7:00-9:30 p.m.	7 weeks

## SALES AND MARKETING WORKSHOPS

### CLOSING THE SALE — GETTING PAID FOR YOUR WORK 102401

(Kelly) Sat., Jan. 24 Langara 9:00 a.m. - 4:00 p.m. 1 session

### COMMUNICATION FOR SALES AND MARKETING — INTRODUCTION 102402

Practice effective communications in the areas of telephone contracts, 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) Sat., Feb. 7 Langara 9:00 a.m. - 4:00 p.m. 1 session

### GETTING ALONG WITH YOUR CLIENTS — BEING SMOOTH AND EFFECTIVE IN YOUR SELLING WORLD 102403

(Kelly) Sat., Feb. 14 Langara 9:00 a.m. - 4:00 p.m. 1 session

### STAYING WITH A WINNING ATTITUDE — HOW TO HANDLE THE "DOWNS" AND MAXIMIZE THE "UPS" 102404

(Kelly) Thurs., Feb. 19 Langara 7:00-10:00 p.m. 1 session

### TURNING HASSLE INTO HAPPINESS — MAKING OBJECTIONS AND RESISTANCE WORK FOR YOU 102405

(Kelly) Thurs., Jan. 22 Langara 7:00-10:00 p.m. 1 session

### FASHION RETAIL SALES 102411

Learn the "fashion image" of retail outlets with an overview of customer service and the fashion consumer. Become much more knowledgeable about fashion merchandising to improve your confidence and employability in a retail operation.

Tues., Jan. 20 V.V.I. 7:00-9:30 p.m. 7 weeks

### DIGGING FOR DIAMONDS — MAKING A PROSPECT INTO A CUSTOMER 102412

(Kelly) Sat., Feb. 21 Langara 9:00 a.m. - 4:00 p.m. 1 session



## SPECIAL INTEREST BUSINESS

<b>BECOMING A SUCCESSFUL SUPERVISOR 100202</b>	25.00
Intended for persons who are, or are about to become new supervisors. Review of essential skills to deal with in this new position and discuss the role of a supervisor, how to delegate, leadership skills, effective people dealing skills, and problem-solving techniques. Please bring a lunch. (D. Rice)	
Sat., Feb. 28	1 session Langara 9:00 a.m. - 3:00 p.m.
<b>BUSINESS ENTERTAINING 501001</b>	50.00
Learn to entertain successfully to improve your business image and relations. Explore various types of entertaining, how to know your clientele, food and wine selection, and business etiquette.	
Tues., Feb. 3	4 weeks Langara 7:00-9:00 p.m.
<b>DEALING EFFECTIVELY WITH BEREAVED CLIENTS 100206</b>	25.00
For realtors, insurance agents and lawyers, the grief process will be explained and appropriate behaviors for relating to bereaved clients will be explored.	
Mon., Feb. 2	1 session V.V.I. 6:30-10:00 p.m.
<b>DEALING WITH PEOPLE AND TIME 100203</b>	25.00
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. Please bring a lunch. (D. Rice)	
Sat., Feb. 21	1 session Langara 9:00 a.m. - 3:00 p.m.
<b>HOW TO SUCCESSFULLY IMPORT FROM THE FAR EAST 102408</b>	25.00
Deal with the practical aspects and actual problems encountered when purchasing in the Orient. Learn the Far East factory system and its relationship to effective purchasing, how to source parts and finished products, how to determine a supplier's reliability and what steps to take to assure purchased goods meet quality standards.	
Sat., Feb. 21	1 session Langara 9:30-11:30 a.m.
<b>HOW TO EXPORT TO JAPAN 102413</b>	60.00
Improve your chances of success by learning from the experiences of others. You will focus on the key success factors and strategies involved in exporting to the world's second largest market. Using a practical approach, draw heavily on the experience of experts to illustrate key points about consumer behavior, distribution channels, the decision-making process and business opportunities.	
Tues., Feb. 17	4 weeks Langara 7:00-9:00 p.m.
<b>INTERESTED IN DOING BUSINESS WITH JAPAN? 102409</b>	45.00
Learn the social and cultural differences between North America 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)	
Thurs., Apr. 16	3 weeks Langara 7:00-9:00 p.m.
<b>INTERNATIONAL MARKETING (3322) 102415</b>	130.00
Focus on practical methods of international market developments. Search out and secure market opportunities and sources of supply. Research techniques and recognition of cultural differences emphasized. Learn transportation methods and costing, the fundamentals of trade related financial tools and services and the roles of governments to encourage/guide trade. Covers both import and export techniques.	
Thurs., Jan. 22	13 weeks Langara 7:00-10:00 p.m.
<b>SELF-ASSESSMENT FOR CAREER CHANGE 104001</b>	35.00
The hardest part in a career change is deciding what to do. 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. 7	1 session K.E.C. 9:30 a.m. - 4:30 p.m.
OR	
Sat., Feb. 14	1 session K.E.C. 9:30 a.m. - 4:30 p.m.
<b>SELF-ASSESSMENT FOR CAREER CHANGE PART II 104002</b>	20.00
A follow-up to Self-Assessment for Career Change Part I. You will examine career choices in your area of interest, share referral and assistance information, learn to set realistic goals, create support networks and examine attitudes to success.	
Sat., Feb. 21	1 session K.E.C. 9:30 a.m. - 1:30 p.m.
<b>STARTING A HOME BASED BUSINESS USING A PERSONAL COMPUTER 102410</b>	95.00
Many opportunities are emerging for part-time and full-time home-based business using a personal computer. Learn to prepare your business and marketing plan using Lotus 1-2-3. Topics include: Time management, scheduling, as well as finding and using expert consultation. Computer skills not essential. (D. Oberman)	
Wed., Feb. 18	6 weeks K.E.C. 8:00-10:00 p.m.
<b>PUBLIC RELATIONS AND ADVERTISING FOR ENTREPRENEURS 102406</b>	45.00
Building a thriving business is dependent upon relating successfully to each of your company's publics. This workshop will explore the world of public relations, publicity, media relations and advertising as essential ingredients in your marketing mix. Develop a business identity that will get you noticed! (H. Lerner)	
Sat., Feb. 28	1 session Langara 9:00 a.m. - 4:00 p.m.
<b>PUBLIC RELATIONS AND ADVERTISING STRATEGIES FOR ENTREPRENEURS 102407</b>	70.00
Public relations as it pertains to the needs of entrepreneurs. As an essential ingredient in the marketing mix the various elements of public relations, including publicity, advertising, media relations and corporate communications, will be discussed in practical, "how to" details. Building a thriving business is dependent on "standing out in a crowd" and this course will help you to design specific public relations strategies that will increase your business recognition factor. (H. Lerner)	
Thurs., Mar. 5	4 weeks K.E.C. 6:00-9:00 p.m.
<b>VIDEO ENTREPRENEUR 102414</b>	110.00
For those who are involved or wish to get involved in video production for profit. Learn setting up and organizing a video business, marketing your company, renting and/or buying video equipment and choosing formats of production. Produce a video. (Cooperstone)	
Tues., Jan. 20	10 weeks Langara 7:00-9:00 p.m.

## FILM AND TELEVISION

<b>BUSINESS OF FILM AND TELEVISION 104101</b>	70.00
A thorough overview of the film and television industry from concept to production, with emphasis on local and Canadian activity. You will examine financing, management and the limitless range of skills employed in film production.	
Wed., Jan. 21	10 weeks V.V.I. 6:45-9:15 p.m.
<b>CAREERS IN THE MOVIE INDUSTRY 104102</b>	15.00
Learn career and employment opportunities in the growing B.C. film industry. Explore the skills currently in demand and learn areas of future growth.	
Tues., Jan. 20	1 session V.V.I. 7:00-10:00 p.m.
OR	
Wed., Jan. 28	1 session V.V.I. 7:00-10:00 p.m.

## BASIC OFFICE SKILLS

<b>TYPING — BEGINNERS (SECTION I) 104201</b>	60.00
Learn touch typing of letters, symbols and numbers, tabulation, centering and, if time permits, business letters. Bring your own typing paper. (Worobetz)	
Tues., Jan. 20	8 weeks Langara 6:30-9:00 p.m.
<b>TYPING — BEGINNERS (SECTION II) 104201</b>	60.00
(Tollstom)	
Sat., Jan. 24	8 weeks Langara 9:30 a.m. - 12:00 noon
<b>TYPING — ADVANCED 104202</b>	40.00
You should be able to type 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., Feb. 9	6 weeks Langara 7:00-9:00 p.m.
<b>WRITING DYNAMIC BUSINESS LETTERS 102818</b>	25.00
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)	
Sat., Feb. 21	1 session Langara 10:00 a.m. - 4:00 p.m.
<b>SPEED BUILDING TYPING 104203</b>	75.00
Designed to help at levels of typists, including word processing operators. Develop speed. Course devoted to intense typing drills and timings. Time will be allotted to cover questions about any typing format. Bring your own paper. (A. Tollstom)	
Wed., Jan. 21	10 weeks Langara 6:30-9:00 p.m.
<b>TYPING BUSINESS LETTERS 104204</b>	10.00
This 3-hour workshop deals with business letters. Principle parts, styles, punctuation patterns and proper placement on stationery are taught. You will type several business letters practicing the rules.	
Mon., Feb. 2	1 session Langara 7:00-10:00 p.m.
Sat., Feb. 28	1 session Langara 1:00-4:00 p.m.

## EMPLOYMENT SEMINARS

<b>FINDING EMPLOYMENT — SKILL BUILDING WORKSHOP 104003</b>	25.00
Skill Building Workshop to enable the job seeker to do well in a variety of styles and interviews. By means of role playing, you will have an opportunity to practise these new techniques. You will also learn how to research and uncover the hidden job markets.	
Sat., Mar. 7	1 session K.E.C. 9:00 a.m. - 4:00 p.m.
<b>HOW TO FIND A JOB 104004</b>	25.00
Most jobs are not advertised. This one-day course will help you top the hidden job markets. You will be shown a variety of interviewing styles and how to respond to them. In addition, you will learn how to be motivated, keep a positive attitude, and manage your time effectively.	
Sat., Feb. 21	1 session K.E.C. 9:00 a.m. - 4:00 p.m.
OR	
Sat., Feb. 28	1 session K.E.C. 9:00 a.m. - 4:00 p.m.

## COMPUTER SKILLS FOR THE WORKPLACE

<b>A ONE YEAR PART-TIME CERTIFICATE PROGRAM</b>	
<b>COMPUTER SKILLS FOR THE WORKPLACE</b> 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, WORD-STAR, LOTUS 1-2-3, dBASE III, KIS, etc.	
Successful completion of CS1, CS2, CS3 plus any four of the advanced courses obtains a <b>COMPUTER SKILLS FOR THE WORKPLACE CERTIFICATE</b> . Any one 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 100501</b>	150.00
Elementary facts about computers, programs, and computers in society. This course uses LOGO as the demonstration language.	
Mon., Jan. 5	5 weeks Langara 7:00-10:00 p.m.
Tues., Jan. 6	5 weeks Langara 7:00-10:00 p.m.
Wed., Jan. 7	5 weeks Langara 9:00-12:00 p.m.
Mon., Feb. 9	5 weeks Langara 9:00 a.m.-12:00 p.m.
Wed., Feb. 11	5 weeks Langara 7:00-10:00 p.m.
Tues., Mar. 17	5 weeks Langara 7:00-10:00 p.m.
<b>CS2 — INFORMATION SKILLS 100502</b>	150.00
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.	
Thurs., Jan. 8	5 weeks Langara 7:00-10:00 p.m.
Tues., Feb. 10	5 weeks Langara 7:00-10:00 p.m.
Wed., Mar. 18	5 weeks Langara 7:00-10:00 p.m.

<b>CS3 — PROBLEM SOLVING WITH THE COMPUTER 100503</b>	150.00
Learn to use this powerful database package to organize and manipulate information, use commands to create and maintain a database, handle information enquiries, and generate reports. Emphasis will be placed on the dBASE III's full screen driven mode which eliminates the need to memorize commands and makes users quickly productive. (Wuhrer)	
Wed., Jan. 6	5 weeks Langara 7:00-10:00 p.m.
Wed., Feb. 11	5 weeks Langara 7:00-10:00 p.m.
Mon., Mar. 16	5 weeks Langara 9:00 a.m.-12:00 p.m.
<b>CS4 — WORD PROCESSING WITH WORD PERFECT 100504</b>	150.00
Text formatting, mailing lists, spelling and grammar checking. Program: WORD PERFECT.	
Wed., Jan. 7	5 weeks Langara 7:00-10:00 p.m.
<b>CS5 — DATABASE MANAGEMENT WITH dBASE III 100505</b>	150.00
Maintaining inventory, client information and other records. Extracting, sorting and reporting selected data. Program: dBASE III.	
Thurs., Jan. 8	5 weeks Langara 7:00-10:00 p.m.
Sat., Feb. 14	5 weeks Langara 9:00 a.m. - 12:00 noon
<b>CS5A — ADVANCED dBASE III 100510</b>	150.00
Learn how to develop reports using TableTalk and define files with FileTalk. Additional topics include the use of FOCEXEC's, maintaining and joining files, and LOTUS/FOCUS file conversions. (B. Wuhrer)	
Sat., Mar. 21	5 weeks Langara 9:00 a.m. - 12:00 noon
<b>CS6 — SPREADSHEETS WITH LOTUS 1-2-3 100506</b>	150.00
Electronic form of a standard business technique. Forecasting the economy, sales and profits. Allows exploring variations of a basic plan: "what if" studies.	
Mon., Jan. 5	5 weeks Langara 7:00-10:00 p.m.
Tues., Feb. 10	5 weeks Langara 7:00-10:00 p.m.
<b>CS6A — ADVANCED LOTUS 1-2-3 100511</b>	150.00
Learn more about how the computer responds to users and application program. System operation and utility functions.	
Mon., Mar. 16	5 weeks Langara 7:00-10:00 p.m.
<b>CS7 — BEDFORD ACCOUNTING PACKAGE 100507</b>	150.00
With your basic knowledge of accounting principles, explore General Ledger, Accounts Receivable and Accounts Payable; understandable programs at electronic speed. Program: BEDFORD.	
Sat., Feb. 9	5 weeks Langara 7:00-10:00 p.m.
<b>CS7A — KIS ACCOUNTING SYSTEM 100512</b>	150.00
Calculating elementary statistics on business data. Use of graphics and graphics in the presentation of results. Programs: ABSTAT, ENERGRAPHICS.	
Thurs., Mar. 19	5 weeks Langara 7:00-10:00 p.m.
<b>CS9 — DISK OPERATING SYSTEM DOS 100509</b>	150.00
Learn more about how the computer responds to users and application program. System operation and utility functions.	
Thurs., Feb. 12	5 weeks Langara 7:00-10:00 p.m.
Wed., Mar. 18	5 weeks Langara 7:00-10:00 p.m.



## COMPUTERS 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 \$85.00 includes a set of comprehensive notes, seven hours of instruction and practice time, coffee and tea.

<b>INTRODUCTION TO THE IBM PC AND DOS 100903</b>	85.00
A hands-on course designed to develop your skills to understand and use a micro-computer for a variety of applications. Emphasis will be placed on the function of the DOS operating system and disk management. Practical exercises will include the formatting of diskettes, the copying of disks and files, the use of DOS commands and the Line Editor Program. A brief look at Spreadsheet, Database and Word Processing capabilities and use of micro-computer systems. (W. Wuhrer).	
Sat., Jan. 24	1 day Langara 9:00 a.m. - 4:30 p.m.
Sat., May 9	1 day Langara 9:00 a.m. - 4:30 p.m.
<b>LOTUS 1-2-3 SPREADSHEET CAPABILITIES 100714</b>	85.00
Learn to utilize spreadsheets to analyze the past and manage the future. Using the spreadsheet and graphic capabilities of LOTUS, you will learn to set-up, manipulate and analyze spreadsheet keys, keyboard macros and the extraction and combination of data from one or more spreadsheets. (Wuhrer)	
Sat., Feb. 7	1 day Langara 9:00 a.m.-4:30 p.m.
Sat., May 30	1 day Langara 9:00 a.m. - 4:30 p.m.
<b>LOTUS 1-2-3 DATA BASE CAPABILITIES 100715</b>	85.00
Designed for individuals who possess a working knowledge of LOTUS spreadsheet capabilities and wish to progress to more complex applications requiring the power and flexibility of the database functions. Emphasis will be placed on the use of data tables, and "what-if" experimentation. A working knowledge of LOTUS spreadsheets is a prerequisite. (Wuhrer)	
Sat., Feb. 14	1 day Langara 9:00 a.m.-4:30 p.m.
Sat., June 6	1 day Langara 9:00 a.m. - 4:30 p.m.
<b>EASYWRITER II 100707</b>	85.00
Familiarize yourself with this popular word processing package and increase your productivity at work and at home. Learn how EasyWriter and EasySpeller are used in conjunction with Easywriter to produce letters, envelopes and mailing labels. (H. Main)	
Sat., Feb. 21	1 day Langara 9:00 a.m. - 4:30 p.m.
<b>WORDSTAR 100722</b>	85.00
Learn 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., June 13	1 day Langara 9:00 a.m. - 4:30 p.m.

<b>dBASE III 100706</b>	85.00
Learn to use this powerful database package to organize and manipulate information, use commands to create and maintain a database, handle information enquiries, and generate reports. Emphasis will be placed on the dBASE III's full screen driven mode which eliminates the need to memorize commands and makes users quickly productive. (Wuhrer)	
Sat., Mar. 14	1 day Langara 9:00 a.m. - 4:30 p.m.
<b>PC ACCOUNTING SYSTEM — BEDFORD 100702</b>	85.00
Designed for the small business user interested in converting from a manual to a computerized accounting system. The Bedford software includes fully integrated modules for general ledger, accounts payable and receivable, payroll and job cost. Practical exercises and examples are used to demonstrate the effective application of this software package. Some bookkeeping or accounting knowledge is necessary to obtain maximum benefit from this seminar. (W. Wuhrer)	
Sat., Mar. 28	1 day Langara 9:00 a.m. - 4:30 p.m.
<b>INTRODUCTION TO PC FOCUS 100804</b>	235.00
Learn this fourth generation language to set up and maintain database systems on stand-alone or network IBM PC's while maintaining the option to exchange data with mainframe computers. You will work with the FOCUS editor TED, and learn how to develop reports using TableTalk and define files with FileTalk. Additional topics include the use of FOCEXEC's, maintaining and joining files, and LOTUS/FOCUS file conversions. (B. Wuhrer)	
Thurs., Feb. 12, 19,	5 days Langara 6:30-9:30 p.m.
26, Mar. 5, 12	
<b>APPLICATION DEVELOPMENT WITH PC/FOCUS 100806</b>	235.00
An advanced course for programmers, information centre personnel and users who wish to learn how to design applications using FOCUS. Topics covered will include creating menu-driven systems with Dialogue Manager, customizing screens using FIDEL, file design consideration, rebuilding and controlling error messages. You will learn by designing and programming an application using PC/FOCUS. (B. Wuhrer)	
Prerequisite: Introduction to PC/FOCUS or equivalent experience.	
Sat., Jan. 24, 31,	3 days Langara 9:00 a.m. - 4:30 p.m.
Feb. 7	3 days Langara 9:00 a.m. - 4:30 p.m.
Sat., May 2, 9, 16	3 days Langara 9:00 a.m. - 4:30 p.m.
<b>FRAMEWORK 100708</b>	85.00
Familiarize yourself with the best selling integrated software package. Experiment with FRAMEWORK's word processing, data base management, spreadsheet, graphic and outlining capabilities. Learn how you can combine all of the capabilities to set up a system for your business organization.	
Sat., Apr. 25	1 day Langara 9:00 a.m.-4:30 p.m.

## COMPUTER SKILLS TRAINING

<b>COMPUTER CONCEPTS 100604</b>	65.00
An introduction to the world of computers. Mainframe, mini and micro computers will be discussed together with their peripheral devices and applications in business, government and at home. The components and function of the Central Processing Unit will be discussed. Classroom sessions are enhanced with films, a tour of the computer facility at Langara and an evening of "hands-on" experience. (Lissett)	
Wed., Jan. 21	10 weeks Langara 6:00-8:00 p.m.
<b>INTRODUCTION TO COMPUTERS — A PRACTICAL APPROACH 100601</b>	85.00
Learn to use a microcomputer through straight forward practical instruction and applications in operating systems (MS — DOS), Wordprocessing (The Word), Spreadsheets (Multiplan).	
Tues., Jan. 27	6 weeks V.V.I. 7:00-9:00 p.m.
Wed., Jan. 28	6 weeks K.E.C. 8:00-10:00 p.m.
Sat., Jan. 31	6 hours K.E.C. 9:00 a.m. - 4:00 p.m.
<b>HARNESSING THE POWER OF MS/PC-DOS (not be IBM or compatible) 100902</b>	85.00
The MS/PC-DOS environment forms the backbone of 85% of the microcomputers sold in the last two years. This course is designed for the average computer hobbyist, or enthusiast, who uses an MS/PC-DOS based microcomputer for pleasure or business. The intention of this course is to "demystify" some of the important aspects and uses of the MicroSoft — Disk Operating System. The course will be of most benefit to one who has some experience with computers, although many of the concepts discussed will be valuable to novice and expert users alike.	
Thurs., Jan. 29	8 weeks K.E.C. 8:00-10:00 p.m.
<b>INTRODUCTION TO COMPUTING ON THE IBM PC (and compatibles) 100603</b>	100.00
This course is designed for those who have recently purchased, those who are contemplating purchasing, or those who work with the IBM PC (or compatible). The course assumes no previous experience with computers, and intends to provide students with a broad base of knowledge which is pertinent to all aspects of computer operation, but specifically applicable to the IBM PC (or compatible).	
Mon., Jan. 26	8 weeks K.E.C. 8:00-10:00 p.m.
Sat., Feb. 7	4 weeks K.E.C. 10:00 a.m. - 2:00 p.m.
<b>INTRODUCTION TO PERSONAL COMPUTING 100602</b>	45.00
Learn to benefit from using a personal computer without becoming a programmer. The world of personal computing will be demystified to help you make choices on what to learn, what and when to buy. Topics include word processing, home finances, educational software, disk organizing programs, and the world of "freeware" programming and the users group. (Hogan)	
Tues., Jan. 20	6 weeks Langara 7:00-9:00 p.m.
<b>"BASIC" PROGRAMMING FOR BEGINNERS I 100801</b>	55.00
"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. You will learn "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 Prime computer. (Goard)	
Mon./Tues., Jan. 12	4 weeks Langara 7:00-9:00 p.m.
Sat., Jan. 17	5 weeks Langara 9:00 a.m. - 12:00 noon
<b>"BASIC" PROGRAMMING FOR BEGINNERS II 100805</b>	55.00
For those students who have already completed the first course in BASIC. This course introduces more advanced techniques and concepts. Each session will include "hands-on" time allowing students to compile and test their own programs. (Goard)	
Sat., Feb. 28	5 weeks Langara 9:00 a.m. - 12:00 noon

<b>'C' LANGUAGE PROGRAMMING 100800</b>	65.00
'C' is an elegant high level programming language that is gaining in popularity. People taking this course should have some programming knowledge. (Alstadt)	
Mon./Wed., Jan. 12	4 weeks Langara 7:00-9:30 p.m.
<b>PROGRAMMING IN "PASCAL" 100803</b>	55.00
PASCAL is a popular computer language designed to teach programming. Gain an understanding of the concepts behind programming and develop good programming techniques. A general method for developing programs from real-life problems will be explored.	
Tues./Thurs., Jan. 19	3 weeks Langara 7:30-10:00 p.m.
<b>PC TROUBLESHOOTING AND MAINTENANCE 100904</b>	85.00
A practical workshop for individuals who have used micro computers and wish to learn how to diagnose hardware problems, upgrade their equipment and perform minor equipment repairs. This seminar is essential for everyone who has been puzzled by strange system messages or is tired of spending money on unnecessary service calls. (Dove)	
Tues., Jan. 20	2 weeks Langara 6:30-9:30 p.m.
Tues., Feb. 17	2 weeks Langara 6:30-9:30 p.m.

## AT QUANTUM RESEARCH 4336 DUNBAR STREET — 734-1878

These courses are a cooperative venture between V.C.C. Continuing Education and Quantum Research, an established computer consulting and research company. All courses are taught by Quantum's computer applications consultants and are offered during the day as well as evenings. Register at KEC.

## INTRODUCTORY COURSES

<b>INTRODUCTION TO BUSINESS COMPUTING 100606</b>	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. Recommended as a prerequisite for all business application courses.	
Sat., Jan. 10	1 day Quantum 9:00 a.m. - 4:00 p.m.
Wed., Jan. 14	1 day Quantum 9:00 a.m. - 4:00 p.m.
Sat., Jan. 17	1 day Quantum 9:00 a.m. - 4:00 p.m.
Sat., Jan. 24	1 day Quantum 9:00 a.m. - 4:00 p.m.

## 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.

<b>ACCOUNTING — ACCPAC-G/L 100701</b>	130.00
ACCPAC is a very versatile and popular accounting software package for microcomputers. Computerize your accounting. Topics include: general ledger accounts, transaction entry, posting, archiving and financial statement preparation. Some bookkeeping or accounting knowledge is required.	
Tues., Jan. 20-Feb. 10	4 sessions Quantum 6:30-9:30 p.m.
Thurs./Fri., Jan. 22, 23	2 days Quantum 9:00 a.m. - 4:00 p.m.
Mon./Tues., Feb. 9, 10	2 days Quantum 9:00 a.m. - 4:00 p.m.
Thurs., Feb. 19-Mar. 12	4 sessions Quantum 6:30-9:30 p.m.
<b>ACCOUNTING — ACCPAC — A/R, A/P 100729</b>	130.00
This "hands-on" course utilizes the Accounts Receivable and Accounts Payable modules available in the ACCPAC accounting software series. Topics include: customer account maintenance, customer statements and supplier reports. Some bookkeeping or accounting knowledge is required.	
Thurs./Fri., Jan. 29, 30	2 days Quantum 9:00-4:00 p.m.
Mon./Tues., Mar. 2, 3	2 days Quantum 9:00-4:00 p.m.
<b>ACCOUNTING — BEDFORD 100702</b>	130.00
This popular Canadian accounting program by Bedford Software includes fully integrated modules for General Ledger, Payables, Receivables, Payroll & Jobcost. Designed for the small business user, it provides the hands-on training necessary for a smooth transition to computerized accounting.	
Sat., Jan. 31 - Feb. 7	2 days Quantum 9:00 a.m. - 4:00 p.m.
Mon./Tues., Feb. 2, 3	2 days Quantum 9:00 a.m. -



**INTRODUCTION TO COMPUTING ON THE IBM PC-XT AND COMPATIBLES 10068** 95.00

Gain proficiency with an IBM PC-XT or compatible microcomputer. The course content assumes no previous experience with computers, and intends to provide the novice computer user with a basic understanding of computers and their use. Learn to use a microcomputer through straightforward, practical instruction and hands-on exercises. Touch typing skills are not required.

Mon./Tues., Jan. 19, 20 1:00-5:00 p.m. 2 days  
 Mon., Jan. 19 7:00-9:00 p.m. 4 weeks  
 Thurs./Fri., Jan. 29, 30 1:00-5:00 p.m. 2 days  
 Mon./Tues., Feb. 2, 3 1:00-5:00 p.m. 2 days  
 Tues./Wed./Thurs., Mar. 10, 11, 12 9:00 a.m. - 12:00 noon 3 days

**MICROCOMPUTER DATA SECURITY/INTEGRITY 100906** 150.00

Learn to protect sensitive information on a computer system, floppy disks, and hard disk. Learn essential skills to prevent copying and unauthorized access to private information. A special segment on selecting a protection level will evaluate the needs of the individual and suggest a variety of means of protecting information without reducing efficiency. Familiarity with an IBM PC-XT (or compatible) microcomputer and a working knowledge of the MS-DOS/PC-DOS operating systems would be invaluable to the user.

Mon./Tues., Feb. 23, 24 1:00-5:00 p.m. 2 days  
 Tues., Mar. 17 7:00-9:00 p.m. 4 weeks  
 Mon./Tues., Apr. 6, 7 1:00-5:00 p.m. 2 days

#### HARNESSING THE POWER OF MS-DOS/PC-DOS MODULE I — GETTING STARTED 100902 125.00

The first in a series of "hands-on" modules, *Getting Started* will enable users to take full advantage of the powerful features of this operating system. If you presently own or work on an MS-DOS/PC-DOS microcomputer, or are seriously considering purchasing one for personal or business use, this course will help to exploit the untapped potential of one of the most powerful and misunderstood aspects of microcomputing. The user will be provided with a course disk containing valuable supplemental utilities and tools to effectively manage and maintain an operating system environment. A familiarity with an IBM PC-XT (or compatible) microcomputer is required. *(Introduction to Computing on the IBM PC-XT or equivalent.)*

Mon./Tues., Jan. 26, 27 1:00-5:00 p.m. 2 days  
 Mon./Tues., Feb. 9, 10 1:00-5:00 p.m. 2 days  
 Wed., Feb. 18 7:00-9:00 p.m. 4 weeks  
 Tues./Wed./Thurs., Mar. 17, 18, 19 9:00 a.m. - 12:00 noon 3 days  
 Thurs., Mar. 19 7:00-9:00 p.m. 4 weeks

#### HARNESSING THE POWER OF MS-DOS/PC-DOS MODULE II — BATCH FILE PROGRAMMING 100907 125.00

Learn the power and flexibility of batch file processes in MS-DOS/PC-DOS. Emphasis on creating and maintaining an automated, organized system through comprehensive use of batch programs developed during the course. Learn batch programming languages and aids, special effects for both files, hidden and/or security applications of batch files, menu generation systems and turnkey menu selection systems. This course requires familiarity with an IBM PC-XT (or compatible) microcomputer and a working knowledge of MS-DOS/PC-DOS. No previous programming experience is required, but working knowledge of BASIC would be a valuable asset.

Thurs./Fri., Mar. 19, 20 1:00-5:00 p.m. 2 days  
 Thurs./Fri., Mar. 19, 20 1:00-5:00 p.m. 2 days

**ELECTRONIC SPREADSHEETS (LOTUS 1-2-3) 100711 125.00**

Intended for you who are new to LOTUS 1-2-3 but are familiar with the operation of a microcomputer. You will learn essential spreadsheet concepts and terminology and fundamental LOTUS 1-2-3 creation, editing and printing commands. Coverage of fundamental spreadsheet design considerations will ensure effective use of available memory and ease of modification. The user should have a working knowledge of the IBM PC-XT microcomputer. *(Introduction to Computing on the IBM PC-XT or equivalent.)*

Wed., Jan. 21 7:00-9:00 p.m. 4 weeks  
 Thurs./Fri., Feb. 5, 6 1:00-5:00 p.m. 2 days  
 Tues./Wed./Thurs., Mar. 7, 8, 9 9:00 a.m. - 12:00 noon 3 days

**ADVANCED SPREADSHEET SKILLS (LOTUS 1-2-3 MACROS) 100716 150.00**

Intended for those who have some prior experience with LOTUS 1-2-3 and would like to expand their knowledge of its more sophisticated features: A practical approach to developing the LOTUS macro facility as an efficient, powerful time saver. Special emphasis is placed on creating "turn-key" (menu driven) spreadsheets which will enable a person with little or no previous spreadsheet experience to use LOTUS effectively.

Mon./Tues., Feb. 16, 17 1:00-5:00 p.m. 2 days  
 Wed., Mar. 18 7:00-9:00 p.m. 4 weeks

**USING dBASE III+ (DATA BASE MANAGEMENT SYSTEM) 100705 150.00**

Introduces the user to data base management systems as an organizational reference tool. dBase III+ will be used to demonstrate the powerful, flexible capabilities of data base management systems with specific emphasis on analyzing record and memory requirements, creating a data base, entering information, and generating custom reports. The user should be familiar with fundamental operating procedures of an IBM PC-XT or compatible. *(Introduction to computing on the IBM PC-XT or equivalent.)*

Mon./Tues., Apr. 13, 14 1:00-5:00 p.m. 2 days

**WORDPROCESSING WITH WORD PERFECT 100710 125.00**

Introduces the user to wordprocessing concepts using Word Perfect as the demonstration program. Complete coverage of fundamental wordprocessor facilities and commands will enable the user to effectively create or modify letters and documents. You should be familiar with fundamental operating procedures of an IBM PC-XT or compatible. *(Introduction to Computing on the IBM PC-XT or equivalent.)*

Tues./Wed./Thurs., Jan. 27, 28, 29 9:00 a.m. - 12:00 noon 3 days  
 Mon./Tues., Mar. 23, 24 1:00-5:00 p.m. 2 days

**WORDPROCESSING WITH MULTIMATE 100717 125.00**

Introduces you to wordprocessing concepts using MultiMate as the demonstration program. Complete coverage of fundamental wordprocessor facilities and commands will enable you to effectively create or modify letters and documents. You should be familiar with fundamental operating procedures of an IBM PC-XT or compatible. *(Introduction to Computing on the IBM PC-XT or equivalent.)*

Tues./Wed./Thurs., Feb. 3, 4, 5 9:00 a.m. - 12:00 noon 3 days

**INTRODUCTION TO WORDPROCESSING WITH MICROSOFT WORD 100724 125.00**

Introduces you to the operational features, limitations, and functions of Microsoft WORD, one of the most powerful, flexible, and popular wordprocessing packages available for your IBM PC-XT or compatible microcomputer. Users would benefit greatly by having a working familiarity with the IBM PC-XT or compatible. *(Introduction to Computing on the IBM PC-XT or equivalent.)*

Tues./Wed./Thurs., Jan. 20, 21, 22 9:00 a.m. - 12:00 noon 3 days  
 Thurs./Fri., Feb. 19, 20 1:00-5:00 p.m. 2 days

**ADVANCED WORDPROCESSING WITH MICROSOFT WORD 100726 150.00**

Provides you with an expanded awareness of the more sophisticated capabilities and features of Microsoft WORD. Assumes a working knowledge of fundamental word processing vocabulary and skills, and specific knowledge of basic Microsoft WORD commands. *(Introduction to Wordprocessing with Microsoft WORD or equivalent.)* Final print copy of the project will be on a Hewlett Packard LASERjet + LASER PRINTER.

Tues./Wed./Thurs., Mar. 3, 4, 5 9:00 a.m. - 12:00 noon 3 days

**INTRODUCTION TO DESKTOP PUBLISHING 100726 125.00**

Make use of a wide variety of professional packages for page layout, graphics design, mixed text and graphics, and multi-font text. Design, create, and produce a custom project (ad, newsletter, etc.). The course will use the Hewlett Packard LASERjet + LASER printer for production quality print. Users would benefit by having a working familiarity with the IBM PC-XT and a fundamental understanding of wordprocessing concepts and applications. Touch typing is not required.

Thurs./Fri., Jan. 22, 23 1:00-5:00 p.m. 2 days  
 Mon./Tues., Mar. 16, 17 1:00-5:00 p.m. 2 days  
 Tues./Wed./Thurs., Mar. 17, 18, 19 9:00 a.m. - 12:00 noon 3 days

**MICROCOMPUTER ACCOUNTING WITH ACCPAC 100729 150.00**

Introduces you to the flexibility and ease of computerized bookkeeping. Using ACCPAC as the demonstration software, you will learn the components of an electronic accounting system and provide specific instruction for generating financial statements, balance sheets, and reports. A working knowledge of the IBM PC-XT or compatible. *(Introduction to Computing on the IBM PC-XT or equivalent.)*

Thurs./Fri., Feb. 26, 27 1:00-5:00 p.m. 2 days  
 Tues./Wed./Thurs., Mar. 26, 27 1:00-5:00 p.m. 2 days

**MICROCOMPUTER ACCOUNTING WITH BEDFORD 100702 150.00**

Learn the flexibility and ease of computerized bookkeeping. Using the Bedford system as the demonstration software, you will learn the components of an electronic accounting system, generate financial statements, balance sheets, and reports. A working knowledge of the IBM PC-XT or compatible. *(Introduction to Computing on the IBM PC-XT or equivalent.)*

Tues., Jan. 20 7:00-9:00 p.m. 4 weeks  
 Thurs./Fri., Feb. 12, 13 1:00 a.m. - 5:00 p.m. 2 days  
 Mon./Tues., Mar. 2, 3 1:00 a.m. - 5:00 p.m. 2 days  
 Tues./Wed./Thurs., Mar. 24, 25, 26 9:00 a.m. - 12:00 noon 3 days

**USING THE SMART SYSTEM SPREADSHEET 100731 125.00**

Intended for the person who is new to the SMART System spreadsheet but is familiar with the operation of a microcomputer. Learn essential spreadsheet concepts and terminology and fundamental SMART System spreadsheet creation, editing, and printing commands. You should have a working knowledge of the IBM PC-XT or compatible. *(Introduction to Computing on the IBM PC-XT or equivalent.)*

Tues./Wed./Thurs., Feb. 10, 11, 12 9:00 a.m. - 12:00 noon 3 days

**USING THE SMART SYSTEM SPREADSHEET 100732 125.00**

Introduces the data base management systems as an operational reference tool. The SMART System data base will be used to demonstrate the powerful, flexible capabilities of data base management systems with specific emphasis on analyzing the record and memory requirements, creating a data base, entering information, and generating custom reports. You should be familiar with fundamental operating procedures of an IBM PC-XT or compatible. *(Introduction to Computing on the IBM PC-XT or equivalent.)*

Tues./Wed./Thurs., Feb. 17, 18, 19 9:00 a.m. - 12:00 noon 3 days

**UNIVERSAL PROGRAMMING SKILLS (FLOWCHARTING) 100807 125.00**

Benefit to the novice programmer or experienced programmer. Assumes no previous programming experience yet provides concepts which are invaluable to a casual programmer who doesn't have a firm understanding of "structured" programming. The course material deals extensively with programming concepts from inception of the task to development of a universal application profile which will provide a step-by-step source to coding the program in any programming language.

Thurs., Feb. 19 7:00-9:00 p.m. 4 weeks  
 Thurs./Fri., Apr. 2, 3 1:00-5:00 p.m. 2 days

**INTRODUCTION TO "BASIC" PROGRAMMING 100801 125.00**

Provides the novice programmer with a firm understanding of the capabilities and limitations of the "BASIC" (Beginner's All-Purpose Symbolic Instruction Code) programming language. Emphasis on the command structure of "BASIC," with an in-depth study of each primary command, its purpose, entry technique, and variations of use through samples.

Thurs., Jan. 22 7:00-9:00 p.m. 4 weeks  
 Mon., Feb. 16 7:00-9:00 p.m. 4 weeks

**ADVANCED "BASIC" PROGRAMMING SKILLS 100805 150.00**

Provide the experienced "BASIC" programmer with a greater understanding of structured programming techniques. Included is "structured thinking" which will enable you to break an application into smaller modules and construct and test the modules independently before including them in the larger program. To assist the programmer, a special section deals with the selection of a "BASIC" interpreter and/or a "BASIC" compiler. A firm understanding of the primary "BASIC" commands (IF, THEN, GOTO, GOSUB, RETURN, INPUT, INPUT#, PRINT, PRINT#, etc.) is a prerequisite for this course.

Mon., Mar. 16 7:00-9:00 p.m. 4 weeks

**INTRODUCTION TO PROGRAMMING IN "C" 100802 150.00**

No previous experience in C programming required. Concentrates on the customized applications and utilities, and hence will not deal with the inception or design processes except as they relate to "C" programming. You should be familiar with basic operating procedures for the IBM PC-XT or compatible microcomputer, and users with no previous programming experience would find *Universal Programming Skills* (flowcharting) or *Introduction to BASIC Programming* a valuable foundation for this course.

Thurs./Fri., Apr. 9, 10 1:00-5:00 p.m. 2 days

**INTRODUCTION TO PROGRAMMING IN "PASCAL" 100803 150.00**

Foundation in the study of programming using Borland's Turbo PASCAL as the demonstration language. Course contents include: fundamental programming concepts, designing, writing, and compiling simple programs from scratch, reading and modifying existing programs, and inclusion of programs. You should be familiar with basic operating procedures for the IBM PC-XT or compatible microcomputer, and users with no previous programming experience would find *Universal Programming Skills* (flowcharting) or *Introduction to BASIC Programming* a valuable foundation for this course.

Mon./Tues., Mar. 9, 10 1:00-5:00 p.m. 2 days

**SAVE: PRECEPT COURSE PACKAGES AVAILABLE PHONE 875-8200 FOR INFORMATION**

## 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

## COMMUNITY AND SOCIAL SERVICES

### 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. For more information and brochure, call 875-8200. Applications are now being accepted for September 1987.

### 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. It consists of three major courses and four minor courses offered over one year. Courses may be taken for interest, but priority will be given to program participants.

Courses offered January - March, 1987:

**HUMAN RESOURCES MANAGEMENT 101203 Major/150.00** (Perryman, McCarthy)

Mon., Jan. 19 K.E.C. 6:00-9:00 p.m. 12 sessions  
 Sat., Feb. 7, Fri., Feb. 13, Sat., Feb. 14, 9:00 a.m. - 4:00 p.m. 3 sessions

**TIME/STRESS MANAGEMENT 101204 Minor 75.00** (Kalef)

Sat., Jan. 24; Sat., Jan. 31; Sat., Feb. 7 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sessions

**CONFLICT MANAGEMENT 101205 Minor 75.00** (Balmer)

Sat., Feb. 21; Fri., Feb. 27; Sat., Feb. 28 9:30 a.m. - 4:30 p.m. 3 sessions  
 For more information about the program, call 875-8200.



## 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 volunteer leaders and staff of non-profit agencies.

**MAKING THE PITCH 101705 10.00**

Learn to put together a persuasive presentation that will win over the most difficult audience. Practise proven techniques to achieve your own objective whether it is to lobby, raise funds or recruit volunteers. (Bernie Searle)

Tues., Jan. 13 K.E.C. 5:30-8:00 p.m. 1 session

**LEADERSHIP ISSUES IN A SMALL ORGANIZATION 101706 10.00**

Leadership issues concern all people involved in a small organization whether they are paid staff or volunteers. Learn to identify opportunities to involve people in the tasks at hand, help them realize their potential and enable their full participation. (Sharon Syrette)

Tues., Feb. 24 K.E.C. 5:30-8:00 p.m. 1 session

**A MARKETING APPROACH TO FUNDRAISING 101707 30.00**

Some basic principles derived from the field of marketing can help you create funding opportunities for your organization. Learn to identify your group's generic offer and market position, develop information about the funding environment and your organization's capabilities, and target and research funding sources. (Roy Crowe)

Thurs., Feb. 5 K.E.C. 5:30-8:00 p.m. 3 sessions

**WORKING WITH CHURCH GROUPS 101708 10.00**

Churches of all faiths depend on groups such as management committees of choirs, task forces, auxiliaries and guilds. Focus on how people behave in groups, how you can help them work together and how to identify and influence the stages of group development. (Ralph Westburg)

Thurs., Mar. 5 K.E.C. 5:30-8:30 p.m. 1 session

## VOLUNTEER LEADERSHIP DEVELOPMENT PROGRAM

Training for Board and staff members of non-profit associations is sponsored by the Vancouver Volunteer Centre and the United Way in cooperation with the Vancouver Community College. These workshops are designed to develop Board leadership skills necessary for effective non-profit management.

**INTRODUCTION TO PLANNING AND GOAL SETTING 101603 15.00**

This workshop shows how careful planning is a key to making sure your organization is alive and well, both now and in the future. You will examine the processes of writing a mission statement, goals and objectives and learn to set up a plan that guides all organizational activities. This workshop is a prerequisite to "Turning Objectives into Action" offered in the spring.

Tues., Jan. 20 K.E.C. 6:00-9:45 p.m. 1 session

**THE EFFECTIVE USE OF COMMITTEES 101606 10.00**

With today's pressures challenging each non-profit association, learn to develop your committee structure so the challenge is met. Topics include kinds and purposes of committees, job descriptions for committee members and how to divide the board workload most effectively given people's limited time.

Wed., Feb. 4 K.E.C. 7:00-9:30 p.m. 1 session

**INTRODUCTION TO VOLUNTEER MANAGEMENT 101601 100.00**

Designed for the inexperienced Coordinator of Volunteers, this course is sponsored by Vancouver Volunteer Centre in cooperation with Vancouver Community College Continuing Education. The ten evening sessions will enable you to examine and practice the organizational and human relations skills you need to coordinate and/or train volunteers in volunteerism. (Various instructors)

Vancouver Volunteer Centre, 301 Main Street  
 Wed., Jan. 28 7:00-10:00 p.m. 10 weeks  
 For outline and registration call 324-5323. For detailed information call Roy Crowe: 875-9144.

## 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.

**INTERVIEWING, MOTIVATING AND SUPPORTING VOLUNTEERS 101407 40.00**

Jan. 7 or 21 (K. Harrison) 9:00 a.m. - 3:30 p.m.

**GROUP PROCESS 101406 40.00**

Feb. 4 or 11 (R. Goodall) 9:00 a.m. - 3:30 p.m.

**PLANNING AND EVALUATION 101409 40.00**

Mar. 4 or 11 (R. Kalef & N. Worstold) 9:00 a.m. - 3:30 p.m.

**TRAINING VOLUNTEERS 101411 40.00**

Apr. 1 or 8 (R. Goodall) 9:00 a.m. - 3:30 p.m.

**COMMUNITY AND PUBLIC RELATIONS 101404 40.00**

May 6 or 13 (TBA) 9:00 a.m. - 3:30 p.m.

To register for individual workshops follow regular procedure. For application and information on 87-88 full Certificate Program leave message for Marilyn McClaren, Coordinator at 324-5324.

## COUNSELLING SKILLS

**BASIC COUNSELLING SKILLS 101801 65.00**

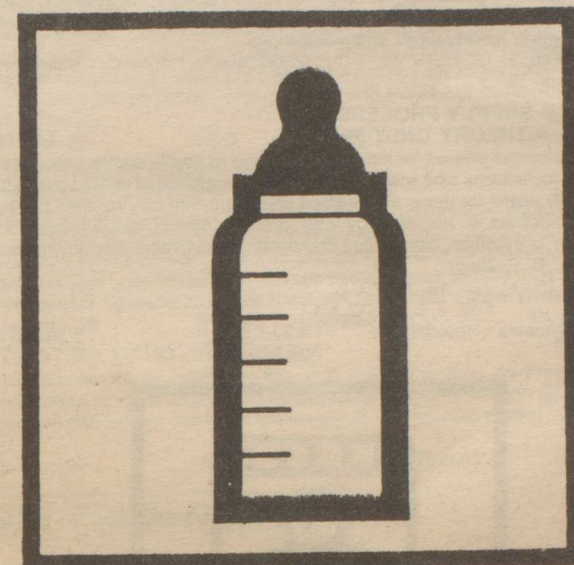
Designed for individuals, volunteers or staff who want to learn and/or improve basic counselling skills. Learn empathic listening skills leading to assessment, problem identification and goal setting, using role play, analysis of taped sessions and guided experiential exercises. (S. Burrows). Text: Egan, "The Skilled Helper"

Tues., Jan. 20/27 & Feb. 3/10 7:00-10:00 p.m.

**COUNSELLING THE SEXUALLY TRAUMATIZED 101802 65.00**

For those who live or work with youth or adults who have been sexually mis-used. Suitable for parents and spouses as well as teachers, childcare workers, and foster parents. Study the Rape Trauma Syndrome in crisis phase and the reorganization phase and look at how the working through of memories of childhood traumas affects everyday life and adult functioning. Lecture and role play will be used. Non-intrusive experiential therapies will be introduced. (S. Burrows)

Thurs., Jan. 29 Langara 7:00-10:00 p.m. 6 sessions



## EARLY CHILDHOOD EDUCATION

The following part-time, evening certificate programs are designed to prepare you to work with young children in a variety of settings.

**A. EARLY CHILDHOOD EDUCATION LEVEL I 10.00**

A 2-year provincially certified program which prepares graduates to work as supervisors in nursery school and day care centres for 3 to 5 year old children. **Please note: This program is FULL for this coming term. Applications are now being accepted for September, 1987.**

**B. UNDER 3 SUPERVISOR TRAINING 10.00**

A 1-year program which prepares ALREADY QUALIFIED E.C.E. GRADUATES with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications are now being accepted for September, 1987.

**C. ADVANCED STUDIES IN EARLY CHILDHOOD EDUCATION 10.00**

A program which offers enrichment, upgrading and ongoing professional development for preschool/day care staff who have completed Level I. Individual courses/workshops are also open to parents and other interested persons. Please note that this program DOES NOT qualify individuals to supervise in preschool or day care settings. A brochure which outlines this term's offerings is available upon request.

**D. WORKING WITH SCHOOL AGE CHILDREN 10.00**

A certificate program designed for those who currently work or wish to work with 5 to 12 year old children in and out of school care facilities; recreation and community centre programs or leadership, service and church groups. Please call for further information regarding this program.

Courses offered this term:

1. Leadership Organizational Skills  
 Wed., Jan. 14 Langara 7:00-10:00 p.m. 8 sessions
2. Working with Special Needs Children  
 Wed., Mar. 11 Langara 7:00-10:00 p.m. 8 sessions

**E. FAMILY DAY CARE 55.00**

A certificate program for those who wish to provide care in their own home for a small group of young children. **Prerequisite:** Starting and Operating a Family Day Care. This course offers an overview of Family Day Care issues and is required for licensing purposes by the City of Vancouver. Starting and Operating Family Day Care will be offered:

Mon., Jan. 12 - Feb. 2 Langara 7:00-9:30 p.m. 4 sessions  
 Sat., Jan. 17 - Feb. 7 Langara 9:30 a.m. - 3:30 p.m. 2 sessions

**F. CORE COURSE GUIDING CHILDREN'S BEHAVIOUR 60.00**

Wed., Jan. 7 Langara 7:00-10:00 p.m. 8 sessions

PLEASE DIRECT ALL ENQUIRIES REGARDING THE ABOVE PROGRAMS FOR 324-5322

## 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

## LIVING AND WORKING WITH YOUNG CHILDREN

A series of workshops and courses for people who need to know more about children. Suitable for Parents, Daycare Givers, Workers in Childcare programs, etc. Some courses are specifically for people with pre-schoolers, others for those with older children. Please check the course description. If no age group is specified, it is of interest to parents/workers with all age groups.

**CREATING PLAY SPACE IN THE HOME 151408 10.00**

Keeping a pre-schooler occupied in the house can be a frustrating task. Learn practical ideas of how your home can become an adventure for your child without becoming a mess. Focus on common household items and inexpensive materials to stimulate active and quiet play. (Jane Hewes)

Tues., Jan. 20 Langara 7:30-9:30 p.m.

**TALK TO ME (Language Development in Children) 151409 12.00**

You will become familiar with normal speech — language development, factors of speech and identification of speech, language and hearing disorders. (Caren Percel and Margaret Christie)

Thurs., Jan. 29 Langara 7:00-10:00 p.m.

**WORKING OUT THE TOUGH STUFF 151410 12.00**

**(Discipline and Conflict Resolution for the school age child)**

No one wants to constantly be the "HEAVY" with their kids. Come and explore the necessary antecedents to discipline, the five basic premises about behavior, and the principles of positive behavior modification. Learn powerful conflict resolution techniques that children actually enjoy. (Steve Musson)

Tues., Feb. 10 Langara 7:00-9:00 p.m.

**CHILD ABUSE 151411 12.00**

How do you know when a child has been or is being abused? Explore the tell-tale symptoms of abuse and learn what resources are available for your child and yourself. How to help prevent sexual and other forms of abuse. Designed for caregivers, teachers and parents. (Sharon Burrows)

Sat., Feb. 21 Langara 9:30 a.m. - 12:00 p.m.

**HELPING KIDS BE SAFE 151412 12.00**

Explore proven methods of streetproofing your child. Develop a personal safety plan for 2 to 6 year olds, through games and role-playing. Let's begin with teaching children a strong sense of their self. (Rosie Anslow)

Sat., Feb. 21 Langara 12:30-3:00 p.m.

**ADVENTURES FOR KIDS .... 12.00**

**In and Around Vancouver 151413**

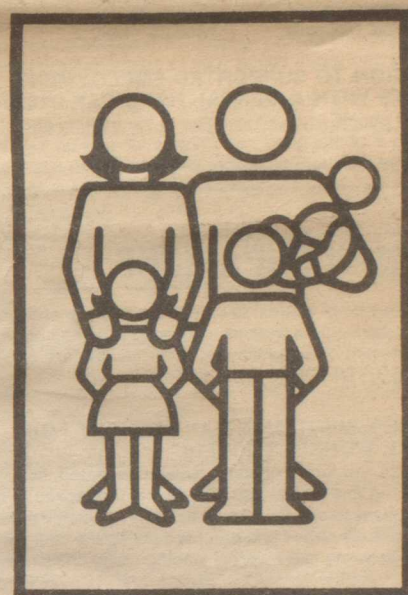
Ever found yourself on a sunny Sunday morning wondering where to take your "ENERGIZED" children for some fresh air and adventure? Exploring new places is an important part of a child's growing up. Where can we go and what can we do? This workshop includes a slide show featuring some of the Lower Mainland's most exciting outdoor playgrounds, parks and natural wonders. A detailed map will be handed out to all participants. Learn to plan a safe outing.

Tues., Feb. 24 Langara 9:00-9:30 p.m.

**LET'S PRETEND 151414 10.00**

Do you feel awkward at your two year old's tea party? Gain a good understanding of the importance of make believe in your child's growth and development and of your role in fostering imaginative play. How can you stimulate it? What materials make good props? What is the significance of imaginary playmates? Do children understand the differences between "really" and "pretend"? (Jane Hewes)

Tues., Mar. 3 Langara 7:30-9:30 p.m.



**SURVIVAL PICNIC (For some old fashioned family fun) 151415 18.00 per family**

Mom, Dad, and kids, too, come along on a field trip — destination unknown. Join the car pool trek from Langara Campus. Bring along the family and enjoy a fun-filled, exploring day. Learn how to "OUTDOOR PROOF" your child. What would you do if you or your child were lost in a forested park? Would your child know what to do? Learn to be safe while enjoying the wonders of the outdoor environment. Please wear clothing suitable to weather conditions. Meet in the main lobby. (Steve Musson)

Sat., Mar. 14 Langara 10:00 a.m. - 2:00 p.m.

**LET'S PLAY IT AGAIN 151416 10.00**

Explore the value of play in the social and emotional development of pre-school children. Focus particularly on socio-dramatic or pretend play, and how it can be encouraged and stimulated in groups of children. Emphasizes the importance of the pre-schooler leader's attitude towards play and their willingness to become actively involved in playing with young children. (Jane Hewes)

Tues., Mar. 24 Langara 7:30-9:30 p.m.

**STARTING AND OPERATING A FAMILY DAY CARE 103801 55.00**

Pre-requisite course to Family Day Care Program . . . for more information please refer to Early Childhood Education Section . . . Family Day Care. (Rosie Anslow and Karen Norman Brandolini)

Mon., Jan. 12 - Feb. 2 Langara 7:00-9:30 p.m. 4 sessions  
 Sat., Jan. 17 - Feb. 7 Langara 9:30 a.m. - 2:30 p.m. 2 sessions



## SPECIAL EDUCATION

### PROGRAMS FOR ADULTS WITH A MENTAL HANDICAP VOCATIONAL COURSES AT V.V.I.

**CAREER AWARENESS PROGRAM 010101 60.00/month**  
This self-paced, continuous intake, full-time pre-employment training program combines classroom instruction in vocationally related lifeskills and community based work experience placements. Graduates should be ready for employment or an in-depth skill training program.

**BASIC FOOD SERVICE WORKER PROGRAM 010103 60.00/month**  
Designed to prepare students for entry level employment in the food service industry. Training will include bussing, dishwashing, pot-washing and kitchen maintenance skills in addition to a comprehensive job preparation package.  
Start Date: February 1987  
For further information, start dates, and referral contact 681-8111, Local 286.

### COURSES FOR PARENTS & PROFESSIONALS PROFESSIONAL DEVELOPMENT

**COMPUTER AWARENESS FOR PROFESSIONALS IN SPECIAL EDUCATION 010104 50.00**  
This course focuses 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.  
Sat., Feb. 14 V.V.I. 9:30 a.m.-3:30 p.m. 2 sessions

**LEARNING ABOUT DISABILITIES 010303 25.00**  
**Introduction & 1 session**  
**Total Course 50.00**

For people wishing to learn about hearing or visual impairment, physical disability and mental handicap. Learn about causes, how to help and relate, adaptations, mobility and services available. Introduction is a prerequisite for one other session.  
Tues., Jan. 20 K.E.C. 7:00-9:00 p.m. 9 weeks

#### SCHEDULE:

Introduction	Sept. 23
Visual Impairment	Sept. - Oct. 7
Hearing Impairment	Oct. 21-28
Mental Handicap	Nov. 4-18
Physical Disability	Nov. 25 - Dec. 2

#### ORIENTATION TO SUPPORTED EMPLOYMENT OF ADULTS WITH A MENTAL HANDICAP 010304

Designed for people involved in the training and placement of adults with a mental handicap. Primary focus is on marketing and training on the job-site. For further information call 875-8200.

## HEALTH OCCUPATIONS

These courses may be of interest to caregivers in acute and long-term care, home support workers, social workers, counsellors, recreation workers, family care givers, interested older adults and other health care personnel.  
FOR PHONE REGISTRATION, CALL 687-1757

#### \*NEW\* SUICIDE ASSESSMENT AND MANAGEMENT FOR HEALTH CARE WORKERS 200710 49.00

A person who acts and feels hopeless, isolated, agitated, or depressed may be a suicide risk. In this course you will identify the factors to be evaluated in a suicide risk assessment. Crisis management of suicide emergencies will be discussed. Skills discussed and practised during the courses are: assessment and active listening skills, verbal leading skills, crisis management (S. Cohene)  
Thurs., Feb. 26 & Mar. 5, 12 V.V.I. 9:00 a.m. - 12:00 noon 3 sessions

#### \*NEW\* FOOT CARE OF THE ELDERLY 200711 79.00

For care aides, homemakers and family care givers, this 12-hour course covers the theory and practice required for good foot care. For course outline and registration call 685-2802. (L. Smith)  
Sat., Feb. 28, Mar. 7 V.V.I. 9:00 a.m. - 4:00 p.m. 2 sessions

#### THE VIOLENT ELDERLY 200712 50.00

Find effective ways to help understand and prevent aggressive violent behaviour in the elderly. (G. Pallais)  
Thurs., Feb. 19 V.V.I. 9:00 a.m. - 4:00 p.m. 1 session

#### SEXUAL ABUSE OF CHILDREN AND ADOLESCENTS: TREATMENT ISSUES 200406 65.00

The definition and incidence of abuse; sociological perspective and dynamics; characteristics and behavioral indicators; treatment issues such as guilt, fear, depression, repressed anger and hostility, inability to trust, community resources.  
(S. Holloway)  
Tues., Feb. 3, 10, 17 & 24 V.V.I. 7:00-10:00 p.m. 4 sessions

#### PREVENTING BURNOUT FOR HEALTH CARE WORKERS 200713 55.00

Do you feel depressed, out of control or chronically exhausted? If so you may be burning out. In this course you will identify the signs of burn out, practise strategies for preventing and managing burnout and develop a plan for survival.  
(Y. Yurkovich/Hawthorne)  
Thurs., Feb. 5, 12, 19 & 26 K.E.C. 7:00-10:00 p.m. 4 sessions

#### LIFE REVIEW THERAPY — GUIDED REMINISCENCE 200704 65.00

The basic principles and techniques of Life Review Therapy using lecture and experiential learning. You will develop skills to guide mentally alert older adults through a process of life review, resulting in increased life satisfaction and self acceptance. The process can be used to deal with behavior management problems, and to aid in adjustment to role losses and discontinuities. (G. Levi)  
Wed., Feb. 18, 25 & Mar. 4, 11 K.E.C. 7:00-10:00 p.m. 4 sessions

#### \*NEW\* ASSERTIVENESS TRAINING FOR HEALTH CARE WORKERS 200714 55.00

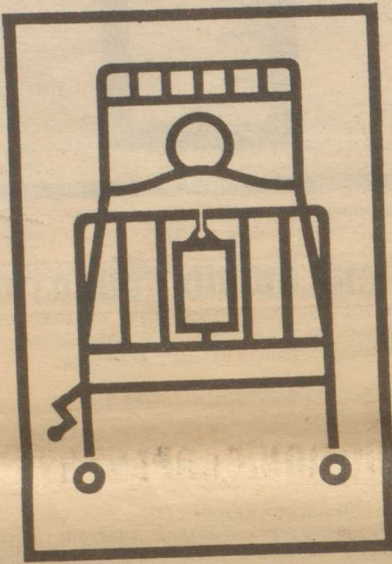
Increased self confidence, the ability to take criticism and manage stress are just a few results of living an assertive lifestyle. Learn to recognize unassertive behavior and develop more assertive traits. (S. Cohene)  
Tues., Feb. 17, 24 V.V.I. 9:00 a.m. - 12:00 noon 4 sessions  
Mar. 3 & 10

#### \*NEW\* PHYSICAL CHANGES IN AGING: ANATOMY, PHYSIOLOGY AND RELATED HEALTH PROBLEMS 200715 89.00

For care aides, home support workers and allied health workers. This course provides an overview of the anatomy and physiology of the cardiovascular, gastrointestinal, genitourinary, respiratory and neurological systems. Each system will be discussed in relation to the aging process, related health problems, lifestyle modifications and medications.  
Thurs., Feb. 5, 12, 19, V.V.I. 6:30-9:30 p.m. 6 sessions  
Mar. 5, 12

#### STERILE SUPPLY PROCESSING AIDES — THEORY ONLY 201502 140.00

Part time course offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (B. Bolding)  
Tues. & Thurs., Jan. 13, 15, 20, 22 Feb. 3, 5, 10, 12 & 17  
Royal Columbian Hospital 4:30-7:30 p.m. 9 sessions



## TAKING CHARGE OF YOUR HEALTH

FOR PHONE REGISTRATION, CALL 687-1757

**\*NEW\* ENJOY BEING PREGNANT 201017 39.00/couple 24.00/indiv.**

Pregnant for the first time or thinking about it? Join childbirth experts, and other expectant parents in this exciting one-day workshop. You will see David Attenborough's beautiful film on the miracle of birth. Other topics covered are the physical and psychological changes experienced during pregnancy, the sexuality, fitness, nutritional tips, preparation for breast feeding, making the most out of visits to your doctor, relaxation and more. Lunch is included as well as a maternity fashion show and display of the best in prenatal literature.  
Sat., Mar. 28 K.E.C. 9:30 a.m. - 3:30 p.m. 1 session

#### \*NEW\* PREMENSTRUAL SYNDROME — CAUSE, SYMPTOMS, CURRENT TREATMENT 201018 25.00

Irritability, headaches, bloating, personality changes and fatigue are only a few symptoms of this complex health problem affecting many women. We will define PMS, discuss causes, learn to chart the symptoms and explore current treatment available. (D. Hawthorne/N. Yurkovich)  
Thurs., Mar. 26, Apr. 2 K.E.C. 7:00-10:00 p.m. 2 sessions

#### PREVENT HEART ATTACK BY CONTROLLING YOUR CHOLESTEROL 201013 23.00

An improper balance of 'good and bad' cholesterol is the major risk factor for CORONARY ARTERY DISEASE, the prime killer in today's society. This workshop provides practical answers to the why and how of improving cholesterol levels including the use of 'SERUM LIPID, CORONARY RISK FACTOR FLOW RECORD'. (Gillis)  
Wed., Feb. 19, 26 V.V.I. 7:00-9:00 p.m. 2 sessions

#### \*NEW\* SELF HYPNOSIS 201019 25.00

Reducing tension, stress, and insomnia and improving memory, concentration and the ability to relax are some of the ways basic self-hypnosis techniques can be used.  
Tues., Feb. 17, 24 V.V.I. 7:00-9:00 p.m. 2 sessions

#### THE ABC'S OF VITAMINS 201012 25.00

Have you been wondering whether you need more vitamins? Are you aware how a few benefits and risks associated with taking vitamin pills? In that there are both benefits and risks associated with taking vitamin pills? In this workshop you will assess your nutritional status, become aware of the dangers of vitamin overuse, learn what your body does with the vitamins you consume, and formulate a plan for yourself based on individual food choices. (N.B. This course does not advocate mega doses of vitamins.)  
(Y. Yurkovich/D. Hawthorne)  
Thurs., Mar. 5, 12 K.E.C. 7:00-10:00 p.m. 2 sessions

## MANAGEMENT SKILLS FOR CONTINUING CARE

FOR PHONE REGISTRATION, CALL 687-1757

This certificate program is designed for administrators and department managers of continuing care agencies who seek to improve or renew their management skills or acquire new skills. Agencies may be either health care facilities or community-based programs.

The program is highly skills-oriented and is offered in seven courses. It includes the provincial certificate program **MANAGEMENT SKILLS FOR SUPERVISORS** (Courses I, II and IV). Courses III, V, VI and VII have been developed to provide additional specialized information and skill practice related to continuing care. All courses will be held at King Edward Campus.

#### III. APPLICATION OF CONTINUING CARE PRINCIPLES 201602 275.00

- overview of components of a continuing care program
- principles of continuing care
- care planning
- philosophy and policy development
- legal issues
- organizational charts
- goals and objectives (Finnie/Clements)

Fri. & Sat., Jan. 16, 17, 9:00 a.m. - 4:00 p.m., 6 sessions  
Thurs., Jan. 22, 29, Feb. 5, 12, 6:30-9:30 p.m.

#### IV. ADMINISTRATIVE SKILLS 201601 275.00

- performance appraisal
- job analysis
- expectation theory and performance
- orientation and training
- letter and report writing
- time management techniques

Fri. & Sat., Feb. 20, 21, 9:00-4:30 p.m. 6 sessions  
Thurs., Feb. 26, Mar. 5, 12, 19, 6:30-10:00 p.m.

#### V. PERSONNEL MANAGEMENT 201606 175.00

- staffing guidelines
- job descriptions
- scheduling
- progressive discipline
- labour relations principles
- union/non-union issues
- personnel policy development
- grievance procedure

Thurs., Mar. 26, 6:30-9:30 p.m., (Brown) 3 sessions  
Fri. & Sat., Mar. 27, 28, 9:00 a.m. - 4:00 p.m.

#### VI. FINANCIAL MANAGEMENT 201603 275.00

- basic economic principles
- basic accounting functions
- computer implementation
- purchasing plan
- budgetary procedures
- provincial agency guidelines (financial)

Fri. & Sat., Apr. 10, 11 9:00 a.m. - 4:00 p.m. 6 sessions  
Thurs., Apr. 23, 30, May 7, 14 6:30-9:30 p.m.

#### VII. QUALITY ASSURANCE 201607 100.00

- program evaluation and quality assurance
- accreditation (Finnie)

Fri., May 29, 6:30-9:30 p.m. 2 sessions  
Sat., May 30, 9:00 a.m. - 4:00 p.m.

## DRUG AND ALCOHOL ABUSE STUDIES

FOR PHONE REGISTRATION, CALL 687-1757

#### FUNDAMENTALS OF ALCOHOL AND DRUG ABUSE 200104 65.00

Focuses on the unique aspects of counselling the chemically dependent person, e.g. dependency, manipulation, relapse, etc. Includes the physical aspects, assessment and treatment of addiction. (J. Harter)  
Wed. Jan. 28, Feb. 4, Langara 7:00-10:00 p.m. 6 sessions  
11, 18, 25 & Mar. 4

#### INTRODUCTION TO COUNSELLING: THE SKILLED HELPER 200106 65.00

You will develop skills in understanding others and communicating that understanding; helping people to recognize the issues that concern them; confronting effectively; developing strategies for change. (P. Kaufman)  
Thurs. Jan. 29, Feb. 5, Langara 7:00-10:00 p.m. 6 sessions  
12, 19, 26 & Mar. 5

#### TREATMENT SKILLS AND STRATEGIES 200102 65.00

Treatment methods for the substance dependent client: Self-management; suicide counselling; assertiveness training; sex, occupational and leisure time counselling. (J. Harter)  
Wed. Mar. 11, 18, 25, Langara 7:00-10:00 p.m. 6 sessions  
Apr. 1, 8 & 15

#### THE FAMILY TRAP: EFFECTS OF SUBSTANCE ABUSE ON THE FAMILY 200101 65.00

Survival roles, adolescent chemical dependency, adult children of alcoholics. Family therapy approaches. (P. Kaufman)  
Thurs. Mar. 12, 19, 26 Langara 7:00-10:00 p.m. 6 sessions  
Apr. 2, 9, 16

#### HELPING THOSE YOU CARE ABOUT 200105 13.00

A three part course for members of the public who want to learn more about helping that really helps! Register for all three and pay only \$35.00.

**Part I — The Enabler**  
Do you try and fix the problems of others and not allow them to be responsible for themselves? Find out what works and why. (Harter)  
Tues. Mar. 17 Langara 7:00-9:30 p.m. 1 session

**Part II — The Troubled Teen**  
Drugs, depression and practical, helpful responses. (Harter)  
Tues. Mar. 24 Langara 7:00-9:30 p.m. 1 session

**Part III — Challenges to Grow**  
Our lives are full of many worries and concerns for our loved ones who are having problems. Learn how to guide rather than give advice, don't eliminate consequences. Learn problem solving methods. (Harter)  
Tues. Mar. 31 Langara 7:00-9:30 p.m. 1 session

## CPR AND FIRST AID

TO REGISTER BY PHONE, CALL 687-1757.

Basic Life Support course curriculum have been revised. The former name is in brackets.

#### BASIC LIFE SUPPORT — C (BASIC LEVEL I) 202010 29.00

Prerequisite: Heartsaver or health care background. This 6-hour course includes content as for Heartsaver plus performance skills for infant CPR, 2 person CPR, obstructed airway for unconscious infant and adult. Practical and written exam.  
Tues. & Thurs. Jan. 27 & 29 K.E.C. 6:00-9:00 p.m. 2 sessions  
Mon. & Thurs. Feb. 16 & 18 K.E.C. 6:00-9:00 p.m. 2 sessions  
Tues. & Thurs. Mar. 10 & 12 K.E.C. 6:00-9:00 p.m. 2 sessions

#### BASIC LIFE SUPPORT — C RECERTIFICATION (BASIC LEVEL I RECERT.) 202015 17.00

A 3-hour course of skills only for persons whose Basic I certification is current or outdated by no more than 2 months. Practice and written exam.  
Wed. Jan. 28 K.E.C. 6:00-9:00 p.m. 1 session

#### RED CROSS STANDARD FIRST AIDE/BASIC LIFE SUPPORT — C (Basic Level I) 202021 67.00

An 18-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 three years and Basic Life Support — C Certificate valid for one year. Program recognized by Provincial Child Care Facilities Licensing Board. No pre-requisite required.  
Sat. Jan. 24, 31 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sessions  
& Feb. 7  
Sat. Feb. 14, 21, 28 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sessions  
Sat. Mar. 7, 14, 21 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sessions

#### FIRST AID FOR LONG TERM CARE FACILITIES 202022 42.00

An 8-hour course that is designed for the person who is working in a Long Term Care Facility be they care staff, housekeeping or dietary. Topics include breathing distress, shock, bleeding, head injuries, stroke, obstructed airways and all information taught in the Basic Life Support — A program. Upon a successful completion participants will receive a Basic Life Support — A certificate and a certificate of completion. This program has been recognized by the provincial Adult Care Facilities Licensing Board. No prerequisite required.  
Tues. & Thurs. Feb. 17 & 19 K.E.C. 6:00-10:00 p.m. 2 sessions

## DRAFTING AND BLUEPRINT READING

#### INTRODUCTORY BLUEPRINT READING 050501 90.00

Learn basic knowledge related to reading blueprints associated with architectural construction.  
Wed., Jan. 21 V.V.I. 6:30-9:30 p.m. 10 weeks

#### RENOVATION DRAFTING 050504 140.00

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.  
Tues./Thurs. Jan. 20 V.V.I. 6:30-9:30 p.m. 8 weeks

## ELECTRICAL

#### ELECTRICAL CODE — INTERMEDIATE 050602 145.00

Course is designed for 4th year apprentices and journeymen electricians.  
Tues./Thurs., Jan. 20 V.V.I. 7:00-9:30 p.m. 10 weeks

#### INTRODUCTION TO PROGRAMMABLE CONTROLLERS 050604 105.00

Provide an overview of three controllers. Topics covered range from basic structure to advanced programming.  
Tues./Thurs., Jan. 20 V.V.I. 6:30-9:30 p.m. 6 weeks

## ELECTRONICS

#### INTRODUCTORY ELECTRONICS 050706 170.00

Learn electronics 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. 19 V.V.I. 6:30-9:30 p.m. 10 weeks

#### DIGITAL ELECTRONICS SIMPLIFIED 050703 170.00

Designed for the layperson, this course focuses on how digital electronic circuits are used. Learn the practical rather than theoretical aspects of circuits. Computers and microprocessors will not be covered. (Optional course extension for design project). Prerequisite: Introductory electronics or equivalent.  
Sat., Feb. 28 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day  
Tues./Thurs., Jan. 20 V.V.I. 6:30-9:30 p.m. 10 weeks

#### DISK DRIVES AND ALIGNMENT 050704 50.00

Learn storage and retrieval of information from disk drives with hands-on experience in disk drive alignment, timing and troubleshooting with an oscilloscope. A basic knowledge of electronics is necessary.  
Thurs. & Sat., Mar. 5/7 V.V.I. 6:30-9:30 p.m. 2 sessions

#### ELECTRONIC MUSICAL EQUIPMENT 050705 70.00

A basic introduction for musicians and technicians in how electronic musical equipment actually works. Learn different audio "effects" devices, and digital signal processing techniques. Analogue, digital and hybrid synthesizers will be compared, as will types of wave synthesizers such as FM and PD. Learn useful approaches to troubleshooting equipment and evaluating spec sheets.  
Thurs., Jan. 22 V.V.I. 6:30-9:30 p.m. 8 weeks

#### BUILD YOUR OWN ROBOT 050701 135.00

A simplified view of robotics! Build your own self-contained, "turtle-like" robot which will be controlled by your home computer. A basic understanding of electronics, access to a computer with a parallel port and ability to program your computer required. Cost of the parts for building your own robot are included in the tuition fees.  
Tues., Jan. 20 V.V.I. 6:30-9:30 p.m. 10 weeks

#### VCR REPAIR 050710 165.00

An in-depth study of V.C.R.s — theory, maintenance and repair of the most popular brands. Pre-requisite: thorough knowledge of electronics and colour television transmission and reception, or the instructor's permission. Students will be required to purchase 3 I.D. cards (\$1.50 each) in order to use test equipment.  
Mon./Thurs., Jan. 19 V.V.I. 6:30-9:30 p.m. 10 weeks

#### RADIO AMATEUR (HAM) LICENCE PREPARATION 050711 190.00

Prepare yourself for the Department of Communications Amateur examination. Study the electronic circuitry, regulations and Morse Code necessary to qualify for a licence. Prerequisite: Knowledge of basic electronics.  
Wed., Jan. 21 V.V.I. 6:30-9:30 p.m. 23 weeks

## PRINTING PRODUCTION

#### INTRODUCTION TO PRINTING PRODUCTION 051201 70.00

An overview of 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. 19 V.V.I. 7:00-9:00 p.m. 10 weeks

#### PRODUCTION PLANNING FOR COMMERCIAL PRINTING: Level I 051202 70.00

Learn the basic techniques and procedures of production planning. Analyze graphic arts products, and break down the printing production process into its various components. Learn printing equipment specifications, basic litho-prep, job planning an docket writing for one and two-colour sheet-fed lithographic presses.  
Tues., Jan. 20 V.V.I. 7:30-9:30 p.m. 10 weeks

#### PRODUCTION PLANNING FOR COMMERCIAL PRINTING: Level II 051203 70.00

Learn intermediate techniques and procedures in job planning — paper selection and identification, ordering paper for jobs and inventory, four-colour printing, common press problems, job planning and docket writing for sheet-fed lithographic presses. You should have a basic knowledge of printing techniques and procedures. Students may take both Level I and Level II in the same term.  
Thurs., Jan. 22 V.V.I. 7:30-9:30 p.m. 10 weeks

#### ESTIMATING LITHO PREP 051204 55.00

Explore procedures for estimating time and materials in the Litho-Prep area of commercial printing. You should have a basic familiarity with job planning for printing production, and basic knowledge of the equipment used in Litho Prep.  
Sat., Mar. 14 V.V.I. 9:30 a.m. - 5:30 p.m. 1 day

## AIR CONDITIONING

#### BASIC AIR CONDITIONING, PART I 050801 155.00

Learn the basic fundamentals of refrigeration and the basic refrigeration cycle including installation, troubleshooting, etc. Recommended textbook \$60.00.  
Tues./Thurs., Jan. 20 V.V.I. 7:00-10:00 p.m. 6 weeks

#### BASIC AIR CONDITIONING, PART II 050802 155.00

Learn the fundamentals of heating and electricity. Recommended texts total 60.00.  
Tues./Thurs., Mar. 3 V.V.I. 7:00-10:00 .m. 6 weeks

## BUILDING CONSTRUCTION/CARPENTRY

#### BUILDING CONSTRUCTION ESTIMATING 050201 95.00

Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field.  
Wed., Jan. 21 V.V.I. 6:30-9:30 p.m. 10 weeks

## BUILDING, RENOVATIONS AND HOME REPAIR

#### BUYING A HEALTHY HOUSE 500402 20.00

Learn to assess the physical condition of the house for defective construction, deterioration and potential cost causing factors.

(G. Best)  
Sat., Feb. 7 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

#### BASIC PLUMBING TECHNIQUES 500401 20.00

Learn how the system works. Examine various problem situations and learn helpful hints. All aspects of plumbing to be discussed.  
(G. Best)  
Sat., Feb. 14 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

#### UNDERSTANDING ELECTRICITY 500406 20.00

Learn to assess and understand house wiring and hazards. What to do when the lights go out. How to replace outlets, switches, plugs as well as small appliance repairs. (G. Best)  
Sat., Feb. 21 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

#### DOORS, FLOORS, WALLS AND CEILINGS 500404 20.00

Learn weatherstripping, latches, deadbolts, doorbells and buzzers. Also included will be information on flooring, carpet and tiles (vinyl, asphalt and clay). (G. Best)  
Sat., Feb. 28 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

#### DO WE PAINT OR PAPER? 500403 20.00

Course explores estimation, preparation and application including information on panelling and patching cracks and holes in plaster and gyproc.  
(G. Best)  
Sat., Mar. 24 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

#### WATER ... PROBLEMS AND CURES 500407 20.00

Areas of concentration will be roots, gutters, drains, insulation, flashing, skylights and vents as well as vapour barriers and insulation.  
(G. Best)  
Sat., Mar. 7 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

#### RENOVATIONS THAT PAY 500405 20.00

Put money into your house — not down the drain. Learn why some expensive improvements can actually reduce the value of your home, while other low-cost alterations can greatly increase its value. (G. Best)  
Sat., Mar. 14 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

## HORTICULTURE



10  
DRAWING, BASIC 050407 90.00  
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. 20 V.V.I. 7:00-10:00 p.m. 10 weeks

DRAWING, ADVANCED 050406 90.00  
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. 20 V.V.I. 7:00-10:00 p.m. 10 weeks

PERSPECTIVE DRAWING AND RENDERING — PART I 050415 95.00  
Designed for Architects, Interior Designers, Draughtsmen and the general public who are interested in learning the practical applications of perspective drawing. You will learn plan perspective, photo perspective, shadows and reflections, perspective sketching, and simple rendering in pencil and ink. (G. Finlay)  
Thurs., Jan. 22 V.V.I. 6:30-10:00 p.m. 10 weeks

PERSPECTIVE DRAWING AND RENDERING — PART II 050416 60.00  
Develop a finished rendering. Areas of study include: perspective set-up; entourage and composition; shadows and reflections; on through to a finished coloured rendering. Prerequisite: Perspective Drawing and Rendering Part I.  
Tues., Jan. 20 V.V.I. 6:30-10:00 p.m. 5 weeks

DRAWING ON THE RIGHT SIDE OF THE BRAIN 050405 70.00  
If you wish to draw in either a professional or personal capacity, learn through systematic exercises a better understanding of visual perceptions concerning right side brain functions. (A. Hamilton)  
Wed., Jan. 21 V.V.I. 7:00-10:00 p.m. 8 weeks

GRAPHIC DESIGN - AN INTRODUCTION 050408 90.00  
Examine the problems of design layout, rendering, lettering and the theory of advertising. (Jakubke/Lim)  
Thurs., Jan. 22 V.V.I. 7:00-10:00 p.m. 10 weeks  
Sat., Jan. 31 V.V.I. 9:30 a.m.-12:30 p.m. 10 weeks

GRAPHIC DESIGN - PRINTING AND PRODUCTION TECHNIQUES 050409 95.00  
For photographers and artists wishing to expand their knowledge in graphic design by studying lettering, design layout and the theory of printing. Emphasis is on the actual printing process as it relates to graphics. (D. Lim)  
Wed., Jan. 21 V.V.I. 6:30-10:00 p.m. 10 weeks

ILLUSTRATION FOR GRAPHIC DESIGN 050410 50.00  
Explore a wide range of illustration techniques as applied in advertising and various print media. Colour theory and basic design are covered. (Nouwens)  
Tues., Jan. 20 V.V.I. 7:00-10:00 p.m. 6 weeks

INTERIOR DESIGN - BASIC 050411 90.00  
Learn the basic elements and principles of design, fundamentals of space planning, colour theory and schemes, selection and coordination of interior furnishings and lighting. Class projects will be residential. (G. Lawrence)  
Thurs., Jan. 22 V.V.I. 7:00-10:00 p.m. 10 weeks

PAINTING BASIC - WATERCOLOUR 050412 90.00  
Develop the skills necessary to paint in watercolours or render architectural illustrations. Materials and techniques used in traditional and contemporary watercolour paintings are studied. Still life, figure, and landscape are studied with the use of line and washes, colour and tone, composition and perspective. Bring ink, Chinese brush and newsprint to first class. Fee includes model costs. (C. Babcock)  
Wed., Jan. 21 V.V.I. 7:00-10:00 p.m. 10 weeks

PAINTING, ADVANCED 050413 90.00  
Some sound experience in elementary painting is a prerequisite to this course. Emphasizes the continued study of forms and of anatomy with painting from the draped and nude figure. Fee includes model costs. Prerequisite: elementary painting experience. (R. Sen)  
Thurs., Jan. 22 V.V.I. 7:00-10:00 p.m. 10 weeks

PASTE-UP AND ASSEMBLY TECHNIQUES 050414 90.00  
Learn two techniques for paste-up and assembly: rubber cement and wax. Cleanliness, speed and efficiency are stressed. Class projects range from a simple mechanical to a full page colour ad. Experience in graphic design essential. (D. Lim)  
Tues., Jan. 20 V.V.I. 7:00-10:00 p.m. 10 weeks

PORTFOLIO PRESENTATION 050417 20.00  
Professional artists rely on their portfolio as a major selling device. Analyze methods of presentation, composition of content and other important factors. Bring your subject matter for analysis. (D. Lim)  
Mon., Jan. 26 V.V.I. 7:00-10:00 p.m. 2 weeks

SELL YOUR ART 050418 25.00  
Learn how to prepare the marketing techniques, visual presentations, and a general study of the psychology of marketing commercial art and printing. (N. Jakubke)  
Sat., Jan. 24 V.V.I. 9:00 a.m. - 5:00 p.m. 1 day

## FASHION ARTS CERTIFICATE PROGRAM

This program is designed to provide a comprehensive training, on a part-time basis (evenings), for adults interested in a career in fashion.

Planned by experienced educators and a professional Advisory Committee, the Program is taught by experts in each subject.

Next entry is April 1987. For brochure and application form, call the Continuing Education Office at V.V.I. — 682-5844.

### FASHION DESIGN

Three terms — Fashion Illustration: Textiles and History of Fashion: Fashion Design.

### PATTERN MAKING

Three terms — Block Construction: Design Drafting/Theory and Practical: Draping, Lay Planning and Grading.

### GARMENT CONSTRUCTION

Three terms — Industrial Sewing: Couture Sewing: Tailoring.

### APPLIED CAREER PLANNING

Upon successful completion of all the above courses, the student is eligible for a final course combining Collection Production and the Business Management Skills necessary to obtain employment or to set up a fashion business.

## NON-CERTIFICATE COURSES

HISTORY OF FASHION (LECTURES) 050914 30.00  
Lectures on the development of fashion Rococco to Empire; Gothic to Hoops; The Age of the Bustle; Belle Epoch to King Tut; The Jazz Age to the New Look. Slides, fashion plates and actual costumes from the instructors collection will be presented. (Ivan Sayers) Drop-ins welcome 6.00 per session.  
Wed., Feb. 25 V.V.I. 6:30-8:30 p.m. 5 weeks

BASIC FASHION ILLUSTRATION (WORKSHOPS) 050915 70.00  
Practical workshops in Basic Fashion Illustration — Drawing from live model: basic techniques to render proportion, gesture, colour and texture: croquis sketches to communicate ideas, development of presentation drawings for portfolio.  
Sat., Jan. 24 V.V.I. 2:00-4:00 p.m. 8 weeks

## COMMERCIAL ART AND DESIGN

AIRBRUSH ILLUSTRATION, BASIC 050402 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 14. (Nola Johnson)  
Mon., Jan. 19 V.V.I. 7:00-10:00 p.m. 10 weeks

CARTOONING, BASIC 050403 90.00  
Learn drawing techniques, tools, and the principles of composition and design to prepare cartoons for reproduction. Demonstrations and assignments. (G. Metzger)  
Thurs., Jan. 22 V.V.I. 7:00-10:00 p.m. 10 weeks

DESIGN AND DISPLAY TECHNIQUES 050404 90.00  
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. Richard)  
Tues., Jan. 20 V.V.I. 7:00-10:00 p.m. 10 weeks

## PHOTOGRAPHY

These photography courses are designed for the serious amateur, for those who use photography in their work or for those employed in the photographic industry. Courses can be taken for general interest or for credit 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 Jan. 6th. Evening registration will be from 7:00 p.m. - 9:00 p.m. on Jan. 13th and Jan. 14th ONLY. For further information please call 224-3636.

BASIC PHOTOGRAPHY 1000 300101 105.00  
Learn to operate a 35mm camera! Through lectures, workshops, field trips and critiques, the students will learn basic photographic principles and some black and white darkroom procedures. (Hayes)  
Mon., Jan. 19 Focal Point 7:00-10:00 p.m. 10 weeks  
Tues., Jan. 20 Focal Point 12:30-3:30 p.m. 10 weeks  
Tues., Jan. 20 Focal Point 7:00-10:00 p.m. 10 weeks

INTERMEDIATE PHOTOGRAPHY 2000 300103 120.00  
Improve your knowledge of camera operation, composition techniques and lighting concepts. Learn basic studio lighting concepts including portraiture and still life. Prerequisite: "Basic Photography 1000" or equivalent.  
(Sheldan, Gregory)  
Mon., Jan. 19 Focal Point 7:00-10:00 p.m. 10 weeks  
Tues., Jan. 20 Focal Point 12:30-3:30 p.m. 10 weeks  
Tues., Jan. 20 Focal Point 7:00-10:00 p.m. 10 weeks

BASIC DARKROOM 1000 300102 115.00  
Learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, and print finishing techniques. (Swinnard)  
Wed., Jan. 21 Focal Point 7:00-10:00 p.m. 10 weeks  
Sat., Jan. 24 Focal Point 10:00 a.m. - 1:00 p.m. 10 weeks  
Sat., Jan. 24 Focal Point 1:30-4:30 p.m. 10 weeks

INTERMEDIATE DARKROOM 2000 300104 120.00  
Learn fine quality photographic printmaking through practical applications of various techniques and individualized teacher instruction. Bleaching and toning procedures are also covered. Prerequisite: "Basic Darkroom 1000" or equivalent. (Swinnard)  
Thurs., Jan. 22 Focal Point 7:00-10:00 p.m. 10 weeks

PHOTO RETOUCHING 1000 300110 110.00  
Learn to restore, correct or enhance photographic prints. You will learn to modify black and white or colour photographs with the use of dyes or several different pigments. You will be required to purchase additional supplies. (Jensen)  
Wed., Jan. 21 V.V.I. 7:00-10:00 p.m. 10 weeks

PEOPLE PHOTOGRAPHY 3100 \*\*New Course\*\* 300107 165.00  
Examine the various concepts employed in the photography of people, whether it be for editorial, advertising, travel, corporate, fine art or just for fun. Lighting ratios, metering, controlling contrast and the qualities of light will be covered as well as the photographing of individuals and groups, and the professional ethics of dealing with your subjects. There will be several shooting sessions with models both in and out of the studio. Prerequisite: Intermediate Photo 2000 or its equivalent. (D. Gregory)  
Thurs., Jan. 22 Focal Point 7:00-10:00 p.m. 10 weeks

COMMERCIAL PHOTOGRAPHY 3100 300114 165.00  
Gain practical experience in the field of commercial photography with emphasis placed on advertising. You 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. "Intermediate Photography 2000" or equivalent a prerequisite. (R. Miles/TBA)  
Wed., Jan. 21 Focal Point 7:00-10:00 p.m. 10 weeks

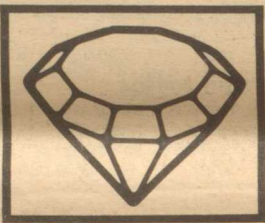
## PHOTOGRAPHY WORKSHOPS

HAND TINTING PHOTOGRAPHS 1000 300111 50.00  
Explore the techniques of photo-tinting and colour theory. Techniques include applications of various mediums to appropriate photographic papers. (K. Hawkes)  
Sat., Jan. 31/Feb. 7 V.V.I. 9:00 a.m. - 4:00 p.m. 2 days

TRAVEL PHOTOGRAPHY WORKSHOP 2000 300106 85.00  
This workshop will discuss various topics related to travel photography. Emphasis will be placed on developing the ability to visit a particular place (local or far-away) and return with a set of photographs that thoroughly describe its appearance and ambience. Course deals with the practical aspects of travel photography, the care for, and the use of, appropriate equipment and materials, picture editing, as well as legal, ethical and media considerations. Prerequisite: "Basic Photography 1000" or equivalent. (Bennett)  
Sat., Feb. 28 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo  
Sun., Mar. 1 Focal Point T.B.A. Fieldtrip  
Sat., Mar. 21 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

BASIC VIDEO 1000 \*\*New Course\*\* 300112 85.00  
Learn to use your home video camera system, with technical competence and artistic flair. Some of the topics to be covered will include the care and maintenance of your home video recorder, camera techniques, lighting, tiling, and "tricks of the trade". This course is designed for the person who wants to take more professional videos. No experience is necessary. Students must have their own equipment or be prepared to rent. (De Jaeger)  
Sat., Mar. 7 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Demo  
Sun., Mar. 8 Focal Point 10:00 a.m.-4:00 p.m. Fieldtrip  
Sat., Mar. 18 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

PHOTOGRAPHIC STYLING 3100 \*\*New Course\*\* 300109 165.00  
This hands on, participation workshop, will teach the various techniques and tricks used in styling photographs. Three of Vancouver's top professional stylists will lecture and demonstrate on how to make your photographs have that "Professional Look". Eileen Dwillies, freelance food stylist, and consultant for Western Living magazine, will demonstrate techniques used in the preparation of food for photography. Tracey Pincott, freelance fashion stylist, co-ordinator for photography and film and fashion editor for Western Living will lecture and demonstrate with a model ways of styling and accessorizing clothing so that it looks its best for the client and the photograph. Rob Scott, of Robert J. Scott Productions, a full service styling agency, handling print, television and film accounts, will demonstrate ways to go about obtaining that right prop or location that will make your photograph stand out from all the others and to tie it all together. Raefl Miles, a top Vancouver photographer, will be present to discuss any technical questions that may arise and also to participate in the final critique of the student assignments. Students must have completed Intermediate Photo 2000 or equivalent.  
(Miles, Dwillies, Pincott, Scott)  
Sat., Jan. 31 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Demo  
Sun., Feb. 1 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Demo  
Sat., Feb. 7 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Demo



## JEWELLERY

CREATIVE JEWELLERY - BASIC SKILLS 051101 220.00  
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. (Walentowicz)  
Mon., Jan. 19 V.V.I. 9:00 a.m. - 4:00 p.m. 12 weeks

JEWELLERY MAKING WORKSHOP — ADVANCED 051102 220.00  
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. (Walentowicz)  
Tues., Jan. 20 V.V.I. 9:00 a.m. - 4:00 p.m. 12 weeks

CASTING TECHNIQUES FOR JEWELLERY AND SMALL SCULPTURE 051103 180.00  
Course introduces the practical application of several ancient casting techniques including, lost wax centrifugal, sand and cuttlefish bone. You will be encouraged to develop three-dimensional designs using the wax carving process. No previous experience required. (Walentowicz)  
Wed., Jan. 21 V.V.I. 9:00 a.m. - 4:00 p.m. 10 weeks

ELEMENTS OF JEWELLERY DESIGN 051104 75.00  
Learn the basic elements of design theory and their application in contemporary jewellery. Emphasis placed on the nature of three-dimensional forms. Develop awareness of visual elements such as line, shape, mass and texture. No previous experience required. (Walentowicz)  
Thurs., Jan. 22 V.V.I. 9:00 a.m. - 4:00 p.m. 4 weeks

JEWELLERY DESIGN — WORKSHOP 051105 115.00  
Course stresses practical application of the elements of jewellery design. Through a series of exercises and projects you will develop an individual approach to design. Emphasis will be on the use of non-traditional materials. Prerequisites — successful completion of Elements of Jewellery Design Course and a familiarity with the basic skills of Jewellery making. (Walentowicz)  
Thurs., Mar. 5 V.V.I. 9:00 a.m. - 4:00 p.m. 6 weeks

INTRODUCTION TO GEMSTONES 051107 75.00  
Learn the varieties and qualities of gems and study slide presentations and discussions. The history and use of gemstones will be explored as well as grading, collecting and care of gems. (E. Leyland)  
Wed., Jan. 21 V.V.I. 7:00-9:00 p.m. 8 weeks

INTRODUCTORY GEMOLOGY 051108 90.00  
Through the use of slides, lectures and hands on experience with basic gemological equipment, a background education in gemological techniques will be taught. Some jewellery making experience is necessary. (E. Leyland)  
Thurs., Jan. 22 V.V.I. 7:00-9:00 p.m. 10 weeks

## ARTS

BASIC DRAWING 500101 70.00  
Learn through drawing exercises that will enable you to see, and draw, in a fresh way. Drawing materials include pencil, graphite, conte, and pen and ink. Some life drawing. (Models) Bring a pencil to first night of class. (B. Lyon)  
Wed., Jan. 21 Langara 7:00-9:30 p.m. 10 weeks

CASTING TECHNIQUES (SCULPTURE) \*\*NEW\*\* 500116 75.00  
This course is concurrent and a follow-up to DRAWING AND SCULPTURE. The class focuses on modelling in clay and casting techniques in plaster. Previous studio experience in sculpture and sculptural techniques is recommended but not necessary. (D. Murray)  
Sat., Jan. 24 Langara 12 noon - 2:00 p.m. 10 weeks

COLOUR DRAWING WORKSHOP \*\*NEW\*\* 500117 25.00  
A drawing workshop using colour. A day spent exploring different drawing media — pencil, charcoal, ink, pastel, paint. Bring any media you have except oil. Line, contour and gesture will be discussed with an emphasis on colour and composition. Still life and a model will be used. (R. Marshall)  
Sat., Jan. 31 Langara 9:30 a.m. - 3:30 p.m. 1 session

DRAWING CHILDREN WORKSHOP \*\*NEW\*\* 500118 25.00  
A special all new workshop which concentrates on drawing the beauty of a child's face. A unique drawing opportunity with instruction in capturing the essence of child-likeness. Model. Please ask for supply list when registering. (H. Kowalek)  
Sat., Jan. 17 Langara 9:30 a.m. - 2:30 p.m. 1 session

DRAWING AND PAINTING 500103 70.00  
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. Bring a pencil to first night of class. (R. Marshall)  
Tues., Jan. 20 Langara 7:30-9:30 p.m. 10 weeks

DRAWING AND SCULPTURE 500102 75.00  
Explore foundation level sculpture processes and skills through clay modelling and drawing studies using live models. Clay supplied. (D. Murray)  
Sat., Jan. 24 Langara 9:30-11:30 a.m. 10 weeks

FABRIC PAINTING WORKSHOP 500104 25.00  
Paint a floral design using fabric dyes and brushes. Stencil designs will be demonstrated. Bring a dark T-shirt, apron or pillow to be painted. Ask for list of supplies when registering. (V. Skemp)  
Sat., Jan. 17 Langara 9:30 a.m. - 2:30 p.m. 1 session

LIFE DRAWING 500107 70.00  
Examine the scope of visual language in detail by working from live models. Learn principles of colour, movement and gesture. Be presented with the challenge of memory drawing, new media and more. Models at all classes. Bring a pencil and paper to first class. (N. Wedman)  
Tues., Jan. 20 Langara 7:30-9:30 p.m. 10 weeks

NATURE PRINTING WORKSHOP 500108 25.00  
Print a floral design using your hands and feet! Learn new methods of nature printing using inks, dyes and acrylics on paper and cloth. Techniques learned at the recent Touchstone Arts and Crafts centre for the Arts, Pittsburgh, Penn. (E. Zbar)  
Sat., Jan. 31 Langara 9:30 a.m. - 2:30 p.m. 1 session

PORTRAITURE 500110 70.00  
Concentrates on the beauty of the human form and in particular the form of the face. Learn how different drawing materials (pencil, charcoal, conte, pastels and ink) produce strikingly different drawings. All levels welcome. (H. Kowalek)  
Thurs., Jan. 22 Langara 7:30-9:30 p.m. 10 sess

TOLE PAINTING 500111 70.00  
Learn the basics of this folk art while creating a beautiful hand painted tray, box or project of your choice. No drawing ability necessary. List of supplies given at first Saturday class. (V. Skemp)  
Sat., Jan. 24 Langara 9:30-11:30 a.m. 10 sess

VALENTINE'S DAY CARD WORKSHOP 500105 25.00  
Everything you need to know to design your own cards for Valentines, Easter, Birthdays, etc. Relief print making methods, commercial printing, watercolour, calligraphy, Gocco printing and more. Have a thoroughly enjoyable and productive Valentine's day at this workshop. Ask for supply list when registering. (Various)  
Sat., Feb. 14 Langara 9:30 a.m. - 3:30 p.m. 1 session

WATERCOLOUR LEVEL I 500112 70.00  
Learn to stretch paper, lay washes and use the exciting and challenging medium of watercolour. Beginners welcome. (H. Kowellek)  
Sat., Jan. 24 Langara 9:30-11:30 a.m. 10 sess

WATERCOLOUR LEVEL II 500113 70.00  
Designed for those who have basic instruction in the art of watercolour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (H. Kowellek)  
Sat., Jan. 24 Langara 12:00 noon-2:00 p.m. 10 sess

## CALLIGRAPHY

A TASTE OF CALLIGRAPHY 050305 15.00  
A fresh intense look at the beautiful and versatile Italic hand. This mini workshop insures you of a positive approach toward mastery of the hand. Paper and pens are available. (Poskitt)  
Wed., Jan. 14 Langara 7:00-10:00 p.m. 1 session

A TASTE OF LETTER DECORATION AND BORDER DESIGN \*\*NEW\*\* 050316 15.00  
This delightful three hour course promises you an overview of the design structure and the possibilities for the several border ideas and decorative capitals that will enhance and complete your calligraphic piece. Bring pens and pencils, paper and coloured pencils or paints. (May)  
Mon., Jan. 12 Langara 7:00-10:00 p.m. 1 session

A TASTE OF A TWIST OF THE PEN 050503 10.00  
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. 13 Langara 7:00-10:00 p.m. 1 session

A TASTE OF DESIGN AND LAYOUT ESSENTIALS \*\*NEW\*\* 050306 15.00  
You will touch briefly on the what, why and how of pictorial composition for improved layouts. Bring pen and paper. (Bryan)  
Thurs., Jan. 15 Langara 7:00-10:00 p.m. 1 session

CALLIGRAPHY BEGINNERS ITALIC LEVEL 1 050301 45.00  
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. (Poskitt)  
Tues., Jan. 20 Langara 5:30-7:30 p.m. 8 weeks  
Thurs., Jan. 22 Langara 7:30-9:30 p.m. 8 weeks  
Sat., Jan. 24 Langara 9:30-11:30 a.m. 8 weeks

INTERMEDIATE CALLIGRAPHY: LEVEL 2 050302 45.00  
Learn early letter forms. A comprehensive introduction to the alphabets: Roman, Square Capitals, Rustic, Uncial, Carolingian, Gothic, Foundational, Compressed Italic, Copperplate and their uses. Keeping and maintaining a good Italic hand is also emphasized through practise with the edged pen. (Poskitt)  
Tues., Jan. 20 Langara 7:30-9:30 p.m. 8 weeks

LAYOUT ESSENTIALS FOR CALLIGRAPHY — WORKSHOP \*\*NEW\*\* 050314 25.00  
You will work 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)  
Sat., Feb. 21 Langara 9:30 a.m. - 4:30 p.m. 1 session

A TWIST OF THE PEN — WORKSHOP \*\*NEW\*\* 050307 25.00  
Have Fun! Learn to "Twist" the broad edged pen to achieve a "Bone" look to the small and capital letters of our alphabet. Bring a broad edged pen and ink. Designing and completing a piece using the bone letter will be accomplished. Printing a piece on the Goco machine. (Williams)  
Sat., Mar. 14 Langara 9:30 a.m. - 4:30 p.m. 1 session

CELTIC WORKSHOP \*\*NEW\*\* 050308 40.00  
This two day workshop gives the opportunity to work out a beautiful Celtic Carpet Page with the design of Animal Patterns and Knot Work. (Meehan)  
Sat., Feb. 28/Mar. 1 Langara 9:30 a.m. - 4:30 p.m. 1 session

LETTER DECORATION AND BORDER DESIGN — WORKSHOP \*\*NEW\*\* 050315 40.00  
A full day of learning the decoration of Capitals with the structure and simple design for unique Border Patterns suited to the enhancing of any calligraphic work. (May)  
Sat., Jan. 31 Langara 9:30 a.m. - 4:30 p.m. 1 session

ITALIC CORRESPONDENCE COURSE 050313 65.00  
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)

CALLIGRAPHY WORKSHOPS 050308 25.00  
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. Langara.

## 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

## FLORAL DESIGN

BASIC FLORAL DESIGN I 250101 210.00  
Learn about Floral Design and the florist industry. Topics include plant and cut flower care, design theory, business practice and merchandizing and practical labs. No prerequisites required and the fee includes the cost of flowers. Bring shears and a knife.  
Tues./Thurs., Jan. 20 K.E.C. 6:30-9:30 p.m. 6 weeks

FLORAL DESIGN II 250102 210.00  
Further your knowledge and skills in floral design and the florist industry. Topics include wedding, funeral and Easter 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.  
Mon./Wed., Mar. 2 K.E.C. 6:30-9:30 p.m. 6 weeks

## THEATRE

ACTING — LEVEL 1 051301 95.00  
Focus on exploring your own creativity and self-expression through basic theatre skills, relaxation techniques, improvisation and voice work.  
Tues., Jan. 20 K.E.C. 7:00-9:00 p.m. 10 weeks

ACTING — LEVEL 2 051304 95.00  
Focus on scene study (script in hand). Advanced acting exercises and audition pieces (monologues).  
Tues./Thurs., Mar. 3 K.E.C. 6:30-9:30 p.m. 6 weeks

## INSTRUMENTAL MUSIC

FLUTE I 502505 40.00  
Introduces you to tone production, notation, and basic playing skills, involving some ensemble work. Bring your flute. (F. Cory)  
Tues., Jan. 20 K.E.C. 6:00-7:00 p.m. 10 weeks

FLUTE II 502506 40.00  
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. 20 K.E.C. 7:00-8:00 p.m. 10 weeks

GUITAR: BEGINNERS 502507 70.00  
Basic theory and note-reading with chording and accompaniment styles for contemporary folk songs. Both plectrum and finger styles are used. Bring your guitar and music stand. (J. Ainsworth)  
Thurs., Jan. 22 Langara 6:00-8:00 p.m. 10 weeks

GUITAR: INTERMEDIATE 502508 70.00  
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. 22 Langara 8:00-10:00 p.m. 10 weeks

GUITAR: JAZZ-ROCK IMPROVISATION 502509 40.00  
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. Jahneke)  
Mon., Jan. 19 K.E.C. 8:00-9:00 p.m. 10 weeks

GUITAR: JAZZ-ROCK IMPROVISATION — INTERMEDIATE 502510 40.00  
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. Jahneke)  
Mon., Jan. 19 K.E.C. 9:00-10:00 p.m. 10 weeks

SAXOPHONE: BEGINNERS 502519 40.00  
Learn proper holding, breathing, tone, and basic playing skills to start you on your way. (W. Diggins)  
Wed., Jan. 21 K.E.C. 6:00-7:00 p.m. 10 weeks

SAXOPHONE: INTERMEDIATE 502520 40.00  
"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. 21 K.E.C. 7:00-8:00 p.m. 10 weeks

MINICONSERVATORY/PRIVATE INSTRUCTION 502513 40.00  
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, piano or guitar. Start any time during the year and re-register anytime. Phone 875-8200 to register your name, instrument and



**CLASSICAL? ACCESSIBLE! 502526 45.00**  
Designed for those who know some classical music and want to hear more. Participants will develop a music vocabulary, define personal likes and dislikes, and acquire the resources to explore the world of classical music without trepidation. Each session will include information, discussion, and listening. Course of particular interest to those people building a record library. (E. Buriak) Mon., Jan. 19 K.E.C. 8:00-10:00 p.m. 5 weeks

**NOTE READING AND BASIC MUSICIANSHIP 502528 40.00**  
Introduction to notation, keys and time signatures, with drills in sight-reading, using the voice as a common instrument. A valuable course for those registering in Willan Choir. (S. Novinger) Thurs., Jan. 22 6:00-7:00 p.m. 10 weeks

**WORLD MUSIC APPRECIATION 502530 70.00**  
Today's music listening audience is becoming more aware of 'outside' influences on the music they hear in opera, concert, and recital halls. Combined with the ever-increasing presence of ethnic groups in North America and a greater global-awareness ethnic music has taken on a new significance. An overview of music from the great historical cultures (India, China, Japan, the Middle East), and the timeless aural traditions of the Americas, Africa, Oceania, Europe, and Australia. Instructor Norman Stanfield is a significant expert with a Masters Degree in Ethnomusicology. (N. Stanfield) Mon., Jan. 19 7:30-9:30 p.m. 10 weeks

**BEGINNER SOLFEGE 502529 65.00**  
An introduction to sight-singing through the use of sol-fa. Learn exercises for voice warmups, sight-singing intervals, develop listening skills, and perform basic rhythms. (A. Valentine) Thurs., Jan. 22 6:00-8:00 p.m. 10 weeks

**DINNER AND THE OPERA 501004 42.00**  
Enjoy dinner at J.J.'s restaurant, Vancouver Vocational Institute followed by the Vancouver Opera's presentation of: Marriage of Figaro 5:45 p.m. Tues., Jan. 27 V.V.I.  
Madam Butterfly 5:45 p.m. Tues., Mar. 10 V.V.I.  
Lucia di Lammermoor 5:45 p.m. Tues., May 5, V.V.I.  
During dinner the opera plot, characters, setting and special features will be discussed. A perfect evening for those new to the opera who have been "afraid to ask". Price includes dinner and ticket to opera. Call 682-5844 for menu information, reservations and brochure.

## COMMERCIAL MUSIC

**MELODY AND SONG WRITING 102601 75.00**  
A study of song and jingle writing for radio and television. Emphasis is placed on song and jingle form, key modulation, chord construction and progression, lead sheets and the harmonization of melody and bass lines, and will be of great interest for those who have a general knowledge of music rudiments. (G. Lindberg) Tues., Jan. 20 K.E.C. 6:00-8:00 p.m. 10 weeks

**THE MUSIC BUSINESS 102603 75.00**  
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. 20 K.E.C. 8:00-10:00 p.m. 10 weeks

**SYNTHESIZER ARTS I 102604 80.00**  
Explore the principles of sound; synthesis of sound; digital sampling of sound; the use of the computer in music; and will work towards computer composition by the end of the course. All materials will be supplied by the instructor, including synthesizers, drum machines, and computers. (G. Reid) Mon., Jan. 19 K.E.C. 6:00-8:00 p.m. 10 weeks

**SYNTHESIZER ARTS II 102605 80.00**  
Expand upon the basic tools of sound synthesis learned in Synthesizer Arts I; Synth patch creation and voice management by computer and/or cassette interface, digital sampling and storage of sounds, programming and computer composition with MIDI. (G. Reid) Mon., Jan. 19 6:00-8:00 p.m. 10 weeks

**LIVE SOUND ENGINEERING 102606 80.00**  
A comprehensive course in mixing sound for live choirs, instrumental groups, bands and other musical ensembles. Focus on setting up a sound system, signal flow, mike placement, and how to get good sounds. Special instruction on setting up a stage monitor mix, along with the use of outboard gear such as equalizers, compressors, crossovers, and digital delays. TBA 10 weeks

## ENSEMBLES

**WOMEN'S SWING CHOIR 502523 50.00**  
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. (F. Larter) Tues., Jan. 20 K.E.C. 6:00-7:30 p.m. 10 weeks

**WOMEN'S VOCAL ENSEMBLE 502524 65.00**  
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 will be open to those interested. Entrance by audition. Piano, bass, and drums, are also needed. (F. Larter) Tues., Jan. 20 K.E.C. 8:00-10:00 p.m. 17 weeks

**STAGE BAND 502525 60.00**  
Remember the good old days of the big bands? Why not dig out that horn and come relive those days? We'll pull out the old dance band charts, and throw in some contemporary music just to keep you in tune. We don't require a lot of experience, just desire. (D. Quarin) Sat., Jan. 24 K.E.C. 10:00-12:00 noon 9 weeks

**HEALEY WILLAN CHOIR 70.00**  
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. To register call 875-8220. Thurs., Jan. 8 K.E.C. 8:00-10:00 p.m. 12 weeks

## CREATIVE WRITING

**CREATIVE WRITING 102802 70.00**  
Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of interest will be the short story, poetry and certain aspects of comedy writing. (W. Declé) Mon., Feb. 16 K.E.C. 7:00-9:30 p.m. 7 weeks

**WRITING AND MARKETING THE SHORT STORY 102819 55.00**  
"Selling is the final step in the creative process" — explore all the steps in the short story. You will read from works-in-progress and receive valuable feedback. The course will culminate in an edited and polished piece of fiction for you. Examine marketing strategies that will help your work reach its audience. Enrolment is limited to 12. (M. Adams) Tues., Feb. 17 K.E.C. 7:00-9:00 p.m. 6 weeks

**AN INTRODUCTION TO PERFORMING AND WRITING COMEDY 102801 65.00**  
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 will all be explored. (M. Dennison) Mon., Feb. 16 K.E.C. 7:00-9:00 p.m. 6 weeks

**THE JOY OF INTERVIEWING 102809 50.00**  
Focus 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. (Maureen McCormow) Mon., Feb. 7 K.E.C. 7:00-9:00 p.m. 6 weeks

**WRITING SKILLS WORKSHOP 102811 55.00**  
Explore the fundamental of writing: clear thesis, coherent structure, and clean, appropriate sentencing. 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. Enrolment is limited. Wed., Feb. 18 K.E.C. 7:00-9:00 p.m. 6 weeks

**FREELANCE WRITING FOR FUN & PROFIT 102804 55.00**  
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. 20 Langara 7:30-9:30 p.m. 8 weeks

**WRITING A NOVEL 102814 50.00**  
Join Ian Slater, best-selling author of FIRESPELL, SEA GOLD & AIR GLOW RED in a writing workshop for those who have never written a novel but would like to, and for those who are presently working on a manuscript. Learn to write the first draft, polish this to a finished manuscript, and what to do regarding agents and publishers. Limited enrolment. (Slater) Sat., Feb. 7 Langara 10:00 a.m. - 3:00 p.m. 1 day

**WRITERS CO-OP 102813 20.00**  
Be stimulated by your peers; share success with them. For those who write fairly regularly — attend sessions of script reading and mutual criticism, exchange news items about markets, contests, conferences, etc., for both poetry and prose. An editor's cheque can mean a small celebration. Prepare to celebrate! (Neville) Mon., Jan. 19 Langara 7:30-9:30 p.m. 10 weeks

**WRITING FORMULA ROMANCES PART I 102815 35.00**  
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 enrolment. Bring a bag lunch. (Novik) Sat., Jan. 31 Langara 9:30 a.m. - 3:30 p.m. 1 day

**WRITING FORMULA ROMANCES PART II 102816 35.00**  
Learn the practicalities of writing the Formula Romance from the all important opening scene to the sustained sexual tension that is the essence of a true romance. For experienced writers and novices. Bring paper, pen and a bag lunch. (Cathy Orr) Sat., Feb. 28 Langara 9:30 a.m. - 3:30 p.m. 1 day

**WRITING MAGAZINE ARTICLES 102817 20.00**  
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., Jan. 31 Langara 9:30 a.m.-3:30 p.m. 1 day

**RESUME WRITING WORKSHOP 102807 20.00**  
Assess your skills and knowledge and write a resume that presents you at your best. Also learn to write self-marketing and prospecting letters that will get you interviews. This is a comprehensive job search preparation workshop. (Hogan) Sat., Feb. 7 Langara 10:00 a.m.-4:00 p.m. 1 session

## ENGLISH SKILLS IMPROVEMENT

**BASIC ENGLISH WRITING SKILLS (ESL) 103001 55.00**  
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. (Nielsen) Mon., Jan. 19 Langara 6:00-8:00 p.m. 10 weeks

**BEGINNERS ESL CONVERSATION 103003 90.00**  
Emphasis is upon conversation & listening skills. Rudimentary writing and reading skills will be taught and enhanced. (R. Kerr) Tues./Thurs., Jan. 20 Langara 6:00-8:00 p.m. 8 weeks

**ESL INTERMEDIATE LEVEL 103010 90.00**  
Designed for students who have a fairly good knowledge of English. Develop conversation, listening, reading & writing skills. (Kerr) Mon./Wed., Jan. 19 Langara 6:00-8:00 p.m. 8 weeks

**CONVERSATIONAL SKILLS IMPROVEMENT FOR ADVANCED ESL SPEAKERS I 103004 65.00**  
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. (Nielsen) Tues., Jan. 20 Langara 8:00-10:00 p.m. 12 weeks

**CONVERSATIONAL SKILLS IMPROVEMENT FOR ADVANCED ESL SPEAKERS II 103005 65.00**  
For students who are already very fluent in English but still want to improve their grammar, vocabulary, and ability to present ideas orally in English. (D. Walmsley) Thurs., Jan. 22 Langara 6:00-8:00 p.m. 12 weeks

**ENGLISH WRITING SKILLS IMPROVEMENT I 103007 55.00**  
Learn how to write more fluently, skillfully and correctly. This introductory course stresses organization, sentence structure, word choice, spelling and punctuation. (Nielsen) Tues., Jan. 20 Langara 6:00-8:00 p.m. 10 weeks

**ENGLISH WRITING SKILLS IMPROVEMENT II 103008 55.00**  
A course designed for those who have taken English Writing Skills I or want to brush up on their writing skills. Stresses proper grammar usage, organization, sentence structure, word choice, spelling and punctuation. (Kerr) Thurs., Jan. 22 Langara 8:00-10:00 p.m. 10 weeks

**SELECTIVE READING & STUDY SKILLS 103014 25.00**  
Increase your reading efficiency through variable reading techniques for different purposes. Learn study skills such as managing your study time, organizing your course material, listening and note-taking, previewing text chapters and books and outlining. (Hogan) Sat., Jan. 17 Langara 10:00 a.m.-4:00 p.m. 1 session

**RESEARCH PAPER AND REPORT WRITING WORKSHOP 103013 25.00**  
Learn research methods, narrowing down the topic, outlining, organizing your data and writing effective essays, papers and reports. You will also learn to "grade" your own papers in advance to insure your efforts will receive good marks. (V. Hogan) Sat., Jan. 31 Langara 10:00 a.m.-4:00 p.m. 1 session

**SPELLING IMPROVEMENT WORKSHOP 103015 15.00**  
Good spelling is essential to both students and professionals. In this workshop you will review the basic rules and examine the most common problems. You will be tested to identify your specific problems and you will learn strategies to improve spelling. (Lee-McArthur) Sat., Feb. 7 Langara 10:00 a.m.-2:00 p.m. 1 session  
Sat., Apr. 4 Langara 10:00 a.m.-2:00 p.m. 1 session

**ENGLISH UPGRADING 103201 90.00**  
Designed for students at the post-secondary level who require additional training in the fundamental skills of composition writing. Improve writing skills or upgrade your English to take the Language Proficiency Index. (Formerly the English Placement Test). This course does not carry transfer credit to other institutions. For ESL and Native Speakers. (Various instructors.) Mon./Wed., Jan. 12 Langara 3:30-5:30 p.m. 8 weeks  
Mon./Wed., Jan. 12 Langara 6:00-8:00 p.m. 8 weeks  
Tues./Thurs., Jan. 13 Langara 3:30-5:30 p.m. 8 weeks  
Tues./Thurs., Jan. 13 Langara 6:00-8:00 p.m. 8 weeks

## TEACHING ENGLISH AS A SECOND LANGUAGE

### CERTIFICATE PROGRAM IN TEACHING ENGLISH AS A SECOND LANGUAGE TO ADULTS

This program is for those new to ESL teaching or planning to teach abroad, and want to learn practical ESL teaching for adults. Emphasis is on effective techniques for teaching adults at all levels of language acquisition. Taught by experienced, practising ESL instructors.

The program is 260 hours in length, consisting of 6 core courses, 30 hours of electives, and a 35-hour internship. All courses are offered part-time, on evenings and weekends. A College Certificate will be awarded upon completion of the program. Entry requirements:

- Good written and spoken English
- An introductory course (or equivalent)

A Bachelor's degree is highly recommended. For more details on admission to the program, please call 875-8200.

Three information sessions Jan. 13, 1987. Please call 875-8200 for details.

**CORE COURSES OFFERED JANUARY-MARCH**  
(Priority in core courses is given program participants, but qualified people are welcome to take individual courses. Call Jill Tyndale — 875-8200.)

**REVIEWING AND TEACHING GRAMMAR 150810 (Hawes, Bates) 185.00**  
Wed./Sat., Jan. 14 7:00-10:00 p.m. & 9:30 a.m. - 12:30 p.m. OR  
Sat./Wed., Jan. 17 9:30 a.m. - 12:30 p.m. & 7:00-10:00 p.m. 15 sessions

**TEACHING PRONUNCIATION 150812 (Williams) 185.00**  
Tues./Thurs., Jan. 20 K.E.C. 6:00-9:00 p.m. 10 sessions OR  
Tues./Thurs., Feb. 24 K.E.C. 6:00-9:00 p.m. 10 sessions

**TEACHING WRITING 150813 185.00**  
(Ling) Mon., Jan. 19 K.E.C. 6:00-9:00 p.m. OR  
Sat., Jan. 24 K.E.C. 9:30 a.m. - 12:30 p.m. 10 sessions

**ELECTIVES:**  
**INTRODUCTION TO TEACHING ESL USING COMPUTERS 150811 75.00**  
(Robinson) Sat., Jan. 24 K.E.C. 9:00 a.m. - 12:30 p.m. 4 sessions

**TESTING AND ASSESSMENT 150815 40.00**  
(Findlay) Sat., Mar. 14 K.E.C. 2 sessions

**ACTIVE LEARNING 150816 110.00**  
(Rittenberg) Mon.-Wed., Mar. 16-18 K.E.C. 5:00-10:00 p.m.

## TEACHING ENGLISH AS A SECOND LANGUAGE CONT'D.

**ESL TEACHING TECHNIQUES — INTRODUCTORY COURSE 150802 130.00**  
A practical course in ESL classroom teaching techniques for those entering the field or planning to teach abroad. Those wishing to take the Certificate program should take this course first. Topics include developing aural/oral skills, writing, using dialogues, improving pronunciation, using role playing, grouping, and using A-V equipment. (Trivisano) Tues., Jan. 13 K.E.C. 7:00-10:00 p.m. 10 weeks OR  
Thurs., Jan. 15 K.E.C. 7:00-10:00 p.m. 10 weeks  
\* Please note that enrolment for all courses listed above is limited to 25, unless otherwise noted.

**AN ORIENTATION TO TEACHING ENGLISH IN JAPAN 150801 50.00**  
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) (D. Smith) Sat., Feb. 21 K.E.C. 9:30 a.m. - 12:30 p.m. 4 weeks OR  
Thurs., Feb. 19 K.E.C. 7:00-9:00 p.m. 6 weeks  
**ESL TUTOR TRAINING WORKSHOP 150814 55.00**  
You will tutor one-on-one or small groups of E.S.L. students. Provides basic training in assessing language needs, lesson planning, and providing learning activities for students. Earn extra cash, or volunteer in your church or community. (Rabinowitz) Thurs., Feb. 19 K.E.C. 7:00-10:00 p.m. 3 sessions

## MODERN LANGUAGE PROGRAM

Get ready for your holiday or business trip by learning a new language or improving your foreign language conversation skills. Now we are offering smaller classes, with experienced instructors. Emphasis is on developing confidence and fluency in the spoken language.

Enrolment in all classes is **limited**. Extra classes will be arranged if there is sufficient demand.

LEVEL 1 is intended for the student who has little or no knowledge of the language. Emphasis is on developing conversational skills, vocabulary and pronunciation.

LEVEL 2 is intended to increase your comprehension of the language structures, and develop fluency.

LEVEL 3 The emphasis in this level is on oral comprehension, the development of new habits in using everyday language and increased confidence and fluency in the language.

**ARABIC CONVERSATION LEVEL I 501901 75.00**  
Sat., Jan. 24 Langara (Hamlin) 9:00-11:00 a.m. 10 weeks

**CANTONESE CONVERSATION LEVEL 1 501903 75.00**  
Mon., Jan. 19 Langara (Tsai) 8:00-10:00 p.m. 10 weeks  
Thurs., Jan. 22 Langara (Lu) 6:00-8:00 p.m. 10 weeks

**CANTONESE CONVERSATION LEVEL 2 501904 75.00**  
Thurs., Jan. 22 Langara (Tsai) 8:00-10:00 p.m. 10 weeks

**CANTONESE CONVERSATION LEVEL 3 501905 75.00**  
Thurs., Jan. 22 Langara 6:00-8:00 p.m. 10 weeks

**FRENCH CONVERSATION LEVEL 1 501913 75.00**  
Thurs., Jan. 22 Langara (Visscher) 6:00-8:00 p.m. 10 weeks  
Tues., Jan. 20 Langara (Hassaine) 8:00-10:00 p.m. 10 weeks  
Wed., Jan. 21 Langara (Visscher) 8:00-10:00 p.m. 10 weeks  
Thurs., Jan. 22 Langara (Visscher) 6:00-8:00 p.m. 10 weeks

**FRENCH CONVERSATION LEVEL 2 501914 75.00**  
Mon., Jan. 19 Langara (Visscher) 8:00-10:00 p.m. 10 weeks  
Tues., Jan. 20 Langara (Visscher) 6:00-8:00 p.m. 10 weeks

**FRENCH CONVERSATION LEVEL 3 501915 75.00**  
Wed., Jan. 21 Langara (Visscher) 6:00-8:00 p.m. 10 weeks

**LE FRANCAIS COMMERCIAL LEVEL 1 (New) 501958 75.00**  
Sat., Jan. 24 Langara (Visscher) 9:00-11:00 a.m. 10 weeks  
A practical course in Business and Commercial French with emphasis on oral communication. This course is indicated for businessmen and exporters. Ce cours s'adresse particulièrement à ceux qui travaillent dans le monde des affaires ou dans l'administration. Les étudiants apprennent à communiquer au téléphone, prendre des rendez-vous et faire une réservation, discuter les clauses d'un contrat, lire des rapports et journaux financiers, présider une réunion, rédiger de la correspondance et divers autres documents.

**A VOUS LA FRANCE**  
**For intermediate level French learners 501959 75.00**  
Sat., Jan. 24 Langara (Visscher) 11:30a.m.-1:30p.m. 10 weeks  
A VOUS LA FRANCE is an exciting multimedia course for Beginners and Intermediate students. It teaches the student to use the language actively in a wide range of social and transactional situations. Video films illustrate the basic language and cassettes give additional material for listening and speaking practice.

**GERMAN CONVERSATION LEVEL 1 501919 75.00**  
Mon., Jan. 19 Langara (Kiesewetter) 8:00-10:00 p.m. 10 weeks  
Wed., Jan. 21 Langara (Von Hahn) 6:00-8:00 p.m. 10 weeks  
**GERMAN CONVERSATION LEVEL 2 501920 75.00**  
Mon., Jan. 19 Langara (Kiesewetter) 6:00-8:00 p.m. 10 weeks  
**GERMAN CONVERSATION LEVEL 3 501921 75.00**  
Wed., Jan. 21 Langara (Kiesewetter) 6:00-8:00 p.m. 10 weeks

**GREEK CONVERSATION LEVEL 1 501909 75.00**  
Wed., Jan. 21 Langara (Roussinos) 6:00-8:00 p.m. 10 weeks

**ITALIAN CONVERSATION LEVEL 1 501923 75.00**  
Tues., Jan. 20 Langara (Visscher) 8:00-10:00 p.m. 10 weeks

**ITALIAN CONVERSATION LEVEL 2 501924 75.00**  
Thurs., Jan. 22 Langara (Visscher) 8:00-10:00 p.m. 10 weeks

**JAPANESE CONVERSATION LEVEL 1 501926 75.00**  
Mon., Jan. 19 Langara (Hanagata) 6:00-8:00 p.m. 10 weeks  
Wed., Jan. 21 Langara (Shimada) 8:00-10:00 p.m. 10 weeks  
Sat., Jan. 24 Langara (Hanagata) 9:00-11:00 a.m. 10 weeks

**JAPANESE FOR TRAVEL & CULTURE LEVEL 1 501933 75.00**  
For those interested in travel, teaching, living in Japan. A level one course, combined with background on life and cultural differences as compared to North America.

Tues., Jan. 20 Langara (Hanagata) 6:00-8:00 p.m. 10 weeks

**JAPANESE CONVERSATION LEVEL 2 501927 75.00**  
Mon., Jan. 19 Langara (Hanagata) 8:00-10:00 p.m. 10 weeks  
Wed., Jan. 21 Langara (Shimada) 6:00-8:00 p.m. 10 weeks

**JAPANESE CONVERSATION LEVEL 3 501928 75.00**  
Tues., Jan. 20 Langara (Hanagata) 8:00-10:00 p.m. 10 weeks

**MANDARIN CONVERSATION LEVEL 1 501937 75.00**  
Thurs., Jan. 22 Langara (Chao) 6:00-8:00 p.m. 10 weeks

**MANDARIN CONVERSATION LEVEL 2 501938 75.00**  
Thurs., Jan. 22 Langara (Chao) 8:00-10:00 p.m. 10 weeks

**MANDARIN CONVERSATION LEVEL 3 501939 75.00**  
Sat., Jan. 24 Langara (Chao) 9:30-11:30 a.m. 10 weeks

**RUSSIAN CONVERSATION LEVEL 1 501947 75.00**  
Tues., Jan. 20 Langara (Hogan) 6:00-8:00 p.m. 10 weeks

**RUSSIAN CONVERSATION LEVEL 2 (New) 501960 75.00**  
Tues., Jan. 20 Langara (Hogan) 8:00-10:00 p.m. 10 weeks

**SPANISH CONVERSATION LEVEL 1 501949 75.00**  
Mon., Jan. 18 Langara (Daudet) 6:00-8:00 p.m. 10 weeks  
Tues., Jan. 20 Langara (Daudet) 8:00-10:00 p.m. 10 weeks  
Wed., Jan. 21 Langara (Uriol) 6:00-8:00 p.m. 10 weeks  
Sat., Jan. 24 Langara (Daudet) 9:00-11:00 a.m. 10 weeks

**SPANISH CONVERSATION LEVEL 2 501950 75.00**  
Mon., Jan. 19 Langara (Uriol) 8:00-10:00 p.m. 10 weeks  
Sat., Jan. 24 Langara (Daudet) 11 a.m.-1 p.m. 10 weeks

**SPANISH CONVERSATION LEVEL 3 501951 75.00**  
Mon., Jan. 19 Langara (Uriol) 6:00-8:00 p.m. 10 weeks

**SCANDINAVIAN LANGUAGES — LEVEL I 501961 75.00**  
Saturday, starting February 7, 1987 9:30 a.m. - 12 noon 10 weeks

FINNISH DANISH  
NORWEGIAN SWEDISH

**EAST INDIAN LANGUAGES — LEVEL I 75.00**  
Saturday, starting February 7, 1987 9:30 a.m. - 12 noon 10 weeks

HINDI PUNJABI

## JEWISH STUDIES

All courses begin the week of January 12th and will be held at the Jewish Community Centre; and will run for 9 weeks, unless otherwise specified.

### Vancouver Institute of Adult Jewish Studies LECTURE SERIES

**BASIC JUDAISM 501610 35.00/person 15.00/student 60.00/couple**  
Examine historical, philosophical and practical aspects of Judaism as approached by the three major Jewish movements, Orthodox, Reform and Conservative. (Feuerstein, Bregman, Solomon) Mon., Jan. 12 8:00-9:30 p.m. 6 sessions

**HEBREW POETRY (THIS CLASS CONDUCTED IN HEBREW ONLY) 501611 35.00/person 15.00/student 60.00/couple**  
Explore the development of Hebrew poetry through four historical periods: Ancient, Middle Ages, Enlightenment and Modern. (Yekutieli) Thurs., Jan. 15 8:00-9:30 p.m. 6 sessions

**IN THE GARDEN OF THE SHECHINA PART II (FOR WOMEN ONLY) 501606 40.00/person 15.00/student 75.00/couple**  
This term the focus of our study will be the stories of Creation, Genesis 1-5. We will examine traditional and modern midrashim, and develop our own interpretations of these concepts and images at the root of our existence through the eyes of women; how and why did the world come into being. New participants welcome.

Mon., Jan. 12 8:00-9:30 p.m. 6 sessions

**JEWISH LANGUAGE ARTS PROGRAM**  
All Hebrew classes will follow the Habet U'Shama method of instruction utilizing audio-visual techniques. An extremely effective method of language instruction.  
**45.00/person 15.00/student 80.00/couple**  
Registration will take place at the first class OR pre-register at Vancouver Community College, Continuing Education (Langara Campus) 100 W. 49th Ave., Vancouver — 324-532



COURT INTERPRETER  
CERTIFICATE PROGRAM  
FALL 1987

This part-time program enables bilingual persons to obtain the specific knowledge and skills of the trained court interpreter, as well as an excellent preparation for other interpreting jobs. Acquire theoretical and practical training in the areas of interpreting techniques, terminologies and procedures. If you have a very good knowledge of English and another language, turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts.

Course Duration: 8 months, Tuesdays & Thursdays, 7-10:00 p.m.

Starting Date: September 24, 1987

Location: Langara Campus

Tuition Fee: \$45.00 (textbooks included)

Eligibility: Entrance into the course will be determined by a language proficiency examination.

APPLICATION DEADLINE: May 15, 1987. Late applications will be considered subject to space availability. For more information call 324-5322 or 261-6635.

PERSONAL INVESTMENT

INTRODUCTION TO FINANCIAL PLANNING 503701 15.00

This seminar, which is intended to be taken in conjunction with "Advanced Financial Planning", will help you build a financial program from the ground up. Learn to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies. (D. Hodgins)

Tues., Mar. 3 K.E.C. 7:00-9:30 p.m. 1 session

PERSONAL INVESTMENT PLANNING & MANAGEMENT 503714 50.00

Review your finances, assess your priorities and discover if there is a need to invest. Receive a financial kit, a glossary of common terms and practical do's and don'ts. Take charge of your money. (Vu)

Wed., Jan. 21 Langara 6:30-9:00 p.m. 4 weeks

ADVANCED FINANCIAL PLANNING 503702 25.00

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. 10 K.E.C. 7:00-9:00 p.m. 2 sessions

FINANCIAL INDEPENDENCE IN RETIREMENT 503703 20.00

Whether you're presently retired or planning to retire in the future, this ½ 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., Mar. 14 K.E.C. 9:00 a.m. - 1:00 p.m. 1 session

R.R.S.P.'s — YOUR OPTIONS 503706 15.00

Designed to help investors make clear, concise decisions concerning optimal growth and safety in their R.R.S.P. Learn 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.

Tues., Feb. 10 K.E.C. 7:00-10:00 p.m. 1 session

UNDERSTANDING SAVINGS & INVESTMENTS 503709 20.00

Explore the neglected areas of savings plans, budgets and how to set personal objectives. What are common shares, preferred shares, bonds, investment funds and treasury bills? Receive expert advice on how to read the financial page, how the market operates, how to build a solid portfolio and secure retirement income. (C. Hill, D. Brown - Majendie Securities Ltd.)

Sat., Mar. 7 Langara 10:00 a.m. - 3:00 p.m. 1 session

OR

Sat., Mar. 21 Langara 10:00 a.m. - 3:00 p.m. 1 session

WOMEN AND INVESTING (AN INTRODUCTION TO THE STOCK MARKET) 503710 15.00

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.

Tues., Mar. 10 K.E.C. 7:00-10:00 p.m. 1 session

TAXATION AND INVESTMENT 503707 40.00

A practical course to enhance the understanding of Canada's tax structure and the stock market. Strategies to decrease taxes and to increase investment yield will be discussed throughout the course. Some of the topics will include: capital gains exemptions, the dividend tax credit, the bond market, common and preferred stocks, warrants and options. (R. Waters)

Sat., Jan. 31/Feb. 7 Langara 10:00 a.m. - 4:00 p.m. 2 weeks

OR

Sat., Mar. 21/28 Langara 10:00 a.m. - 4:00 p.m. 2 weeks

INTRODUCTION TO THE STOCK MARKET 503704 15.00

Join the 11% of Canadians who invest in the stock market! Learn market terminology and the various investment vehicles available; bonds, common shares, preferred shares and warrants. Explanations of interest income, dividend income, capital gains and their implications to the investor are included. (P. Schindler, D. Costain)

Tues., Mar. 24 K.E.C. 7:00-10:00 p.m. 1 session

UNDERSTANDING BASIC PRINCIPLES OF TRADING ON THE VANCOUVER STOCK EXCHANGE 503708 40.00

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

Mon., Feb. 9 Langara 7:00-9:00 p.m. 6 weeks

STOCK MARKET INVESTING 503712 70.00

An introductory course for persons who wish to learn the operations of the stock market and how to analyze stock market investments.

Wed., Jan. 21 V.V.I. 7:00-9:30 p.m. 10 sessions

STOCK MARKET ANALYSIS BY COMPUTER 503711 25.00

Learn how computerized investment techniques can help make you better investment decisions. Chart a stock's performance using technical analysis software and learn about fundamental analysis, information databases and portfolio management.

Tues., Jan. 27 V.V.I. 7:00-10:00 p.m. 2 sessions

SPORTS SCIENCE

The following courses provide the scientific basic 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 educators and researchers. Program Co-ordinator: Dr. Harry Lendvoy.

COACHING CERTIFICATION LEVEL I THEORY 151001 30.00

A nationally recognized certificate program for coaches. Offered twice this term. (Various instructors)

Tues./Thurs., Jan. 13, 15, 20 & 22 Langara 7:00-10:00 p.m. 4 sessions

OR

Sat./Sun., Jan. 17 & 18 Langara 9:00 a.m. - 4:00 p.m. 2 sessions

COACHING CERTIFICATE LEVEL II THEORY 151002 35.00

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

Fri., Jan. 30 Langara 7:00-10:00 p.m. 1 session

Sat./Sun, Jan. 31/Feb. 1 Langara 9:00 a.m. - 4:00 p.m. 3 sessions

B.C. SPORTS AID CORE COURSE 151201 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. Designed for those who work with individuals or groups in the area of physical activity you will benefit from this course. (Lendvoy)

Sat., Jan. 10 Langara 9:00 a.m. - 4:00 p.m. 1 session

OR

Mon./Wed., Jan. 19 & 21 Langara 7:00-10:00 p.m. 2 sessions

STRENGTH & FLEXIBILITY MODULE 151205 35.00

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.

Sun., Jan. 11 Langara 9:00 a.m. - 4:00 p.m. 1 session

OR

Mon./Wed., Jan. 26 & 28 Langara 7:00-10:00 p.m. 2 sessions

TAPING MODULE LEVEL I 151206 45.00

Through lecture, demonstration, and practical sessions focus primarily on techniques for ankle taping, participants should be aware that TAPING LEVEL II is teh requirement for Sports Aid Program recognition. Fee includes all supplies. (Bob Baker)

Sun., Feb. 22 Langara 9:00 a.m. - 4:00 p.m. 1 day

TAPING MODULE LEVEL II 151208 100.00

"Hands on" experience covering taping and strapping procedures for foot and ankle, knee, thumb and finger, wrist and elbow. (Bob Baker)

Sat./Sun., Feb. 28 & Mar. 1 Langara 9:00 a.m. - 5:00 p.m. 2 sessions

NOTE: \$150.00 package price for those registering in the Sports Aid Core Course, Strength & Flexibility, and Taping.

SPORTS MEDICINE — INTRODUCTION TO 151204 45.00

Study 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. Prerequisite is core course of the B.C. Sports Aid Program or permission of the instructor. For further information, call 263-5841. (Lendvoy)

Tues., Jan. 27 Langara 7:00-10:00 p.m. 1 session

Feb. 3, 10 & Sat./Sun., Feb. 7 & 8 9:00 a.m. - 1:00 p.m. 5 sessions

NUTRITION & PHYSICAL ACTIVITY... OR CAN YOU "EAT TO WIN"? 151202 15.00

Learn how (or if) nutrient needs change with increased activity levels, the special role of carbohydrate, pre-event meal & whether or not vitamin/mineral supplements are useful. (Crawford)

Tues., Feb. 10 Langara 7:00-9:00 p.m. 1 session

TESTS & MEASUREMENTS FOR FITNESS AND SPORT 151207 20.00

A practical WORKSHOP providing standardized measures of fitness components for athletes and exercisers. Assessment of cardiovascular, muscle strength and endurance, flexibility and posture. Norms will be provided for males and females of all ages. Dress for activity. Register early. (Lendvoy)

Thurs., Feb. 5 Langara 7:00-10:00 p.m. 1 session

SPORT PSYCHOLOGY 151203 20.00

A practical workshop providing psychological techniques to assist athletes in attaining top performances. Topics include motivation, self-talk, imagery, relaxation. (Dr. David Cox)

Thurs., Feb. 19 Langara 7:00-10:00 p.m. 1 session

FITNESS LEADERSHIP

FITNESS LEADERSHIP 151209 75.00

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

Thurs., Jan. 22 & 29 Langara 6:30-10:30 p.m. 2 sessions

Sun., Jan. 25 & Feb. 1 9:00 a.m. - 4:30 p.m. 4 sessions

WEIGHT TRAINING — INTRODUCTORY COURSE 151210 20.00

Intended for anyone wishing to begin a weight training program. Learn the basic muscle groups and common exercises that can be used to safely work each group. Gain familiarity with both free weights and various types of weight machines. (Robin Carr & Bob Baker)

Thurs., Feb. 12 Langara 7:00-10:00 p.m. 1 session

WEIGHT TRAINING — LEADERSHIP COURSE 151211 60.00

Intended for anyone wishing to take a leadership role in a weight training area. Learn advanced theory and practical applications. Study muscle structure and function, levers and angle of pull, contraction types, power curves, fibre types, energy systems and training objectives. (Robin Carr & Bob Baker)

Thurs., Feb. 19, 26 Langara 7:00-10:00 p.m. 7 sessions

Mar. 5, 12, 19, 26 Apr 2

FITNESS FOR CHILDREN 151212 60.00

Designed for fitness instructors, teachers, recreation leaders, or parents, learn the basic conceptual knowledge and practical skills required to administer a safe, effective and motivating fitness program for children.

Fri., Feb. 27 Langara 7:00-10:00 p.m. 3 sessions

Sat., Feb. 28 9:00 a.m. - 5:00 p.m.

Sun., Mar. 1 9:00 a.m. - 6:00 p.m.

EXERCISE TO MUSIC 151213 60.00

Learn the practical skills required to lead a safe, effective and enjoyable fitness class to music. Sessions will be practical and actively oriented, with frequent leadership and participation opportunities. (Wendy Carr)

Tues., Feb. 17, 24 Langara 7:00-10:00 p.m. 7 sessions

Mar. 3, 10, 17, 24, 31

THE WATERFIT TO MUSIC 151214 90.00 plus resource manual 25.00

Focus on practical application of your fitness knowledge. Instructional technique is given for all fitness components. All waterfit classes are taught in shallow water. Participants will be expected to instruct each other throughout the course. Certification pre-requisite: The Fitness Knowledge Course or its equivalent. Successful candidates may apply to BCRPA for registration. BCRPA Registration Course (sponsored by Aetna Canada) 20 hours. (Margaret Hewitt)

Fri., Mar. 27 Langara 6:00-10:00 p.m. 3 sessions

Sat., Apr. 5, 28 9:00 a.m. - 5:00 p.m.

SELF DEFENCE

WOMEN FIGHT BACK PART I 504401 30.00

Females aged 12 to 50 — learn the 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)

Tues., Mar. 3 K.E.C. 7:00-10:00 p.m. 3 weeks

OR

Sat., Feb. 28 K.E.C. 9:30 a.m. - 4:00 p.m. 1 session

WOMEN FIGHT BACK PART II 504402 20.00

Provides review for women who have completed the initial session. Introduces more techniques and combinations, and incorporates further discussions concerning possible solutions to uncomfortable, threatening or dangerous situations often faced by women. Part I is a prerequisite for this follow-up. (C. Morningstar)

Sat., Mar. 21 K.E.C. 9:30 a.m. - 4:00 p.m. 1 session

RECREATION

SHIATSU 504005 30.00

A dynamic practical introduction to the philosophy and techniques of this Japanese pressure point therapy. You will feel relaxed and be able to offer the same to family and friends. Bring a mat or blanket, wear loose comfortable clothing, and be prepared to have fun. Light lunch provided. (Thomas)

Sat., Feb. 7 Langara 9:30 a.m. - 4:30 p.m. 1 day

Sat., Feb. 21 Langara 9:30 a.m. - 4:30 p.m. 1 day

Sat., Mar. 21 Langara 9:30 a.m. - 4:30 p.m. 1 day

SHIATSU ON-GOING II 504006 30.00

A focus on this workshop will be on refining and expanding upon the techniques of the beginning workshop, providing students with greater flexibility confidence. Included will be: back and shoulder stretches, abdomen treatment and some specific pressure points for relief of tension and fatigue.

Sat., Mar. 7 Langara 9:30 a.m. - 4:30 p.m. 1 day

Sat., Mar. 14 Langara 9:30 a.m. - 4:30 p.m. 1 day

INTRODUCTION TO SCUBA \*\*NEW\*\* 504014 15.00

If you have ever wanted to try scuba diving, now you need only invest a few minutes to find out first-hand what diving is like. That's because our Discover Scuba experience can have you under water, breathing air, in no time at all — all in the safe and warm confines of a swimming pool. If you would like to find out how easy it is to continue diving once you've tried it, we'll be happy to explain that, too. Call Chuck Scott at 531-2012 for information.

Wed., Feb. 18 Langara 8:00-9:00 p.m. Lecture 10:00-11:00 p.m. Pool 1 session

SCUBA DIVING — OPEN WATER 504004 60.00

Learn 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 contact Chuck Scott 531-2018 for further information.

Wed., Feb. 25 Langara 7:30-9:30 p.m. 6 sessions

TAI CHI CHUAN — INTRODUCTION 504007 70.00

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.

Fri., Jan. 30 Langara 6:30-8:30 p.m. 8 weeks

YOGA — HATHA 504008 70.00

Improve your flexibility and overall health through a total body workout. Practice breathing exercises for stretching, flexibility strengthening and relaxation. Develop the body and mind for total fitness and well-being. Location: TBA (Tripathi)

Sat., Jan. 31 9:00-11:00 a.m. 10 weeks

Sat., Jan. 31 11:30 a.m. - 1:30 p.m. 10 weeks

EFFECTIVE CYCLING 504001 70.00

Learn bicycle skills training to improve your enjoyment and confidence on the road. If you ride for recreation or commuting, this course enables you to ride in any conditions of weather and terrain. It is part of the CAN-BILE PROGRAM developed by the Canadian Cycling Association and taught by certified instructors. (Pollard)

Sat., Feb. 7 Langara 9:00 a.m. - 12:00 noon 5 weeks

WEN DO \*\*NEW\*\* 504015 45.00

An effective system of self-defence for women in public, personal and social situations. Learn awareness, action-avoidance and how to deal with harassment. Bring an old cushion. (Miller)

Wed., Jan. 28 Langara 6:00-8:00 p.m. 6 weeks

WADO-YUKI KARATE \*\*NEW\*\* 504016 65.00

Combine in one pursuit an absorbing art, an exciting sport and a complete method of self-defense that teaches speed, agility and calm. Safe and effective it can be practised by either sex and any age group. (Beemer)

Mon./Wed., Feb. 2 Langara 7:00-10:00 p.m. 9 sessions

& Sat. 11:00 a.m. - 1:00 p.m.

Mon./Wed., Mar. 2 Langara 7:00-10:00 p.m. 9 sessions

& Sat. 11:00 a.m. - 1:00 p.m.

Mon./Wed., Mar. 30 Langara 7:00-9:00 p.m. 9 sessions

& Sat. 11:00 a.m. - 1:00 p.m.

CROSS COUNTRY SKIING — MANNING PARK ONE DAY PACKAGE 504017 Adults 45.00 Children 35.00

In cooperation with Benno's cross country ski school, a special cross country ski day. This package includes 2 hours of ski lessons, rental equipment, transportation, afternoon ski touring. Ideal terrain, weather and snow conditions make this a perfect area to learn Cross-Country Skiing. Further information call 738-5105. Information evening 7:00 p.m., Jan. 29, 1987. At Langara.

Sat., Jan. 31 1 session

Sun., Feb. 1 1 session

Sat., Feb. 14 1 session

Sun., Feb. 15 1 session

Sat., Feb. 28 1 session

Sun., Mar. 1 1 session

Trail Fee not included.

BICYCLE MAINTENANCE I TUNE-UP 504018 25.00

An introduction to the basic tools and supplies used for repairing and maintaining your bicycle to keep it roadworthy. Students are expected to provide a bicycle and to bring their own tools. A tool list can be obtained when registering. Topics covered include: Cleaning and lubrication, bike fit, flat tire repair, adjustments for brakes, derailleurs and wheels plus gearing selection. This course is part of the CAN-BIKE PROGRAM developed by The Canadian Cycling Association and taught by qualified instructors. (Delahantey, Wilson)

Mon. & Wed. 6:30-9:30 p.m. Jan. 26, 28 2 sessions

OR

Sat. 9:30 a.m. - 4:30 p.m. Feb. 21 1 session

BICYCLE MAINTENANCE II OVERHAUL 504019 35.00

A more intensive course intended to counteract the rigors of winter bicycle use or to prepare for longer rides. Students are expected to supply their own bicycle and tools. Topics covered are: hub overhaul and adjustment, headset, pedals, bottom bracket and cranks. This course is part of the CAN-Bike PROGRAM developed by The Canadian Cycling Association and taught by qualified instructors. (Delahantey, Wilson)

Langara Mon. & Wed. 6:30-9:30 p.m. Feb. 10, 12 2 sessions

OR

Sat. 9:30 a.m.-4:30 p.m. Feb. 28 1 session

REAL ESTATE

BUYING A CONDOMINIUM 500701 20.00

Introduces new buyers to the financial and governmental structures of a condominium (strata) corporation — how are bylaws enacted, who controls the corporation, what are an owner's rights, duties and obligations, and how to distinguish the good condominiums from the poor ones. (G. Fanaken)

Sat., Feb. 21 K.E.C. 9:00 a.m. - 12:00 p.m. 1 session

CONDOMINIUM OPERATIONS AND MANAGEMENT 500702 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., Mar. 7 K.E.C. 9:00 a.m. - 12:00 p.m. 1 session

DEALING IN REAL ESTATE 500703 65.00

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

TENANT AND PROPERTY MANAGEMENT 500705 55.00

For owners of rental houses or small apartments, learn the essentials of profitable financial management, good tenant relations and the Residential Tenancy Act.

Tues., Jan. 20 V.V.I. 7:00-9:30 p.m. 6 weeks

LEGAL ASPECTS OF BUYING A HOUSE 500704 20.00

Learn to buy a house and avoid common pitfalls in this complicated transaction. Explore the role of the real estate agent, what to look for when signing the interim agreement, understanding mortgages, insurance and closing the deal. (S. Morris)

Wed., Feb. 18 K.E.C. 7:00-9:00 p.m. 1 session

RESOLUTIONS OF RESIDENTIAL DISPUTES 500706 20.00

Disputes often occur over residential issues, e.g. between landlords and tenants, condominium owners and strata councils, and builders and home buyers. Learn the alternatives of conciliation, arbitration and litigation in dispute resolution. Anthony Collins is a practicing conciliator and arbitrator, Fellow of the Chartered Institute of Arbitrators. (Collins)

Sat., Feb. 28 K.E.C. 9:30 a.m. - 12:30 p.m. 1 session

LAW

LEGAL ASPECTS OF BUYING A HOUSE 500704 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. 18 K.E.C. 7:00-9:00 p.m. 1 session

CUSTODY, ACCESS AND MAINTENANCE IN MATRIMONIAL AND COMMON-LAW RELATIONSHIPS 502201 25.00

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)

Thurs., Mar. 5 K.E.C. 7:00-10:00 p.m. 1 session

DO IT YOURSELF DIVORCE 502202 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. 12 K.E.C. 7:00-9:00 p.m. 1 session

PERSONAL ENRICHMENT

CREATIVE SINGLENESS — PARTICIPATORY WORKSHOP 503405 55.00

Designed by and for single people — an expansion of the successful seminar given during the fall session, utilizing feedback from participants on what singles really need and want, introducing and exploring topics of special concern to single people: the challenges of single living; maintaining physical and psychological well-being; balancing work life and personal life; coping with loneliness; risking new behaviour and adapting to change; improving relationships; building a support network; exploring new attitudes toward sexuality. (McMorrow, M.A. Clin. Psych.)

Sat./Sun., Feb. 21, 22 Langara 10:00 a.m. - 4:00 p.m. 2 sessions

BETWEEN THE SEXES: MAKING YOUR RELATIONSHIP WORK 503408 15.00

Are you stuck in a pattern of constant conflict in your relationships? In this lecture/discussion learn how you can move from conflict and anger to understanding and clarify. (Drs Judy & Jim Sellner)

Mon., Feb. 23 Langara 7:30-9:30 p.m. 1 session

RELATIONSHIPS — THE ART OF KNOWING YOURSELF & OTHERS 503413 15.00

Explore yourself in the context of your relationships. Examine the stages of relationships as well as develop communication skills to achieve more satisfying relationships. Whether dealing with love relationships or those among co-workers, the issues are often the same.

Thurs., Jan. 28 Langara 7:00-10:00 p.m. 1 session

GOAL SETTING AS A SKILL 503406 40.00

When you set goals for yourself they work in two ways — you work on them and they work for you. You will learn to set life goals and methods to achieve mastery of present and future life situations. Areas of concentration — financial/career, physical/health, mental/educational, family/home, spiritual/ethical and social/cultural. (H. McGrattan)

Wed., Feb. 11 K.E.C. 7:00-9:00 p.m. 4 weeks

ASSERTIVENESS TRAINING 503417 50.00

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 practice your assertiveness skills in a safe and supportive environment. (Hall)

Thurs., Jan. 22 Langara 7:30-9:30 p.m. 8 weeks

HANDWRITING ANALYSIS 503407 45.00

This fascinating science enables you to understand yourself and others better. As personality and thought are reflected in handwriting, it reveals a person's mental habits, purposes and tendencies. Hidden talents might emerge after evaluation of all personality traits, as they reveal creative abilities, career potential, literary aptitude. (H. Winerton, Certified Graphoanalyst)

Wed., Feb. 18 K.E.C. 7:30-9:30 p.m. 8 weeks

TRACE YOUR FAMILY TREE WORKSHOP 503414 25.00

You will complete a personal research plan, utilizing libraries, institutions, obvious and obscure sources, and finding aids. Learn 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 a lunch. (A. Leduc)

Sat., Feb. 21 Langara 9:30 a.m. - 4:30 p.m. 1 session

THE RELIGION OF MAN 504101 15.00

The Pacific Interfaith Citizenship Association believe it is important that we come to an appreciation of each other's traditions, background and heritage.

1. Introduction to aims and objectives of Pacific Interfaith, its events and programs/Bahal faith — Tues., Jan. 20, 6:00-8:15 p.m.

2. Buddhism/Christianity — Tues., Jan. 27

3. Hinduism/Islam — Tues., Feb. 3

4. Judaism/Sikhism — Tues., Feb. 10

5. Unitarian/Zoroastrian faith — Tues., Feb. 17

6. General discussion and evaluation of series — Tues., Feb. 24

GEOMETRY II 103403 20.00

A workshop (similar to Math 11/12) will cover the basic fundamentals of geometry with emphasis on examples and problems. (Shuen)

Sat., Feb. 21 Langara 10:00 a.m. - 4:00 p.m. 1 session

ALGEBRA II 103402 50.00

This basic course (similar to Math 11/12) will cover various topics as Quadratic Equations, Logarithms & Trigonometry. Emphasis will be on examples and solutions of problems. (Shuen)

Tues., Jan. 20 Langara 7:00-9:00 p.m. 8 weeks

COMEDY IMPROVISATION 503404 60.00

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. 19 Langara 8:00-10:00 p.m. 8 weeks

LEARN TO MEDITATE 503419 20.00

Learn how meditation can improve your life and bring more joy. Each week you will learn new techniques to cover related topics. (Runkel)

Tues., Feb. 7 Langara 8:00-9:00 p.m. 4 weeks

MAKING-UP — IT'S EASY TO DO 503420 30.00

Basic make-up techniques will be demonstrated and practised. Experiment with make-up to create different looks for day and evening, and learn easy methods to enhance attractiveness. Also included will be discussions on mixing and matching colours, as well as helpful hints on how to maintain a healthy, glowing complexion. Please wear little make-up and bring a small travel bag, mirror, and make-up kit.

Sat., Feb. 14 K.E.C. 9:30 a.m. - 3:30 p.m. 1 session

BASIC SKIN CARE — CAN WE TALK? 503421 30.00

The structure and maintenance of the skin are discussed with a realistic approach, emphasizing lifestyle and environment. Through the use of visual aids and "hands-on" activities, students will gain an understanding of the importance of proper skin care. European facial techniques will be discussed and performed.

Feb. 28 K.E.C. 9:30 a.m. - 3:30 p.m. 1 session

MAKE-UP ARTISTRY — BASIC 503410 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)

Sat., Feb. 21/28 Langara 10:00 a.m. - 4:00 p.m. 2 sessions

VIDEO BUYER CRASH COURSE 503422 20.00

For consumers who want information on the home video market — recorders, camera, monitor, and accessories. A detailed shopper's guide included. (Cooperstone)

Sat., Feb. 7 Langara 10:00 a.m. - 1:00 p.m. 1 session

URBAN ENVIRONMENTAL STUDIES

CITIES IN CRISIS! 504901 50.00

Throughout most of the urban world, where almost half of the earth's population will be located by the end of the century, startling growth patterns are reaching crisis proportions. In 1950, London, New York and Shanghai had 10 million or more inhabitants. By the year 2000, there will be 20 such megacities, 18 of them in countries least able to afford them. Explore the reasons behind the crisis facing urban societies and examine innovative responses to the problems of rapid urbanization. Case studies from Europe, the Americas and the developing countries will be used to identify the central themes and principles. (A. Fallick)

Thurs., Feb. 12 Langara 7:00-9:00 p.m. 6 weeks

WHAT MAKES CITIES WORK? 504902 50.00

While it may seem that urban settlements and the human activity within them are haphazardly organized, there are, in fact, identifiable factors which can be used to help explain patterns and processes of urban growth and decline. This course will introduce basic concepts used by urban analysts to describe and investigate the patterns and systems which emerge from city form and function. Using case studies from a variety of countries at different time periods, we will explore fundamental issues of cities and in cities to show the dynamic but complex interrelationships between social, economic and political forces which have shaped urbanization. Vancouver will be used as a reference point. (A. Fallick)

Tues., Feb. 17 Langara 7:00-9:00 p.m. 6 weeks

PACIFIC RIM PROGRAM

This program is designed to broaden understanding of the importance of business, personal and cultural relationships in selected Pacific Rim countries and has both credit and non-credit components.

CREDIT PROGRAMS

You may apply for enrollment in the two-year Pacific Rim Program (Business Option), or the one-year Pacific Rim University Transfer Program. All classes are held during the day. For information and application forms, please contact the Langara Campus Counselling Department.

NON-CREDIT COURSES

The Continuing Education Division offers in cooperation with other college divisions and outside organizations a selection of courses in language, culture and business aspects of the Pacific Rim. For registration, contact the Continuing Education office of the campus where the course is offered.

Chinese Language and Culture

One Year program of Intensive Studies at the North China University of Technology in Beijing. Achieve a working knowledge of Chinese language and get acquainted with China's ancient culture and contemporary history. Apply by January 31, 1987 at LANGARA CAMPUS.

August, 1987 - April 1988

Tuition, Room and Board Approximately 6,000.00

Pacific Rim Languages

Evening non-credit courses in Chinese (Cantonese and Mandarin), Japanese & Korean will be offered at LANGARA CAMPUS starting January 19. For details, see THE MODERN LANGUAGE PROGRAM section.

INTERNATIONAL MARKETING 102415 130.00

Focus on practical methods of international market developments. Search out and secure market opportunities and sources of supply. Research techniques and recognition of cultural differences emphasized. Learn transportation methods and costing, the fundamentals of trade related financial tools and services and the roles of governments to encourage/guide trade. Covers both import and export techniques.

Thurs., Jan. 22 Langara 7:00-10:00 p.m. 13 weeks

See also INTERESTED IN DOING BUSINESS IN JAPAN, HOW TO EXPORT TO JAPAN, and HOW TO SUCCESSFULLY IMPORT FROM THE FAR EAST in the SPECIAL INTEREST BUSINESS section.

LOCAL NATURAL HISTORY TOURS

QUEEN CHARLOTTE ISLANDS — BOAT TRIP 502808 1955.00 (includes tuition of 110.00) \*Subject to change

The Queen Charlotte Islands are some of the most treasured lands on our planet and are unvisited in Canada as a place to explore by water. The islands are a biologically unique area — there are plants here which are found nowhere else in Canada, and close to 500,000 pairs of seabirds nest here each year. The human history is of great importance and the remnants of decaying Haida poles at Ninistons are protected as world treasures. The rugged mountain scenery, giant Sitka spruce and cedar forests, and diverse marine life making seeing the islands an unparalleled experience. Divers, biologists and an anthropologist will accompany cruise aboard 68' motor sailer, Island Roamer. Cost includes round trip airfare Sandspit - Vancouver. (Dick Cannings)

REGISTRATION IS LIMITED TO 15 PARTICIPANTS

Trip: June 6-14, 1987

Orientation: Tuesday, May 19, 7:30 p.m.

GULF ISLANDS NATURAL HISTORY SAILING TRIP 502803 320.00

Aboard the luxurious M.V. Island Roamer, cruise the ecological reserves, marine parks, and areas of historical interest in the Gulf Islands. We'll start at Canoe Cove and visit Sydney Spit marine park, Mandarte Island seabird colony, explore the Discovery Island Lighthouse, observe the rare and unusual coastal plants on Trial Islands ecological reserve and study the richly-laden shores of Race Rocks . . . just to highlight a few stops! (Rick Kool)

Trip: April 10, 11 & 12, 1987

Orientation: Thursday, March 26, 7:30 p.m.

M.O.T. ULTRALIGHT GROUND SCHOOL COURSE 503411 55.00

Designed to prepare you to write the M.O.T. exam required for a private ultralight pilot's licence. 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 596-7452 or Continuing Education, V.C.C. 875-8200.

Wed., Mar. 25 Langara 7:00-10:00 p.m. 4 sessions

Be sure to visit airflow ultralight aviation open house the week of March 16th at Robson Square Media Centre.



**WHALES, EAGLES AND TOTEMS 2809 350.00 (includes tuition of 120.00)**  
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. Observe whales, listen to their underwater sounds, beachcomb, explore a virgin coastal rainforest and study the sites of abandoned native villages. Cost includes accommodation, bus travel, boat charter and food. (Marja de Jong Westman, Margaret Holm)  
Trip: August 28-31, 1987  
Orientation: Tuesday, August 11, 7:30 p.m.

**COASTAL FREIGHTER TRIP 502802 110.00 (includes tuition of 110.00)**

Explore the culturally, biologically and historically rich B.C. coastline on a six-day/six-night cruise aboard the 175 foot coastal freighter, Chilcotin Princess. The weekly service provided by the freighter covers over 25 isolated communities and camps scattered along the coast. Accompanying biologists and anthropologists will conduct field studies at important sites along the way. Stops include Bella Bella, Namu, Kingcome Village, Alert Bay, and Middenatch Island. . . just to name a few. Accommodations are comfortable and the trip promises to be a special educational, sea-going adventure for passengers. REGISTRATION IS LIMITED TO 10 PARTICIPANTS.

Trip: April 23-29, 1987  
Orientation: Tuesday, April 14, 7:30 p.m.

**UCLUELET NATURAL HISTORY WEEKEND 502810 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. Expect to see colourful marine life, misty rainforests, coastal birds and perhaps a migrating gray whale or two. Cost includes food, bus transportation and lodging in school. Motel accommodation can be arranged at a small extra cost. Instructors include professional biologists and biology teachers at Vancouver Community College.

Trip: April 16, 17 and 18, Depart April 16, a.m.  
Orientation: Thursday, April 9, 8:00 p.m., Room 3244, K.E.C.

**BAMFIELD MARINE STATION WEEKEND 502801 250.00**  
Bamfield marine station, located on the west coast of Vancouver Island is the place to see hundreds of representatives of B.C.'s globally unique sea life. We'll explore a variety of different seashores, study marine invertebrates and fish in the station's well-equipped laboratories, and on a short boat cruise, dredge up bottom-dwelling animals and visit "sea lion" rocks.  
Orientation: Wednesday, March 11, 7:30 p.m.  
Field Trip: March 20, 21, 22

## INTERNATIONAL NATURAL HISTORY TOURS

**NATURAL HISTORY TOUR OF HAWAII 503101 1690.00 (includes 715.00 tuition)**

Join a small group of outdoor enthusiasts and see the diversity of Hawaii's youngest and oldest islands — Hawaii and Kauai. Study active volcanoes, mountain rainforests and desert-like coasts; hike in the Grand Canyon of the Pacific, snorkle in fish-laden lagoons and walk along lava beds in search of ancient petroglyphs. Participants should be adventurous as we will stay in cabins part of the time. Due to limited accommodation, early registration is necessary. A biologist and photographer (Finn Larsen) and geologist will accompany the tour. For more information and booking call Great Expeditions, 263-1505.

TOUR: February 13-22, 1987

ORIENTATION: Tues., Jan. 13, 1987, Vancouver Aquarium, 7:30 p.m.

## TRAVEL COURSES

**CHINA EXPERIENCED 504602 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. Learn how to eat, sleep, travel and buy on very little money. Slide presentations, guest speakers included.  
Sat., Feb. 21 Langara 10:00 a.m. - 2:00 p.m. 3 weeks

**A TRAVELLER'S ORIENTATION TO JAPAN 504601 20.00**  
Explore 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. (P. Miller)  
Sat., Feb. 14 Langara 9:00 a.m. - 1:00 p.m. 1 session

**TIBET & CENTRAL ASIAN ROUTES 504607 25.00**  
Two new overland routes have opened up Central Asia — the Lhasa to Kathmandu route; and the old Silk route (Kashgar in Chinese Xinjiang to Gilgit in Pakistan). Emphasis is on practical details (transport, health, visas, etc), and is angled for the independent traveller. Focal point is Tibet, with back-up information on China and Nepal. Bring some lunch. Instructor, Michael Buckley, is co-author of *China, a Travel Survival Kit* and *Tibet, a Travel Survival Kit* (Lonely Planet).  
Sat., Mar. 7 Langara 10:00 a.m. - 3:00 p.m. 1 session

**THAILAND — "THE LAND OF SMILES" 504606 15.00**  
An exotic kingdom where the doors are open and the welcome sign is posted. An introduction to where to go and what to see. Background information on keeping costs down, helpful hints to make your trip more enjoyable and rewarding. (G. Flack)  
Sat., Feb. 14 Langara 9:30 a.m. - 12:30 p.m. 1 session

**INTERESTED IN DOING BUSINESS WITH JAPAN? 102409 45.00**  
Learn the social and cultural differences between North America 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)  
Thurs., Apr. 16 Langara 7:00-9:00 p.m. 3 weeks

**HOW TO EXPORT TO JAPAN 102413 60.00**  
Improve your chances of success by learning from the experiences of others. You will focus on the key success factors and strategies involved in exporting to the world's second largest market. Using a practical approach, draw heavily on the experience of experts to illustrate key points about consumer behavior distribution channels, the decision-making process and business opportunities.  
Tues., Feb. 17 Langara 7:00-9:00 p.m. 4 weeks

**HOW TO SUCCESSFULLY IMPORT FROM THE FAR EAST 102408 25.00**  
Deal with the practical aspects and actual problems encountered when purchasing in the Orient. Learn the Far East factory system and its relationship to effective purchasing, how to source parts and finished products, how to determine a suppliers' reliability and what steps to take to assume purchased goods meet quality standards.  
Sat., Feb. 21 Langara 9:30-11:30 a.m. 1 session

## TRAVEL TOURS

**V.C.C.'S SECOND FALL JAPAN TOUR — OCTOBER 1987 Approx. 2,850.00**

V.C.C.'s fall tour of Japan leaves in October. Come with us — visit the soaring White Heron Castle of Himeji, tour the ancient capitals of Nara and Kyoto, shop on the Ginza, visit Hiroshima, Nagoya, Kamakura, Hakone-Fuji and the sacred island of Miyajima. Tour escorted by Japanese, English-speaking guide and led by V.C.C. instructor David Smith. Included is air and surface travel, accommodations, breakfasts and pre-trip orientation sessions. 14 day trip. For further details call Iwata Travel — 254-5101.

**JAPAN BACK ROAD TOUR — JULY 1987 2,850.00**  
V.C.C. offers an unusual look at Japan. This trip takes you off the beaten-path to places not normally visited by tour groups. Starting from Tokyo, we take you to the summit of Mt. Fuji, the mountains of Kamikochi National Park, the gardens of Kanazawa and on to Sendai, Aomori, Sapporo and the northern island of Hokkaido. Trip includes: air and surface travel, accommodation, breakfast and escorted by an English-speaking Japanese guide. Trip led by V.C.C. instructor David Smith. 14 days. For further details call Iwata Travel — 254-5101.



### STUDY MANDARIN IN CHINA

Vancouver Community College in co-operation with ITEC (Intercultural Training and Education Consultants) offers you the opportunity to

- A one-month credit (or non-credit) language and culture immersion program (including field trips to surrounding areas) at Jinan University in Guangzhou (Canton), China, July 1987
- Approximate cost: \$3,350 (all expenses included)
- For more information, call ITEC 669-5626

Trip led by S.F.U. Chinese Instructor — Teresa Yu

**PAINTING, DRAWING AND FRENCH LANGUAGE SLIDE SHOW AND DISCUSSION 504608 10.00**

21-day workshops in Montaigne-le-Blanc under the guidance of practising painter and sculptor, Paul Deggan, who offers a program of lectures, demonstrations and critiques for all levels and ages. Paul Deggan emphasizes the need for the contemporary student to return to the direct perception of the visual world as the prime stimulus to the creative imagination.  
June 7-28, July 7-28, Aug. 7-28

\$1100.00 CAN includes tuition, accommodation, food, wine, beer etc. 2 excursions and use of sketching easels and stools.

Optional week in Paris (with guide services included in workshop fee). For an extra \$100.00 students may also attend language lectures.

Sat., Feb. 21 Langara 10:00 a.m. - 12:00 noon 1 session

## NATURAL HISTORY COURSES

**SKAGIT DELTA NATURAL HISTORY KAYAKING TRIP 502811 70.00**

Spend the day in the sloughs and channels of one of the largest river deltas on North America's west coast. Skagit Delta and Bay are treasured wilderness areas and home to hundreds of thousands of migratory shorebirds and waterfowl. Accompanying the tour will be an expert kayaking guide, and an ornithologist, Peter Arcese. Bring a lunch. Carpools will be arranged and the itinerary reviewed at the orientation meeting.

Orientation: Tuesday, April 7, K.E.C., 7:30 p.m.  
Field Trip: Saturday (all day), April 18

**NEWCASTLE ISLAND HIKE 502812 25.00**  
With naturalist, Bill Merilees, join us on a comfortable hike on this interesting island. Located across the channel from Nanaimo Harbour, the island was the site of some of B.C.'s earliest coal mines, sandstone quarries, and Japanese herring salteries. Now a Provincial Marine Park, it boasts 12 miles of hiking trails, active beaver colonies and typical Gulf Islands plant-life. Ferry and boat costs included. Bring your own lunch.  
Field Trip: Sunday, March 15

**GULF ISLANDS BIRD-WATCHING TRIP 502813 55.00**  
During an all-day boat trip around the Gulf Islands, you'll have the opportunity to observe the thousands of seabirds and other marine animals which congregate at the peak of herring spawning. Biologists aboard boat will provide natural history information and helpful hints for the field identification of seabirds. An illustrated, introductory lecture will cover the general ecology of species to be seen and details of trip. Cost includes boat charter and ferry costs. Participants bring own lunch.

Ian Robertson, Biological Consultant

Rob Butler, Senior Biologist, Canadian Wildlife Service

Lecture: Thursday, February 19, 7:30-9:00 p.m., K.E.C.

Field Trip: Sunday, March 1 — all day

**WINTER ECOLOGY OF B.C. WATERBIRDS 502814 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. Lecture sessions cover the biological information, and field trips to Fraser River Estuary and Stanley Park offer the chance for field study. Instructors are Rob Butler, Senior Biologist with the Canadian Wildlife Service and Ian Robertson, Biological Consultant.

Tuesdays, February 3, 10, 17, 7:30-9:30 p.m., K.E.C.

Saturdays, February 7, 14 — mornings

**WATERFOWL PHOTOGRAPHY 35.00 Aquarium members 40.00 non-members 502815**

Vancouver's coast is a winter home to thousands of migratory waterbirds, snow geese, Canada geese and ducks galore! You will have the opportunity to photograph these birds under professional guidance. It includes an introductory workshop, covering equipment and techniques; a photography field session at Reifel Waterfowl Refuge; and a critique session. Instructor is biologist and professional photographer, Finn Larsen.

Wednesday, January 28, 7:00-10:00 p.m., Vancouver Aquarium

Science Center Theatre

Saturday, January 31, morning, Field Trip

Saturday, February 7, 9:00-12:00 a.m., Vancouver Aquarium Theatre

## capilano college EDUCATIONAL TOURS

For information/brochures phone 984-4907 (Joy Smith)

**Summer Workshops in France '87**

Join the 7th Annual Summer Workshops in Montaigne-le-Blanc in the romantic Auvergne. Painting Workshops from June 7 to 28, July 7 to 28 and August 7 to 28 preceded by an optional week in Paris. French Language Workshops from June 7 to 22 and July 7 to 22 preceded by an optional week in Paris and followed by an optional week in Aix-en-Provence. Fee: \$1,100 per workshop includes accommodation, food, wine, instruction and excursions appropriate to the workshops as well as guide services in on excursions and in Paris and Aix-en-Provence. Travel expenses not included.

**The New York Experience — Capilano College**

**7th Annual Tour of New York City.**

**May 12 to 21, 1987. \$1,850.**

Everyone should get to New York at least once in a lifetime! Capilano College's popular tour of this great city brings you the sights, neighbourhoods, museums, galleries, theatres, architecture, restaurants and shops, shops, shops, in a group with two instructors. You'll never have to worry about how to get there (unless you like the challenge), and you'll never walk alone — unless you want to! "The best holiday I've ever had," say many former students. Cost includes airfare, accommodation, theatres, museum admissions, bus and boat tours and two tour guides.

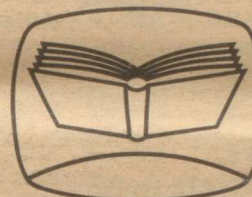
**Watercolour Painting Cruises in the Mediterranean**

**May 13 to 27 (depart Dubrovnik, return to Venice):**

**from \$3,180; \$May 27 to June 10 (depart Venice, return to Thessaloniki): from \$3,250 depending upon type of**

**accommodation.** All prices provisional and include airfare from Canada to London, connecting flight to ship and return and instruction.

Join one or both fabulous cruises throughout the Eastern Mediterranean aboard one of the most superior British Hellenic cruise ships. Painting instruction on board and at ports of call by two eminent Canadian watercolourists: David MacLagan, AOCA, FCA, painter, illustrator, muralist, and designer, instructor in Advanced Illustration, Mediums and Techniques, and Drawing Techniques in the Art Program at Capilano College, and Harry Heine, RSMA, FCA, OSMA, NWS, artist, designer, muralist and an exceptional watercolourist with an international reputation. Distinguished British lecturers also give lectures on board and on excursions ashore. Enjoy all the luxury of a choice cruise experience with the stimulation of doing and learning. Itineraries include: Greece (mainlands and islands), Jerusalem, Nazareth, Cyprus, Crete, Asia Minor (including Istanbul). Phone for the brochure and see the many fascinating places you'll be visiting.



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and leave a message!