

10LA

# CONTINUING



# EDUCATION

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and CONTINUING EDUCATION REGISTRATION INFORMATION

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

- By MAIL by filling in the Mail Registration form on this page and sending it in with your cheque or VISA information.
- 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.
- 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

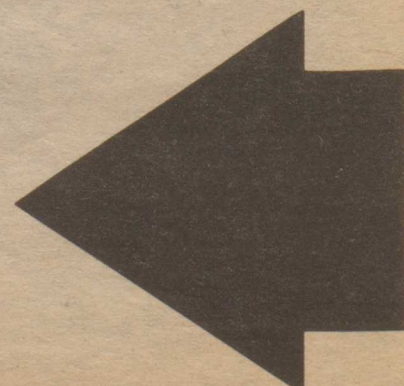
Unless otherwise stated in course advertising, requests for refunds stating reasons and accompanied by your receipt must be received in writing at the appropriate program office before the second course session. A different refund policy may apply for some courses and events; e.g. courses of five sessions 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



### BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

This program is designed for individuals who are employed or want to be employed as first-line managers and supervisors. Courses are taught by practicing business professionals who bring first-hand experience and knowledge to the classroom. You will learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your job potential. For registration call 324-5322. For detailed course information and brochure 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 at the Langara Campus C.E. office Wed. April 22 and Thurs. April 23, 5:00-8:00 p.m.

#### \*\*SPECIAL NOTE THIS TERM\*\*

Because this term is compressed into 9 weeks instead of 13, you will attend extra sessions during selected weeks. A detailed schedule will be available at registration.

**ACCOUNTING 1115 - BASIC PART I 102001** 130.00  
 Section 1: Mon., Apr. 27 Langara 7:00-10:00 p.m. 13 sessions  
 Section 2: Wed., Apr. 29 Langara 7:00-10:00 p.m. 13 sessions

**ACCOUNTING 2215 - BASIC PART II 102002** 130.00  
 Tues., Apr. 28 Langara 7:00-10:00 p.m. 13 sessions

**ACCOUNTING 3321 - INTERMEDIATE PART I 102003** 130.00  
 Wed., Apr. 29 Langara 7:00-10:00 p.m. 13 sessions

**ACCOUNTING 3421 - INTERMEDIATE PART II 102004** 130.00  
 Wed., Apr. 29 Langara 7:00-10:00 p.m. 13 sessions

**CANADIAN BUSINESS PERSPECTIVES 1000 102005** 130.00

(Formerly Anatomy of a Business 1000) Gain a broad perspective of the structure of a business enterprise operating within the Canadian economic and social environment.

**COMMERCIAL LAW 1115 102006** 130.00

An introduction to Canadian business law including the law of contracts, negotiable instruments, partnerships, sale of goods, labour/management, insurance, banks and banking.

**COMMUNICATIONS 1115 102007** 130.00

Develop your business writing skills through memos, letters and reports. Learn effective speaking and listening techniques through one-to-one and group interactions and oral presentations. Prerequisite: English 12 or equivalent.

**FINANCIAL MANAGEMENT & DECISION MAKING 2000 102009** 130.00

Develop skills and techniques in financial analysis, planning and forecasting, working capital management and budgeting. Prerequisite: Completion of a basic accounting course.

**MANAGING FOR SUCCESS 2000 102010** 130.00

Gain an understanding of the requirements for achieving organizational success through PERFORMANCE. The processes of strategic management and planning will be applied to the managerial functions of organizing, planning, leading and controlling.

**MANAGING THROUGH PEOPLE 1000 102011** 130.00

Learn to identify and understand the qualities of effective leadership and develop the skills necessary for successful supervision. Interpersonal skills, goal setting, motivational and problem solving techniques, responding to changing needs and developing human resource potential will be explored.

**SALES & MARKETING 2000 102012** 130.00

Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. The focus will be on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training.

**SMALL BUSINESS MANAGEMENT 1115 102013** 130.00

A practical, step-by-step course for individuals whose current business is not as profitable as anticipated or for individuals thinking of starting a business. Learn to manage your enterprise successfully and increase profits by exploring effective methods of financial planning, marketing, advertising and promotion, location selection and business set-up.

**BUSINESS COMMUNICATION SKILLS DEVELOPMENT**

**SUCCESSFUL SPEAKING 102808** 80.00

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)

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 King Edward Campus 875-8200  
 Langara Campus 324-5322  
 Continuing Nursing Education 687-1757  
 or 681-8111, loc. 408

## BUSINESS PROGRAMS & MARKETING WORKSHOPS

### SALES AND MARKETING WORKSHOPS

**STREET SMARTS - A MINI COURSE IN MARKETING** 50.00

**\*\*NEW\*\* 102416**  
 The competitive 80's are bringing Marketing into sharp focus as the survival skill. Sales and Marketing professionals are being well paid to produce results. Learn how to bring the 4 Marketing "P's" together. (Kelly)

Thurs., May 21 Langara 7:00-10:00 p.m. 3 weeks

**DIGGING FOR DIAMONDS - FIND OUT WHERE YOUR CLIENTS ARE - GOING FOR RESULTS** 30.00

**\*\*NEW\*\* 102412**  
 Developing the all-important skill of Prospecting. There are no free lunches — but finding people with needs — giving them what they want — can provide lots of steak dinners! (Kelly)

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

**COMMUNICATING EFFECTIVELY - THE KEY TO WINNING IN SALES AND MARKETING** 30.00

Saying it smoothly, persuasively and effectively to produce results is what this course is all about. A real asset for people planning a Sales Career — or for people who are professionals in Marketing. (Kelly)

Sat., May 16 Langara 9:00 a.m.-4:00 p.m. 1 session

**GETTING ALONG WITH YOUR CLIENTS - THE SKILL OF RELATIONSHIP SELLING** 30.00

**\*\*NEW\*\* 102403**  
 Learn the new elegant skills of N.L.P. to build trust, rapport and long-term relationships between you and your clients. Marketing from the Inside Out. Building a permanent client base. (Kelly)

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

**TURNING HASSLE INTO HAPPINESS - MAKING OBJECTIONS WORK FOR YOU** 20.00

**\*\*NEW\*\* 102405**  
 Taking conflict and arguments out of your selling world. Handling objections so that they help you to get what your customer and you want. Build a smooth harmonious presentation. (Kelly)

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

**THE WINNING ATTITUDE - CHANGING THE 'DOWNS' TO 'UPS'** 30.00

**\*\*NEW\*\* 102404**  
 The vital element of success in Sales and Life is a positive attitude to challenge, stress, change and people. All winners have it. Join the most exclusive club at the top! (Kelly)

Thurs., May 14 Langara 7:00-10:00 p.m. 1 session

**CLOSING THE SALE - GETTING PAID FOR YOUR WORK** 30.00

**\*\*NEW\*\* 102401**  
 Closing the Sales and getting good decisions are what make the big pay cheques. Make the difference between the amateurs and the pros in selling. Join the Winners' Circle! (Kelly)

Sat., June 6 Langara 9:00-4:00 p.m. 1 session



### BASIC OFFICE SKILLS

**TYPING — BEGINNERS 104201** 60.00

Learn touch typing of letters, symbols and numbers, tabulation, centering and, if time permits, business letters. Bring your own typing paper. (Worobetz & Tollstrom)

Tues., May 12 Langara 6:30-9:00 p.m. 8 sessions  
 Sat., May 16 Langara 9:30 a.m.-12:00 noon 8 sessions

**TYPING — BEGINNERS MINI COURSE 104204** 40.00

In this short, intensive course learn touch typing of letters, symbols, numbers, centering, tabulation and business letter set-up. Bring typing paper. (Worobetz)

Mon. & Wed., July 6 Langara 6:30-9:30 p.m. 4 sessions

**TYPING — ADVANCED 104202** 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)

Mon., May 11 Langara 7:00-9:00 p.m. 6 weeks  
 Thurs., May 14 Langara 7:00-9:00 p.m. 6 weeks

**TYPING ADVANCED - MINI COURSE 104205** 40.00

Prerequisite is 20-25 wpm. Learn centering, tabulation, resumes, report writing and business letters. Improve speed and accuracy. Bring typing paper. (Worobetz)

Tues. & Thurs., July 7 Langara 6:30-9:30 p.m. 4 sessions

**SPEED BUILDING TYPING 104203** 55.00

Designed to help all 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. (Tollstrom)

Wed., May 13 Langara 7:00-10:00 p.m. 6 weeks

**WRITING DYNAMIC BUSINESS LETTERS 102818** 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., June 20 Langara 10:00 a.m. - 4:00 p.m. 1 session

### SPECIAL INTEREST BUSINESS

**BECOMING A SUCCESSFUL SUPERVISOR 100202** 30.00

Intended for persons who are, or are about to become new supervisors. Review of essential skills to deal with this new position and discuss the role of a supervisor, how to delegate, leadership skills, effective people dealing skills, and problem-solving techniques. Please bring a lunch. (D. Rice)

Sat., May 30 Langara 9:00 a.m. - 3:00 p.m. 1 session

**DEALING WITH PEOPLE AND TIME 100203** 30.00

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., May 16 Langara 9:00 a.m. - 3:00 p.m. 1 session

**HOW TO EXPORT TO JAPAN 102413** 35.00

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.

Sat., May 23 Langara 9:00 a.m.-12:00 noon 1 session

**SELF-ASSESSMENT FOR CAREER CHANGE 104001** 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., May 9 K.E.C. 9:30 a.m. - 4:30 p.m. 1 session

OR  
 Sat., May 16 K.E.C. 9:30 a.m. - 4:30 p.m. 1 session

**SELF-ASSESSMENT FOR CAREER CHANGE PART II 104002** 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., June 6 K.E.C. 9:30 a.m. - 1:30 p.m. 1 session

**PUBLIC RELATIONS AND ADVERTISING FOR ENTREPRENEURS 102406** 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! (P. Armstrong)

Sat., May 2 Langara 9:00 a.m. - 4:00 p.m. 1 session

**PUBLIC RELATIONS AND ADVERTISING STRATEGIES FOR ENTREPRENEURS 102407** 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. (P. Armstrong)

Thurs., May 14 K.E.C. 6:00-9:00 p.m. 4 weeks

**VIDEO ENTREPRENEUR 102414** 100.00

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)

Wed., May 13 Langara 7:00-10:00 p.m. 8 weeks

### EMPLOYMENT SEMINARS

**FINDING EMPLOYMENT - SKILL BUILDING WORKSHOP 104003** 25.00

Skill Building Workshop to enable the job seeker to do well in a variety of styles of 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., May 9 K.E.C. 9:00 a.m.-4:00 p.m. 1 session

**HOW TO FIND A JOB 104004** 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., May 23 K.E.C. 9:00 a.m.-4:00 p.m. 1 session

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

- By MAIL by filling in the Mail Registration form on page 2 and sending it in with your cheque or VISA information.
- 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.
- In PERSON as outlined in the registration information with payment by cheque, cash or VISA.



## COMPUTER SKILLS FOR THE WORKPLACE

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

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

The first three courses give you a basic understanding of computer technology and its potential for solving your business problems. Advanced courses offer a number of business related applications such as EASY-WRITER II, 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 **COMPUTER SKILLS FOR THE WORKPLACE CERTIFICATE**. Anyone taking the course for general interest only is not bound by the certificate requirements.

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

**CS1 — BASIC COMPUTING CONCEPTS 100501 150.00**  
Elementary facts about computers, programs, and computers in society. This course uses LOGO as the demonstration language. (Lissett)  
Mon., May 4 Langara 7:00-10:00 p.m. 5 weeks

**CS3 — PROBLEM SOLVING WITH THE COMPUTER 100503 150.00**  
Designing procedures to solve business problems. Mechanics and discipline of simple program construction. Course uses BASIC as the demonstration language. Prerequisite is CS1. (Stewart)  
Tues., May 5 Langara 7:00-10:00 p.m. 5 weeks

**CS4 — WORD PROCESSING WITH WORD PERFECT 100504 150.00**  
Text formatting, mailing lists, spelling and grammar checking. Program: WORD PERFECT. (Kwan)  
Thurs., May 7 Langara 7:00-10:00 p.m. 5 weeks

**CS5 — DATABASE MANAGEMENT WITH dBASE III 100505 150.00**  
Maintaining inventory, client information and other records. Extracting, sorting and reporting selected data. Program: dBASE III. (Hope)  
Wed., May 6 Langara 7:00-10:00 p.m. 5 weeks



## COMPUTER SKILLS TRAINING

**INTRODUCTION TO PERSONAL COMPUTING 100602 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., May 12 Langara 7:00-9:00 p.m. 6 weeks

**"BASIC" PROGRAMMING FOR BEGINNERS I 100801 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)  
Sat., May 9 Langara 9:00 a.m. - 12:00 noon 5 weeks

**'C' LANGUAGE PROGRAMMING 100802 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., May 11 Langara 7:00-9:30 p.m. 4 weeks

**PC TROUBLESHOOTING AND MAINTENANCE 100904 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., May 19 Langara 6:30-9:30 p.m. 2 weeks

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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.

# COMPUTER SKILLS TRAINING,

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

**INTRODUCTION TO THE IBM PC AND DOS 100903 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., May 9 Langara 9:00 a.m. - 4:30 p.m. 1 day

**LOTUS 1-2-3 SPREADSHEET CAPABILITIES 100714 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 spreadsheets. Emphasis will be placed on the efficient use of commands, function keys, keyboard macros and the extraction and combination of data from one or more spreadsheets. (Wuhrer)  
Sat., May 30 Langara 9:00 a.m. - 4:30 p.m. 1 day

**LOTUS 1-2-3 DATA BASE CAPABILITIES 100715 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 database construction and manipulation database statistical functions, the use of data tables, and "what-if" experimentation. A working knowledge of LOTUS spreadsheets is a prerequisite. (Wuhrer)  
Sat., June 6 Langara 9:00 a.m. - 4:30 p.m. 1 day

**WORDSTAR 100722 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 Langara 9:00 a.m. - 4:30 p.m. 1 day

**INTRODUCTION TO COMPUTING ON THE IBM PC-XT AND COMPATIBLES 100608 100.00**  
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 straight forward practical instruction and hands-on exercises. Touch typing skills are not required.  
Mon./Wed., Apr. 27 K.E.C. 8:00-10:00 p.m. 3 weeks  
Tues./Thurs., Apr. 28 K.E.C. 8:00-10:00 p.m. 3 weeks  
Sat., Apr. 25 K.E.C. 10:00 a.m.-2:00 p.m. 3 weeks  
Sat., May 1 K.E.C. 10:00 a.m.-2:00 p.m. 3 weeks  
Sat., May 8 K.E.C. 10:00 a.m.-2:00 p.m. 3 weeks  
Tues./Thurs., May 5/7 V.V.I. 7:00-9:00 p.m. 3 weeks

**HARNESSTING THE POWER OF MS-DOS/PC-DOS MODULE I - GETTING STARTED 100902 100.00**  
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 you 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./Wed., June 1 K.E.C. 8:00-10:00 p.m. 3 weeks

**MODULA-2 PROGRAMMING 050709 115.00**  
Learn the computer language that has all of the power of C or Ada, yet is as easy to learn as BASIC or Pascal. Modula-2 was developed by Prof. Niklaus Wirth—it improves and expands his very popular Pascal language. Previous experience with another structured programming language is helpful but not essential. Course duration: Twelve 3-hour lectures, plus additional lab sessions. Programs will be composed, compiled, and executed on microcomputers. (Brian Anderson)  
Mon., May 4 V.V.I. 6:00-9:00 p.m. 12 weeks

**HOW TO BE A SUCCESSFUL COMPUTER CONSULTANT \*\*NEW\*\* 104005 50.00**  
Learn how to start your own business as a Computer Consultant. During this course you will learn if you have the necessary skills, aptitudes, and attitudes to be successful in this growing field. Work with a Computer Consultant and learn the secrets of the trade. (Hope)  
Thurs., June 11 Langara 7:00-10:00 p.m. 4 sessions

**ACCOUNTING ON THE MICROCOMPUTER \*\*NEW\*\* 100741 50.00**  
In this course you will learn what to expect from computerized accounting. Starting with an overview of accounting we move through a review of the popular software available in the Lower Mainland. At the end of the course you will know what to look for, and how to choose the system that is best for your business. (Hope)  
Mon., May 4 Langara 7:00-10:00 p.m. 4 sessions

**DATABASE SYSTEMS FOR THE MICROCOMPUTER \*\*NEW\*\* 100742 50.00**  
In this course you will learn what to expect from a database system. Starting with an overview of databases we move through a review of the popular software available in the Lower Mainland. At the end of the course you will know what to look for, and how to choose the system that is best for your application. (Hope)  
Mon., June 8 Langara 7:00-10:00 p.m. 4 sessions

## AT COMPUTER STATION

The following courses are a cooperative venture between Vancouver Community College, Continuing Education and the Computer Station. All classes will be held at the Computer Station, 2130 Burrard Street, where convenient parking is available. For further information or to register, please phone — 682-5844. (Max. 10 students per class.)

**AN INTRODUCTION TO MICROCOMPUTERS 100605 130.00**  
Learn hardware, software and microcomputer operation. Hands-on training includes extensive work with the operating system PC-DOS, and overviews of wordprocessing, spreadsheets and databases using EasyWriter II, Lotus 1-2-3 and dBase III.  
Sat., Apr. 25 Comp. Stn. 9:00 a.m. - 5:00 p.m. 1 day  
Mon., Apr. 27 Comp. Stn. 6:30-9:30 p.m. 3 weeks  
Wed., May 13 Comp. Stn. 6:30-9:30 p.m. 3 weeks  
Sat., June 6 Comp. Stn. 9:00 a.m. - 5:00 p.m. 1 day  
Sat., June 20 Comp. Stn. 9:00 a.m. - 5:00 p.m. 1 day

**INTRODUCTION TO LOTUS 1-2-3 100711 140.00**  
Lotus 1-2-3 is a powerful combination of spreadsheets, graphics and database functions. Learn Lotus 1-2-3 concepts and terminology, spreadsheet creation, editing and printing. Extensive hands-on practice included.  
Thurs., Apr. 23 Comp. Stn. 6:30-9:30 p.m. 3 weeks  
Sat., May 2 Comp. Stn. 9:00 a.m. - 5:00 p.m. 1 day  
Wed., June 3 Comp. Stn. 6:30-9:30 p.m. 3 weeks  
Sat., June 13 Comp. Stn. 9:00 a.m. - 5:00 p.m. 1 day

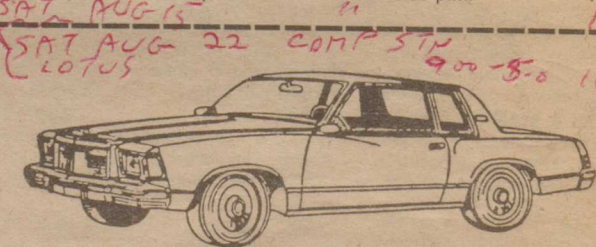
**INTERMEDIATE LOTUS 1-2-3 100712 140.00**  
Lotus 1-2-3 database and intermediate spreadsheet concepts, terminology and functions are explored. Some experience with Lotus is essential. Database functions including graphing, sorting, finding and extracting records are covered. As well, additional spreadsheet functions such as extracting and combining sheets, windowing and protecting cells are included.  
Thurs., May 14 Comp. Stn. 6:30-9:30 p.m. 3 weeks  
Sat., June 27 Comp. Stn. 9:00 a.m. - 5:00 p.m. 1 day

**INTRODUCTION TO dBASE III PLUS 100705 130.00**  
dBase III is an enhanced database management package that organizes information and automates list and file handling. Learn standard commands for file creation, maintenance, information enquiries, report generation. New dBase features such as the Command Assistance, mailing labels and dBase II to dBase III file conversions.  
Tues., Apr. 21 Comp. Stn. 6:30-9:30 p.m. 3 weeks  
Sat., May 23 Comp. Stn. 9:00 a.m. - 5:00 p.m. 1 day  
Mon., June 1 Comp. Stn. 6:30-9:30 p.m. 3 weeks

**INTRODUCTION TO WORDPERFECT 100710 130.00**  
Learn fundamental WordPerfect operations: creating and editing documents, printing, moving/copying text, transferring texts between documents, formatting, search/replace and more.  
Wed., Apr. 22 Comp. Stn. 6:30-9:30 p.m. 3 weeks  
Sat., May 9 Comp. Stn. 9:00 a.m. - 5:00 p.m. 1 day  
Thurs., June 4 Comp. Stn. 6:30-9:30 p.m. 3 weeks

**MULTIMATE 100717 130.00**  
Learn fundamental MultiMate operations: creating and editing documents, printing, moving/copying text, transferring texts between documents, formatting, search/replace, and more.  
Tues., May 12 Comp. Stn. 6:30-9:30 p.m. 3 weeks  
Tues., June 2 Comp. Stn. 6:30-9:30 p.m. 3 weeks

**INTERMEDIATE WORDPERFECT 100735 130.00**  
Now that you have mastered the WordPerfect basics, learn how to do text and math columns, assorted merges and sorts, macros and more. Experience with WordPerfect is essential.  
Sat., May 30 Comp. Stn. 9:00 a.m. - 5:00 p.m. 1 day



## YOU COULD WIN THIS CAR FOR \$2.00

Fully restored 1978 CHEVROLET MONTE CARLO. All proceeds to provide financial aid to VCC students. Draw date: May 27th, 1987. B.C. Lottery Licence #59217

Please send me \_\_\_\_\_ Monte Carlo lottery tickets at \$2.00 each. Cheque for same enclosed.

Name \_\_\_\_\_  
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City \_\_\_\_\_ Prov. \_\_\_\_\_  
Phone \_\_\_\_\_ Postal Code \_\_\_\_\_

Make cheques payable to:  
VCC MONTE CARLO LOTTERY  
Mail to: Vancouver Community College  
1155 East Broadway - Box 24700 Station 'C'  
Vancouver, B.C. V5T 4N4  
Att'n. Shirley Girvan

## AT PRECEPT COMPUTER SKILLS LEARNING CENTRE

Courses offered at Precept Computer Skills Learning Centre are a cooperative venture between V.C.C. Continuing Education and Precept Computer Skills Learning Centre Inc. 735 Clark Drive — 255-3198.

Precept is a professionally designed training centre specializing in personalized hands-on instruction using fully equipped IBM PC-XT compatible computers and software. Each computer system includes 640K memory, 10MB hard disk, mouse pointing device, and dot-matrix printer.

With only six students per class, attention to individual requirements is assured. Enrollment is continuous throughout the year and courses are offered during the day as well as evenings. REGISTER AT KEC.

A comprehensive reference/study guide and a course disk containing study materials and examples is included in course fees.

**INTRODUCTION TO COMPUTING ON THE IBM PC-XT AND COMPATIBLES 100608 100.00**  
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., Apr. 27/28 Precept 1:00-5:00 p.m. 2 days  
Mon./Tues., May 4/5 Precept 1:00-5:00 p.m. 2 days  
Mon./Wed. night, May 18/20/25/27 Precept 7:00-9:00 p.m. 2 weeks  
Thurs./Fri., May 21/22 Precept 1:00-5:00 p.m. 2 days  
Mon./Tues., June 1/2 Precept 1:00-5:00 p.m. 2 days  
Thurs./Fri., June 18/19 Precept 1:00-5:00 p.m. 2 days  
Mon./Tues., July 6/7 Precept 1:00-5:00 p.m. 2 days  
Mon./Wed. night, July 6/8/13/15 Precept 7:00-9:00 p.m. 2 weeks  
Thurs./Fri., July 16/17 Precept 1:00-5:00 p.m. 2 days

**MICROCOMPUTER DATA SECURITY/INTEGRITY 100906 125.00**  
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., May 7/8 Precept 1:00-5:00 p.m. 2 days  
Mon./Tues., June 15/16 Precept 1:00-5:00 p.m. 2 days

**GETTING "ON-LINE" WITH YOUR MICROCOMPUTER \*\*NEW\*\* 100736 125.00**  
This course will introduce microcomputer users to the rapidly expanding field of computerized telecommunications. Take advantage of public domain "shareware" programs and gain access to international message, file, and information networks specifically designed for the microcomputer hobbyist and professional. Other course topics include hardware, software, and "on-line" service requirements, and hands-on instruction with PROCOMM: a public domain telecommunications control program. "On-line" services reviewed include: Source, CompuServe, and FidoNet. Introduction to Computing on the IBM PC-XT or equivalent knowledge required.  
Tues./Thurs., Apr. 21/23/28/30 Precept 9:00 a.m. - Noon 2 weeks

**HARNESSTING 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 you 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.)  
Thurs./Fri., June 4/5 Precept 1:00-5:00 p.m. 2 days  
Tues./Thurs., June 16/18/23/25 Precept 7:00-9:00 p.m. 2 weeks  
Mon./Tues., June 22/23 Precept 1:00-5:00 p.m. 2 days  
Mon./Tues., July 13/14 Precept 1:00-5:00 p.m. 2 days  
Thurs./Fri., July 30/31 Precept 1:00-5:00 p.m. 2 days

**HARNESSTING 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 batch 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.  
Mon./Tues., July 27/28 Precept 1:00-5:00 p.m. 2 days  
Thurs./Fri., June 11/12 Precept 1:00-5:00 p.m. 2 days  
Tues./Thurs., June/July 30/27/9 Precept 7:00-9:00 p.m. 2 weeks

## 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



## HARNESSTING THE POWER OF MS-DOS/PC-DOS MODULE III - HARD DISK ORGANIZATION SKILLS 100905 125.00

Demystify hard disk technology, and obtain a high degree of storage efficiency and organizational skills with IBM PC or compatible hard disk system. With a supplied software toolkit, users will be able to test, organize, archive, and maintain a hard disk system of virtually any size or configuration. Course concepts include an advanced study of MS-DOS/PC-DOS subdirectories, paths, environments, and a review of batch file processing with a view to organization. User familiarity with fundamental MS-DOS/PC-DOS conventions is highly recommended.  
Mon./Tues., June 8/9 Precept 1:00-5:00 p.m. 2 days  
Thurs./Fri., July 9/10 Precept 1:00-5:00 p.m. 2 days

## CREATING PRESENTATION BUSINESS GRAPHS WITH YOUR PERSONAL COMPUTER \*\*NEW\*\* 100737 150.00

Developed communication skills are an essential component for success in business. Often the key to effective communication is the quality, placement, and use of presentation graphics. This course will utilize the HARVARD Presentation Graphics program to produce bulleted lists, title charts, pie charts, text charts, and bar charts. The Hewlett Packard LASERjet + printer will be used to produce high quality pages and transparencies. The SHOW PARTNER graphics presentation program, which allows computer controlled screen presentation, will also be demonstrated. A familiarity with an IBM PC-XT (or compatible) microcomputer is required. (Introduction to Computing on the IBM PC-XT or equivalent.)  
Thurs./Fri., July 23/24 Precept 1:00-5:00 p.m. 2 days  
Mon./Tues., June 29/30 Precept 1:00-5:00 p.m. 2 days

**ELECTRONIC SPREADSHEETS (LOTUS 1-2-3) 100711 125.00**  
Intended for those 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.)  
Thurs./Fri., May 28/29 Precept 1:00-5:00 p.m. 2 days

**ADVANCED SPREADSHEET SKILLS (LOTUS 1-2-3 MACROS) 100716 125.00**  
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.  
Thurs./Fri., June 25/26 Precept 1:00-5:00 p.m. 2 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) and a working knowledge of fundamental bookkeeping skills would be an asset.  
Tues.-Thurs., May 19-21 Precept 9:00 a.m. - 12 Noon 3 days  
Tues.-Thurs., July 14-16 Precept 9:00 a.m. - 12 Noon 3 days

**INTRODUCTION TO REFLEX \*\*NEW\*\* 100738 150.00**  
This course will introduce the user to REFLEX, a personal computer data base program from Borland that helps you record, keep track of, organize and analyze information. REFLEX provides features that neither dBASE III + nor Lotus 1-2-3 offer including: crosstabs, filters, and customized reports. Course topics will include: setting up forms, using the form, list, graph, crosstab, and report views, and applying filters and other search conditions. Users will be given an opportunity to modify and customize REFLEX databases supplied on a course disk. Familiarity with an IBM PC-XT (or compatible) microcomputer is required. (Introduction to Computing on the IBM PC-XT or equivalent.)  
Tues.-Thurs., July 28-30 Precept 9:00 a.m. - Noon 3 days

**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.)  
Tues.-Thurs., May 26-28 Precept 9:00 a.m. - Noon 3 days

**WORDPROCESSING WITH WORD PERFECT 100710 125.00**  
Introduce 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.)  
Thurs./Fri., Apr./May 30/1 Precept 1:00-5:00 p.m. 2 days  
Thurs./Fri., May 14/15 Precept 1:00-5:00 p.m. 2 days  
Mon./Wed., June 13/8/10 Precept 7:00-9:00 p.m. 2 weeks

**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). Touch typing not required.  
Thurs./Fri., Apr. 23/24 Precept 1:00-5:00 p.m. 2 days  
Mon./Tues., May 11/12 Precept 1:00-5:00 p.m. 2 days  
Mon./Wed., June 15/17/22/24 Precept 7:00-9:00 p.m. 2 weeks  
Thurs./Fri., July 2/3 Precept 1:00-5:00 p.m. 2 days

## ADVANCED WORDPROCESSING WITH MICROSOFT WORD 100728 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.-Thurs., June 9-11 Precept 9:00 a.m. - Noon 3 days  
Tues.-Thurs., July 7-9 Precept 9:00 a.m. - Noon 3 days

**INTRODUCTION TO DESKTOP PUBLISHING 100726 150.00**  
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.  
Tues.-Thurs., Apr. 21-23 Precept 9:00 a.m. - Noon 3 days  
Tues.-Thurs., May 12-14 Precept 9:00 a.m. - Noon 3 days  
Tues.-Thurs., June 2-4 Precept 9:00 a.m. - Noon 3 days

## DESKTOP PUBLISHING WITH THE VENTURA DESKTOP PUBLISHER \*\*NEW\*\* 100739 150.00

This course will introduce the user to the Ventura Desktop Publisher Edition. This sophisticated WYSIWYG (what-you-see-is-what-you-get) document formatter will allow you to rapidly and flexibly produce professional "finished" copy. Familiarization with essential commands will be followed by specific design principles for generating sales reports, advertising, technical manuals, and educational materials. Introduction to Desktop Publishing or equivalent knowledge is required.  
Tues.-Thurs., June 23-25 Precept 9:00 a.m. - Noon 3 days  
Tues.-Thurs., July 21-23 Precept 9:00 a.m. - Noon 3 days

**CREATING BUSINESS FORMS WITH YOUR LASER PRINTER \*\*NEW\*\* 100740 150.00**  
This course will familiarize the user with business form generation using the IPrint software package (by Indigo). Hands-on training will cover the creation and implementation of laser printed letterheads, invoices, purchase orders, and memos with specific emphasis on "importing" information from other computer programs and feeding it directly into forms without re-typing and re-formatting. Computer generated forms can be a superb time and money saving application which maximizes the return on your laser printer investment. Introduction to Desktop Publishing or equivalent required.  
Tues.-Thurs., May 5-7 Precept 9:00 a.m. - Noon 3 days  
Mon./Tues., July 20/21 Precept 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, 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) and a working knowledge of fundamental bookkeeping skills would be an asset.  
Tues.-Thurs., Apr. 28-30 Precept 9:00 a.m. - Noon 3 days  
Tues.-Thurs., June 16-18 Precept 9:00 a.m. - 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.  
Tues./Thurs., June 24/9/11 Precept 7:00-9:00 p.m. 2 weeks

**INTRODUCTION TO PROGRAMMING IN "C" 100802 125.00**  
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.  
Mon./Wed., July 20/22/27/29 Precept 7:00-9:00 p.m. 2 weeks

**INTRODUCTION TO PROGRAMMING IN "PASCAL" 100803 125.00**  
A 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.  
Tues./Thurs., July 14/16/21/23 Precept 7:00-9:00 p.m. 2 weeks

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



Register by  
Phone  
using your  
VISA



# MANAGEMENT, SOCIAL

## MANAGEMENT SKILLS FOR SUPERVISORS PROVINCIAL CERTIFICATE PROGRAM

### SPECIAL SUMMER 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**.

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

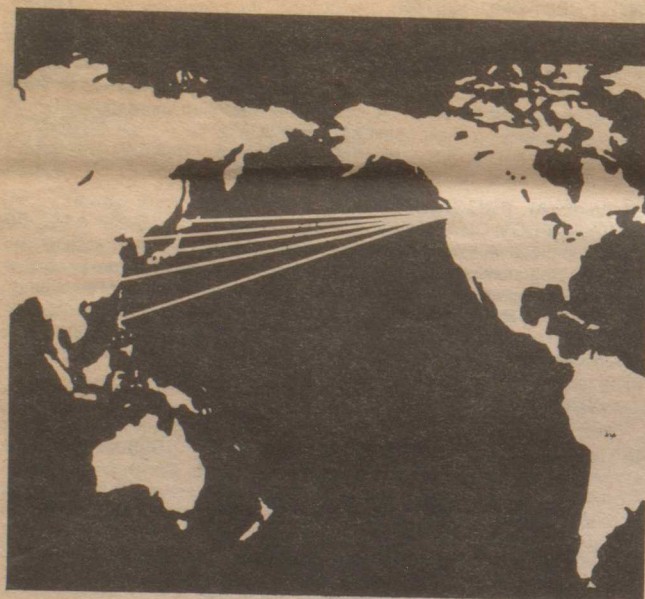
Over the 12 days you will be involved with tightly integrated material including: interactive video, movies, group experience and guided discussion, practice sessions, case studies, self-scoring profile inventories, and structured experiences.

This is the only program certified and endorsed by the Business Council of B.C. and the Ministry of Education. Over 200 supervisors have enrolled in this program this year!!

#### NEXT SESSIONS: 8:30 a.m.-4:30 p.m. SHERATON VILLA INN

<b>Part I</b>	Interpersonal Skills	100101	350.00
	June 10, 11, 12, July 6		
<b>Part II</b>	Group Skills	100102	350.00
	July 7, 8, 9, Aug. 4		
<b>Part III</b>	Administrative Skills	100103	350.00
	Aug. 5, 6, 7, Aug. 31		

Please call Dennis Johnston for complete details of program and schedules at 875-8200. Training services provided by **The Johnston Training Group Inc.**



## 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 TELECOMMUNICATIONS MANAGEMENT I (VOICE) 102201** **175.00**  
Focus on managing a simple key system — needs analysis, design, costing, and evaluation.  
Sept. 87 10 sessions

**TELECOMMUNICATION MANAGEMENT II (VOICE) 102202** **195.00**  
Expands the concepts and skills of course I moving into the larger PBX systems (VOICE).  
Mon./Wed., Apr. 22 - May 27 6:30-9:30 p.m. 10 sessions

**DATA COMMUNICATIONS (DATA ONLY) 102204** **195.00**  
Focus on the managing of Data Communications; hardware configurations; software; protocols; cost analysis; network analysis; impact on office automation.  
Tues., April 14 - June 16 10 sessions

**INTEGRATED TELECOMMUNICATIONS MANAGEMENT 102205** **TBA**  
Sept. 1987

Please call Dennis Johnston for complete details — 875-8200.

## VOLUNTEER MANAGEMENT CERTIFICATE PROGRAM

This part-time certificate program is designed to provide management training for individuals who are working or want to be working in a paid or volunteer capacity as Directors/Coordinators of volunteer programs.

\* Please note: Registration for Section II will be open only when Section I is filled.

The program consists of three components:

#### 1. TEN FULL DAY WORKSHOPS

<b>OVERVIEW OF VOLUNTEER MANAGEMENT 101408</b>	
Section I Wed., Sept. 16	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., Sept. 16	Langara 9:00 a.m. - 3:30 p.m.

#### 2. THE VOLUNTEER COMMUNITY 101410

Section I Wed., Oct. 7	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., Oct. 21	Langara 9:00 a.m. - 3:30 p.m.

#### 3. PLANNING AND EVALUATION 101409

Section I Wed., Nov. 4	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., Nov. 18	Langara 9:00 a.m. - 3:30 p.m.

#### 4. AGENCY SYSTEMS I 101402

Section I Wed., Dec. 2	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., Dec. 9	Langara 9:00 a.m. - 3:30 p.m.

#### 5. AGENCY SYSTEMS II 101401

Section I Wed., Jan. 6/88	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., Jan. 20/88	Langara 9:00 a.m. - 3:30 p.m.

#### 6. PERSONNEL I 101413

Section I Wed., Feb. 3/88	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., Feb. 17/88	Langara 9:00 a.m. - 3:30 p.m.

#### 7. PERSONNEL II 101414

Section I Wed., Mar. 2/88	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., Mar. 16/88	Langara 9:00 a.m. - 3:30 p.m.

#### 8. WORKING WITH GROUPS 101406

Section I Apr. 13/88	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., Apr. 20/88	Langara 9:00 a.m. - 3:30 p.m.

#### 9. TRAINING VOLUNTEERS 101411

Section I May 4/88	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., May 18/88	Langara 9:00 a.m. - 3:30 p.m.

#### 10. PROMOTING YOUR ORGANIZATION 101403

Section I Wed., June 1/88	Langara 9:00 a.m. - 3:30 p.m.
Section II Wed., June 8/88	Langara 9:00 a.m. - 3:30 p.m.

#### 2. A Volunteer Internship.

#### 3. An Individualized Study Project.

Call 324-5322 for detailed brochure and application form, or for further information, leave message for Marilyn McLaren, Coordinator.

Certificate Program Fee — \$400.00

Limited spaces for individual workshops — \$45.00

Information Meeting: Wednesday, June 17, 7:30 p.m.

Langara Campus, Room 253

Application Due: June 30.

## 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 April - June 1987:

**INTRODUCTION TO THE NON-PROFIT ORGANIZATION 101201** **150.00**  
(G. Perryman, E. Manley-Casimir)  
Apr. 21 & 22, May 1 K.E.C. 8:30 a.m. - 5:30 p.m. 3 sessions

**FINANCIAL MANAGEMENT AND RESOURCE DEVELOPMENT 101206** **150.00**  
(R. Rees, V. Brooks)  
Mon., Wed., Start Wed., Apr. 22 K.E.C. 6:00-9:00 p.m. 12 sessions

**PUBLIC RELATIONS 101207** **75.00**  
(H. Lerner)  
Sat., June 13, Fri., June 19, Sat., June 20 9:00 a.m. - 4:00 p.m. 3 sessions

For more information about the program, call 875-8200.

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

- By MAIL, by filling in the Mail Registration form on page 2 and sending it in with your cheque or VISA information.
- 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.
- In PERSON as outlined in the registration information with payment by cheque, cash or VISA.

## 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 Vancouver Community College. These workshops are designed to develop Board leadership skills necessary for effective non-profit management. Location of these workshops is the Vancouver Volunteer Centre, #301 - 3102 Main St.

### THE BOARD'S ROLE IN PERSONNEL ADMINISTRATION 101607

One of the few areas in which the Board has both policy setting and policy implementing responsibilities is personnel management. In this workshop, you will examine the function of the personnel committee and the 8 key areas for which a non-profit Board should have personnel policies. Clearly written personnel policy samples will be available.  
Tues., May 12 Van. Volunteer Ctr. 7:00-10:00 p.m. 1 session

### STRATEGIES FOR FUND RAISING: FROM THE BOARD PLAN TO SUCCESS! 101608

Board members play a unique and significant role in fundraising. It is their job to see that adequate funds are raised to support the policies and programs they establish for their organization. This workshop will help non-profit board members to identify the roles of board and staff in fundraising, to examine components of a successful fund-raising plan and to select techniques to aid in pursuing the plan.  
Wed., May 13 Van. Volunteer Ctr. 6:30-10:00 p.m. 1 session

### HIRING AND EVALUATING THE EXECUTIVE DIRECTOR - WHAT IS THE BOARD'S ROLE 101609

As community trustees, the Board members collectively serve as the employer of the Executive Director and delegate the implementation of policy and organization functions to this key individual. You will gain an understanding of the Board's responsibilities in building a strong board/staff relationship and will be given systems for hiring, evaluating and firing of the Executive staff. Open to all non-profit Board members.  
Tues., June 2 Van. Volunteer Ctr. 7:00-10:00 p.m. 1 session

### FINANCIAL DECISION MAKING: A CLOSE LOOK AT ACCOUNTABILITY FOR THE NON-PROFIT BOARD MEMBER 101610

Managing the property, finances and affairs of a non-profit agency is a job that all board members are charged with. In this workshop you will examine the stewardship issues raised by this legal responsibility. Planning, budgeting and the financial responsibility of each individual are discussed in detail. This workshop examines a wider scope than the role of the Treasurer or finance committee. All Board members are encouraged to attend.  
Wed., June 10 Van. Volunteer Ctr. 6:30-10:00 p.m. 1 session

## IMPORTANT NOTICE

to GRADUATES  
and FORMER STUDENTS  
of VCC

LANGARA  
VVI  
KING EDWARD

We cordially invite you to become a founding member of the newly established Vancouver Community College Alumni Association. To share in the benefits that will be offered to members please return this membership application without delay. The first one hundred VCC alumni who register will be eligible to win prizes at the first general meeting of the Association.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Postal Code) \_\_\_\_\_

Phone: (Res) \_\_\_\_\_ (Bus) \_\_\_\_\_

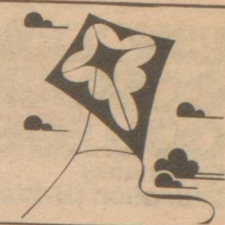
Campus: \_\_\_\_\_

Program: \_\_\_\_\_

Month & Year completed: \_\_\_\_\_

Tell us about yourself: \_\_\_\_\_

# SERVICES and CHILDREN



## LIVING AND WORKING WITH YOUNG CHILDREN

Within this program, we offer a collection of workshops designed for people who want to know more about children. The offerings will be of interest to parents, caregivers, child care workers and teachers. Some workshops focus on preschoolers while others are directed towards school age children. If no age group is specified, the session is appropriate for all age groups. All workshops are at Langara unless otherwise specified.

**FREE SPIRITS \*\*NEW\*\* 151417** **12.00**  
Learn the themes and activities related to creative movement. Through active participation explore a wide variety of imaginative ways for helping children express themselves with and through their bodies. Please dress comfortably. (Loeffler)  
Thurs., April 23 Langara 7:00-9:30 p.m. 1 session

**BLENDED FAMILIES: CARING AND COPING \*\*NEW\*\* 151418** **15.00**  
As adults and children from differing backgrounds work to solve the problems of living together, blended families have a number of dilemmas and concerns to cope with. Designed for those who live in or work with blended families. You will consider issues related to co-parenting, values collision, step parenting, family placement and belonging. (Lynn)  
Tues., April 28 Langara 7:00-10:00 p.m. 1 session

**RED CROSS EMERGENCY CARE & BABY SAVER \*\*NEW\*\* 151419** **35.00**  
Acquire information and practice necessary to deal with priority, emergency first aid situations. Examine common causes of accidents and life-threatening situations in infants and children and how these can be prevented. A national certificate of completion in Red Cross Emergency and Baby Saver will be awarded to participants at the end of the course. Pre-registration is required. PLEASE NOTE: THIS COURSE IS A REQUIREMENT FOR THOSE ENROLLED IN THE FAMILY DAY CARE CERTIFICATE PROGRAM.  
Sat., May 9 Langara 8:30 a.m. - 4:30 p.m. 1 session

**CHOOSING CHILD CARE \*\*NEW\*\* 151420** **12.00**  
Designed for parents who are interested in understanding the various types of child care services presently available. These include family day care, group day care, preschool, school age child care and drop in programs. In beginning your search, this session will help you identify what kinds of things to look for and what questions to ask. (Ashmore)  
Tues., May 12 Langara 7:30-9:30 p.m. 1 session

**BIG BOOKS \*\*NEW\*\* 151421** **12.00**  
Learning to read and enjoying reading is a lifelong process. Examine some of the practical and theoretical issues involved in early reading. Through the use of BIG BOOKS, it is possible to have a shared book experience that can provide an easy entry into the world of books and the reading process. (Wainman)  
Thurs., May 21 Langara 7:30-9:30 p.m. 1 session

**LET THE SAFETY KIDS ENTERTAIN YOU & YOUR CHILDREN \*\*NEW\*\* 151422** **15.00 per family**  
This session is based on a non-frightening, no nonsense musical story approach to teach personal safety skills to children. Freddy, Amy, Zan, Gregor and Monique are the five Safety Kid characters you will meet and learn from. Their cassette tape and book will be available for purchase at an additional cost. (Mountford)  
Sat., May 23 Langara 10:00 a.m. - 12 Noon 1 session

**STOP IT YOU TWO! \*\*NEW\*\* 151423** **15.00**  
Living with children who are constantly bickering and quarrelling can drive adults to distraction! Examine why children fight and what adults can do about it. (Lynn)  
Tues., May 26 Langara 7:00-10:00 p.m. 1 session

**WHO CARES FOR THE CAREGIVER? \*\*NEW\*\* 151424** **15.00**  
As members of the "helping profession", we put a lot of energy into caring for others. But who takes care of us, the caregivers? Examine some of the major stresses involved in child care and effective ways to deal with these stresses. You will be introduced to the concept of creative visualization as well as relaxation skills. (Musson)  
Tues., June 2 Langara 7:00-10:00 p.m. 1 session

## ISSUES AND SKILLS FOR LEADERS OF VOLUNTEERS

The Vancouver Volunteer Centre in cooperation with Vancouver Community College, Continuing Education, is offering a variety of workshops designed for volunteers, board members and staff of non-profit agencies.

### VOLUNTEER RECOGNITION 101710

The "hows" and "whys" of effective volunteer appreciation include setting goals, knowing the volunteers, relating recognition to personal needs and organizing accordingly. You will learn to identify and practice true effective recognition. (Colleen Goodrich)  
Wed., April 22 K.E.C. 5:30-8:00 p.m. 1 session

### WORKING ON FEEDBACK WITH VOLUNTEERS 101709

Staff who organize volunteers need feedback from them in order to be more effective co-ordinators. You will learn how to establish a two-way communications system that will benefit both the volunteer and the organization. (Josie Chuback, Boys and Girls Clubs of Greater Vancouver.)  
Wed., April 29 K.E.C. 5:30-8:00 p.m. 1 session

### FINDING AND KEEPING TOMORROW'S VOLUNTEERS 101480

Organization discounts available  
(65.00 after April 24)

This two-day conference will help you explore how to tap new sources of volunteers and work successfully with them. The volunteer community is changing and to be a resourceful recruiter of volunteers you must change too. Learn how to make your volunteer program responsive to tomorrow's volunteers.

Community resource people and experienced managers of volunteers will lead sessions designed to help you develop methods to recruit and manage tomorrow's volunteers who will come from a variety of communities: multi-cultural, special needs, seniors, youth, unemployed, career-oriented and corporations.

This conference is sponsored by the Vancouver Volunteer Centre in cooperation with Vancouver Community College. (Friday lunch included.)  
Fri. & Sat., May 1 Langara Conf. Ctr. 9:00 a.m. - 4:00 p.m. 2 sessions  
May 2 Langara Conf. Ctr. 9:00 a.m. - 1:00 p.m.

For brochure and registration, call 324-5322.  
For detailed information, call Roy Crowe, 875-9144.

## COMMUNITY BASED SOCIAL SERVICES CERTIFICATE PROGRAM 150401

400.00

This program will improve the skills of social service workers currently employed in the field. Part one of the program focuses on the general skills required by all social service workers. Part two explores the issues, concerns and resources for various at-risk social service groups and individuals. Part three is a field practicum consisting of 60 hours of supervised volunteer placement. Instruction consists of 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. Deadline June 30, 1987.



## COUNSELLING SKILLS

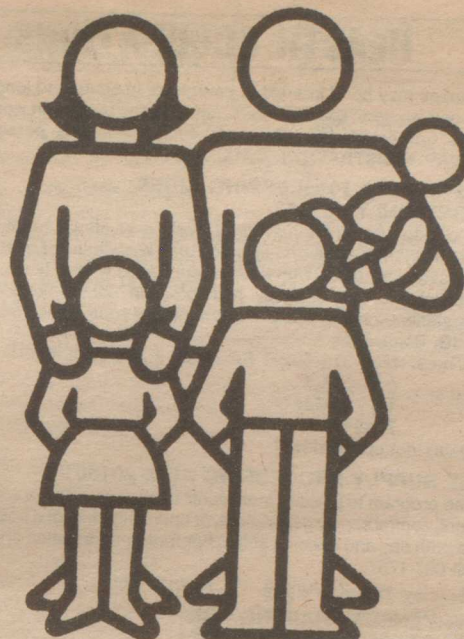
**BASIC COUNSELLING SKILLS 101801** **65.00**  
Designed for individuals, volunteers or staff who want to learn and/or improve basic counselling skills. Learn empathic listening skills leading to assessment, problem identification and goal setting, using role play, analysis of taped sessions and guided experiential exercises. (S. Burrows). Text: Egan, "The Skilled Helper".  
Thurs., April 30 Langara 7:00-10:00 p.m. 6 sessions

## ACTIVE LEARNING

### ACTIVE LEARNING WORKSHOP 150816

A drama-based approach to education which teaches you to involve students totally in the learning process. For all teachers! Mark Rittenberg, of Harvard University, returns to Vancouver to give two three-day workshops. Spaces are limited, so register early.  
Fri.-Sun., May 22-24 K.E.C. 9:00 a.m. - 3:00 p.m. 3 sessions  
Mon.-Wed., May 25-27 K.E.C. 5:00-10:00 p.m. 3 sessions

\* May be used as an elective in the Certificate Program to Teach English as a Second Language to adults.



## 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

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

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

A program which offers enrichment, upgrading and ongoing professional development for preschool and 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

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

### E. FAMILY DAY CARE

A certificate program for those who wish to provide care in their own home for a small group of young children. This program involves 150 hours of classroom instruction related to such themes as child development, children's behaviour, program activities, health and safety and administration. IN ORDER TO REGISTER IN THIS PROGRAM, APPLICANTS MUST FIRST COMPLETE A 20 HOUR PREREQUISITE COURSE ENTITLED: STARTING AND OPERATING A FAMILY DAY CARE.

This term, the following courses are offered:

### PREREQUISITE:

### STARTING AND OPERATING A FAMILY DAY CARE

103801 **60.00**

This course provides an introduction to a variety of issues related to family day care. Please note that this course meets 4 Mondays AND 2 Saturdays. (Anslow & Norman)  
Mon., May 4, 11, 25 & Langara 7:00-9:30 p.m. 4 sessions  
June 1 & 8

Sat., May 9 & June 6 Langara 9:30 a.m. - 2:30 p.m. 2 sessions

PLEASE DIRECT ALL ENQUIRIES REGARDING THE ABOVE PROGRAMS TO 324-5522

MANAGING A FAMILY DAY CARE 103806 **60.00**

(Anslow & Norman)  
Wed., May 13-June 17 Langara 7:30-10:00 p.m.  
AND Sat., June 13 Langara 9:30 a.m. - 3:30 p.m. 7 sessions

### CORE COURSES

### HEALTH AND SAFETY 103805

(Steward) **60.00**

Wed., Apr. 1 - May 6 Langara 7:30-10:00 p.m.  
AND Sat., Apr. 25 Langara 9:30 a.m. - 3:30 p.m. 7 sessions

MANAGING A FAMILY DAY CARE 103806 **60.00**

(Anslow & Norman)  
Wed., May 13-June 17 Langara 7:30-10:00 p.m.  
AND Sat., June 13 Langara 9:30 a.m. - 3:30 p.m. 7 sessions

PLEASE DIRECT ALL ENQUIRIES REGARDING THE ABOVE PROGRAMS TO 324-5522

## Continuing Education phone numbers

Continuing Education on-campus phone-numbers:

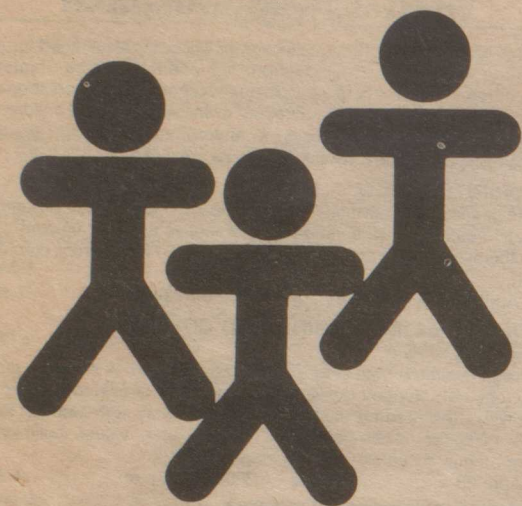
Vancouver Vocational Institute	682-5844
King Edward Campus	875-8200
Langara Campus	324-5322
Continuing Nursing Education	687-1757
	or 681-8111, loc. 408

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

- By MAIL by filling in the Mail Registration form on page 2 and sending it in with your cheque or VISA information.
- 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.
- In PERSON as outlined in the registration information with payment by cheque, cash or VISA.



# Special EDUCATION, HEALTH,



## 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 life skills and community based work experience placements. Graduates should be ready for employment or an in-depth skill training program.

**BASIC FOODSERVICE WORKER PROGRAM 010201 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: September 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 010301 60.00**  
Focuses on hardware and software used in special education. Course is designed for professionals and service personnel working with the handicapped who have limited knowledge of computers and their applications to special education. Emphasis on basic computer literacy, uses of hardware in special education, familiarizing students with a core package of special education software and hands-on experience with business application software for record keeping, evaluations and assessments.

Sat., May 23 V.V.I. 9:30 a.m. - 3:30 p.m. 2 sessions

**LEARNING ABOUT DISABILITIES 010303**  
Introduction & 1 session 25.00  
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., April 28 K.E.C. 7:00-9:00 p.m. 9 weeks  
**SCHEDULE:**  
Introduction April 28  
Visual Impairment May 5 - May 12  
Hearing Impairment May 19 - May 26  
Mental Handicap June 2 - June 9  
Physical Disability June 16 - June 23

### 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

## 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

**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 upgrade 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. Mar. 31, RC Hosp. 4:30-7:30 p.m. 9 sess.

Apr. 2, 7, 9, 14, 23, May 5, 7, 12

\*Note: Dates not consecutive  
**STERILE SUPPLY PROCESSING AIDE 201501 550.00**  
A full-time program to prepare individuals to work as aides in a sterile supply department, central supply department, or operating room of a hospital or clinic. Requires both day and evening shifts. For further information and application form, call 687-1757.

Mon.-Fri. Apr. 27-June 5 RC Hosp. Various 6 wks.

**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. Apr. 14, 21, 28, V.V.I. 9:00 a.m.-12:00 p.m. 4 sess.

May 5

**PRACTICAL VIDEO TECHNIQUES FOR HEALTH EDUCATORS — Producing In-House 1/2" Videos 200409 60.00**  
This workshop is for health and social service professionals involved in training and education in their organization. You will improve basic skills in 1/2" video production and learn helpful tips about scripting, equipment set up, composition and in-camera editing. "Hands-on" experience will also be provided. (Ashworth/Walker)

Fri. Apr. 24 V.V.I. 9:00 a.m. - 4:00 p.m. 1 sess.

**BUSINESS WRITING FOR THE HEALTH PROFESSIONS 200410 60.00**  
Crisp, clear writing is one of the keys to success. Learn to assess your writing skills and apply basic principles of communication so you might write more easily and effectively. If you work or would like to work in management positions and must write memos, reports, proposals, letters, minutes, agendas and other business oriented writings, this workshop is for you. (Zilm)

Thurs. Apr. 23 V.V.I. 9:00 a.m. - 4:00 p.m. 1 sess.

**USING MUSIC THERAPY WITH OLDER ADULTS 200717 55.00**  
If you work with older adults and love music this one-day workshop is for you. You will learn how to use music therapy approaches to help older adults increase or maintain alertness, memory, sociability and body movement, and guidelines for designing and conducting music therapy groups. If you play the guitar please bring one along. (Zack)

Thurs. Apr. 30 V.V.I. 9:00 a.m. - 4:00 p.m. 1 sess.

**NUTRITION AND THE ELDERLY 200707 49.00**  
Learn more about nutrition and its impact on aging. This course examines the problems related to improving and maintaining good nutrition in the elderly, and identifies some of the barriers to good nutrition and useful strategies for overcoming them. (E. Wilkes)

Tues. Apr. 14, 21, 28 V.V.I. 7:00-10:00 p.m. 3 sess.

**MEDICATION AND THE ELDERLY 200718 40.00**  
This two-session seminar is designed for nurses and other interested members of the Long Term Care Team who wish to learn more about prescription and non-prescription medication commonly used by the elderly. It focuses on the desirable and undesirable effects of these medications. (Trotter)

Tues. May 5 & 12 V.V.I. 7:00-10:00 p.m. 2 sess.

**DEALING WITH MEMORY CHANGES AS YOU GROW OLDER 200401 50.00**  
This workshop will provide step by step training for group leaders in memory skills for older adults experiencing normal memory changes. The topics covered are: memory and aging; specific memory exercises; the relationship of stress to memory. A Leader's manual and text will be provided. (K. Gose/G. Levi)

Sat. Apr. 25 V.V.I. 9:00 a.m. - 4:00 p.m. 1 sess.

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

- By MAIL by filling in the Mail Registration form on page 2 and sending it in with your cheque or VISA information.
- 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.
- In PERSON as outlined in the registration information with payment by cheque, cash or VISA.

## ALCOHOL AND DRUG ABUSE STUDIES

FOR PHONE REGISTRATION, CALL 687-1757.

**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., Apr. 22, 29, May 6, 13, 20, 27 Langara 7:00-10:00 p.m. 6 sess.

**THE FAMILY TRAP — PART II 200111 65.00**  
Strategies for treatment of chemically dependent family systems, adult children of alcoholics and co-dependency. Topics to be covered: review of family systems model, assessment models, developing a genogram, family sculpting. Extensive use of role play. (Kaufman)

Tues., Apr. 21, 28, May 5, 12, 19, 26 Langara 7:00-10:00 p.m. 6 sess.

**HELPING THOSE YOU CARE ABOUT**  
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 200105 13.00

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. May 12 Langara 7:00-9:30 p.m. 1 sess.

Part II — The Troubled Teen 200107 13.00

Drugs, depression and practical, helpful responses. (Harter)

Tues. May 19 Langara 7:00-9:30 p.m. 1 sess.

Part III — Challenges to Grow 200108 13.00

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. May 26 Langara 7:00-9:30 p.m. 1 sess.

## 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 CARDIAC LIFE SUPPORT — C (BASIC LEVEL I & II) 202010 35.00**  
Recognition of heart attack plus performance skills for one and two person CPR, infant CPR, obstructed airway for conscious and unconscious infant and adult. Recommended for health care workers. Practical and written exam.

Mon. & Wed. Apr. 13 & 15 K.E.C. 6:00-10:00 p.m. 2 sess.

Tues. & Thurs. Apr. 28 & 30 V.V.I. 6:00-10:00 p.m. 2 sess.

Tues. & Thurs. May 12 & 14 K.E.C. 6:00-10:00 p.m. 2 sess.

Mon. & Wed. May 25 & 27 V.V.I. 6:00-10:00 p.m. 2 sess.

Mon. & Wed. June 8 & 10 K.E.C. 6:00-10:00 p.m. 2 sess.

**RED CROSS STANDARD FIRST AID / BASIC CARDIAC LIFE SUPPORT — C (Basic Level I & II) 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 Red Cross Emergency/Basic Cardiac Life Support A. Red Cross Standard First Aid certificate valid for three years and Basic Cardiac Life Support — C certificate valid for one year. Program recognized by Provincial Child Care Facilities Licensing Board. No pre-requisite required.

Sat. Apr. 25 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sess.

May 2 & 9 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sess.

Sat. May 23, 30 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sess.

Sat. June 3, 10, 27 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sess.

**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 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.

Mon. & Wed. May 11 & 13 K.E.C. 6:00-10:00 p.m. 2 sess.

**BASIC CARDIAC LIFE SUPPORT — D (Baby I) 202002 20.00**

Common causes of sudden death in infants and children and how they can be prevented, infant CPR, unconscious airway obstruction (infant), choking infant and CPR for a child. No health care background required. Classes for a group of 8 or more can be arranged at your location.

Wed. May 13 K.E.C. 6:00-10:00 p.m. 1 sess.

**INDUSTRIAL FIRST AID 202026 300.00**

60-hour course offered specifically to meet needs of industry in complying with WCB requirements for First Aid Attendants in B.C. Course content includes all aspects of injury assessment and treatment. Pre-reading material provided. Course offered in conjunction with Care First Aid Training.

Location: 3407 Commercial Street

Mon.-Fri. Apr. 13-24 8:30 a.m. - 3:00 p.m. 10 sess.

Mon.-Fri. Apr. 27 - May 8 8:30 a.m. - 3:00 p.m. 10 sess.

Mon.-Fri. May 11 - May 22 8:30 a.m. - 3:00 p.m. 10 sess.

Mon.-Fri. June 8-19 8:30 a.m. - 3:00 p.m. 10 sess.

Mon.-Fri. June 22 - July 3 8:30 a.m. - 3:00 p.m. 10 sess.

# SPORTS and RECREATION

## SPORTS SCIENCE

The following courses provide the scientific basis 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 Lendvov.

**COACHING CERTIFICATION LEVEL I THEORY 151001 30.00**

A nationally recognized certificate program for coaches.

(Various instructors)

Mon./Wed., Apr. 6, 13 Langara 6:30-10:30 p.m. 3 sessions

OR

Sat./Sun., May 9, 10 Langara 9:00 a.m. - 4:00 p.m. 2 sessions

OR

Tues./Thurs., June 23, 25 & 30, Langara 6:30-10:30 p.m. 3 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., May 15 plus 7:00-10:00 p.m.

Sat., Sun., May 16, 17 Langara 9:00 a.m. - 4:00 p.m. 3 sessions

OR

Fri., July 3 plus 7:00-10:00 p.m.

Sat./Sun., July 4, 5 Langara 9:00 a.m. - 4:00 p.m. 3 sessions

**B.C. SPORTS FIRST-AID I 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 observed. If you are working with individuals or groups in the area of physical activity you will benefit from this course. (Lendvov)

Sat., May 23 Langara 9:00 a.m. - 4:00 p.m. 1 session

OR

Tues./Thurs., May 26, 28 Langara 7:00-10:00 p.m. 2 sessions

**B.C. SPORT FIRST-AID II \*\*NEW\*\* 151215 75.00**

More in-depth information on sports injuries and related sports medicine topics. (Lendvov)

Sat./Sun., May 30, 31 Langara 9:00 a.m. - 4:00 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.

Mon. & Wed. May 23 Langara 9:00 a.m. - 4:00 p.m. 1 session

OR

Tues./Thurs., June 2, 4 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 the requirement for Sports Aid Program recognition. Fee includes all supplies. (Bob Baker) Level I is not a prerequisite for Level II.

Sun., June 7 Langara 9:00 a.m. - 5:00 p.m. 1 session

**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., June 13 & 14 Langara 9:00 a.m. - 5:00 p.m. 1 session

**NOTE: \$135.00 package price for those registering in the Sports Aid Core Course, Strength & Flexibility, and Taping.**

**SPORTS MEDICINE — INTRODUCTION TO 151204 40.00**

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. (Lendvov)

Mon., May 25 Langara 6:30-10:30 p.m. 4 sessions

**TESTS & MEASUREMENTS FOR FITNESS AND SPORT 151207 15.00**

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.

(Lendvov)

Wed., May 27 Langara 7:00-10:00 p.m. 1 session

**FITNESS LEADERSHIP 151209 100.00**

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)

Tues., May 12, 19 & Langara 6:30-10:30 p.m.

Sat., May 16, 23, 30, & June 6 9:00 a.m. - 5:00 p.m. 6 sessions

## FITNESS LEADERSHIP

**WEIGHT TRAINING — LEADERSHIP COURSE 151211 45.00**

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 surges, fibre types, energy systems and training objectives. (Robin Carr & Bob Baker)

Thurs., May 21 Langara 7:00-10:00 p.m.

PLUS

Sun., May 24, 31 9:00 a.m. - 4:00 p.m. 3 sessions

## RECREATION



### GOLF — BEGINNERS

Learn the basics in three weeks. You will learn a basic workable golf swing as well as how to chip and putt. Basic rules and etiquette also included throughout the course. All "HANDS-ON" learning.

### GOLF — BEGINNERS II

For beginners who want to repeat the course but are now somewhat more familiar with the sport. More practice oriented attempting to refine the basic skills. Student from 1986 courses welcome.

### GOLF — INTERMEDIATE

Refine the skills you already have and correct the flaws. Course includes a review of the basics as they apply to all facets of the game, including the short game. Get help with your individual problems.

\*\*All courses run for three weeks, a total of nine hours of instruction.

—Courses are held outdoors only!!

—Equipment provided.

For more information call 324-5322.

### SESSION I

Starts the week of Monday, April 27

Ends the week of May 11

Mon./Wed. April 27 Langara Beg. 5:30-7:00 p.m. 504012

Mon./Wed. April 27 Langara Beg. 7:15-8:45 p.m. 504012

Tues./Thurs. April 28 Langara Beg. 5:30-7:00 p.m. 504012

Tues./Thurs. April 28 Langara Int. 7:15-8:45 p.m. 504013

Sat. May 2 Langara Beg. 7:30-10:30 a.m. 504012

Sun. May 3 Langara Int. 7:30-10:30 a.m. 504013

### SESSION II

Starts the week of Tuesday, May 19

Ends the week of Monday, June 8

Mon./Wed. May 25 Langara Beg. 5:30-7:00 p.m. 504012

Mon./Wed. May 25 Langara Beg. 7:15-8:45 p.m. 504012

Tues./Thurs. May 19 Langara Beg. 5:30-7:00 p.m. 504012

Tues./Thurs. May 19 Langara Int. 7:15-8:45 p.m. 504013

Sat. May 23 Langara Beg. 7:30-10:30 a.m. 504012

Sun. May 24 Langara Beg. 7:30-10:30 a.m. 504012

### SESSION III

Starts the week of Tuesday, June 9

Ends the week of Monday, June 29

Mon./Wed. June 15 Langara Beg. 5:30-7:00 p.m. 504012



## 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.

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

### FASHION ILLUSTRATION WORKSHOPS -

**BASIC 050915** 70.00  
Drawing from the live model: basic techniques to render proportion, gesture, colour and texture: croquis sketches to communicate ideas. (Johima)  
Sat., May 2 V.V.I. 1:00-3:00 p.m. 8 weeks

### FASHION ILLUSTRATION WORKSHOPS -

**INTERMEDIATE 050919** 70.00  
Prerequisite: Basic Fashion Illustration or equivalent. Drawing from the live model: exploring the use of a variety of media: the development of an individual style of illustration. (Johima)  
Sat., May 2 V.V.I. 10:00-12:00 a.m. 8 weeks

### FASHION RETAIL SALES AND MARKETING 102411

**60.00**  
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. (Slater)  
Tues., April 28 V.V.I. 7:00-9:30 p.m. 7 weeks

## 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., April 27 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., April 21 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., April 22 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., April 23 V.V.I. 9:00 a.m. - 4:00 p.m. 4 weeks

### JEWELLERY DESIGN —

**PRACTICAL 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., May 21 V.V.I. 9:00 a.m. - 4:00 p.m. 6 weeks

### INTRODUCTION TO GEMSTONES 051107

**95.00**  
Learn the varieties and qualities of gems through 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., April 22 V.V.I. 6:30-9:30 p.m. 8 weeks

## FLORAL DESIGN

### BASIC FLORAL DESIGN I 250101

**210.00**  
Learn 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., April 28 K.E.C. 6:30-9:30 p.m. 6 weeks

# THE ARTS...FINE,

## 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.

For those unable to register during the day, you may register on Tues., April 14 or Wed., April 15 from 7-9 p.m. 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., April 20 Focal Point 7:00-10:00 p.m. 10 weeks  
Tues., April 21 Focal Point 12:30-3:30 p.m. 10 weeks  
Tues., April 21 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, Milligan)

Mon., April 20 Focal Point 7:00-10:00 p.m. 10 weeks  
Tues., April 20 Focal Point 12:30-3:30 p.m. 10 weeks  
Tues., April 21 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., April 22 Focal Point 7:00-10:00 p.m. 10 weeks  
Sat., April 25 Focal Point 10:00 a.m. - 1:00 p.m. 10 weeks  
Sat., April 25 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., April 23 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., April 22 V.V.I. 7:00-10:00 p.m. 10 weeks

### FASHION PHOTOGRAPHY 3100 \*\*NEW\*\* 300117

**165.00**  
This course, taught by a fashion photographer and a fashion model, will introduce the student to the various aspects of Fashion Photography. The course will cover the different styles and types of fashion photography, as well as some of its history. Lighting techniques as they apply to fashion will be covered, as well as the relationship between the photographer and the model. Students will have practical demonstrations in both fashion styling and make-up. Choosing the right model will be covered with a practical casting session. Students will also have shooting sessions with professional models. Students must have completed Intermediate Photography 2000 or its equivalent. (Weitzel/Gagne)

Wed., April 22 Focal Point 7:00-10:00 p.m. 10 weeks

### COMMERCIAL PHOTOGRAPHY 3100 300116

**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/Farrar)

Thurs., April 23 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., April 25/May 2 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., May 30 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo  
Sun., May 31 Focal Point T.B.A. Fieldtrip  
Sat., June 13 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

### BASIC VIDEO 1000 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, titling, and "tricks of the trade". 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 Jager)

Sat., May 9 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Demo  
Sun., May 10 Focal Point 10:00 a.m.-4:00 p.m. Workshop  
Sat., May 23 Focal Point 10:00 a.m.-4:00 p.m. Lecture/Critique

## COMMERCIAL ART AND DESIGN

### AIRBRUSH ILLUSTRATION, BASIC 050402

**80.00**  
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 Johnston)  
Mon., May 4 V.V.I. 7:00-10:00 p.m. 8 weeks

### PHOTO RETOUCHING WITH AN AIR BRUSH 050421

**50.00**  
Learn photo retouching techniques with an air brush on colour and black and white prints. You are required to supply your own air brush and some materials. Compressed air is provided only in class. Colour and black and white prints will be provided for various projects assigned. Limited to 14 participants.  
(C. Fudge)

Tues./Wed., May 5, 6, 12 & 13 V.V.I. 7:00-10:00 p.m. 4 sessions

### 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., April 23 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. Richards)

Tues., April 21 V.V.I. 7:00-10:00 p.m. 10 weeks

### 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., April 21 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., April 21 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. (Some drafting ability required.) (G. Finlay)

Thurs., April 23 V.V.I. 6:30-10:00 p.m. 10 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., April 22 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. This is a course with emphasis on creativity and is considered the basic level of the graphic design series. (Jakubek/Lim)

Thurs., April 23 V.V.I. 7:00-10:00 p.m. 10 weeks

Sat., May 2 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. This is a course with emphasis on graphic theory, and is considered the advanced level of the Graphic Design Series. (D. Lim)

Wed., April 22 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., April 21 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., April 23 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., April 22 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. (R. Sen) Prerequisite: elementary painting experience.

Thurs., April 23 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., April 21 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., April 27 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. Jakubek)

Sat., April 25 V.V.I. 9:30 a.m. - 5:30 p.m. 1 day

# VISUAL and PERFORMING



## ART

### BASIC DRAWING 500101

**65.00**  
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., May 13 Langara 7:00-9:30 p.m. 7 weeks

### DRAWING CHILDREN WORKSHOP 500118

**25.00**  
A special 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. Kowallek)

Sat., May 9 Langara 9:30 a.m. - 2:30 p.m. 1 session

### FOCUS ON REALISM WORKSHOP \*\*NEW\*\* 500119

**15.00**  
This introductory class explores the issue of Realism in drawing and painting. Learn basic concepts of and why artists may choose this style. Students will learn how these realistic effects can be achieved. Bring pencils and paper as you will be drawing. (H. Kowallek)  
Wed., May 13 Langara 7:00-10:00 p.m. 1 session

### LEARN TO PRINT TEXTILES \*\*NEW\*\* 500124

**50.00**  
"Clothworks" — textile designers, dyers and screen printers are offering a Saturday workshop for those interested in textile silkscreen printing. The course will show how to capture images from conception to completion. Students will learn to silkscreen fabrics from T-shirts to yardage. The workshop includes:

- construction of a silkscreen
- designing images and patterns
- stencil methods
- how to set up a printing area
- how to set up a printing area
- how to register repeat designs for continuous yardage
- how to make a film positive
- non-toxic Polytab water-based textile dyes will be used

"Workshops are designed so that students will be printing on their own in the studio at day's end" says Elliot Drobner, owner and instructor at "Clothworks". All supplies and material provided. Please bring bag lunch for studio session and an exacto knife, ruler, pencil and hair dryer. (E. Drobner)  
Sat., May 23 Clothworks, 132 Powell St. 9:00 a.m. - 4:00 p.m. 1 session

### LIFE DRAWING 500107

**65.00**  
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., May 12 Langara 7:00-9:30 p.m. 7 weeks

### LIFE DRAWING WORKSHOP \*\*NEW\*\* 500120

**25.00**  
Bring any drawing materials you may have to this one day life drawing workshop. Be presented with fresh challenges to your drawing skills through sketching exercises focusing on movement and gesture. Model provided. Bring a lunch. Coffee provided. (N. Wedman)  
Sat., May 9 Langara 9:30 a.m. - 2:30 p.m. 1 session

### PORTRAITURE 500110

**65.00**  
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. Kowallek)  
Thurs., May 14 Langara 7:00-9:30 p.m. 7 weeks

### SCULPTURE-CASTING WORKSHOP \*\*NEW\*\* 500121

**45.00**  
A two-day intensive plaster casting workshop. Learn various casting methods then proceed by preparing a small sculpture for casting, making a mold of this sculpture and then casting a "positive" (copy) in this mold. At the end of this workshop you will have a finished mounted "positive" of your original sculpture. Bring a lunch. Coffee provided. (D. Murray)  
Sat. & Sun., May 9 & 10 Langara 9:30 a.m. - 2:30 p.m. 2 sessions

### SKETCHING WITH COLOUR WORKSHOP

**\*\*NEW\*\* 500122** 25.00  
A day spent exploring various drawing media — pastels, paints, inks, charcoal and pencil. Emphasis will be on colour and composition. Subject matter will be flowers. Ask for supply list when registering. Bring a lunch. Coffee provided.  
(R. Marshall)

Sat. May 9 Langara 9:30 a.m. - 2:30 p.m. 1 session

### WATERCOLOUR LEVEL I 500112

**65.00**  
Learn to stretch paper, lay washes and use the exciting and challenging medium of watercolour. Beginners welcome. (H. Kowallek)  
Sat., May 16 Langara 9:30 a.m. - 12 Noon 7 weeks

### WATERCOLOUR LEVEL II 500113

**65.00**  
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. Kowallek)  
Sat., May 16 Langara 12:30-3:00 p.m. 7 weeks

### WATERCOLOURS OUTDOORS \*\*NEW\*\* 500123

**25.00**  
How often have you wanted to capture nature outdoors in the beautiful light of spring? This one-day workshop will teach you how to handle the special demands of watercolour in a lovely outdoor setting. Bring a bag lunch and meet at the campus. Ask for supply list when registering. (H. Kowallek)  
Sun., May 10 Langara 9:30 a.m. - 2:30 p.m. 1 session

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# MUSIC, Practice and Theory



## INSTRUMENTAL MUSIC

<b>FLUTE 1 502505</b>	<b>30.00</b>
Introduces you to tone production, notation, and basic playing skills, involving some ensemble work. Bring your flute. (F. Cory)	
Tues., May 5 K.E.C.	6:00-7:00 p.m. 8 weeks
<b>GUITAR: BEGINNERS 502507</b>	<b>50.00</b>
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. (P. MacDermott)	
Thurs., May 7 Langara	6:00-8:00 p.m. 8 weeks
<b>GUITAR: INTERMEDIATE 502508</b>	<b>50.00</b>
Have you had a few lessons in the past, or are you a self-taught player who's stuck at a certain level? Study begins with all strings, chord patterns, and chord substitutions. Bring your guitar and music stand. (J. Ainsworth)	
Thurs., May 7 Langara	8:00-10:00 p.m. 8 weeks
<b>GUITAR: JAZZ-ROCK IMPROVISATION 502509</b>	<b>35.00</b>
Develop solo lines, expand chord vocabulary and jazz-rock rhythms. Pre-requisite: knowledge of basic chords (some bar chords) and theory such as major scales. (D. Jahnke)	
Mon., May 4 K.E.C.	8:00-9:00 p.m. 8 weeks
<b>GUITAR: JAZZ-ROCK IMPROVISATION — INTERMEDIATE 502510</b>	<b>35.00</b>
Develop solo lines using various scales and arpeggios, chord solos, and chord melody, altered voicing and voice leading, and various styles of accompaniment. Must read music. (D. Jahnke)	
Mon., May 4 K.E.C.	9:00-10:00 p.m. 8 weeks
<b>SAXOPHONE: BEGINNERS 502519</b>	<b>30.00</b>
Learn proper holding, breathing, tone, and basic playing skills to start you on your way. (W. Diggins)	
Wed., May 6 K.E.C.	6:00-7:00 p.m. 8 weeks
<b>SAXOPHONE: INTERMEDIATE 502520</b>	<b>30.00</b>
'Brush up' or improve your reading ability. Also some lines and riffs will be analyzed for playing and jamming in rock, blues, and jazz idioms. The class is a continuation of Saxophone: Beginners; however students with some background will be accepted. (W. Diggins)	
Wed., May 6 K.E.C.	7:00-8:00 p.m. 8 weeks

## PIANO

<b>CLASS JAZZ PIANO 502504</b>	<b>50.00</b>
Instruction on individual pianos. A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrolment limited to 8 per class. (H. Fraser)	
Wed., May 6 K.E.C.	6:00-7:00 p.m. 8 weeks
Wed., May 6 K.E.C.	7:00-8:00 p.m. 8 weeks
<b>CLASS JAZZ PIANO INTERMEDIATE 502531</b>	<b>50.00</b>
A continuation of the beginners course, with emphasis on reading, and chording skills. Enrolment limited to 8 per class. (H. Fraser)	
Wed., May 6 K.E.C.	8:00-9:00 p.m. 8 sessions
<b>PIANO 1 FOR BEGINNERS 502517</b>	<b>50.00</b>
Class instruction on individual pianos. Learn notation, basic playing skills, and chording techniques. Students should have access to piano for home practice. Enrolment limited to 8 per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. (A. Greene)	
Thurs., May 7 K.E.C.	6:00-7:00 p.m. 8 weeks
Thurs., May 7 K.E.C.	7:00-8:00 p.m. 8 weeks
<b>PIANO INTERMEDIATE 502518</b>	<b>50.00</b>
Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrolment limited to 8 per class. Seniors discount not available due to limited enrollment. (A. Greene)	
Thurs., May 7 K.E.C.	8:00-9:00 p.m. 8 weeks

## VOCAL MUSIC

<b>VOCAL COACHING 502521</b>	<b>125.00</b>
Group and private lessons are combined. Develop strength, extension of range and vocal ease in performance. Admission with instructor's approval. (Mon., J. Newman, Wed., C. Brauer) 10 sessions.	
Mon., May 4 K.E.C.	6:00-8:00 p.m. 10 sessions
Wed., May 6 K.E.C.	6:00-8:00 p.m. 10 sessions
<b>VOCAL PRODUCTION 502522</b>	<b>30.00</b>
Basic singing techniques with emphasis on breathing, support, resonance, and tone quality. Ideal for those singing in a Church or community choir. (M. Gronsdal)	
Thurs., May 7 K.E.C.	6:00-7:00 p.m. 8 weeks

## ENSEMBLES

<b>WOMEN'S SWING CHOIR 502523</b>	<b>40.00</b>
If you enjoy singing for the sake of singing, this is the choir for you. The choir's repertoire is drawn from Broadway Musicals, Pop and some Jazz. Piano, bass and drums needed as well. (F. Lartar)	
Tues., May 5 K.E.C.	6:00-8:00 p.m. 8 weeks
<b>STAGE BAND 502525</b>	<b>50.00</b>
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)	
Tues., May 5 K.E.C.	8:00-10:00 p.m. 8 sessions

## VANCOUVER COMMUNITY COLLEGE CONSERVATORY

This unique new program offers you the chance to study with any of our faculty members, in the Continuing Education, or Music Credit Program. Lessons may be started at any time during the year, and continue as long as you wish. Instruction is offered on all instruments, at varying rates. Students from beginner to advanced are welcome. (Auditions may be required to study with certain instructors.)

For further information, or to obtain a brochure, phone the Continuing Education office at 875-8200. To register simply phone the office, leave your name, instrument, phone number, and experience. We'll contact you to set up your lesson plan.

In some cases, transfer credit to the V.C.C. Music Diploma Program will be granted.

## SOUNDS OF SUMMER JAZZ

<b>SOUNDS OF SUMMER JAZZ</b>	<b>125.00</b>
per week	
This summer we are offering the second Sounds of Summer Jazz program. Our summer program is a performance based program, emphasizing a 'hands-on' approach to several areas of the music industry. During the two week program, students will participate in both small and large ensembles, work in the computer synthesizer lab, and attend classes in jazz theory and improvisation. In addition, each student will receive regular private lessons and master classes. Once again, we have some of Vancouver's best professional musicians on our faculty line-up. For further information and a brochure/application form contact the Continuing Education office at 875-8200. This summer some courses offered in this program will be granted College credit equivalency, and will be transferable to the V.C.C. Department of Music. July 20-31, Daily	

## MUSICAL THEATRE

An opportunity to participate in one or two intensive month-long summer music theatre workshops. V.C.C. Continuing Education in joint sponsorship with the Music Department offers two separate workshops, for relative beginners, and for those who have music theatre background. Workshop Coordinator Marvin Regier has directed several musicals in Vancouver, including Wizard of Oz, Something's Afoot, and Oliver.

<b>MONTH I - MAY 102608</b>	<b>580.00</b>
Enrol in one or a combination of beginning level courses. Included are acting, singing, movement and musical theatre training, to run concurrently with other beginning music courses at KEC.	

\* Students may wish to register in individual classes during this workshop. Fees will vary depending upon which course/s taken.

<b>MONTH II - JUNE 102609</b>	<b>600.00</b>
Intensive workshop at an intermediate level, with classes and rehearsals leading toward a music theatre performance. Evidence must be shown in an audition that you have experience in all the areas offered in the MONTH I workshop including sight-singing.	

For further information and a brochure outlining each workshop in detail, contact Continuing Education at 875-8200 or Music Dept. at 875-8220.

## APPRECIATION AND THEORY

<b>JAZZ IMPROVISATION 502511</b>	<b>50.00</b>
An in-depth study of the relationship between scales and chords, utilizing the jazz 'short-hand' approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution. Also included will be an analysis of several standards, blues, and contemporary jazz works. Students must be able to read music, and have a knowledge of all major scales. (G. Keenan)	
Thurs., May 7 K.E.C.	6:00-8:00 p.m. 8 weeks
<b>MUSIC APPRECIATION 502514</b>	<b>55.00</b>
Course introduces the prominent styles and features of classical music so that the new listener can feel comfortable and aware when listening to concert or recordings. Recorded music is an important feature of every lecture. (N. Stanfield)	
Wed., May 6 K.E.C.	7:30-9:30 p.m. 8 weeks

<b>MUSIC THEORY 502515</b>	<b>55.00</b>
Open to musicians and non-musicians alike. Learn the 'basic' materials of music theory including the fundamentals of rhythm, intervals, chords, and transposition. Students should be able to read at least one clef. (E. Buriak)	
Thurs., May 7 K.E.C.	6:00-8:00 p.m. 8 weeks

<b>NOTE READING AND BASIC MUSICIANSHIP 502528</b>	<b>35.00</b>
Introduction to notation, keys and time signatures, with drills in sight-reading, using the voice as a common instrument. A valuable course for those registering in Willan Choir. (S. Novinger)	
Thurs., May 7 K.E.C.	6:00-7:00 p.m. 8 sessions

<b>DINNER AND THE OPERA 501008</b>	<b>42.00</b>
Enjoy dinner at J.J.'s Restaurant, Vancouver Vocational Institute followed by the Vancouver Opera's presentation of: 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 and reservations.	

<b>DINNER AND LECTURE ONLY 501009</b>	<b>19.00</b>
Lucia di Lammermoor, 5:45 p.m., Tues., May 5, V.V.I.	
<b>WORLD MUSIC APPRECIATION 502530</b>	<b>55.00</b>
Prepare yourself for one of the most exciting Festivals of the coming Summer, the Asia-Pacific Festival, to be held in late June. The course will introduce various ethnic music by illustrating their differences and similarities with Western music. No experience is necessary, because the instructor will introduce fundamental concepts in both Western and Ethnic music. Every lecture will be amply illustrated with recorded music. (N. Stanfield)	
Mon., May 4 K.E.C.	7:00-9:00 p.m. 8 sessions

## COMMERCIAL MUSIC

<b>SYNTHESIZER ARTS I 102604</b>	<b>65.00</b>
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., May 4 K.E.C.	6:00-8:00 p.m. 8 weeks
<b>SYNTHESIZER ARTS II 102605</b>	<b>65.00</b>
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 interfacing of drum machines with computer software and multi-track computer composition with MIDI. (G. Reid)	
Mon., May 4 K.E.C.	8:00-10:00 p.m. 8 sessions
<b>LIVE SOUND ENGINEERING 102606</b>	<b>65.00</b>
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.	
Thurs., May 7 K.E.C.	8:00-10:00 p.m. 8 sessions

## COURT INTERPRETING CERTIFICATE PROGRAM

This program was developed at VCC, Continuing Education, in direct response to the needs of the courts. Since 1979 it has graduated five classes of trained court interpreters. 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.

<b>Course Duration:</b>	8 months, Tuesdays & Thursdays 7:00-10:00 p.m.
<b>Starting Date:</b>	
<b>Location:</b>	Langara Campus
<b>Tuition Fee:</b>	\$45.00 (textbooks included)
<b>Eligibility:</b>	Entrance into the course will be determined by a language proficiency examination.

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

## TRANSLATION AND INTERPRETING

<b>PRINCIPLES AND METHODS OF TRANSLATING 150107</b>	<b>35.00</b>
A two-evening session taught by a master-teacher of translation, PETER NEWMARK, of the Polytechnic of Central London, England. Mr. Newmark is the author of the well-known <i>Approaches to Translation</i> (4th edition). He has lectured in 25 countries, and is coming from England to be a keynote speaker at the International Conference of Translators and Interpreters, May 22-24, 1987. Mr. Newmark presents practical, down-to-earth strategies to deal with common problems encountered by translators. This is a unique opportunity for Vancouver translators, educators and students of translation to benefit from a dynamic and motivating teacher.	
Tues. & Wed., May 19 & 20 Langara	7:00-9:30 p.m. 2 sessions

<b>INTERNATIONAL CONFERENCE FOR TRANSLATORS AND INTERPRETERS</b>	
The theme of the Conference will be THE TRAINING AND EDUCATION OF TRANSLATORS AND INTERPRETERS. Leading teachers, practitioners, theoreticians and authors from Canada, the U.S.A. and other parts of the world will discuss practical and theoretical problems in training and education in the Canadian and international milieu. Participate in translation and interpreting workshops, terminology bank displays, forums on job improvement strategies, certification and licensing. The Conference will be of interest to students, practitioners, educators and administrators.	
Conference Registration Fee before April 10, 1987:	110.00
Student Fee before April 10, 1987:	60.00 (with confirmation of student status)
Conference Registration Fee after April 10, 1987:	160.00
THIS FEE INCLUDES ALL ACTIVITIES, REFRESHMENTS AND FRIDAY AND SATURDAY LUNCHEONS.	
For information call 687-1757 or 261-6635.	

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

- By MAIL by filling in the Mail Registration form on page 2 and sending it in with your cheque or VISA information.
- 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.
- In PERSON as outlined in the registration information with payment by cheque, cash or VISA.

## 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, who 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 (near native fluency and pronunciation)
- An introductory course (or equivalent)

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

**CORE COURSES OFFERED APRIL - JUNE 1987**  
(Priority in core courses is given program participants, but qualified people are welcome to take individual courses. Call Jill Tyndale — 875-8200.)

<b>TEACHING LISTENING AND SPEAKING 150817</b>	<b>185.00</b>
(Clark)	
Wed., Apr. 22 K.E.C.	7:00-10:00 p.m. 10 sessions
<b>TEACHING READING 150818</b>	<b>185.00</b>
(Salzmann)	
(First week only, Tues. & Thurs., Apr. 28, 30)	
Thurs. K.E.C.	7:00-10:00 p.m. 10 sessions

### ELECTIVES:

<b>TEACHING ESL OVERSEAS 150820</b>	<b>75.00</b>
Find out where the work is, who's hiring, what to expect. This series of seminars covers the range of teaching opportunities in Asia, Europe, South America and elsewhere. A must for anyone wanting to teach abroad. (J. Whelan)	
Tues., May 5 K.E.C.	6:00-9:00 p.m. 4 sessions
& Sat. K.E.C.	9:00 a.m. - 12 Noon

<b>NEW CULTURE — NEW LANGUAGE 150821</b>	<b>100.00</b>
What has led your students to be in the classroom learning ESL? How can your knowledge of the difficulties they are encountering in adapting to our culture and language help you to be a better teacher? This course will focus on many of the issues facing new Canadians. (Dosaanj, Mumick, Trivisano)	
Sat., May 30 K.E.C.	9:30 a.m. - 12:30 p.m. 5 sessions
Mon., June 1 K.E.C.	7:00-10:00 p.m.
Wed., June 3 K.E.C.	7:00-10:00 p.m.
Sat., June 6 K.E.C.	9:30 a.m. - 12:30 p.m.
Mon., June 8 K.E.C.	7:00-10:00 p.m.

SEE ALSO ACTIVE LEARNING WORKSHOP on Page 7.

<b>SUMMER SCHOOL **NEW** June 8 - August 14, 1987</b>	
The same program as the part-time program, but offered during the day as a full-time summer school, offering core courses ONLY. Electives and internship will be available in the Fall term for those successfully completing all six core courses.	
Because of the intensity of these courses, preference will be given to applicants with a Bachelor's degree. Acceptance will be on the basis of an interview. Deadline for applications: April 30, 1987.	
For more details and an application form call 875-8200.	

<b>ESL TEACHING TECHNIQUES — INTRODUCTORY COURSE 150802</b>	<b>130.00</b>
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., Apr. 21 K.E.C.	7:00-10:00 p.m. 10 weeks
Wed., Apr. 22 K.E.C.	7:00-10:00 p.m. 10 weeks
Thurs., Apr. 23 K.E.C.	7:00-10:00 p.m. 10 weeks
Sat., Apr. 25 K.E.C.	9:00 a.m. - 4:00 p.m. 10 weeks
Mon.-Fri., June 1-5 K.E.C.	9:00 a.m. - 4:00 p.m. 5 sessions
Intended for those taking the summer program. Spaces may be available for those not attending the summer program.	
Tues./Thurs., Aug. 11-27 K.E.C.	9:00 a.m. - 3:30 p.m. 6 sessions

<b>ESL TUTOR TRAINING WORKSHOP 150814</b>	<b>60.00</b>
Learn to 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. (Rabinowitz)	
Sat., May 23 K.E.C.	9:00 a.m. - 4:00 p.m. 2 sessions

<b>AN ORIENTATION TO TEACHING ENGLISH IN JAPAN 150801</b>	<b>50.00</b>
You will discuss all aspects of living and working as a language teacher in Japan — where and how to look for work in Japan, an introduction to living Japanese style, adapting to and understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student. (Smith)	
Thurs., May 7 K.E.C.	7:00-9:00 p.m. 6 weeks

# Language Skills Improvement



## 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. Ability to understand fairly rapid conversation, but difficulty in expressing ideas clearly and fluently.

<b>CANTONESE CONVERSATION LEVEL I 501903</b>	<b>75.00</b>
Mon., May 11 Langara (Tsai)	7:00-9:30 p.m. 8 weeks
Sat., May 16 Langara (Lu)	9:30 a.m. - Noon 8 weeks
<b>CANTONESE CONVERSATION LEVEL II 501904</b>	<b>75.00</b>
Thurs., May 14 Langara (Tsai)	7:00-9:00 p.m. 8 weeks
<b>CANTONESE CONVERSATION LEVEL III 501905</b>	<b>75.00</b>
Tues., May 12 Langara (Tsai)	7:00-9:30 p.m. 8 weeks
<b>FRENCH CONVERSATION LEVEL I 501913</b>	<b>75.00</b>
Mon., May 11 Langara (Visscher)	6:00-8:00 p.m. 10 weeks
Tues., May 12 Langara (Hassaine)	6:30-9:00 p.m. 8 weeks
Wed., May 13 Langara (Visscher)	6:00-8:00 p.m. 10 weeks
Sat., May 16 Langara (Visscher)	9:30 - Noon 8 weeks
<b>FRENCH CONVERSATION LEVEL II 501914</b>	<b>75.00</b>
Mon., May 11 Langara (Visscher)	8:00-10:00 p.m. 10 weeks
Tues., May 12 Langara (Visscher)	6:00-8:00 p.m. 10 weeks
<b>FRENCH CONVERSATION LEVEL III 501915</b>	<b>75.00</b>
Wed., May 13 Langara (Visscher)	8:00-10:00 p.m. 10 weeks
<b>LE FRANCAIS COMMERCIAL LEVEL II 501972 *NEW*</b>	<b>75.00</b>
Thurs., May 14 Langara (Visscher)	6:00-8:00 p.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.	
INTERMEDIATE LEVEL	

<b>GERMAN CONVERSATION LEVEL I 501919</b>	<b>75.00</b>
Mon., May 11 Langara (Kiesewetter)	6:30-9:00 p.m. 8 weeks
Thurs., May 14 Langara (Kiesewetter)	7:00-9:30 p.m. 8 weeks
<b>GERMAN CONVERSATION LEVEL II 501920</b>	<b>75.00</b>
Wed., May 13 Langara (Kiesewetter)	7:00-9:30 p.m. 8 weeks
<b>GERMAN CONVERSATION LEVEL III 501921</b>	<b>75.00</b>
Tues., May 12 Langara (Kiesewetter)	7:00-9:30 p.m. 8 weeks

<b>GREEK CONVERSATION LEVEL I 50</b>
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## PERSONAL ENRICHMENT

**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., May 13 K.E.C. 7:00-9:00 p.m. 4 weeks

**RELATIONSHIPS — THE ART OF KNOWING YOURSELF AND OTHERS 503413** 10.00  
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. (Belisle & Fraser)  
Thurs., May 14 Langara 7:00-9:00 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)  
Wed., May 13 Langara 7:30-9:30 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. (Dungey)  
Mon., May 11 Langara 8:00-10:00 p.m. 8 weeks

**LEARN TO MEDITATE 503409** 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)  
Thurs., May 14 Langara 8:00-10:00 p.m. 4 weeks

**SELF ESTEEM AND UNDERSTANDING: HOME IS WHERE WE START FROM 503423** 10.00  
Discuss with two therapists the importance of life experiences that influence feelings about ourselves and how knowledge and self-awareness can build self-esteem and confidence. (Belisle & Fraser)  
Thurs., June 11 Langara 7:00-9:00 p.m. 1 session

**SPEECHMAKING — DO THE THING YOU FEAR TO DO 503424** 60.00  
In a relaxed environment, gain confidence and learn to speak publicly through group participation. Control the jitters, dispell that fear! Emphasis on the practical. (Goodey)  
Tues., May 12 Langara 7:00-9:30 p.m. 8 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. (Ellen Davids)  
Sat., May 30 K.E.C. 9:30 a.m. - 3:30 p.m. 1 session



## GOURMET PURSUITS

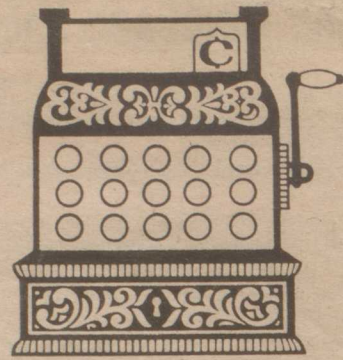
**CAKE DECORATING THE PROFESSIONAL WAY 501002** 50.00  
For the beginner to the advanced in cake decorating. Learn how to make and apply a variety of icings; use different piping, colour and writing techniques; flower-making; layout and design; special decorations for birthday and wedding cakes. Supply list available at first class. (Hirano)  
Mon., May 18 Langara 8:00-10:00 p.m. 5 weeks

**JAPANESE COOKING 501003** 80.00  
Basic Japanese cooking and techniques will be presented in this class. "Hands on" experience for students trying out the recipes, and consumption after the completion of preparation of the meal. The concentration will be on "home-style" cooking, and only the freshest available ingredients are used. (Hanagata)  
Wed., May 13 Langara 7:00-9:00 p.m. 10 weeks

**DINNER AND THE OPERA 501008** 42.00  
Enjoy dinner at J.J.'s restaurant, Vancouver Vocational Institute followed by the Vancouver Opera's presentation of:  
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.

**DINNER AND LECTURE ONLY 501009** 19.00  
Lucia di Lammermoor 5:45 p.m. Tues., May 5 V.V.I.

**TOUR OF THE OKANAGAN WINE COUNTRY 504612** 275.00  
Catch the last rays of summer in the beautiful Okanagan Valley, where the grapes are ripe and the wine is fresh. This is the weekend for the Okanagan Wine Festival. You will be attending the wine festival where you will be able to taste at least 60 wines and talk to their makers. Transportation, most meals, accommodation and wine tours to at least 6 wineries are included in the price. There are no borders to cross so bring all your wine home for Thanksgiving dinner. Paul Warwick and Deborah Kohut are your tour leaders. For more information call Paul Warwick, 941-5125. A \$25.00 deposit is required by June 1, 1987.  
Trip: October 9, 19, 11, 1987



## 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., May 12 K.E.C. 7:00-9:30 p.m. 1 session

**ADVANCED FINANCIAL PLANNING 503702** 25.00  
Looking for financial independence at an earlier age? 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., May 19 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., May 30 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. (P. Schindler)  
Tues., May 19 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., May 9 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. (P. Schindler)  
Tues., May 26 K.E.C. 7:00-10:00 p.m. 1 session

**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)  
Tues., May 12 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)  
Tues., May 5 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., Apr. 22 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 you make better investment decisions. Chart a stock's performance using technical analysis software and learn about fundamental analysis, information databases and portfolio management.  
Tues., Apr. 28 V.V.I. 7:00-10:00 p.m. 2 sessions

## 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

## 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., May 2 K.E.C. 9:00 a.m. - 12:00 p.m. 1 session

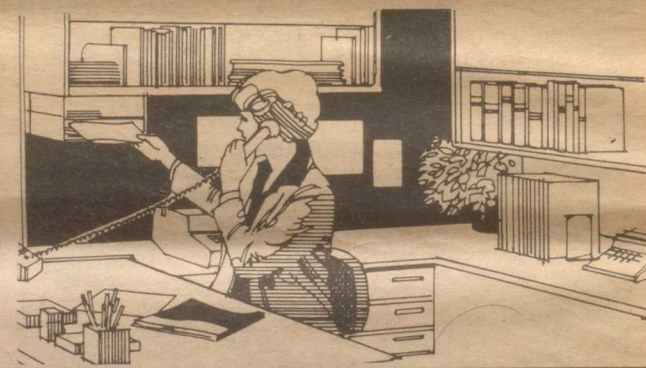
**CONDOMINIUM OPERATIONS AND MANAGEMENT 500702** 20.00  
Many condominium owners find themselves elected to the strata council and have difficulty understanding the duties and obligations of a board member. Learn the key aspects of condominium operations. (G. Fanaken)  
Sat., May 23 K.E.C. 9:00 a.m. - 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., Apr. 29 V.V.I. 7:00-9:30 p.m. 7 weeks

**TENANT AND PROPERTY MANAGEMENT 500705** 65.00  
For owners of rental houses or small apartments, learn the essentials of profitable financial management, good tenant relations and the Residential Tenancy Act.  
Mon., Apr. 27 Langara 7:00-9:30 p.m. 6 weeks  
Tues., Apr. 28 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., May 27 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., May 16 K.E.C. 9:30 a.m. - 12:30 p.m. 1 session



## LAW

**LEGAL ASPECTS OF BUYING A HOUSE 502203** 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., May 27 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)  
Tues., May 19 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.  
Tues., May 12 K.E.C. 7:00-9:00 p.m. 1 session

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

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

## DRAFTING AND BLUEPRINT READING

**INTRODUCTORY BLUEPRINT READING 050501** 90.00  
Learn basic knowledge related to reading blueprints associated with architectural construction.  
Wed., April 29 V.V.I. 6:30-9:30 p.m. 9 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. April 28 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 journeyman electricians. (J. Ball)  
Tues./Thurs., April 28 V.V.I. 7:00-9:30 p.m. 10 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.  
Tues./Thurs., Apr. 28 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.  
Mon./Wed., Apr. 27 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., May 7 V.V.I. 6:30-9:30 p.m. 2 sessions  
& Sat., May 9 V.V.I. 9:00 a.m. - 3:00 p.m.

**CULLULAR RADIO TELEPHONE 050702** 90.00  
Discover the cellular radio system of communication. Learn installation and testing of a mobile receiver. Transceiver circuitry will be explored in depth. Prior knowledge of AM and FM radio required.  
Mon./Wed., April 27 V.V.I. 6:30-9:30 p.m. 5 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., April 27 V.V.I. 7:00-9:00 p.m. 10 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., April 29 V.V.I. 6:30-9:30 p.m. 10 weeks

## BUILDING SERVICE WORKER

**BUILDING SERVICE WORKER LEVEL I 250401** 125.00  
Learn general cleaning and floor maintenance. A theoretical course in preparation for the hands-on Level II. Explore types of soils, sweeping methods and equipment, types of cleaners, germicides and disinfectants, washroom and window cleaning, floor machines and servicing specialty areas.  
Sat., Apr. 25 V.V.I. 9:00 a.m. - 4:00 p.m. 5 weeks

**BUILDING SERVICE WORKER LEVEL II 250402** 125.00  
Designed for successful students from Level I and those in the industry who wish to upgrade their skills in modern powered equipment. A hands-on course in cleaning of floors and carpets, walls, windows, and specialty areas.  
Sat., June 6 V.V.I. 9:00 a.m. - 4:00 p.m. 5 weeks

**CONTRACT CLEANING AND ESTIMATING 250403** 125.00  
A necessity for all in the business cleaning and maintenance industry. Update your skills in bidding on new contracts and revising existing contracts. Learn measurement of quoted areas, specifications, job efficiency, standards, equipment requirements, norms and evaluation, quoting on job sites and on blueprints, insurance and bonding.  
Sat., Apr. 25 V.V.I. 9:00 a.m. - 4:00 p.m. 5 weeks

**BUILDING SERVICE MANAGEMENT 250404** 150.00  
Designed for supervisors in building services. Update on state-of-the-art cleaning materials and equipment. Learn floor finishes and maintenance, purchasing, budgeting, rentals, costing of square footage, supervision and motivation of staff.  
Tues. & Thurs., Apr. 28 V.V.I. 6:30-9:30 p.m. 6 weeks

**SELLING — IN THE BUILDING SERVICES INDUSTRY 250405** 125.00  
Learn the winning techniques to make your sales to schools, hospitals, hotels, businesses, janitorial and contract cleaning companies. Practice skills in planning, time management, preparation for calls, making calls, presentations and demonstrations.  
Mon. & Wed., Apr. 27 V.V.I. 6:30-9:30 p.m. 5 weeks

# From Homes to Horticulture



## RESIDENTIAL DESIGN

**INTRODUCTION TO RESIDENTIAL INTERIOR DESIGN PART I 504201** 55.00  
Learn personal expression in functional interiors. Topics include space planning, scaled layouts, the history and development of furniture, style planning and colour theory. Find practical solutions for your residential design projects. (P. Kennedy)  
Thurs., April 30 K.E.C. 7:30-9:30 p.m. 5 weeks

**INTRODUCTION TO RESIDENTIAL INTERIOR DESIGN PART II 504202** 55.00  
Build upon concepts introduced in Residential Interior Design Part I. Topics include textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures. (P. Kennedy)  
June 4 K.E.C. 7:30-9:30 p.m. 5 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. (J. Best)  
Sat., May 2 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. (J. Best)  
Sat., May 9 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. (J. Best)  
Sat., May 16 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). (J. Best)  
Sat., May 23 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. (J. Best)  
Sat., May 30 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. (J. Best)  
Sat., June 6 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. (J. Best)  
Sat., June 13 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

## HORTICULTURE

**LANDSCAPING FOR THE HOME GARDENER 501301** 25.00  
Learn to plan for lifestyles, discuss soils, acidity, planting for sun, shade, colour, succession and what to do with a north wall; ground covers, shrubs, vines and trees as well as the art of transplanting. (M. Wright)  
Sat., May 9 Langara 9:00 a.m. - 3:00 p.m. 1 session

**THE PRINCIPLES OF SPRING PRUNING 501302** 25.00  
A combination of classroom and field demonstrations. Learn to confidently tackle the pruning and re-training of ornamental, fruit trees, small fruit, flowering shrubs and hedges.  
Sat., May 16 Langara 9:00 a.m. - 3:00 p.m. 1 session

**GARDENING IN SMALL SPACES \*\*NEW\*\* 501303** 25.00  
Learn new ways to maximize space and create landscape elements in small spaces. Explore design principles and techniques, materials — flooring, roofing, lighting, shade gardens, plants for small spaces.  
Sat., May 23 Langara 9:00 a.m. - 3:00 p.m. 1 session

**GROWING GRAPES FOR WINE AND TABLE \*\*NEW\*\* 501304** 25.00  
The Lower Mainland is the best climate in Canada for grape growing. Learn the principles of grape growing including support and training systems, pruning methods and recommended varieties to choose for coastal climate. (M. Wright).  
Sat., May 30 Langara 9:00 a.m. - 3:00 p.m. 1 session

## 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

**R-2000 WHAT YOUR NEXT HOME COULD BE 500408** 30.00

This course is designed for homeowners, prospective homeowners and those interested in the low energy housing program sponsored by Energy Mines and Resources and The Canadian Home Builders Association.

- Learn:
- how higher level of insulation ensure a quieter interior and lower heat loss.
  - how greater comfort is obtained by controlling air leakage and virtually eliminating drafts.
  - how a healthy indoor environment is obtained by the use of a mechanical ventilation system.
  - how quality construction and attention to detail add lasting value to your home.

Homes built by trained R-2000 builders receive the R-2000 home identification certificate.  
Tues./Thurs., May 19/21 K.E.C. 7:00-10:00 p.m. 2 sessions  
OR  
Sat., May 23 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session

**R-2000 WHAT YOUR NEXT HOME COULD BE 050202** 185.00

**R-2000 Builder's Qualification Course.** This course in Canadian Low-Energy Home Design will qualify Builders wishing to build an EMR/CHBA Certified R-2000 house. You will learn:

- how proven construction techniques and energy-saving equipment are used together;
- how these provide substantial reductions in the space heating costs typical of conventional housing;
- how any new home design can be upgraded to R-2000 standards;
- how an understanding of building science and technology will result in quality housing and increased share of the market.

This intensive two-week course, two week nights, one Saturday per week is intended for full-time members of the building industry. Price includes Builders' manual and reference material.  
Tues./Thurs. May 5, 7 K.E.C. 7:00-10:00 p.m.  
Tues./Thurs. May 12, 14 K.E.C. 7:00-10:00 p.m.  
Sat. May 9 K.E.C. 9:00 a.m. - 4:00 p.m.  
Sat. May 16 K.E.C. 9:00 a.m. - 4:00 p.m.  
26 HOURS TOTAL 6 SESSIONS

**R-2000 BUILDERS CERTIFICATE UPDATE \*\*NEW\*\* 050203**  
Course designed for qualified R-2000 builders only.  
Sat., May 16 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session



## TELECOLLEGE

### SUMMER 1987 SEMESTER

This could be the summer for some personal enrichment by studying with the convenience of television. Telecollege offers text and study guides to help you make the most out of your summer time studying. Topics include:

- \* A C Circuits
- \* Automating the Office
- \* Basic Electricity/D C Circuits
- \* Bits and Bytes
- \* Business of Management
- \* Earth Explored
- \* Energy Efficient Housing
- \* Faces of Culture
- \* Flexible Reading
- \* Introducing Biology
- \* Needlecraft
- \* New Computer Literacy
- \* Sewing Power
- \* Starting a Business
- \* Tourism is your Business
- \* Write Course

The telecourses are available onn the KNOWLEDGE NETWORK.

For further information, and to order texts and guides, contact:

TELECOLLEGE  
1155 East Broadway  
P.O. Box 24785 Station "C"  
Vancouver, B.C.  
V5T 4N5  
Phone: 875-8217 or 1-800-972-0379



# TRAVEL COURSES and TOURS



## LOCAL NATURAL HISTORY COURSES

### GULF ISLANDS NATURAL HISTORY SAILING TRIP 502803

355.00

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. (Biologist: Rick Kool) Trip: April 10, 11 & 12

Orientation: Thursday, March 26, 7:30 p.m., K.E.C., Room 3197

### INDIAN ARM NATURAL HISTORY CRUISE 502804

Aquarium members 55.00  
non-members 60.00

Explore a spectacular natural paradise close to home! Cruise Indian Arm in the 68' deluxe motor sailer, M.V. Island Roamer. Ecological studies are planned of Indian River estuary, rainforested islands and the seashore. Accompanying divers will bring up subtidal marine animals for observation. Lunch included. (Biologists: Alan Baker & Peter Ballin)

Trip: Sunday, May 3, all day

Orientation: Tuesday, April 28, 7:30 p.m., K.E.C.

### MANDARTE ISLAND NATURAL HISTORY TRIP 502816

55.00

Mandarte Island supports one of the largest colonies of breeding seabirds in the inland waters. Observe the breeding activities of many species including guillemots, gulls and the island's special pair of puffins. Cost includes boat charter. (Ornithologist: Peter Arcese)

Trip: Saturday, June 6

Orientation: Thursday, May 28, 7:30 p.m., K.E.C.

### NATURAL HISTORY FOR WALKERS AND HIKERS 502805

65.00

Enhance your out-of-door days! Learn about the landforms, the natural history of common plants and animals, and the ecological associations of southwestern B.C.'s diverse life zones. The course is made special by the teachings of well-known naturalist, Syd Cannings, through illustrated lectures and field trips to Boundary Bay, Lighthouse Park, Cypress Bowl and Campbell Valley Park. Lectures: Thursdays, April 30, May 7, 14, 21, 28, 7:30 p.m., K.E.C. Field Trips: Saturdays, May 2, 9, 23; mornings

### OKANAGAN NATURAL HISTORY WEEKEND 502807

40.00

Discover the pine forests, sagebrush valleys and unique northern desert of the south Okanagan. Trip highlights include mountain goat watching at Keremeos, owling at Okanagan Falls, hiking after big horn sheep at Vaseux Lake and photographing desert wildflowers at Haines Lease ecological reserve. Carpool expenses and accommodation at \$12.00 per night (double occupancy) are extra. (Biologists: Syd Cannings, David Shackleton, Al Peatt) Trip: May 16, 17 & 18

Orientation: Wednesday, May 6, 7:30 p.m., K.E.C.

### QUEEN CHARLOTTE ISLANDS 502808

1,995.00 (includes  
tuition of 110.00)

The Queen Charlotte Islands are some of the most treasured lands on our planet and are unrivalled 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, the land mammals are subspecific to the islands 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 Ninistints are protected as world treasures. The rugged mountain scenery, giant Sitka spruce and cedar forests, and diverse marine life make seeing the islands an unparalleled experience. (Biologists: Dick Cannings & Sabina Leader) Cost includes round trip airfare Sandspit-Vancouver.

Trip: June 6-14

Orientation: Tuesday, May 19, 7:30 p.m., K.E.C., Room 3197



## EDUCATIONAL TOURS

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

### Watercolour Painting Cruises in the Mediterranean

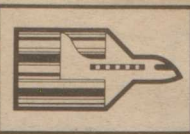
May 13 to 27 (depart Dubrovnik, return to Venice): from \$3,180; \$May 27 to June 10 (depart Venice, return to Thessaloniki): from \$3,250 depending upon type of accommodation. All prices provisional and include airfare from Canada to London, connecting flight to ship and return and instruction.

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.

## Continuing Education phone numbers

Continuing Education on-campus phone-numbers:

Vancouver Vocational Institute 682-5844  
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Langara Campus 324-5322  
Continuing Nursing Education 687-1757  
or 681-8111, loc. 408



## 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. (M. Seto)

Sat., May 9 Langara 10:00 a.m. - 2:30 p.m.

Mon., May 11 Langara 7:00-10:00 p.m.

Sat., May 16 Langara 10:00 a.m. - 2:30 p.m. 3 sessions

### THAILAND — "THE LAND OF SMILES" 504606

20.00

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., May 23 Langara 9:30 a.m. - 12:30 p.m. 1 session

### HOW TO EXPORT TO JAPAN 102413

35.00

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. Sat., May 23 Langara 9:00 a.m. - 12 Noon 1 session

### A SURVIVAL COURSE FOR WORLD TRAVELLERS 504610

50.00

The kind of trip which dreams are made of could be part of your travelling experience if you follow a guided tour through the critical stages of the planning and preparation process necessary for such a trip. This course will include a personal account of such a venture and with the aid of slide presentations will enable you to put together a "Kit for Coping" which extends from the "Dream Stage" to the "Welcome Home!" An extensive slide presentation will aid discussion. (P. Phillips)

Sat., May 23 Langara 9:30 a.m. - 3:00 p.m. 2 sessions

### VANCOUVER TOUR GUIDE 504611

25.00

Vancouver 1987 is waiting to be discovered. Several areas of the city have undergone major face lifts recently. If you have just moved to Vancouver or are wanting to know how it's changed, learn the facts, figures and history which will enhance your knowledge and appreciation of this unique corner of the world. (L. Samson)

Sat., June 6 Langara 9:00 a.m. - 4:00 p.m. 1 session

## TRAVEL TOURS



### V.C.C.'S SECOND FALL JAPAN TOUR — OCTOBER 1987

Approx. 3,050.00

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

3,050.00

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



Approx. 3,350.00  
ITEC (All expenses included)

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. For more information, call ITEC 669-5626. Trip led by S.F.U. Chinese Instructor — Teresa Yu.

### INTRODUCTION TO THAILAND TOUR

2,185.00

Visit Thailand in 1987. Come with us to the most "Exotic Land" in Asia. Join V.C.C. Continuing Education's Introduction to Thailand Tour. Enjoy the sights of Bangkok . . . its Floating Markets . . . its Golden Temples. Experience the spicy curries and taste the exotic fruits of South East Asia. Soak up the sun on the beaches of the Gulf of Siam. Travel North to Chiang Mai . . . its Night Bazaars and wonderful handicrafts await you. Return to Bangkok in time to see the Royal Barges in stately procession transporting the King to the Temple of Dawn. Trip includes air fare, (major carrier), hotels, land transportation and experienced guide. (V.C.C. Instructor, G. Flack) optional return and stopovers in Hong Kong, Singapore and other Asian cities available. For more information please call Canada World Travel, Dr. Bob Gallacher, 872-0355, Tour dates October 3-18, 1987.

### TOUR OF THE OKANAGAN WINE COUNTRY 504612

275.00

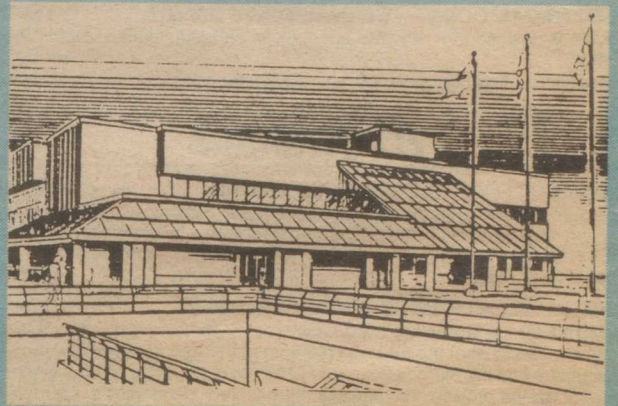
\*subject to change

Catch the last rays of summer in the beautiful Okanagan Valley, where the grapes are ripe and the wine is fresh. This is the weekend for the Okanagan Wine Festival. You will be attending the wine festival where you will be able to taste at least 60 wines and talk to their makers. Transportation, most meals, accommodation and wine tours to at least 6 wineries are included in the price. There are no borders to cross so bring all your wine home for Thanksgiving dinner. Paul Warwick and Deborah Kohut are your tour leaders. For more information call Paul Warwick, 941-5125. A \$25.00 deposit is required by Jun 1, 1987.

Trip: October 9 11 1987

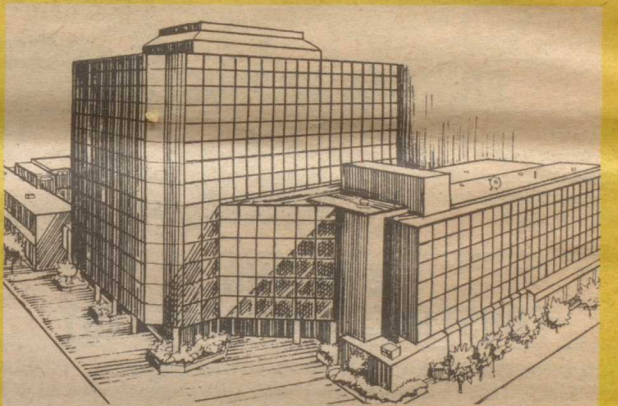
Most courses are held  
at one of these Vancouver  
Community College Campuses.  
Check course listings  
for locations.

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

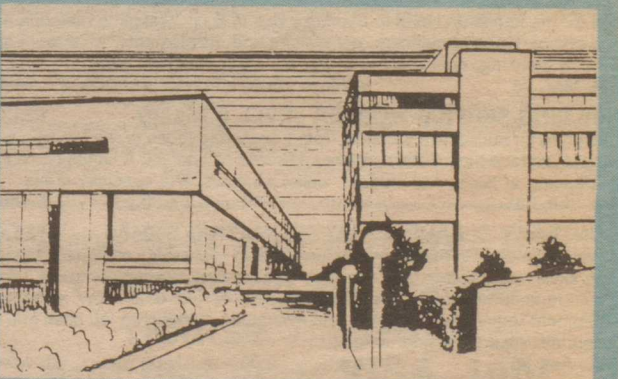


**VCC King Edward Campus**  
1155 E. Broadway 875-8200

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



**VCC Vancouver Vocational Institute**  
250 West Pender 682-5844



**VCC Langara Campus**  
100 W. 49th Ave., Plenty of Free Parking  
324-5322

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