

# CONTINUING

Adult Learning Opportunities



# EDUCATION

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## ABOUT VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

### What is Continuing Education?

It's the Continuing Education Division of Vancouver Community College — whose mission it is to provide a full range of part-time and evening adult learning opportunities.

V.C.C. — C.E. has provided this service for over 20 years and is one of the largest and most comprehensive programs in the province.

A full range of over 700 courses are offered three terms per year in September, January and May.

### Who can enroll in Continuing Education?

You can. Continuing Education courses are open to any interested adult who can profit from the instruction.

### Who decides which courses to offer?

In a large measure, you do. Continuing Education exists to serve your needs, so we offer the courses you want — provided that they are appropriate to the high standards of the Continuing Education Division.

## VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

- Dr. Richard Pearce; 875-8200  
Director;
- Gail Rochester; 875-8200  
Associate Director, Program Services
- Fred Wylie; 875-8214  
Associate Director, Financial & Administrative
- Jan Kotaska; 687-1570  
Program Director, Nursing and Health

### PROGRAM COORDINATORS

- Joanna Ashworth;  
Health; 685-2802
- Silvana Carr;  
Court Interpreting; 324-5322
- Gyda Chud;  
Early Childhood Education; 324-5322
- Wayne Decle;  
Humanities, Investment, Design, Law,  
Real Estate, Travel, Creative Development; 875-8200
- Hal Hoare,  
Business, Computers, Telecommunications,  
Recreation Facilities Management; 875-8200
- Marilyn McClaren;  
Volunteer Sector; 324-5322
- Donald Oakes;  
Floral Design, Jewellery, Theatre; 875-8200
- Sally Hudson;  
Fashion Arts; 682-5844
- Wayne Avery;  
Program For Mentally Handicapped; 681-8111
- Terry Smith;  
Music; 875-8220
- Walter Evans;  
Photography - Focal Point; 224-3636
- David Lim;  
Commercial Art; 682-5844
- Brian Pink;  
Foodsafe, Building Service Worker, 682-5844
- Peter Scales;  
C.P.R. and Industrial First Aid; 685-2802
- Harry Lendvoy;  
Sports Science
- Marion Stedman;  
Post Basic Nursing; 685-2893
- Jill Tyndale;  
TESL, Modern Languages, Social Services; 875-8200



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



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



2. By PHONE, call the phone number given in the registration information for the campus in which the course is being held and we'll charge it to your VISA card.  
Vancouver Vocational Institute ..... 682-5844  
King Edward Campus & Langara Campus ..... 875-8200  
Nursing & Health Education ..... 687-1757  
..... OR 681-8111 loc. 408

3. In PERSON as outlined in the registration information with payment by cheque, cash or VISA.



## ART

<b>BASIC DRAWING</b>	<b>500101</b>
Through drawing exercises learn to see, and draw, in a fresh way. Drawing materials include pencil, graphite, conte crayon and pen and ink. Some life drawing. (Models) Bring a pencil to first class. (Lyon) \$70	10 weeks
Wed., Sept. 23 Langara 7:30-9:30 p.m.	
<b>DRAWING CHILDREN WORKSHOP</b>	<b>500118</b>
A special workshop which concentrates on drawing the beauty of a child's face. A unique drawing opportunity. Learn to capture the essence of child-likeness. Model. Please ask for supply list when registering. (Kowallek) \$25	1 session
Sat., Sept. 19 Langara 9:30 a.m. - 2:30 p.m.	
<b>LIFE DRAWING</b>	<b>500107</b>
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. (Wedman) \$70	10 weeks
Tues., Sept. 21 Langara 7:30-9:30 p.m.	
<b>LIFE DRAWING WORKSHOP</b>	<b>500120</b>
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. (Wedman) \$25	1 session
Sat., Sept. 19 Langara 9:30 a.m. - 2:30 p.m.	
<b>PORTRAITURE</b>	<b>500110</b>
Concentrate 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. (Kowallek) \$70	10 weeks
Thurs., Sept. 24 Langara 7:30-9:30 p.m.	
<b>SKETCHING WITH COLOUR WORKSHOP</b>	<b>500122</b>
A day spent exploring various drawing media — pastels, paints, inks, charcoal and pencil. Emphasis will be on colour and composition. Ask for supply list when registering. Bring a lunch. Coffee provided. (Marshall) \$25	1 session
Sat., Sept. 19 Langara 9:30 a.m. - 2:30 p.m.	
<b>WATERCOLOUR LEVEL I</b>	<b>500112</b>
Learn to stretch paper, lay washes and use the exciting and challenging medium of watercolour. Beginners welcome. (Kowallek) \$70	10 weeks
Sat., Sept. 26 Langara 9:30-11:30 a.m.	
<b>WATERCOLOUR LEVEL II</b>	<b>500113</b>
Designed for those who have basic instruction in the art of watercolour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowallek) \$70	10 weeks
Sat., Sept. 26 Langara 12:00 noon - 2:00 p.m.	
<b>DECORATIVE PAINTING</b>	<b>**NEW** 500125</b>
Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$70	10 weeks
Tues., Sept. 22 Langara 7:30-9:30 p.m.	
<b>DRAWING AND PAINTING</b>	<b>500103</b>
Make the transition from drawing to painting and from black and white to colour. Emphasis will be placed upon colour, pattern and texture in your work. Acrylic paints and some gouache will be used. (No oils please.) All levels welcome. Bring a pencil to first class. (Marshall) \$70	10 weeks
Thurs., Sept. 24 Langara 7:30-9:30 p.m.	
<b>FREELANCING — GETTING STARTED</b>	<b>**NEW** 500126</b>
Want to freelance but don't know where to start or exactly how to present yourself and your artwork? Come to this short helpful session for tips on finding your way in the freelance world. (Lyon) \$15	1 session
Tues., Sept. 22 Langara 7:00-10:00 p.m.	
<b>GREETING CARD WORKSHOP</b>	<b>500105</b>
Everything you need to know to design your own cards for Christmas, Birthdays, etc. Print making methods, commercial printing, watercolour, calligraphy and more. Ask for supply list when registering. (Various instructors) \$25	1 session
Sat., Oct. 10 Langara 9:30 a.m. - 3:30 p.m.	
<b>NATURE PRINTING WORKSHOP</b>	<b>500108</b>
Learn the art of printing your favourite flowers, grasses, and weeds onto paper. Make prints suitable for framing or for use as greeting cards or bookmarks. Print a T-shirt or apron. If time permits, a demonstration of fish printing will be included. Ask for supply list when registering. Bring a lunch. Coffee provided. (Zbar) \$25	1 session
Sat., Sept. 19 Langara 9:30 a.m. - 2:30 p.m.	
<b>PAINTING REALISM</b>	<b>**NEW** 500127</b>
Explore the issue of realism and its function in art. Explore a variety of techniques and approaches to achieve realism in drawing and painting. Learn shadow construction, basic perspective, colour and shading methods. (Kowallek) \$70	10 sessions
Tues., Sept. 22 Langara 7:30-9:30 p.m.	

<b>WATERCOLOUR WORKSHOP (INTRODUCTORY)</b>	<b>**NEW** 500128</b>
Learn methods and approaches to watercolour painting. Use basic washes and wet on dry techniques, and colour mixing. Please bring paper, brushes and paints. (Kowallek) \$15	1 session
Mon., Sept. 21 Langara 7:00-10:00 p.m.	
<b>LEARN TO PRINT TEXTILES</b>	<b>500124</b>
"Clothworks" — textile designers, dryers and screen printers are offering a Saturday workshop for those interested in textile silkscreen printing. 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 darkroom,	
- how to make 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. All supplies and material provided. Please bring bag lunch for studio session and an exacto knife, ruler, pencil and hair dryer. (Drobnier) \$50	
Sat., Oct. 17, CLOTHWORKS 132 Powell St., 9:00-4:00 p.m. 1 session	
Sat., Oct. 24, CLOTHWORKS 132 Powell St., 9:00-4:00 p.m. 1 session	
Sat., Oct. 31, CLOTHWORKS 132 Powell St., 9:00-4:00 p.m. 1 session	
<b>ELLIOT DROBNER is a silk screen printer and designer who operates Clothworks Ltd. in Vancouver.</b>	

## BUILDING, CONSTRUCTION, RENOVATIONS AND HOME REPAIR

<b>BUYING A HEALTHY HOUSE</b>	<b>500402</b>
Learn to access the physical condition of the house for defective construction, deterioration and potential cost causing factors. (Best) \$20	1 day
Sat., Oct. 3 K.E.C. 9:30 a.m. - 12:30 p.m.	
<b>BASIC PLUMBING TECHNIQUES</b>	<b>500401</b>
Learn how the system works. Examine various problem situations and learn helpful hints. All aspects of plumbing to be discussed. (Best) \$20	1 day
Sat., Oct. 17 K.E.C. 9:30 a.m. - 12:30 p.m.	
<b>UNDERSTANDING ELECTRICITY</b>	<b>500406</b>
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. (Best) \$20	1 day
Sat., Oct. 24 K.E.C. 9:30 a.m. - 12:30 p.m.	
<b>DOORS, FLOORS, WALLS AND CEILINGS</b>	<b>500404</b>
Learn weather stripping, latches, deadbolts, doorbells and buzzers. Also included will be information on flooring, carpet and tiles (vinyl, asphalt and clay). (Best) \$20	1 day
Sat., Oct. 31 K.E.C. 9:30 a.m. - 12:30 p.m.	
<b>DO WE PAINT OR PAPER?</b>	<b>500403</b>
Course explores estimation, preparation and application including information on panelling and patching cracks and holes in plaster and gyproc. (Best) \$20	1 day
Sat., Nov. 7 K.E.C. 9:30 a.m. - 12:30 p.m.	
<b>WATER ... PROBLEMS AND CURES</b>	<b>500407</b>
Areas of concentration will be roots, gutters, drains, insulation flashing, skylights and vents as well as vapour barriers and insulation. (Best) \$20	1 day
Sat., Nov. 14 K.E.C. 9:30 a.m. - 12:30 p.m.	
<b>RENOVATIONS THAT PAY</b>	<b>500405</b>
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. (Best) \$20	1 day
Sat., Nov. 21 K.E.C. 9:30 a.m. - 12:30 p.m.	
<b>JERRY BEST is a residential renovations contractor with 18 years' experience on the Lower Mainland.</b>	
<b>HANDS-ON REPAIRS TO WALLS AND CEILINGS</b>	<b>500409</b>
Cracks and holes in the walls and ceilings are the most common household repair problem; learn to repair them like a pro. Learn the tools and materials you need to patch and paint drywall walls and ceilings, plus an opportunity to practise the techniques under skilled supervision. Bring a putty knife and a household sponge. (Eckfeldt) \$20	1 session
Sat., Nov. 7 K.E.C. 9:30 a.m. - 12:30 p.m.	
<b>JOHN ECKFELDT is a journeyman carpenter and B.C.I.T. graduate with over 15 years' experience in the construction industry. He is currently employed doing warrantee work on new housing units.</b>	
<b>BUILDING CONSTRUCTION ESTIMATING</b>	<b>050201</b>
Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field. \$95	10 weeks
Wed, Sept., 23 V.V.I. 6:30-9:30 p.m.	

## BUILDING SERVICE WORKER

<b>BUILDING SERVICE WORKER - LEVEL I</b>	<b>250401</b>
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. (Parent) \$125	5 weeks
Sat., Sept. 26 V.V.I. 9:00 a.m. - 4: p.m.	
<b>BUILDING SERVICE WORKER -LEVEL II</b>	<b>250402</b>
Designed for the 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. (Parent) \$125	5 weeks
Sat., Nov. 7 V.V.I. 9:00 a.m. - 4:00 p.m.	
<b>RON PARENT is a full-time instructor in the Building Service Worker Program at V.V.I.</b>	
<b>CONTRACT CLEANING &amp; ESTIMATING</b>	<b>250403</b>
A necessity for all in the building 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 evaluations, quoting on job sites and on blueprints, insurance and bonding. (Den Daas) \$125	5 weeks
Sat., Sept. 26 V.V.I. 9:00 a.m. - 4:00 p.m.	
<b>JOHN DEN DAAS is an instructor in the Building Service Worker Program at V.V.I. with 34 years experience in the contract cleaning business.</b>	
<b>BUILDING SERVICE MANAGEMENT</b>	<b>250404</b>
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. (Vickery) \$125	10 weeks
Wed., Sept. 23 V.V.I. 6:30-9:30 p.m.	
<b>BILL VICKERY is Director of Building Services at Vancouver General Hospital.</b>	
<b>SELLING — BUILDING SERVICES AND PRODUCTS</b>	<b>250405</b>
Learn winning sales techniques to make 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. (Glavind) \$125	10 weeks
Mon., Sept. 21 V.V.I. 6:30-9:30 p.m.	
<b>WALLY GLAVIND is sales manager for Dustbane Products — Columbia Distributors Ltd.</b>	



To broaden your career path or blaze a new one . . .

### EARN A CERTIFICATE

Representatives of industry and the professions help plan these programs for adults who want to get a thorough background in a particular field, but who do not want to undertake a degree program.

Choose from 15 fields;

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# Continuing Education - Keeping you in mind.



BUSINESS

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. Learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your job potential. For registration call 875-8200. For detailed course information and brochure call 324-5214.

ENTRY REQUIREMENTS  
No formal education requirements are necessary other than successful completion of Grade 12 English or equivalent.

CERTIFICATE REQUIREMENTS  
8 courses completed successfully in 5 years, 15 terms, including:  
- Communications 1115  
- Canadian Business Perspectives 1000 or Managing through People 1000  
- Managing for Success 2000  
- 5 additional courses of your choice  
Non Certificate students may enroll in any courses

COURSE ADVISORS:  
Will be available at Oakridge Centre Saturday, September 12 and Sunday, September 13 during mall hours and at the Langara Campus Continuing Education office Wednesday, September 9 and Thursday, September 10, 5:00-8:00 p.m.

ACCOUNTING 1115 102001  
Learn the application of the debit and credit process, prepare the books of original entry, and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$130  
Mon., Sept. 14, Wadsworth/Langara 7:00-10:00 p.m. 13 sessions  
Tues., Sept. 15, Glass Langara 7:00-10:00 p.m. 13 sessions  
Wed., Sept 16, Badley Langara 7:00-10:00 p.m. 13 sessions  
Thurs. Sept. 17, VanSlee Langara 7:00-10:00 p.m. 13 sessions

BOB WADSWORTH, B. Commerce, C.A.; 16 years with the Department of Business Administration at Langara, teaching accounting.

JACK GLASS, C.G.A., has 24 years' experience as Senior Auditor, National Revenue and has 8 years in branch managing and owning a national wholesale and retail chain.

ROB BADLEY, C.G.A. with over 30 years' business experience in private industry and government.

BILL VANSLEE is an accounting, taxation and management consultant.

ACCOUNTING 2215 102002  
Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, analysis of financial statements, cash flow analysis, accounting for price-level changes, and manufacturing accounting. Serves as a preparation for Accounting 3321 and Accounting 3421. \$130  
Tues., Sept. 15, Badley Langara 7:00-10:00 p.m. 13 sessions  
Thurs., Sept. 17, Mahden Langara 7:00-10:00 p.m. 13 sessions

CHRISTOPHIR MAHDEN, B. Commerce, C.A., is Comptroller for Canadian Airlines International and has taught accounting for 9 years.

ACCOUNTING 3321 102003  
Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, concepts of present value, cash temporary investments and receivables, inventories, property, plant and equipment, intangible assets, current liabilities and long-term liabilities. \$130  
Wed., Sept. 16, Jeyakumar/Langara 7:00-10:00 p.m. 13 sessions

PAUL JEYAKUMAR, M.Sc., C.G.A., is a Managerial Statistics, Financial Management and Auditing instructor for the C.G.A. Association.

ACCOUNTING 3421 102004  
In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of a corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases, and financial statement analysis. \$130  
Wed., Sept. 16, McBride Langara 7:00-10:00 p.m. 13 sessions

FRED McBRIDE, C.G.A., is in public practice with 10 years' teaching and 22 years financial accounting and auditing experience in industry and government.

MANAGING FOR SUCCESS 2000 102010  
Gain an understanding of the requirements for achieving organizational success through performance. The process of strategic management and planning will be applied to the managerial functions or organizing, planning, leading and controlling. Effective September 1987, the prerequisite for this course is Canadian Business Perspectives 1000. TEXT: For September 1987 - Business in the Canadian Environment, P.Furhman, Prentice-Hall. For January 1988 - Modern Management in Canada: Concepts & Practices, Bergeron, Metheun. \$130  
Wed., Sept. 16, Sheinin Langara 7:00-10:00 p.m. 13 sessions

HY SHEININ, B.Sc., B.Ed., Sr.C., is a consultant and advisor to government and industry.

MANAGING THROUGH PEOPLE 1000 102011  
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. \$130  
Tues., Sept. 15, Kay Langara 7:00-10:00 p.m. 13 sessions

ALAN KAY is a register professional engineer with management experience in industrial and consulting organizations; currently involved in management development and operational performance enhancement programs.

SALES AND MARKETING 2000 102012  
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. \$130  
Mon., Sept. 14, Kelly Langara 7:00-10:00 p.m. 13 sessions

THOMAS KELLY, Ph.D., President of Corporate Communications, a Sales and Marketing Consultant and former Sales and Marketing Vice President of Admiral Corporation.

SMALL BUSINESS MANAGEMENT 1115 102013  
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 own enterprise successfully and increase profits by exploring effective methods of financial planning, marketing, advertising and promotion, location selection and business set-up. \$130  
Mon., Sept. 14, Glasser Langara 7:00-10:00 p.m. 13 sessions  
Tues., Sept. 15, Glasser Langara 7:00-10:00 p.m. 13 sessions

ALAN GLASSER, B.Sc., manages an independent pharmacy.

CANADIAN BUSINESS PERSPECTIVES 1000 102005  
Gain a broad perspective of the structure of a business enterprise operating within the Canadian economic and social environment. (Effective September 1987, this course is a prerequisite to Managing For Success 2000.) TEXT: Modern Management in Canada: Concepts & Practices, Bergeron, Metheun. \$130  
Tues., Sept. 15, Sheinin Langara 7:00-10:00 p.m. 13 sessions

FINANCIAL MANAGEMENT AND DECISION MAKING 2000 102009  
Develop skills and techniques in financial analysis, planning and forecasting, working capital management and budgeting. Prerequisite: completion of a basic accounting course. \$130  
Mon., Sept. 14 Langara 7:00-10:00 p.m. 13 sessions

COMMERCIAL LAW 1115 102006  
An introduction to Canadian business law including the law of contracts, negotiable instruments, partnerships, sales of goods, labour/management, insurance, banks and banking. \$130  
Wed., Sept. 16, Schachter Langara 7:00-10:00 p.m. 13 sessions

COMMERCIAL LAW 2215 102014  
Focus on various legal aspects, including business organizations, creditor rights, real estate law, and consumer protection. This is the follow-up course to Commercial Law 1115. All students must have credit for 1115 in order to take 2215. \$130  
Mon., Sept. 14, Schachter Langara 7:00-10:00 p.m. 13 sessions

BERNARD SCHACHTER, B.A., LL.B, private practice 30 years; own law firm; specializes in contract law; 16 years' teaching experience.

COMMUNICATIONS 1115 102007  
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. \$130  
Wed., Sept 16, Hoare Langara 7:00-10:00 p.m. 13 sessions

HAL HOARE, M.S. Ed., Senior Program Coordinator, Business and Computers, VCC with 8 years teaching experience.

MECHANICAL CONTRACTORS

PROFIT ASSURANCE FOR CONTRACTORS (Coleman) \$130.00 102052  
Mon., Sept. 21 Langara 7:00-10:00 p.m. 12 sessions

SUPERVISION I 102011  
see MANAGING THROUGH PEOPLE 1000(Kay) \$130.00  
Tues., Sept. 15 Langara, 7:00-10:00 p.m. 13 sessions

MANAGEMENT SKILLS FOR SUPERVISORS

PROVINCIAL CERTIFICATE PROGRAM

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

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

SESSSION I

Part I Interpersonal Skills 100101 \$350  
Sept. 23, 24, 25, Oct.13

Part II Group Skills 100102 \$350  
Oct. 14, 15, 16, Nov. 24

Part III Administrative Skills 100103 \$350  
Nov. 25, 26, 27, Dec.14

Please call 875-8200 or 525-1344 for complete details of program and schedules. For registration call 875-8200. Training services provided by Johnston - Kerr Associates Ltd.



SMALL BUSINESS COLLEGE IN A DAY

Courses are for you, whether you run a small business now or want to start one. ALL SMALL BUSINESS COLLEGE IN A DAY courses are short, practical and offered either Saturday, October 17 at our VVI Campus or Saturday, December 5 at KEC. Some courses are offered on both days. Call 875-8200 FOR INFORMATION AND REGISTRTION.

ASSESSMENT/CAREER PLANNING/JOB SEARCH

Here is an opportunity to find out what your talents are and how you might best maximize your potential. Assessments are available from a short aptitude profile to an in-depth analysis with an expert Industrial Psychologist.

ASSESSMENT 1 105001  
Write a short internationally-approved test for entrepreneurial aptitude and then discuss the results and your aspirations in private with one of our small business counsellors. Drop in either of these two Saturdays. (approx. 2 hrs.) (Turpin) \$15  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 day

HOWARD TURPIN V.C.C. Small Business Counsellor will be assisting you with your assessment.

ASSESSMENT 2 105002  
This tool will identify both your SALES/MARKETING aptitudes and your entrepreneurial traits. Return a week later for a private discussion of the results with the evaluator. (approx. 2 hrs) (Geddes) \$75  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 1:00 p.m. 1 day

ASSESSMENT 3 105003  
This tool will identify your aptitudes which will then be referenced both to recommended career options and to entrepreneurial traits. Return a week later for a private discussion of the results with the evaluator. Evaluations conducted by Profile Evaluations Ltd. (up to 6 hrs.) \$150.00  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 day

ASSESSMENT 4 105004  
This assessment is a comprehensive evaluation of your strengths, interests, aptitudes, unique skills, personality traits put together in an easy to read interpretive report. Your assessment will be compared to over 12,000 known occupations in order to identify the most appropriate career path for you. Follow-up will include one hour of Career Guidance Counselling. Assessment and Counselling provided by X-POTENTIAL RESEARCH INC. \$250  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 day

CAREER TRANSITIONS 105006

Realizing your career potential is possible, but you must apply the powerful strategies of this new technology. This workshop will give you a tremendous opportunity to develop these strategies in a personally supportive environment and make it happen for you. The program includes 5 follow-up group sessions and one individual private session. (Randle and Kuchenthal) \$350  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 6 weeks

JANICE RANDLE AND JOHN KUCHENTHAL of Faircrest Counselling Services bring over 35 years of Human Resource Development and Career Counselling.

SELF-MARKETING FOR PROFESSIONALS 105007

Achieve success. Get the clients, and the work you want. Apply current marketing breakthroughs to promote yourself and reach your target clients with low-cost, effective strategies. Program includes two follow-up evening sessions. (Johnston and Kuchenthal) \$250  
Please call 685-1263 or 469-0959 for complete details.  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session  
AND  
Tues., Dec. 8, 15 K.E.C. 6:30-9:30 p.m. 3 sessions

JOHN KUCHENTHAL has 14 years in the field of Career Development, having researched, taught and published with the leaders in this dynamic new area. DENNIS JOHNSTON is a professional trainer/consultant in Management Development Training for the Johnston Training Group Inc.

“THE DOCTOR IS IN” 105008  
Drop into one of our booths operated by counsellors from the Ministry of Economic Development; Federal Business Development Bank C.A.S.E. department advisory services; our Centre for Small Business Development; T.I.E.M.; to discuss your ideas or problems. FREE  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 day

WOMEN MEAN BUSINESS 105009

A special course for women that presents the successful strategies for starting your own business. (Litton) \$85  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 day

MONICA LITTON is the authoress of the book “Women Mean Business”.

POWER MOVES FOR WOMEN IN THE WORKPLACE 105010

Women are the first to get “plateau-ed” in jobs that obstruct their career potential. Learn to direct your career by applying dynamic strategies to achieve positive change. (Randle) \$85  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day

JANICE RANDLE has spent 25 years in the field of Human Resource Development and is currently President of Faircrest Counselling Services.

HOW TO START AND MANAGE A SMALL BUSINESS 105011

Outlines the general skills required in opening and operating a business of your own. \$30

Presented by the Federal Business Development Bank  
Sat., Oct. 17 V.V.I. 9:00-10:30 a.m. 1 session  
Sat., Dec. 5 K.E.C. 9:00-10:30 a.m. 1 session

FINANCING A SMALL BUSINESS 105012

Explains the financial needs of a small business for capital expenditures and operations, the types and sources of financing and how to arrange the right financing. \$30

Presented by the Federal Business Development Bank  
Sat. Oct. 17 V.V.I. 9:00-10:30 a.m. 1 session  
Sat. Dec. 5 K.E.C. 9:00-10:30 a.m. 1 session

HOW TO FIND BUSINESS OPPORTUNITIES 105013

Profiting from overlooked opportunities begins with knowing how and where to look, several ways to hunt sources of information, and assessing your ideas. \$30

Presented by the Federal Business Development Bank  
Sat., Oct. 17 V.V.I. 9:00-10:30 a.m. 1 session  
Sat., Dec. 5 K.E.C. 9:00-10:30 a.m. 1 session

WHAT'S NEEDED TO BECOME A SUCCESSFUL RETAILER 105014

An explanation of what it takes to run a store successfully from location, marketing, buying product, merchandising, getting customers and selling. \$30

Presented by the Federal Business Development Bank  
Sat., Oct. 17 V.V.I. 9:00-10:30 a.m. 1 session  
Sat., Dec. 5 K.E.C. 9:00-10:30 a.m. 1 session



VCC Continuing Education - Keeping you in mind.

SOURCES OF MARKET RESEARCH INFORMATION 105024

Learn how to access the wealth of information that can help you make better decisions! (Hannigan) \$85

Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 day

HILARY HANNIGAN is an information Specialist who has gained considerable experience with major resource industries as an Information/Data Retrieval Expert.

HOW TO EXPORT TO JAPAN 102413

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. (Oszust) \$35  
Sat., Oct. 17 Langara 9:30 a.m. - 12:30 p.m. 1 session

VALERIE OSZUST is an officer at the Federal Business Development Bank. She has four years' experience writing and marketing in Japan.

IMPORT/EXPORT — THE NEED FOR INDEPENDENT SERVICES 105025

Learn of the little known role of independent inspection services in international trade, i.e. the protection of the interests of buyers and sellers of goods and commodities on the overseas market. Learn of the services required to certify the quality and quantity of goods exchanged and to minimize the degree of risk in commercial transactions. (Densky) \$30  
Sat., Oct. 17 V.V.I. 9:00-11:00 a.m. 1 session  
Sat., Dec. 5 K.E.C. 9:00-11:00 a.m. 1 session

RUDOLF DENSKY of SGS Supervision Services Inc., a world-wide inspection service organization will be your expert in this unique and important area of import/export.

HOW TO SET UP AN INTERNATIONAL CONTRACT 105035

Learn how to minimize your risk in international business. Gain the knowledge necessary to write a sound international contract that will prevent disputes. Look to the expertise of the International Arbitration Centre for assistance in reviewing key contractual elements. (Thompson) \$45  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 12:00 noon 1 session  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 12:00 noon 1 session

BONITA THOMPSON is the Executive Director of the International Arbitration Centre in Vancouver.



BUSINESS SKILLS

HOW TO HANDLE AWKWARD CUSTOMERS 105026

Have you been on the spot with awkward customers? Join our coaches as they demonstrate how to be professional with awkward customers and then...get involved! Try out the techniques on our cast of actors who will role play a variety of situations with you. (Schacter/Chalmers) \$85  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 day

MARCY SCHACTER, an actress and business consultant with WILLIAM CHALMERS who is a professional sales trainer have pooled their talents to design a fun workshop on How to Handle Awkward Customers.

FORM LETTERS FOR YOUR BUSINESS 105027

Why re-invent the wheel? Join a professional writer who will provide you with format letters for a variety of business situations from collections to requests and spend some time in reviewing and modification of many of them to your needs. (Buchanan) \$45  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 12:00 noon 1 session

GOAL SETTING FOR THE SMALL BUSINESS OWNER 105028

You need to set some goals! You have less chance of profitability if you do not set some goals for yourself and your business. Join one of the leading business planners who will show you how to bring high level methods down to size for your business and get you on your way to developing a game plan for profits. (Llyall) \$85  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 day

HOW TO SELECT AN EMPLOYEE 105034

Learn the do's and don'ts of the selection process. Join the John Cleese film crew in a humorous lesson on the selection interview and then try it yourself! (Warburton) \$85  
Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 1 day

MANFRED MOLZ is an instructor in the Building Service Worker program and has over 13 years experience in health care facilities management.



## ADVERTISING/DISPLAY/ PUBLIC RELATIONS

### ADVERTISING AND PROMOTION ON A SHOESTRING 105029

Learn how to stretch your advertising and promotion budget by getting more bang for your buck! Learn the principles of good ad design and try some of it yourself with the assistance of our expert instructor. Cover layout and copy for flyers, newspapers, magazines, billboards, radio/t.v. and how to select for your target consumer's. (Pan) \$85

Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day  
Sat., Dec. 5 K.E.C. (in Cantonese) 9:00 a.m. - 4:00 p.m. 1 day

**JONATHAN PAN of PANADA BRANDS INC. has extensive experience in the practical applications of advertising and promotion in small and medium size businesses in the Vancouver area.**

### HOW TO PREPARE YOUR OWN PRESS RELEASE 105030

You will learn a step-by-step guide to writing, packaging, and distributing an effective news release for t.v., radio, newspapers, and magazines. This is a hands-on workshop wherein you will have the opportunity to write your own releases and receive expert feedback on your successful techniques. (Reilly) \$125

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

**DAVID REILLY is the author of the popular handbook "HOW TO PRODUCE YOUR OWN PRESS RELEASE" and is widely recognized for his practical hands-on workshops.**

## FINANCE

### CARE AND FEEDING OF YOUR BANKER 105031

Back by popular demand, this seminar looks at how to select a banker, how to plan and negotiate a loan, bank services, types of loans, collateral requirements and normal interest rates, how to keep on the good side of your banker and what to do when things are going wrong. (Stefanek) \$45

Sat., Oct. 17 V.V.I. 9:00 a.m. - 12:00 noon 1 session

Sat., Dec. 5 K.E.C. 9:00 a.m. - 12:00 noon 1 session

**MITCH STEFANEK is an entrepreneurial ex-banker willing to share with you how banks really work.**

### FINANCING YOUR BUSINESS 105032

Let a financial consultant review the current choices, expectations and costs involved in getting business financing at the start-up, seed and venture capital stages of business development. Covers private and public investment sources, expectations, methods and costs and banking. (Hill) \$45

Sat., Oct. 17 V.V.I. 1:00-4:00 p.m. 1 session

Sat., Dec. 5 K.E.C. 1:00-4:00 p.m. 1 session

**HARMA HILL is a successful business financial consultant whose nuts and bolts, no nonsense seminars tell you exactly what financing your business is all about.**

### SECRETS TO INCREASING YOUR PROFITS 105033

It's not just increasing Sales! This workshop will focus on those key expense areas: Inventory, Staff, Pricing, Invoicing that make the difference. You cannot afford not to know these secrets! (Liberson) \$85

Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 1 day

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

**DONNA LIBERSON brings 19 years of world-wide expertise with her successful business — VANCOUVER LEATHER AND THINGS and will be sharing the real secrets of success in small business.**

## SMALL BUSINESS HOW TO START:

This evening programme of Federal Business Development Bank seminars on business and financial management topics consist of 11 sessions. The sessions, each 3 hours in duration, scheduled over a 6 week period commencing the week of September 14, 1987. Participants will have the option of choosing and selecting individual topics or registering for the entire series. Price per session is \$30.00. Take all 11 for \$300 and save \$30. 106001

### HOW TO START A BUSINESS PART I 106002

Concentrate on the 7 key steps to developing a business plan for a new enterprise. \$30

Tues., Sept. 15 Langara 7:00-10:00 p.m. 1 session

### HOW TO START A BUSINESS PART II 106003

A continuation of the first session looking at the 7 key steps to developing a business plan for a new enterprise. \$30

Tues., Sept. 17 Langara 7:00-10:00 p.m. 1 session

### FINDING BUSINESS OPPORTUNITIES 106004

Starting a successful business frequently centres on finding an opportunity overlooked by others. This seminar will concentrate on how and where to look, sources of information and accessing ideas for new ventures. \$30

Tues., Sept. 22 Langara 7:00-10:00 p.m. 1 session

### FINANCING A SMALL BUSINESS 106005

Outlines financial needs of a small business of capital expenditures and operations, the type and sources of financing and how to arrange the right financing. \$30

Thurs., Sept. 24 Langara 7:00-10:00 p.m. 1 session

### UNDERSTANDING FINANCIAL STATEMENTS 106006

Making the right decisions depends on your knowledge of financial statements and knowing what to control. \$30

Tues., Sept. 29 Langara 7:00-10:00 p.m. 1 session

### PREPARING A FORECAST AND OPERATING BUDGET 106007

Preparation of an accurate forecast and using it as a basis for your budget to help to measure how well the business is doing and keep it in line. \$30

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

### BOOKKEEPING MADE SIMPLE 106008

These two evenings will explain in easy to understand terms the 5 basic steps of bookkeeping from recording transactions to producing financial statements. \$60

Tues./Thurs. Oct. 6/8 Langara 7:00-10:00 p.m. 2 sessions

### TAX TIPS 106009

With a professional accountant and tax advisor you can learn the basic principles and tips of tax planning and how to reduce or minimize your taxes. \$30

Tues., Oct. 13 Langara 7:00-10:00 p.m. 1 session

### MANAGING RISK IN BUSINESS 106010

This session, along with a video clinic and guest speakers concentrate on how to buy the right insurance, when and how to use legal advice to the best advantage. \$30

Thurs., Oct. 15 Langara 7:00-10:00 p.m. 1 session

### INCREASING PROFITS 106011

This session explains the impact of increasing prices and controlling key costs to increasing the bottom line. \$30

Tues., Oct. 20 Langara 7:00-10:00 p.m. 1 session

### PLANNING YOUR WORK 106012

The practical side of planning, organizing, co-ordinating and scheduling. This session will help the entrepreneur monitor their projects, jobs and employee assignments. \$30

Thurs., Oct. 22 Langara 7:00-10:00 p.m. 1 session

### COMPUTER CONSULTANT TRAINING PROGRAM

Designed especially for those with solid computer skills who wish to start or improve their own consulting business.

### PART I GETTING STARTED 106013

Focus on career opportunities and research in this business field; overview of business; market plans; sales skills, contract design and billing. \$480

Sat./Sun. Sept. 26/27 Langara 9:00 a.m. - 4:00 p.m. 4 weekends

### PART II RUNNING THE CONSULTING PRACTICE 106014

Focus on general business skills; legal and tax considerations; financial planning; and goal setting. This series will include individual mentoring and coaching. \$480

Sat., Nov. 14, 28, Dec. 12 Jan. 2, 16, 30, Feb. 13, 27, Mar. 12 Langara 9:00 a.m. - 4:00 p.m. 9 sessions

### START YOUR OWN CONSTRUCTION BUSINESS 106015

Get on the right track — find out about the construction business from start-up to operations. All areas of construction will be looked at: framers, plumbers, masons, electricians, and the small general contractor. Some previous skills or knowledge in the Construction Industry is recommended. (Rourke) \$195

Thurs., Sept. 24 V.V.I. 7:00-10:00 p.m. 12 weeks

### SMALL CONSTRUCTION PROJECT MANAGEMENT 106016

Learn the complete process of product management including: finance, estimating, forecasting, bidding, and sub-contracts. This is a must course for small contractors! (Rourke) \$125

Wed., Sept. 23 V.V.I. 7:00-10:00 p.m. 6 weeks

### TOM ROURKE brings a world-wide experience in construction management; most recently with Syncrude Canada and is an experienced C.S.E. Counsellor with FBDD in this field.

### THE VIDEO CAMERA CAMCORDER WORKSHOP \*\*NEW\*\* 104101

A course designed for all video formats: VHS, Beta and 8 mm. No matter what use you have for video you can benefit from this comprehensive video camera workshop. Information on new video camcorders and 8 mm video will be highlighted. This is a user friendly course and technical jargon will be kept to a minimum. Bring along your own unit if you have one. \$2 material fee. (Copperstone) \$35

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

### DAVID COOPERSTONE B.A. in Communications, McGill University and is the owner of the Studio Video facilities.

### VIDEO ENTREPRENEURS 102414

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) \$130

Tues., Sept. 22 Langara 7:00-10:00 p.m. 10 weeks

### THE BUSINESS OF MUSIC \*\*NEW\*\* 106017

Learn the complexities of the business side of music and ways to manage a profitable career in music. Among the topics covered are: financing/budgeting, taxation/tax shelters, promotion/advertising, contracts, licensing/law, copyright, performer organizations/unions, recording/radio/television/film industries, concerts, and teaching. (Smith) \$75

Sat., Sept. 19 K.E.C. 10:00 a.m. - 4:00 p.m. 6 weeks

### HOW TO START YOUR OWN RESTAURANT/BAR 106018

This is a practical look at the considerations and planning necessary to set up a restaurant and a pub. (Beretoni) \$175

Tues., Sept. 22 V.V.I. 7:00-10:00 p.m. 12 weeks

### PAUL BERETONI has a successful background in restaurant/pub ownership and has instructed many successful restaurant related courses in the Vancouver area.

### HOW TO SUCCESSFULLY IMPORT FROM THE FAR EAST 102408

Deal with the practical aspects and actual problems encountered when purchasing in the Orient. Learn the Far East factory system and its relationship to effective purchasing, how to 'source' parts and finished products, how to determine supplier's reliability and what steps to take to assure purchased goods meet quality standards. (Kokotow) \$35

Sat., Nov. 7 Langara 9:30-11:30 a.m. 1 session

### LAWRENCE KOKOTOW is a Far East trade consultant. He has lectured on offshore purchasing both in Canada and the United States.

### WRITING MAGAZINE ARTICLES 102817

See page 13

### WRITING FORMULA ROMANCES 102815

See page 13

### WRITING AND MARKETING THE SHORT STORY 102819

See page 13

### HOW TO IMPORT FOR YOUR SMALL BUSINESS FIND OUT HOW THE EXPERTS HANDLE THESE AREAS SUCCESSFULLY! 106019

Sourcing the supply; agent or go it alone?; travelling the world; costing and quality; documentation — the paperwork (Liberson) \$125

Wed., Sept. 30 Langara 7:00-10:00 p.m. 5 weeks

### DONNA LIBERSON has travelled all over the world importing for her successful business — VANCOUVER LEATHER AND THINGS.



## BUSINESS SKILLS

### PROFITS FROM THE BEGINNING 106020

Fifteen hours of intense instruction. These sessions will take you through all the steps to success. You will explore and understand target marketing, costing, promotion/display, staff efficiency, marketing tightening and controlling expenses, and much more...all based on 19 years of the nitty/gritty of wholesale/retail experience. (Liberson) \$125

Wed., Nov. 4 Langara 7:00-10:00 p.m. 5 weeks

### DONNA LIBERSON is an experienced and successful small business person of VANCOUVER LEATHER AND THINGS.

### INFORMATION MANAGEMENT

### HOW TO HUNT FOR INFORMATION 106021

Move your business into the future by learning how to search and retrieve the information vital to your success. This course covers computerized information search and information management. It is based on 640K computer memory with printer. (Hannigan) \$125

Thurs., Sept. 24 Langara 7:00-10:00 p.m. 4 weeks

### DESIGN AND MANAGEMENT OF BUSINESS RECORDS 106022

The first step in any successful business, large or small is the design and management of appropriate business records. This workshop will show you how to do it successfully and keep it "user friendly". This is a basic step in successful business management. (Hannigan) \$85

Thurs., Dec. 3 Langara 7:00-10:00 p.m. 2 weeks

### HILARY HANNIGAN is an information Specialist who brings her vast knowledge from the Resources Industry to show you how to apply information strategies for success in any size business.

## ADVERTISING AND PUBLIC RELATIONS

### ADVERTISING SERIES 106023

SPECIAL: sign up for all 4 and get 4 seminars for the price of 3.

### FLYERS 106024

Learn how to design, write copy for and produce a hard-hitting flyer. (Pan) \$45

Thurs., Sept. 17 Langara 7:00-10:00 p.m. 1 session

### RADIO AND TV 106025

Learn why Radio/TV is successful for some products and how to select for your target audience. Learn how a commercial is designed and why the costs and the vital elements of timing, exposure and creativity are crucial to hit the target market. Review some commercials and write your own radio commercial. (Pan) \$45

Thurs., Sept. 24 Langara 7:00-10:00 p.m. 1 session

### NEWSPAPERS 106026

Learn two concepts of layout and copy for a newspaper ad, how to select the positioning and pages for your target market, timing exposure and costs that contribute to effectiveness. Learn how to select the type of newspaper for your outreach. Design and write your own ad for evaluation. (Pan) \$45

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

### MAGAZINES 106027

Learn the concepts of layout and copy for a magazine ad, how to select the positioning and pages for your market, timing, exposure and costs that contribute to effectiveness. Learn how to select the type of magazine for your outreach. Design and write your own ad for evaluation. (Pan) \$45

Thurs., Oct. 8 Langara 7:00-10:00 p.m. 1 session

### JONATHAN PAN of PANADA BRANDS INC. brings a rich experience from the Vancouver marketplace to show you techniques and skills to successful advertising for small business.

### PUBLIC RELATIONS AND ADVERTISING FOR ENTREPRENEURS 102406

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! (Lemer) \$45

Sat., Oct. 17 Langara 9:00 a.m. - 4:00 p.m. 1 session

### HARRIET LEMER has been working, teaching and consulting in the area of public relations for several years. Currently she is the Manager of Client Services at the Business Development Group.

### PUBLIC RELATIONS AND ADVERTISING STRATEGIES FOR ENTREPRENEURS 102407

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 design specific public relations strategies that will increase your business recognition factor. (Armstrong) \$70

Tues., Oct. 20 K.E.C. 7:00-10:00 p.m. 4 weeks

### PAULINE ARMSTRONG is the owner of her own public relations company, Pauline Armstrong Communications Inc., a full service P.R. firm with additional advertising and marketing capabilities.

### SUCCESSFUL SPEAKING 102808

Learn to use your voice to it best advantage to make speeches, presentations or impromptu talks. (Coleman) \$80

Wed., Oct. 7 V.V.I. 7:00-9:30 p.m. 7 sessions

Thurs., Oct. 8 V.V.I. 7:00-9:30 p.m. 7 sessions

## SALES SKILLS

### SALES SKILLS 1 — SELLING THE BENEFITS 106028

View a humorous film on selling the benefits of a product/service and then...get involved! Try out the proper techniques on our cast of actors who will role play a variety of situations with you. (Schacter/Chalmers) \$45

Wed., Sept. 23 Langara 7:00-10:00 p.m. 1 session

### SALES SKILLS 2 — TELEPHONE SKILLS 106029

Join our cast as they demonstrate the right and wrong ways to handle telephone calls with customers and then...get involved! Try out the proper techniques on our cast of actors who will role play a variety of situations with you. (Schacter/Chalmers) \$45

Thurs., Sept. 24 Langara 7:00-10:00 p.m. 1 session

### MARCY SCHACTER is an actress and business consultant with WILLIAM CHALMERS who is a professional sales trainer have pooled their talents to design a fun workshop with a major point on How to Handle Awkward Customers.



## SALES AND MARKETING

### STREET SMARTS — MINI COURSE IN MARKETING 102416

The competitive 80's are bringing Marketing into sharp focus as the significant survival skill. Sales and Marketing professionals are well paid to produce results. Bring the four Marketing "P's" together into a rewarding career future. (Kelly) \$50

Thurs., Sept. 17 Langara 7:00-10:00 p.m. 3 weeks

### DIGGING FOR DIAMONDS — THE ALL IMPORTANT SKILLS OF PROSPECTING — FIND OUT WHERE YOUR POTENTIAL CLIENTS ARE 102412

Developing the all important search techniques, and market segmentation skills to identify your market place and your prospects' needs. Marketing is the art of changing people's needs into people's wants — then comes your payoff (Kelly) \$30

Sat., Sept. 19 Langara 9:00 a.m. - 4:00 p.m. 1 session

### COMMUNICATING EFFECTIVELY — THE KEY TO WINNING IN SALES AND MARKETING 102402

Saying it smoothly, persuasively and effectively to produce results — is what this course is all about. Learn how to help your client to take down his/her screen of resistance, and to share with you. A real asset to people planning to enter Sales and Marketing — a 'must' for the professionals. (Kelly) \$30

Sat., Sept. 26 Langara 9:00 a.m. - 4:00 p.m. 1 session

### GETTING ALONG WITH YOUR CLIENTS — THE SKILL OF RELATIONSHIP SELLING 102403

Learn the elegant 'people' skills to build trust, rapport and long term relationships between you and your clients. Marketing from the Inside Out. Building a permanent client base. (Kelly) \$30

Sat., Oct. 3 Langara 9:00 a.m. - 4:00 p.m. 1 session

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

Taking conflict and argument out of your selling world. Handling objections so that they help you get what your customer and you want. Build a smooth harmonious presentation. (Kelly) \$20

Thurs., Oct. 8 Langara 7:00-10:00 p.m. 1 session

### THE WINNING ATTITUDE — CHANGING THE 'DOWNS' TO 'UPS' 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) \$20

Thurs., Oct. 15 Langara 7:00-10:00 p.m. 1 session

### CLOSING THE SALE — GETTING PAID FOR YOUR WORK 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) \$30

Thurs., Oct. 10 Langara 9:00-4:00 p.m. 1 session

### GOAL SETTING — TIME MANAGEMENT — A LOOK AT THESE AND OTHER ESSENTIAL SKILLS THAT MAKE WINNERS IN SALES AND MARKETING \*\*NEW\*\* 102417

Bringing it all together! Looking at how the pros do it and make the mega incomes. Meet a panel of Vancouver's top earners in Marketing and sales — and share with them the exciting 'how-to-do-it' essentials. (Kelly) \$30

Sat. Oct. 17 Langara 9:00-4:00 p.m. 1 session

### All the above courses will be taught by:

### THOMAS KELLY, Ph. D., President of Corporate Communications, a Sales and Marketing Consultant and former sales and Marketing Vice President of Admiral Corporation.

## PERSONNEL



## CAREER AND EMPLOYMENT

### HOW TO FIND A JOB

Most jobs are not advertised. This one-day course will help you tap the hidden job market. Learn a variety of interviewing styles and how to respond to them. Gain tips on how to motivate yourself, manage your time effectively, and keep a positive attitude. (Downey) \$25  
Sat., Oct. 17 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session OR

Sat., Oct. 24 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session  
**JOAN DOWNEY** has 25 years' experience in business, including airline companies, resource industries, accounting and sales.

### THE BUSINESS OF FILM AND TELEVISION

A thorough overview of the film and television industry from concept to production with emphasis on local and Canadian activity. Students will examine financing, management and the limitless range of skills employed in film production. (Richardson) \$70  
Wed., Sept. 23 V.V.I. 7:00-10:00 p.m. 8 sessions

**ED RICHARDSON** is president of Zorah Production Inc. He has thirty years' experience in the film and television industry in Canada, England and Australia.

### APPEARING ON TELEVISION

For persons interested in a broadcasting career, students will learn how to speak and conduct an interview on camera. Classes will include lectures and taping sessions. (Stursberg) \$60  
Thurs., Oct. 15 V.V.I. 6:30-8:30 p.m. 4 weeks

**PETER STURSBURG** is an author, journalist and TV newscaster who has worked in television with NBC, CBS and CBC.

### SELF-ASSESSMENT FOR CAREER CHANGE PART I

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. (Baal) \$35  
Sat., Oct. 17 K.E.C. 9:30 a.m. - 4:30 p.m. 1 session OR

Sat., Oct. 24 K.E.C. 9:30 a.m. - 4:30 p.m. 1 session  
**SELF-ASSESSMENT FOR CAREER CHANGE PART II**

A follow-up to Self-Assessment for Career Change Part I. Examine career choices in your area of interest, share referrals and assistance information, learn to set realistic goals, create support networks and examine attitudes to success. (Baal) \$20  
Sat., Oct. 31 K.E.C. 9:30 a.m. - 1:30 p.m. 1 session

**TRUDY BAAL, B.B.A., Personnel Consultant.** Has worked in the human development field for the last eight years.

## BASIC OFFICE SKILLS

### TYPING BEGINNERS

Learn touch typing of letters, symbols/numbers, centering, tabulation, and business letters. Please bring your own typing paper. (Worobetz & Tollstam) \$60  
Tues., Sept. 22 Langara 6:30-9:00 p.m. 8 sessions  
Sat., Sept. 26 Langara 9:30 a.m. - 12 noon 8 sessions

**SPEED BUILDING TYPING**  
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. Please bring your own typing paper. (Tollstam) \$75  
Wed., Sept. 23 Langara 7:00-9:30 p.m. 10 weeks

**TYPING BUSINESS LETTERS**  
Learn the principle parts, styles, punctuation patterns and proper placement of business letters. You will type several business letters practicing the rules. (Tollstam) \$10  
Sat., Sept. 26 Langara 12:30-3:30 p.m. 1 session  
Sat., Nov. 21 Langara 9:00 a.m. - 12 noon 1 session  
Wed., Dec. 2 Langara 6:30-9:30 p.m. 1 session

**TYPING — KEYBOARDING \*\*NEW\*\***  
Learn to touch type the alpha numeric keyboard on an electric typewriter. Recommended for those who want to use a computer terminal or a typewriter for business or personal use. There will be no beginner theory; therefore, more emphasis is placed on typing and keyboard skills. (Tollstam) \$45  
Thurs., Sept. 24 Langara 7:00-10:00 p.m. 5 sessions  
Thurs., Oct. 29 Langara 7:00-10:00 p.m. 5 sessions

**ANN TOLLSTAM — former executive secretary who has taught all levels of typing for the past 9 years.**

### TYPING — ADVANCED

You should be able to type 20-25 words per minute. Learn centering, tabulation, business letters, resumes and report writing. Also included are drills to cover problem areas and improve speed/accuracy. Please bring your own typing paper. (Worobetz) \$40  
Mon., Sept. 21 Langara 7:00-9:00 p.m. 6 weeks

**PEGGY WOROBETZ** is a former executive secretary with 20 years' experience in the educational field.

### WRITING DYNAMIC BUSINESS LETTERS

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 feed-back will be given, but this seminar is aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. (Hogan) \$25  
Sat., Oct. 24 Langara 10:00 a.m. - 4:00 p.m. 1 session



## HOSPITALITY AND TOURISM

### VCC/AMERICAN HOTEL/MOTEL ASSOCIATION EDUCATIONAL INSTITUTE CREDIT COURSES

The V.V.I. Campus of V.C.C., in conjunction with the American Hotel/Motel Educational Institute, an internationally recognized leader in hospitality education offers the International Academic Partnership Diploma Program for the part-time student who may specialize in one of:

- Front Office Management
- Food and Beverage Management
- Marketing and Sales Management
- Housekeeping
- Engineering and Facility Management
- Accounting and Financial Management

Single courses may be taken and certificates awarded for successful completion of each course. For more information contact Admissions Dept. 681-8111.

### FRONT OFFICE PROCEDURES

Learn a systematic approach to front office procedures by detailing the flow of business through a hotel/motel by placing these procedures within the context of the overall operation of a hotel/motel and examining front office management and handling complaints and concerns regarding safety and security. \$150  
Mon., Sept. 14 V.V.I. 7:00-10:00 p.m. 13 weeks

### HUMAN RELATIONS/SUPERVISORY DEVELOPMENT I

Gain the knowledge to move from employee to supervisor including how to handle difficult employees, implement motivational techniques and conduct performance evaluations. \$150  
Tues., Sept. 15 V.V.I. 7:00-10:00 p.m. 13 weeks

### COMMUNICATIONS/SUPERVISORY DEVELOPMENT II

Gain the knowledge to develop and implement communication skills and group interaction techniques involved in basic interpersonal relationships in the hospitality industry. \$150  
Wed., Sept. 16 V.V.I. 7:00-10:00 p.m. 13 weeks

### TRAINING SUPERVISORY DEVELOPMENT III

Learn the assessment and analysis of training needs, the systematic design of instruction, the evaluation of training programs and the management of the training function. \$150  
Thurs., Sept. 24 V.V.I. 7:00-10:00 p.m. 13 weeks

### FOOD PRODUCTION PRINCIPLES

Learn the techniques and procedures of quality and quantity food production including the principles of selection, composition and preparation of major food products. Includes an extensive set of basic and more complex recipes for practice purposes. \$150  
Sat., Sept. 19 V.V.I. 9:00 a.m. - 1:00 p.m. 10 weeks

### RESTAURANT SPECIALTIES

#### CHOCOLATE WORKSHOP

Learn to make chocolate creams and fillings for pralines, truffles and the art of tempering real chocolates or couvetures and absorb some of the history of chocolate. Ingredients may be purchased at V.V.I. for your experimentation. Includes lunch. (Schneider) \$85  
Sat., Oct. 17 V.V.I. 10:00 a.m. - 4:00 p.m. 1 day

**HAROLD SCHNEIDER** of Lenta Enterprises Ltd. apprenticed in Germany as a Pastry Chef and Chocolatier, worked with the Royal Norwegian Line as a Pastry Chef and with Hilton International and Hyatt Regency Hotels, Vancouver.

### MARZIPAN WORKSHOP

Learn from the expert the exciting art of Marzipan vegetables, fruit and figures including Christmas decorations: Santas, Angels, and many more. Find out how the experts do it! Includes lunch. (Schmidt) \$85  
Sat., Oct. 17 V.V.I. 10:00 a.m. - 4:00 p.m. 1 day

**WERNER SCHMIDT** has worldwide experience in Germany, Switzerland and Austria and has participated in a number of culinary shows throughout North America and was second in a recent worldwide Marzipan contest in Los Angeles.

### FANCY DESSERTS

Find out how to make desserts appealing and appetizing. Get a headstart on the Festive Season. Learn the secrets from recipes from around the world. Includes lunch. (Pohl) \$85  
Sat., Oct. 17 V.V.I. 10:00 a.m. - 4:00 p.m. 1 day

**ULRICH POHL, chef patissier**, is a dessert specialist with experiences in Singapore, Bahamas and Four Seasons, Vancouver.

### SPECIALTY EUROPEAN DESSERTS

Learn easy-to-make European desserts a restaurant owner can make without the use of expensive equipment. All recipes demonstrated at this workshop will be available to you and many others. These recipes are based on the finest European ingredients with no artificial colors or preservatives. (Ravensberg) \$85  
Sat., Oct. 17 V.V.I. 10:00 a.m. - 4:00 p.m. 1 day

**PAUL RAVENBERG**, President of Ravensberg Equipment Ltd. has 35 years of specialty baking experience in Holland.

### BARTENDING — ALL YOU EVER WANTED TO KNOW

Learn the basic skills in bartending; how to set up an efficient bar, cocktail bar equipment, preparation and service of highballs; stirred, blended, shaken cocktails and garnishes. Basic recipes and menu set-up; handouts for the 25-30 most popular drink recipes and even a chance to mix your own drinks. Includes lunch. (Stafford) \$85  
Sat., Oct. 17 V.V.I. Lounge 9:00 a.m. - 4:00 p.m. 1 day

**STEPHEN STAFFORD**, is Dining room and Lounge Service Program Instructor at V.V.I. His experience includes the Westin Bayshore Inn, Vancouver and the Keg Corporation, Washington State.

## IMPORTANT NOTICE

to FORMER 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.

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

Address \_\_\_\_\_

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

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

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

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

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

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

Mail To:  
V.C.C. Alumni Association  
1155 East Broadway,  
Box 24700 Sta. 'C', Vancouver, B.C. V5T 4N4

register  
3 ways



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



2. PHONE and charge it to your VISA card.  
Vancouver Vocational Institute ..... 682-5844  
King Edward Campus & Langara Campus ..... 875-8200  
Nursing & Health Education ..... 687-1757  
..... OR 681-8111 loc. 408



3. In PERSON as outlined in the registration information with payment by cheque, cash or VISA.

## CALLIGRAPHY

### A TASTE OF CALLIGRAPHY

Enjoy a sense of real accomplishment when you see your own handwritten crafted message look different and special! Take home your original piece. Your own thank-you note, invitation, etc. Everything you need is provided except you buy the felt pen — supply on hand. (Poskitt) \$15  
Tues., Sept. 15 Langara 7:00-10:00 p.m. 1 session  
Sat., Sept. 12 Langara 9:30 a.m. - 12:30 p.m. 1 session

### A TASTE OF LETTER DECORATION AND BORDER DESIGN

Gain an overview of the design structure and the possibilities for several border ideas. Along with decorative capitals that will enhance and complete your calligraphic piece. Bring pens, pencils, paper and coloured pencils or paint. (May) \$15  
Wed., Sept. 16 Langara 7:00-10:00 p.m. 1 session

### A TASTE OF SIMPLE LAYOUT ESSENTIALS FOR BEGINNERS

Learn the various elements of design. Prepare a pleasing and well balanced layout that is strong and effective. (Poskitt) \$15  
Thurs., Sept. 17 Langara 7:00-10:00 p.m. 1 session

### CALLIGRAPHY: BEGINNERS ITALIC LEVEL I

An easy fun beginning in the basic skills of italic writing with the edged pen! This practical, yet beautiful style develops into fast, legible handwriting which looks so good! It can be used for everyday handwriting (letters), note taking or for more formal uses — invitations, gift cards, posters etc. Instructor will advise the modestly priced supply requirements. (Poskitt) \$45  
Tues., Sept. 22 Langara 5:30-7:30 p.m. 8 weeks  
Thurs., Sept. 24 Langara 7:30-9:30 p.m. 8 weeks  
Sat., Oct. 3 Langara 9:30-11:30 a.m. 8 weeks

### INTERMEDIATE CALLIGRAPHY: LEVEL 2

Gain a working knowledge and understanding of early letter forms. A comprehensive introduction to the alphabets: Roman, Square Capitals, Rustic, Uncial, Carolingian, Gothic, Foundational, Compressed Italic, Copperplate and their uses. Keeping and maintaining a good Italic hand is also emphasized. (Poskitt) \$45  
Tues., Sept. 22 Langara 7:30-9:30 p.m. 8 weeks

### ITALIC VARIATIONS \*\*NEW\*\*

Enrich your Calligraphy with formal compressed or Gothicized Italic and fancy capitals. Make your own cards and thank you notes. (Bryan) \$45  
Wed., Sept. 23 Langara 6:00-8:00 p.m. 8 sessions

### DECORATED CAPITALS WITH BORDERS \*\*NEW\*\*

Learn to design and decorate the capital letters of medieval form blending them with appropriate border design. Some calligraphy necessary (Level I) (May) \$35  
Mon., Sept. 21 Langara 7:00-9:00 p.m. 6 sessions

### LETTER REFINEMENT \*\*NEW\*\*

Take time to refine the alphabet of your choice. Study the letter forms you would like to use more readily in planning and developing calligraphic work of distinction. (Poskitt) \$35  
Thurs., Sept. 24 Langara 5:30-7:30 p.m. 6 sessions

### THE DEVELOPMENT OF IDEAS (LEVEL 3) \*\*NEW\*\*

A sampler workshop! Develop your own sample book of innovative techniques for use in preparing calligraphic work. For example, reverse lettering, simple flourishing, use of colour, gilding, embossing, resist technique and more. Bring usual calligraphic supplies. (Jackson) \$35  
Sat./Sun., Oct. 17/18 Langara 9:30 a.m. - 4:30 p.m. 2 sessions

### CELTIC ANIMAL PATTERN \*\*NEW\*\*

With this simple step-by-step beginning, learn the interlaced animal patterns that monks and scribes of early Celtic times used to enhance and embellish their precious books, touching on dogs, birds, tree of life, single motif, borders and panels. (Meehan) \$35  
Sat./Sun., Sept. 19/20 Langara 9:30 a.m. - 4:30 p.m. 2 sessions  
Sat., Sept. 26 Langara 10:00 a.m. - 12:00 noon 6 sessions

### ITALIC CORRESPONDENCE COURSE

A comprehensive, pleasurable and useful correspondence course in Italic Handwriting for those who are unable to attend class. Useful for making cards, diplomas, invitations, etc., as well as improving everyday handwriting. Fee includes print materials and postage. For more information and a list of recommended supplies, call 324-5323. (Poskitt) \$65  
12 weeks (on-going)



## COMMERCIAL ART AND DESIGN

### AIRBRUSH ILLUSTRATION, BASIC

Learn through discussion, demonstration and video tapes, the basic fundamentals of airbrushing. Compressed air is provided in the classroom only and you are required to supply your own airbrush and some materials. Class size is limited to 14. (Johnston) \$85  
Mon., Sept. 21 V.V.I. 7:00-10:00 p.m. 8 weeks

**NOLA JOHNSTON — Freelance Illustrator and Graphic Designer, graduated in 1977 from the Vancouver School of Art with Advanced Diploma in Graphic Design. Professional member of the Society of Graphic Designers of Canada, B.C. Chapter.**

### CARTOONING, BASIC

Learn drawing techniques, tools, and the principle of composition and design to prepare cartoons for reproduction. Demonstrations and assignments. (Metzger) \$95  
Thurs., Sept. 24 V.V.I. 7:00-10:00 p.m. 10 weeks

**G. METZGER** has worked in the animation field and also in the comic book illustration area.

### DESIGN AND DISPLAY TECHNIQUES

Lectures, class projects and tours, will help you create window and merchandising displays. Emphasis is on basic principles of design and creative uses of colour and materials. (Richard) \$95  
Mon., Sept. 21 V.V.I. 7:00-10:00 p.m. 10 weeks

**B. RICHARD — Visual presentation and window display trimmer at the Bay (Vancouver and Montreal), Holt Renfrew and freelance artist for show and private projects.**

### DRAWING, BASIC

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 (Babcock) \$95  
Tues., Sept. 22 V.V.I. 7:00-10:00 p.m. 10 weeks

### PAINTING BASIC — WATERCOLOUR

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. (Babcock) \$95  
Wed., Sept. 23 V.V.I. 7:00-10:00 p.m. 10 weeks

**MS. C. BABCOCK** was educated in England and Canada and has worked as a professional artist and instructor for the past 20 years.

### DRAWING, ADVANCED

If you have some basic drawing and want to move to the next stage of development, learn perspective, structure, anatomy and style. Both models and still objects are used. Registration fee includes the cost of models. (Sen) \$95  
Tues., Sept. 22 V.V.I. 7:00-10:00 p.m. 10 weeks

### PAINTING, ADVANCED

Some sound experience in elementary painting is a prerequisite to this course. Emphasizes the continued study of forms and of anatomy with painting from the draped and nude figure. Fee includes model costs. Prerequisite: elementary painting experience. (Sen) \$95  
Thurs., Sept. 24 V.V.I. 7:00-10:00 p.m. 10 weeks

**R. SEN** is a working professional artist with a B.A., B.F.A., and M.F.A.

### PERSPECTIVE DRAWING AND RENDERING

Designed for Architects, Interior Designers, Draughtsmen and the general public who are interested in learning the practical class 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.) (Finlay) \$100  
Thurs., Sept. 24 V.V.I. 6:30-10:00 p.m. 10 weeks

**G. FINLAY — B.A. University of Saskatchewan, B. Architect (UBC). Established a graphic design firm, Insights Images Inc. in 1979, specializing in corporate identity designs, illustration and promotional package designs.**

### DRAWING ON THE RIGHT SIDE OF THE BRAIN

A drawing course specifically designed for the faint-hearted — for those who have always believed that they just can't draw. Learning to access the right brain, drawing becomes a stress-free, enjoyable — creative process. (Hamilton) \$75  
Wed., Sept. 23 V.V.I. 7:00-10:00 p.m. 8 weeks  
**A. HAMILTON, B.A. University of British Columbia. Studied art at: Vancouver School of Art; Shrewsbury School of Art, Shropshire, England; Camden Art Centre, London, England.**



### SELL YOUR ART!

Learn to prepare the marketing techniques, visual presentations, and a general study of the psychology of marketing commercial art and printing. (Jakubke) \$25  
Sat., Sept. 26 V.V.I. 9:30 a.m. - 5:30 p.m. 1 day

### GRAPHIC DESIGN — AN INTRODUCTION

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. (Jakubke/Lim) \$95  
Thurs., Sept. 24 V.V.I. 7:00-10:00 p.m. 10 weeks  
Sat., Oct. 3 V.V.I. 9:30 a.m. - 12:30 p.m. 10 weeks

**MR. JAKUBKE** works for West Graphika Ltd., one of Vancouver's major art studios.

### GRAPHIC DESIGN — PRINTING AND PRODUCTION TECHNIQUES

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. (Lim) \$100  
Wed., Sept. 23 V.V.I. 6:30-10:00 p.m. 10 weeks

### PASTE-UP AND ASSEMBLY TECHNIQUES

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. (Lim) \$95  
Tues., Sept. 22 V.V.I. 7:00-10:00 p.m. 10 weeks

### PORTFOLIO PRESENTATION

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. (Lim) \$20  
Mon., Sept. 28 V.V.I. 7:00-10:00 p.m. 2 weeks

**MR. D. LIM** has worked 10 years in the graphic design field as an Art Director, a Corporate Packaging Designer and at present is a freelance Graphic Designer.

### ILLUSTRATION FOR GRAPHIC DESIGN

Explore a wide range of illustration techniques as applied in advertising and various print media. Colour theory and basic design are covered. (Nouwens) \$55  
Tues., Sept. 22 V.V.I. 7:00-10:00 p.m. 6 weeks

**MR. NOUWENS** has worked 20 years in the advertising and illustration field with several major advertising firms in Vancouver as an Art Director.

### INTERIOR DESIGN — BASIC

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. (Lawrence) \$95  
Thurs., Sept. 24 V.V.I. 7:00-10:00 p.m. 10 weeks

**MR. G. LAWRENCE, Interior Designer, N.C.I.D.Q. Graduated from West of England College of Art. Has extensive experience teaching and practicing interior design in England and Canada.**

## CONTINUING EDUCATION GOES TO OAKRIDGE

SEPTEMBER 12 & 13, 1987

We bring Fall Adult Learning Opportunities to you. We have over 650 courses of action for you for the fall.

You can: Register at Oakridge  
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OAKRIDGE CENTRE

SATURDAY, SEPTEMBER 12, 9:30 a.m. - 5:00 p.m.  
SUNDAY, SEPTEMBER 13, 12:00 - 5:00 p.m.

VCC Continuing Education - Keeping you in mind.



# COMPUTERS

## COMPUTER SKILLS FOR THE WORKPLACE CERTIFICATE PROGRAM

COMPUTER SKILLS is a comprehensive training program for first-time computer users. It is particularly suited to the working person encountering computers in the workplace for the first time. The program builds computer confidence in the progression from novice user to advanced user with a high level of competence with microcomputers and microcomputer software products.

The program is based on the educational premise that people learn best by doing. Each course is taught in a microcomputer laboratory equipped with IBM PC's and the most popular business application software products.

Upon completing seven of the CSW courses, a student may apply for a Certificate in Computer Skills for the Workplace. Anyone taking the courses for general interest only, is not bound by the certificate requirements.

All courses are one evening, three hours per week for five weeks. There is an optional one hour open lab before the class starts.

### CS1 — INTRODUCTION TO COMPUTING CONCEPTS 100501

Introduces the components and basic structures of computers. Demystifies what a computer can do. This course is the foundation course to all other CSW courses. \$150

Mon., Sept. 14, 21, 28, Oct. 5 & Fri., Oct. 9	Langara	7:00-10:00 p.m.	5 weeks
Tues., Sept. 8	Langara	7:00-10:00 p.m.	5 weeks
Wed., Sept. 9	Langara	7:00-10:00 p.m.	5 weeks
Mon., Oct. 19	Langara	7:00-10:00 p.m.	5 weeks
Wed., Oct. 14, 21, 28, Nov. 4 & Fri., Nov. 6	Langara	7:00-10:00 p.m.	5 weeks
Mon., Nov. 16	Langara	7:00-10:00 p.m.	5 weeks
Tues., Nov. 17	Langara	7:00-10:00 p.m.	5 weeks

### CS3 — BASIC PROGRAMMING 100503

Learn the concepts of computer programming. Learn how a problem can be formulated and implemented using BASIC for demonstration. \$150

Tues., Sept. 8	Langara	7:00-10:00 p.m.	5 weeks
Wed., Nov. 18	Langara	7:00-10:00 p.m.	5 weeks

### CS4 — WORD PROCESSING — WORD PERFECT 100504

Learn text formatting, mailing lists, spelling and grammar checking. \$150

Mon., Sept. 14, 21, 28, Oct. 5 & Fri., Oct. 9	Langara	7:00-10:00 p.m.	5 weeks
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### CS4A — WORD PROCESSING — MICROSOFT WORD \*\*NEW\*\* 100515

Learn to prepare documents, letters and memos, and to check spelling. \$150

Mon., Oct. 19	Langara	7:00-10:00 p.m.	5 weeks
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### CS5 — dBASE III PLUS 100505

Learn how to create database, add data, change data, inquire and retrieve data from the database. The most popular database package, dBase III Plus, is used for illustration. \$150

Thurs., Sept. 10	Langara	7:00-10:00 p.m.	5 weeks
Sat., Oct. 17	Langara	9:00 a.m.-12:00 noon	5 weeks

### CS5A — ADVANCED dBASE III PLUS 100510

Pre-requisite: CS 5 — dBASE III PLUS. \$150

Thurs., Nov. 19	Langara	7:00-10:00 p.m.	5 weeks
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### CS6 — LOTUS 1-2-3 100506

Learn to set-up a spreadsheet, a financial model, and perform "what if" analysis, using the most popular LOTUS 1-2-3 package for illustration. \$150

Sat., Sept. 12	Langara	9:00 a.m.-12:00 noon	5 weeks
Tues., Oct. 13	Langara	7:00-10:00 p.m.	5 weeks
Mon., Nov. 23	Langara	7:00-10:00 p.m.	5 weeks



### CS9 — DOS (OPERATING SYSTEMS) 100509

Learn to control and make the most effective use of the IBM/PC via the DOS operating system. The various commands, directory structure, config.sys, autoexec.bat plus various utilities will be covered. \$150

Wed., Sept. 9	Langara	7:00-10:00 p.m.	5 weeks
Wed., Nov. 18	Langara	7:00-10:00 p.m.	5 weeks

### CS10 — DESKTOP PUBLISHING \*\*NEW\*\* 100516

Get prepared for the upcoming trend. Learn to set up your own documents ready for printing. \$150

Tues., Oct. 13	Langara	7:00-10:00 p.m.	5 weeks
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### CS11 — EXPERT SYSTEMS \*\*NEW\*\* 100517

Get to appreciate the potentials of this important Artificial Intelligence technology. Expert systems have been successfully implemented and used for many major applications. Learn the structure of an expert system and its potential applications. A shell package may be used for illustrations. \$150

Sat., Nov. 21	Langara	9:00 a.m.-12 noon	5 weeks
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### CS12 — LOCAL AREA NETWORK (LAN) \*\*NEW\*\* 100518

Learn how the various PC's in your office can be networked together for data sharing and electronic mail. The popular Novell system will be used for illustration. The various commands will be covered. \$150

Thurs., Oct. 15	Langara	7:00-10:00 p.m.	5 weeks
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### CS13 — ACCPAC \*\*NEW\*\* 100513

Learn to set up and maintain an accounting system using ACCPAC-G/L. Explore the report writer. \$150

Wed., Oct. 14, 21, 28, Nov. 4, & Fri., Nov. 6	Langara	7:00-10:00 p.m.	5 weeks
Tues., Nov. 17	Langara	7:00-10:00 p.m.	5 weeks



## COMPUTER COURSES

Vancouver Community College offers computer courses in four areas: Introduction to Computer Courses, Computer Applications, Computer Programming, and Computer Operations. These courses are offered at five different locations; our three campuses — Langara, King Edward and Vancouver Vocational Institute and through cooperative arrangements with the Computer Station and Precept Computer Skills Learning Centre.

### Course Locations

V.C.C. Langara Campus — 100 West 49th Avenue — 875-8200  
V.C.C. Vancouver Vocational Institute — 250 W. Pender St. — 682-5844  
V.C.C. King Edward Campus — 1155 E. Broadway — 875-8200  
Computer Station — 2130 Burrard Street — 682-5844 — Course information and registration

Precept Computer Skills Learning Centre — 735 Clark Drive  
Course information — 255-3198 and registration — 875-8200

### Class Sizes and Information

Computer courses at Computer Station have a maximum of 10 students per class. Precept Computer Skills Learning Centre has a maximum of 6 students per class. V.C.C. Langara classes have a maximum of 20 students.

Precept Computer Skills Learning Centre course participants receive a comprehensive reference/study guide and course disk containing study materials and examples as part of the course fee.

NOTE: Basic keyboard skills are recommended for all computer courses.

## INTRODUCTION TO COMPUTER COURSES

### AN INTRODUCTION TO MICROCOMPUTERS 100605

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. \$130

Sat., Sept. 19	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Oct. 10	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Tues., Oct. 13	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Thurs., Oct. 22	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sun., Nov. 1	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Nov. 14	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Tues., Nov. 24	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Fri., Nov. 27	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

### INTRODUCTION TO COMPUTING ON THE IBM PC-XT AND COMPATIBLES 100608

Gain some 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. \$120

Mon./Tues. Sept. 14/15	Precept	1:00-5:00 p.m.	2 days
Tues. & Thurs., Oct. 6/8/13/15	Precept	7:00-9:00 p.m.	2 weeks
Thurs./Fri., Oct. 22/23	Precept	1:00-5:00 p.m.	2 days
Mon./Tues., Nov. 19/20	Precept	1:00-5:00 p.m.	2 days
Thurs./Fri., Dec. 3/4	Precept	1:00-5:00 p.m.	2 days

Sept. 15/17/22/25/29 Oct. 1 K.E.C. 7:00-9:00 p.m. 3 weeks

Mon./Wed., Sept. 14/16			
21/23/28/30	V.V.I.	7:00-9:00 p.m.	3 weeks

### INTRODUCTION TO PERSONAL COMPUTING 100602

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 groups. (Hogan) \$45

Tues., Sept. 15	Langara	6:30-9:30 p.m.	5 weeks
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## COMPUTER APPLICATIONS WORDPROCESSING

### INTRODUCTION TO WORDPERFECT 100710

Learn fundamental WordPerfect operations: creating and editing documents, printing, moving/copying text, transferring texts between documents, formatting, search/replace and more. (Comp. Stn. — \$130, Langara — \$85)

### INTERMEDIATE WORDPERFECT 100735

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. \$130

Tues., Nov. 3	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Sat., Dec. 5	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

### WORDPROCESSING WITH WORD PERFECT MODULE ONE 100710

Learn 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. Special emphasis on "quick" command entry, text entry and formatting will ensure efficient use. 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). \$130

Thurs./Fri., Sept. 24/25	Precept	1:00-5:00 p.m.	2 days
Mon./Tues., Oct. 19/20	Precept	1:00-5:00 p.m.	2 days

### WORDPROCESSING WITH WORD PERFECT MODULE TWO 100735

This is the follow up course to "Wordprocessing with Word Perfect Module One." Course topics include: Footnotes/Page Numbers, Text Columns, Mail Merge, Memo Merge, Macros, Table of Contents, Math, Sort and More. A student edition of WordPerfect is included in the course fees. This will enable the user to review and utilize Word Perfect on a continuing basis. The user should be familiar with fundamentals of Word Perfect 4.2. \$140

Mon./Tues., Nov. 2/3	Precept	1:00-5:00 p.m.	2 days
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### INTRODUCTION TO MULTIMATE 100717

Learn fundamental MultiMate operations: creating and editing documents, printing, moving/copying text, transferring texts between documents, formatting, search/replace and more. \$130

Fri., Sept. 18	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Oct. 14	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Wed., Nov. 18	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Dec. 19	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

### INTERMEDIATE MULTIMATE 100743

Build on your working knowledge of MultiMate fundamentals to include assorted merges, math and text columns, key procedures, line drawing, libraries and more. \$130

Sun., Sept. 27	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Thurs., Nov. 26	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

### INTRODUCTION TO WORDPROCESSING WITH MICROSOFT WORD 100724

Learn 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. \$140

Mon./Tues., Sept. 21/22	Precept	1:00-5:00 p.m.	2 days
Thurs./Fri., Oct. 29/30	Precept	1:00-5:00 p.m.	2 days

### ADVANCED WORDPROCESSING WITH MICROSOFT WORD 100728

Expand your 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. \$150

Thurs./Fri., Nov. 12/13	Precept	1:00-5:00 p.m.	2 days
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### INTRODUCTION TO MS-WORD 100724

Learn fundamental MS-Word operations: creating and editing documents, printing, moving/copying text, transferring texts between documents, formatting, search/replace and more. \$130

Mon., Sept. 21	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Mon., Nov. 30	Comp. Stn.	6:30-9:30 p.m.	3 weeks

### WORDSTAR/MAILMERGE 100722

Learn how to create, edit and print a document. Exercises will show you how to set margins and tabs, justify text, delete and type over text, move and copy blocks of text, search and replace words and paragraphs, create special effects for printing, save and duplicate documents, create envelopes, custom letters and mailing labels. Seminar is not suitable for users of WordStar 2000. (Wuhrer) \$85

Sat., Nov. 28	Langara	9:00 a.m. - 4:30 p.m.	1 day
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### INTRODUCTION TO LOTUS 1-2-3 100711

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. \$140

Tues., Sept. 22	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Sat., Sept. 26	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Fri., Oct. 2	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sun., Oct. 4	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Oct. 17	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Tues., Oct. 27	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Oct. 31	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Nov. 4	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Sun., Nov. 8	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Thurs., Nov. 12	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Nov. 28	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Dec. 12	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

### INTERMEDIATE LOTUS 1-2-3 100712

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. \$140

Wed., Oct. 28	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Mon., Nov. 9	Comp. Stn.	6:30-9:30 p.m.	3 weeks

### ADVANCED LOTUS 1-2-3 100716

Advanced Lotus 1-2-3 instruction has been designed for business professionals who want to put the full power of 1-2-3 to work. This course covers the development of detailed macros. A good working knowledge of Lotus 1-2-3 is a prerequisite. Bring your own work for practice. \$140

Fri., Nov. 6	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sun., Nov. 22	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

### LOTUS 1-2-3 DATA MANAGEMENT AND MACROS 100715

Obtain the knowledge to create and modify a database, sort database records and search for and extract records using simple and complex criterion ranges, wildcards, formulas and compound criteria. Also learn how to setup and use tables for calculations and create macros to automate repetitive functions. An introductory knowledge of spreadsheets is required. (Wuhrer) \$85

Sat., Nov. 21	Langara	9:00 a.m. - 4:30 p.m.	1 day
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## DATABASE MANAGEMENT

### INTRODUCTION TO dBASE III PLUS 100705

dBase III is an enhanced data base management package that organizes information and automates list and file handling. Learn standard commands for file creation, maintenance and information inquiries. \$130

Wed., Sept. 23	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Fri., Sept. 25	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Oct. 3	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Oct. 24	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Oct. 14	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Thurs., Nov. 5	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Sat., Nov. 7	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Thurs., Nov. 19	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Thurs., Nov. 26	Comp. Stn.	6:30-9:30 p.m.	3 weeks

### INTERMEDIATE dBASE III PLUS 100734

Designed to build on Introduction to dBase III Plus this course centers on report and mailing label generation, input screens, use of filters, database modification and more. Experience on dBase III PLUS is essential — please consult with the instructor if you have not taken the introductory course. \$140

Thurs., Oct. 15	Comp. Stn.	6:30-9:30 p.m.	3 weeks
Sat., Nov. 21	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

### USING dBASE III+ (DATA BASE MANAGEMENT SYSTEM) 100705

Learn 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. Course topics will include: design considerations, dBase fundamental commands, referencing information (indices), and enhancement products to assist in creating and/or maintaining data bases. 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). \$130

Thurs./Fri., Oct. 1/2	Precept	1:00-5:00 p.m.	2 days
Mon./Tues., Dec. 7/8	Precept	1:00-5:00 p.m.	2 days

### dBASE III/dBASE III PLUS 100706

Acquire the knowledge to create, edit and display a database, add, delete and change records in the database, search for records using simple and compound criteria, perform arithmetic functions, sort and index records, create reports and mailing labels and set up a command file to automate repetitive tasks. (Wuhrer) \$85

Sat., Oct. 17	Langara	9:00 a.m. - 4:30 p.m.	1 day
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## SPREADSHEETS/GRAPHS

### LOTUS 1-2-3 SPREADSHEETS AND GRAPHS 100714

Learn how to construct and modify spreadsheets and produce graphs. Become familiar with the LOTUS keyboard and screen display and use the commands to set up and format a worksheet, insert columns and rows, enter and copy formulas using relative and absolute addressing, copy and move ranges, save and load complete and partial worksheets, print worksheets, produce several different graphs with grids, titles and labels. (Wuhrer) \$85

Sat., Nov. 14	Langara	9:00 a.m. - 4:30 p.m.	1 day
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## DESKTOP PUBLISHING

INTRODUCTION TO  
DESKTOP PUBLISHING

100726

Discover the variety of professional packages for page layout, graphics design, mixed text and graphics, and multi-font text. 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 word processing concepts and applications. Touch typing is not required. \$200

Mon./Tues., Sept. 28/29 Precept 1:00-5:30 p.m. 2 days  
Thurs./Fri., Nov. 5/6 Precept 1:00-5:30 p.m. 2 days  
Mon./Tues., Dec. 1/2 Precept 1:00-5:30 p.m. 2 days

## DESKTOP PUBLISHING WITH

## THE VENTURA DESKTOP PUBLISHER

100739

Gaining valuable knowledge using this sophisticated WYSIWYG (what-you-see-is-what-you-get) document formatter will allow you to rapidly and flexibly produce "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. \$200

Thurs./Fri., Oct. 8/9 Precept 1:00-5:30 p.m. 2 days  
Mon./Tues., Nov. 9/10 Precept 1:00-5:30 p.m. 2 days  
Thurs./Fri., Dec. 10/11 Precept 1:00-5:30 p.m. 2 days

## DESKTOP PUBLISHING

## WITH PAGEMAKER

\*\*NEW\*\*

100746

Discover how this sophisticated WYSIWYG (what-you-see-is-what-you-get) document formatter will allow you to rapidly and flexibly produce professional "finished" copy. PageMaker excels at single page flyer, advertisements, reports, etc... 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. \$200

Thurs./Fri., Oct. 15/16 Precept 1:00-5:30 p.m. 2 days  
Mon./Tues., Nov. 16/17 Precept 1:00-5:30 p.m. 2 days  
Thurs./Fri., Dec. 17/18 Precept 1:00-5:30 p.m. 2 days

## COMPUTER PROGRAMMING

UNIVERSAL PROGRAMMING SKILLS  
(FLOWCHARTING)

100807

Benefiting the novice or experienced programmer, this course 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. \$140

"BASIC" PROGRAMMING  
FOR BEGINNERS I

100801

"BASIC" is a programming language that is easy to master even for those who have no programming experience. It is commonly used in personal computers, in business and in scientific applications. You will apply "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. (Sat., - J. Goard, Mon., - M. Goard) \$55

Mon./Wed., Sept. 14 Langara 7:00-9:00 p.m. 4 weeks  
Sat., Sept. 19 Langara 9:00 a.m. - noon 5 weeks

"BASIC" PROGRAMMING  
FOR BEGINNERS II

100805

For those students who have already completed the first course in BASIC. This course introduces more advanced techniques and concepts. Each session will include "hands-on" time allowing students to compile and test their own programs. (M. Goard) \$55

Sat., Oct. 24 Langara 9:00 a.m. - noon 5 weeks

INTRODUCTION TO  
PROGRAMMING IN "C"

100802

Discover "C" programming language as a simple, effective tool for producing 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. (No previous experience in "C" programming required.) \$140

Mon./Wed., Nov. 16/18/23/25 Precept 7:00-9:00 p.m. 2 weeks

INTRODUCTION TO  
PROGRAMMING IN "PASCAL"

100803

Get 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 provided library "routines" for fast, efficient production 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. \$140

Mon./Wed., Nov. 30 Dec. 4/9/11 Precept 7:00-9:00 p.m. 2 weeks

## 'C' LANGUAGE PROGRAMMING

100802

'C' is an elegant high level programming language that is gaining in popularity. People taking this course should have some programming knowledge. (Kashani) \$65

## INTRODUCTION TO PC FOCUS

100804

Learn this fourth generation language to set up and maintain database systems on stand-alone or network IBM PC's while maintaining the option to exchange data with mainframe computers. You will work with the FOCUS editor TED and learn how to develop reports using TableTalk and define files with FileTalk. Additional topics include the use of FOCEXEC's, maintaining and joining files and LOTUS/FOCUS file conversions. (Wuhrer) \$120

Thurs., Sept. 10 Langara 6:30-9:30 p.m. 5 weeks

## PROGRAMMING IN "PASCAL"

100803

Gain an understanding of the concepts behind programming and develop good programming techniques using PASCAL which is a popular computer language designed to teach programming. A general method for developing programs from real-life problems will be explored. (M. Goard) \$55

Tues./Thurs., Sept. 15 Langara 7:30-10:00 p.m. 3 weeks

## COMPUTER OPERATIONS

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

100902

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). \$140

Thurs./Fri., Sept. 17/18 Precept 1:00-5:00 p.m. 2 days  
Mon./Tues., Oct. 26/27 Precept 1:00-5:00 p.m. 2 days  
Tues./Thurs., Nov. 10/12/17/19 Precept 7:00-9:00 p.m. 2 weeks

Mon./Wed., Oct. 19/21/26/28 Nov. 2/4 K.E.C. 7:00-9:00 p.m. 3 weeks

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

100907

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 file, 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. \$140

Tues./Wed., Sept. 8/9 Precept 1:00-5:00 p.m. 2 days  
Tues./Thurs., Dec. 11/3/8/10 Precept 7:00-9:00 p.m. 2 weeks  
Mon./Tues., Dec. 14/15 Precept 1:00-5:00 p.m. 2 days

## HARNESSING THE POWER OF

## MS-DOS/PC-DOS MODULE III —

## HARD DISK ORGANIZATIONAL SKILLS

100905

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 tool kit, 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 sub directories, 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. \$140

Thurs./Fri., Sept. 10/11 Precept 1:00-5:00 p.m. 2 days  
Mon./Tues., Dec. 21/22 Precept 1:00-5:00 p.m. 2 days

## MS-DOS/PC-DOS INTRODUCTION

100903

Learn to operate any model of the IBM PC or compatible computer efficiently. Exercises will show you the purpose of DOS, how to use the keyboard, load DOS, format, label and copy diskettes, manage files, automatically load application programs and create root and sub-directories. No previous experience with computers is necessary and touch typing skills are not required. (H. Wuhrer) \$85

Sat., Sept. 26 Langara 9:00 a.m.-4:30 p.m. 1 day  
Sat., Dec. 5 Langara 9:00 a.m.-4:30 p.m. 1 day

## MS-DOS/PC-DOS

## AND HARD DISK MANAGEMENT \*\*NEW\*\*

100908

Increase your DOS skills. Learn how to create multi-level file structures, creating and using subdirectories, paths and markers, displaying the directory structure, backing up and restoring files, creating smart commands, building batch files, menus and setting up and using a ram disk. Familiarity with microcomputers and a working knowledge of MS-DOS or PC-DOS is recommended. (B. Wuhrer) \$85

Sat., Oct. 3 Langara 9:00 a.m.-4:30 p.m. 1 day  
Sat., Dec. 12 Langara 9:00 a.m.-4:30 p.m. 1 day

COUNSELLING  
SKILLS

We are currently planning a new certificate program in basic counselling skills with the start date of January 1988. For more information, please call 875-8200 and place your name on the mailing list for a brochure which will be ready for distribution by November 15, 1987.

COURT  
INTERPRETINGCOURT INTERPRETING  
CERTIFICATE  
PROGRAM

150101

This Certificate program was developed at VCC, Continuing Education, in direct response to the needs of the courts. Since 1979 it has graduated six 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 the courts. **Course Duration:** 8 months, Tuesdays & Thursdays 7:00-10:00 p.m.

**Starting Date:** September 29, 1987  
**Location:** Langara Campus  
**Tuition Fee:** \$545.00 (textbooks included)  
**Eligibility:** Entrance into the course will be determined by a language proficiency examination.

**APPLICATION DEADLINE:** September 10, 1987. Late applications will be considered subject to space availability. For more information call 324-5322 or 261-6635

**SILVANA E. CARR, Ph.D.,** has been coordinator of the Court Interpreting Program at VCC since 1982, and lectures in Italian at U.B.C.

CREATIVE  
DEVELOPMENT

## UNLOCKING

## CREATIVE DEVELOPMENT \*\*NEW\*\*

102823

Deep within each of us lies an artist ready to create the masterpiece which is our life. In this seminar you look at ways to unlock your creative potential. You examine the stages of the creative process and the rewards of pursuing attitudes and actions that enhance creative expression in a meaningful and beneficial way. (Enkin) \$20

Mon., Oct. 5 K.E.C. 7:00-10:00 p.m. 1 session

## THE CREATIVE PROCESS

102821

The potential for creativity exists in every activity and relationship. It is our most available and least utilized human resource. The Creative Process seminar examines the components of creativity. It is designed to enhance and develop spontaneity, originality and imagination. It is an opportunity to define your personal creative direction, become aware of your blocks and fears and learn healthy ways to release them, and to stretch the edges of your creative potential. The group involves journal writing, visualization, dream-work, storytelling, drawing, discussion and music. (Enkin) \$80

Mon., Oct. 19 K.E.C. 7:00-9:30 p.m. 6 sessions

**PERI ENKIN** is a Creativity Consultant and Counsellor in private practice. She facilitates seminars and ongoing workshops on the creative process.

## INVENTIONS

\*\*NEW\*\*

102824

This course will acquaint inventors (everyone from laymen "tinkerers" to engineers) with all facets of independent inventing as freelancer. The course will be directed at providing a general overview of all facets of the new product development and commercialization process. Topics to be covered will include creativity, characteristics of innovative individuals, how to generate good ideas, evaluating your invention, patenting and marketing. (Kecala) \$45

Wed., Sept. 23 Langara 6:00-8:00 p.m. 6 sessions

## INVENTIONS WORKSHOP \*\*NEW\*\*

102825

This workshop will acquaint inventors (everyone from laymen "tinkerers" to engineers) with the facets of independent inventing as a freelancer. (Kecala) \$25

Sat., Oct. 17 Langara 9:30 a.m. - 4:30 p.m. 1 session

**GEORGE KECALA** is a corporate consultant in the field of technology transfer, new product licensing and acquisitions. He is also an inventor with several patents of his own.

CREATIVE  
WRITING

## CREATIVE WRITING

102802

Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of interest will be the short story, poetry and certain aspects of journal writing. (Decle) \$70

Tues., Oct. 13 K.E.C. 7:00-9:30 p.m. 7 weeks

OR

Wed., Oct. 14 Langara 7:00-9:30 p.m. 7 weeks

**WAYNE DECLE B.A.,** English/Creative Writing — Program Developer, Instructor. Has evolved and taught the Creative Writing course at V.C.C. for the past 8 years.

WRITING AND MARKETING  
A SHORT STORY

102819

"Selling is the final step in the creative process" — explore all the steps in a short story. You will read from works-in-progress and receive valuable feedback. The course will culminate in an edited and polished piece of fiction for you. Examine marketing strategies that will help your work reach its audience. Enrolment is limited to 12. (Adams) \$55

Tues., Oct. 13 K.E.C. 7:00-9:00 p.m. 6 weeks

**MICHELLE ADAMS** has published fiction and has worked as a freelance editor and journalist.

AN INTRODUCTION TO  
PERFORMING AND WRITING COMEDY

102801

Dealing with comedy is a serious business for most in the field. Whether developing your own unique sense of humour, a comic routine to be performed, or setting down words on a page that will get people laughing, it can be a difficult process. Improvisation, stand-up, acting and T.V. scripting will all be explored. (Dennison) \$65

Tues., Oct. 6 K.E.C. 7:00-9:00 p.m. 6 weeks

**MARK DENNISON** is a professional comedian and writer who has been actively engaged in the comedy business for the last seven years.

## THE JOY OF INTERVIEWING

102809

For the serious or just plain curious. Learn the basics of how to achieve a good interviewing technique for broadcast. The course covers the importance of research, types of questions and styles of interviewing for one-on-one or documentary format. Students should have a tape recorder at their disposal. A radio station tour will be conducted. (McMorrow) \$50

Tues., Oct. 6 K.E.C. 7:30-9:30 p.m. 4 sessions

## M. McMORROW, freelance broadcaster and writer.

## TRAVEL WRITING

102826

Travel writing goes back to the ancient Greeks with Herodotus's descriptions of Babylon. This course will focus on developing writing skills in fiction and/or journalism through the study and discussion of the work of each student as well as previously published material by known travel writers. Research skills, motivation and marketing will also be touched upon. (Buday) \$65

Wed., Oct. 14 K.E.C. 7:00-9:00 p.m. 6 sessions

**GRANT BUDAY** is the author of *The Venetian*, a novel on the life of Marco Polo. He has published both short stories and newspaper articles on travel, and at present teaches part-time at S.F.U.

## WRITING SKILLS WORKSHOP

102811

Explore the fundamental of writing: clear thesis, coherent structure, and clean, appropriate sentence. You approach the writing tasks in stages — taking notes, writing, and revising — and you examine each stage in detail. Weekly writing assignments give you a chance to apply each lesson; in-depth evaluations by the instructor give encouragement and solve individual problems. Enrolment is limited. (Samual) \$55

Thurs., Oct. 15 K.E.C. 7:00-9:00 p.m. 6 weeks

**DAVID SAMUAL** is a language instructor, writer, cross-cultural counsellor who also works as a film and book reviewer.

## WRITING FORMULA ROMANCES

102815

Over 40% of paperbacks sold are romance novels, but only one of every thousand manuscripts submitted for the market is accepted for publication. Learn then basics of writing formula romances in a two-day workshop that covers the practical creative requirements of the business. Hand-out material will be distributed, but students may wish to make extra notes, and will also be required to complete in-class assignments. Please come equipped with paper, clipboard and pens. Students are also required to complete one at-home assignment between session. For experience writers and novices. Bring a bag lunch. (Orr-Garner) \$70

Sat., Sept. 26 Langara 9:30 a.m. - 3:30 p.m. 2 sessions

**KATHY ORR-GARNER** has published four romances and is a former high school English teacher.

## WRITING A NOVEL

102814

Join Ian Slater, best-selling author of FIRESPELL, SEA GOLD & AIR GLOW RED in a writing workshop for those who have never written a novel but would like to, and for those who are presently working on a manuscript. Learn to write the first draft, polish this to a finished manuscript, and what to do regarding agents and publishers. Limited enrollment. (Slater) \$50

Sat., Oct. 17 Langara 10:00 a.m. - 3:00 p.m. 1 day

PUBLISHING YOUR  
FIRST BOOK

\*\*NEW\*\*

102827

Learn how to submit manuscripts, deal with editors and agents and negotiate a contract. Also learn the important differences between American, British and Canadian markets. (Slater) \$50

Sat., Oct. 24 Langara 10:00 a.m. - 3:00 p.m. 1 session

**IAN SLATER, Ph.D.,** is the author of 4 books and has also written book reviews for major North American newspapers.

## WRITERS CO-OP

102813

Be stimulated by your peers; share success with them. For those who write fairly regularly — attend sessions of script writing & mutual criticism, exchange news items about markets, contests, conferences, etc., for both poetry & prose. An editor's cheque can mean a small celebration. Prepare to celebrate. (Neville) \$20

Mon., Sept. 21 Langara 8:00-10:00 p.m. 10 weeks

## WRITING MAGAZINE ARTICLES

102817

Learn the basics of producing an article from the initial idea to the completed manuscript, as well as a consideration of various markets. No Experience Necessary. John Lekich is a Vancouver freelance writer whose work has appeared in local and regional periodicals. (Lekich) \$25

Sat., Oct. 17 Langara 9:30 a.m. - 3:30 p.m. 1 day

**JOHN LEKICH** is an award winning writer who has written for a number of regional and national publications.

EARLY CHILDHOOD  
EDUCATIONEARLY CHILDHOOD  
EDUCATION  
CERTIFICATE PROGRAMS

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 1988.

B. INFANT-TODDLER  
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 for this year's program must be received by Sept. 4.

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. 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: INTRODUCTION TO FAMILY DAY CARE. FOLLOWING THIS: CORE COURSES MAY BE TAKEN IN ANY ORDER.

This term, the following courses are offered:

PREREQUISITE:INTRODUCTION TO  
FAMILY DAY CARE

103801

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) \$60

Mon., Sept. 14/21/28 & Oct. 5 Langara 7:00-9:30 p.m. 4 sessions  
Sat., Sept. 26 & Oct. 10 Langara 9:30 a.m. - 2:30 p.m. 2 sessions

CORE COURSE:  
EXPLORING CHILDREN'S  
DEVELOPMENT

103802

This course examines developmental stages, issues, and milestones for the young child. (Mason) \$60

Wed., Oct. 14 Langara 7:00-9:30 p.m. 8 sessions

**PAT MASON** has worked with young children and their families in preschool, special needs and infant development settings. She currently serves as a consultant in the child care field.

E. WORKING WITH  
SCHOOL AGE CHILDREN

A new certificate program designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres, or leadership, service and church groups. The program consists of 150 hours of instruction divided between 5 core courses and a number of electives. Core courses are:

WORKING WITH 5 YEAR OLDS  
WORKING WITH 6-9 YEAR OLDS  
WORKING WITH SPECIAL NEEDS CHILDREN  
LEADERSHIP AND ORGANIZATIONAL SKILLS

This term the first core course will be offered:

## WORKING WITH 5 YEAR OLDS \*\*NEW\*\*

150654

This course focuses on the physical, intellectual, emotional, social and moral development of 5 year olds and offers practical suggestions for planning programs for this age group. (Bartnik) \$60

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



**TALK TO ME: LANGUAGE DEVELOPMENT IN CHILDREN**

151409

Become familiar with normal speech-language development, how to facilitate it and how to identify speech, language and hearing disorders. (Perel, Christie) \$30

Thurs., Oct. 1 Langara 7:00-10:00 p.m. 2 sessions

**CAREN PEREL and MARGARET CHRISTIE** have graduate degrees in speech pathology and language and have worked with young children in a wide variety of settings.

**PUPPETS FROM POM POMS \*\*NEW\*\***

151426

Delight your children and yourself with enchanting pom pom puppets. Create monkeys, pumpkins and elephants in a glove puppet. A \$6 fee will be collected during the workshop to cover expenses for the materials provided. (Bartnik) \$15

Sat., Oct. 24 Langara 9:00 a.m. - 12 noon 1 session

**GWEN BARTNIK** has been involved in the early childhood field as a preschool and kindergarten teacher and as a teacher trainer.

**STOP IT YOU TWO — LEVEL I**

151423

Living with children who are constantly bickering and quarreling can drive adults to distraction! Learn why children fight and what adults can do. (Lynn) \$15

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

**STOP IT YOU TWO — LEVEL II**

151427

Participants are encouraged to have attended Stop It You Two — Level I. Level II is an extension and follow up from Level I. Employ active participation, role playing and brain storming to work out solutions to real problems. (Lynn) \$15

Thurs., Oct. 29 Langara 7:00-10:00 p.m. 1 session

**BLENDED FAMILIES**

151418

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. Explore issues relating to co-parenting, family placement and belonging. Intended for those working or living with blended families. (Lynn) \$15

Tues., Nov. 17 Langara 7:00-10:00 p.m. 1 session

**KATHY LYNN** is a qualified professional with extensive experience in developing and leading workshops dealing with family functioning and positive child behaviour.

**POTPOURRI OF MUSICAL FUN \*\*NEW\*\***

151428

Bring your tape recorder, singing voice and playful attitude for a fun filled evening of songs, finger plays, chants, and poems. A participatory workshop for those who work or live with preschool children. (Kiron) \$15

Tues., Nov. 3 Langara 7:00-10:00 p.m. 1 session

**ROZ KIRSON** is a preschool teacher, and an early childhood educator.

**XMAS FOR KIDS**

151402

Join the magical mystery of Christmas! Learn the "Spirit of Love" through accepting and enjoying the moment at hand. Focus on old fashioned ideas; art activities, cooking, crafts, songs, stories, a magic circle and a surprise visitor. Pre-registration necessary; course will be held off-campus. (Anslow, Norman) \$35

Sat., Nov. 14 Langara 9:30-3:30 p.m. 1 session

**ROSIE ANSLOW** is a preschool teacher, family day care caregiver, consultant and early childhood educator.

**KAREN NORMAN** is an experienced and qualified day care supervisor. She is presently a teacher trainer in the family day care program.

**ENGLISH AND MATH SKILLS IMPROVEMENT****INTERMEDIATE ESL**

103010

A course for students who have taken BEGINNERS ESL or those whose English is at an intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. (Ferera) \$110

Tues./Thurs., Sept 22 Langara 8:00-10:00 p.m. 10 weeks

**NORA FERERA** received her degree in English and French and has taught in Africa, Israel and Canada.

**CONVERSATIONAL SKILLS IMPROVEMENT I FOR ADVANCED ESL SPEAKERS**

103004

Accuracy in speech is an important asset in Canadian society. In this course designed for advanced non-native speakers of English, you strengthen your command of spoken English. You correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You build up your knowledge and comprehension of idioms and colloquialisms, correct pronunciation errors and review grammatical problems. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. (Wed. — Ginsberg) \$65

Wed., Sept. 23 Langara 8:00-10:00 p.m. 12 weeks

**SHARON GINSBERG** received her degree in Linguistics and ESL from McGill University in Montreal and has taught French Canadians and immigrants in Quebec and Vancouver.

**CONVERSATIONAL SKILLS IMPROVEMENT II**

103005

For students who have already taken Conversational Skills I or already speak English fluently but lack confidence in their oral skills. Also included in the course will be idioms, 2 word verbs, pronunciation, intonation and a grammar review. The course concentrates on oral skills and there will be no writing. (Quirk) \$65

Mon., Sept. 21 Langara 6:00-8:00 p.m. 12 weeks

**LEANNE QUIRK** — coordinates the English Skills Improvement courses at Langara and has taught ESL to adults for the past 11 years.

**ENGLISH WRITING SKILLS IMPROVEMENT I**

103007

Learn how to write more fluently, skillfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. (McIlwain) \$70

Tues., Sept. 22 Langara 8:00-10:00 p.m. 10 weeks

**ENGLISH WRITING SKILLS IMPROVEMENT II**

103008

A course designed for those who have taken WRITING SKILLS I or want to become familiar with different types of writing. Learn to develop different paragraph types such as cause/effect, argumentative and comparison/contrast. There will be weekly writing assignments. (McIlwain) \$70

Thurs., Sept. 24 Langara 8:00-10:00 p.m. 10 weeks

**SANDY McILWAIN, B.A., M.F.A.,** is a poet and translator whose work has appeared in numerous North American journals.

**ENGLISH UPGRADING**

103201

Designed for students at the post secondary level who require additional training in the fundamental skill of composition writing. Improve writing skills or upgrade your English to take the Language Proficiency Index. (Formerly the English Placement Test). This course does not carry transfer credit to other institutions. For ESL and Native Speakers. \$90

Tues./Thurs., Sept. 15 Langara (Lee-McArthur) 3:30-5:30 p.m. 8 weeks

Tues./Thurs., Sept. 15 Langara (Lee-McArthur) 6:00-8:00 p.m. 8 weeks

Mon./Wed., Sept. 14 Langara (MacMillan) 3:30-5:30 p.m. 8 weeks

**GRAMMAR REVIEW FOR SECRETARIES**

103016

Review points of grammar, punctuation, capitalization, spelling and conventions for word processing. Bring your questions and concerns to share in this workshop. (Hogan) \$35

Sat., Nov. 14 Langara 10:00 a.m. - 3:00 p.m. 2 sessions

**SELECTIVE READING AND STUDY SKILLS**

103014

Increase your reading efficiency through variable reading techniques for different purposes. Learn study skills such as managing your study time, organizing your course material, listening and note-taking, previewing text chapters and books and outlining. (Hogan) \$25

Sat., Sept. 19 Langara 10:00 a.m. - 4:00 p.m. 1 session

**VICKI HOGAN, B.A., M.A.,** has taught business and English courses at universities and colleges for the past 20 years.

**SPELLING IMPROVEMENT WORKSHOP**

103015

Good spelling is essential to both students and professionals. In this workshop you will review the basic rules and examine the most common problems. You will be tested to identify your specific problems and you will learn strategies to improve spelling. (Lee-MacArthur) \$15

Sat., Nov. 14 Langara 10:00 a.m. - 4:00 p.m. 1 day

Sat., Oct. 3 Langara 10:00 a.m. - 4:00 p.m. 1 day

**LORI LEE-MACARTHUR** has done graduate work in ESL and Adult Education and has taught ESL to adults for 7 years.

**INTENSIVE COMPOSITION \*\*NEW\*\***

103017

This course is designed for those who are fluent in English and who wish to improve their writing skills. Learn to organize and develop ideas with clarity, precision, and coherence. The following elements of composition will be considered: sentence, paragraph, and essay structure; word choice and levels of diction; transition; unity; and grammar and punctuation. Students will be given opportunities to write, and their work will be evaluated by the instructor and handed back individually. Limited enrollment. \$140

Mon./Wed., Sept. 21 Langara 6:00-8:00 p.m. 8 weeks

**ADVANCED ESL \*\*NEW\*\***

103018

A course for advanced students who want to improve their writing, speaking and listening skills. There will be weekly homework assignments and students will have the opportunity to ask individual questions. (Brookfield) \$110

Tues./Thurs., Sept. 22 Langara 6:00-8:00 p.m. 10 weeks

**CELIA BROOKFIELD** has been teaching immigrants and foreign students in Vancouver for 13 years. Her particular areas of interest are writing skills, pronunciation, job search skills and English for work.

**ADVANCED CANADIAN ENGLISH PRONUNCIATION**

103019

A course for people with Cantonese, Mandarin, Japanese, Malaysian or Thai background who wish to improve their pronunciation. The sessions cover the short and long vowels, diphthongs, and consonants, as well as practice in readings, conversation, and impromptu speaking. Pronunciation booklet is included and tapes can be purchased as desired. Each participant should speak English fluently. (Coleman) \$115

Sat., Nov. 7 V.V.I. 9:30 a.m. - 2:30 p.m. 5 sessions

**BETH COLEMAN** is a qualified teacher with experience in high school and adult education, a theatre graduate with success as an actress and director, and a speech instructor with over 4 years of expertise in assisting professional clients.

**ALGEBRA II**

103402

This basic course (similar to Math 11/12) will cover various topics such as Quadratic Equations, Logarithms & Trigonometry. Emphasis will be on examples and solutions of problems. (Shuen) \$50

Tues., Sept. 22 Langara 8:00-10:00 p.m. 8 weeks

**OWEN SHUEN** is a Professional Engineer and has taught Math and Physics for 15 years.

**ELECTRICAL/ELECTRONICS****FIBRE OPTICS**

050712

Rapid changes in the past decade are requiring that your experience with conventional communications must expand to include optical systems as more companies turn to the new technology. This introductory course is designed for technicians, technical sales people, managers and construction maintenance personnel. Learn the components and testing of fibre optic transmission systems and how to identify optical test instruments; the optical wave guide, optical fibres and cables, terminals and system layouts. (Papp) \$105

Mon./Wed., Sept. 21 V.V.I. 6:30-9:30 p.m. 12 sessions

**STEVE PAPP**, a member of B.C. Telephone's Transmission Engineering Department for 29 years has worked with optical systems for 10 years.

**INTRODUCTORY ELECTRONICS**

050706

Learn electronic components, circuits and their functions, as well as an introduction to transistors. Theoretical knowledge is enhanced by laboratory projects. You will be required to purchase or provide some basic tools. (Hein) \$175

Tues./Thurs., Sept. 22 V.V.I. 6:30-9:30 p.m. 20 sessions

**DIGITAL ELECTRONICS SIMPLIFIED**

050703

Designed for the layperson, learn 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. (Hein) \$175

Mon./Wed., Sept. 21 V.V.I. 6:30-9:30 p.m. 20 sessions

**AL HEIN** has worked as an electronic technician and an electrician since 1958. He has taught Introductory Electronics for 6 years.

**CELLULAR RADIO TELEPHONE**

050702

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. (Burkhardt) \$90

Mon./Wed., Sept. 21 V.V.I. 6:30-9:30 p.m. 10 sessions

**LARRY BURKHARDT** is presently a service manager for a cellular radio company and has 30 years of experience in telecommunications.

**DISK DRIVES AND ALIGNMENT**

050704

This popular course will help you 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. (Neilon) \$45

Thurs., Oct. 15 AND V.V.I. 6:30-9:30 p.m.

Sat., Oct. 17 V.V.I. 9:00 a.m. - 3:00 p.m. 2 sessions

**PEG NEILON** is a technician with experience in both computer maintenance and repair and satellite communications systems.

**ELECTRONIC MUSICAL EQUIPMENT**

050705

Designed for both musicians and technicians, learn how electronic musical equipment actually works. Effects such as delay, chorus, flangers, phasers and EQ will be covered. An introduction to the digital signal processing techniques used in the field will be included. Analogue, digital and hybrid synthesizers will be compared as will all types of wave synthesis such as FM and PD. Useful approaches to troubleshooting equipment and evaluating spec sheets will be covered. (Woodworth) \$75

Thurs., Sept. 24 V.V.I. 6:30-9:30 p.m. 8 sessions

**DAVE WOODWORTH** is a technician involved in the repair and maintenance of electronic music equipment.

**INTRODUCTION TO LOCAL AREA NETWORKS**

050713

Get the overview of microcomputer LANS, topologies and protocols that you need to keep up with rapidly changing office environments. An essential introduction for any technician entering or working in the field. (Capadocia) \$35

Mon., Oct. 19 V.V.I. 6:30-9:30 p.m. 3 sessions

**CHRIS CAPADOUCA** is an independent system design consultant specializing in Local Area Network applications.

**BUILD YOUR OWN ROBOT**

050701

This practical "hands on" course is a simplified view of robotics. Build your own "turtle-like" robot which will be controlled by your home computer. You will be building the "Bert" robot as featured in the April/May issue of Byte magazine. Prerequisites: a basic understanding of electronics, access to a computer with a serial port and ability to program your computer. Course costs will include robot parts. (Brown) \$165

Tues., Sept. 22 V.V.I. 6:30-9:30 p.m. 10 sessions

**KARL BROWN** is an instructor in the Electronics Department at V.V.I. His recently published article "Build Bert" won Byte magazine's awards for most popular and highest quality article.

**ELECTRICAL CODE — INTERMEDIATE**

050602

Course is designed for 4th year apprentices and journeyman electricians. (Ball) \$145

Tues./Thurs., Sept. 22 V.V.I. 7:00-9:30 p.m. 10 weeks

**JACK BALL** is a certified Electrical Inspector as well as a certified "A" Class Electrical Contractor presently employed by the City of North Vancouver.

**INTRODUCTION TO PROGRAMMABLE CONTROLLERS**

050604

Provide an overview of 3 controllers. Topics covered range from basic structure to advanced programming. (McNeil) \$135

Tues./Thurs., Sept. 22 V.V.I. 6:30-9:30 p.m. 6 weeks

**JACK McNEIL, C. Tech,** is co-author of a text on electrical machines and is a full-time instructor in the Electrical Department at V.V.I.

**FASHION ARTS****FASHION ARTS CERTIFICATE PROGRAM**

The Fashion Arts Certificate program is filled for the September term. Next entry will be in April, 1988. For program brochure call 682-5844.

**FASHION ARTS NON-CERTIFICATE COURSES**

Register at the Continuing Education office at V.V.I. — 682-5844.

**FASHION ILLUSTRATION WORKSHOPS — BASIC**

050915

Topics include figure proportions, anatomy, life drawing, the development of croquis figures and experiment with a variety of media. Also an overview of styles and illustration through the ages. Some previous drawing experience desirable but not essential. (Johima) \$75

Mon., Sept. 21 V.V.I. 6:30-9:30 p.m. 6 weeks

**INTERMEDIATE**

050919

Pre-requisite Basic Fashion Illustration or equivalent. Develop a personal style of drawing, using a variety of different media. Work with figure details and in rendering different fabrics, textures and garment details. Exploration of the difference between Design Drawing and Illustration. Some work on proportion and illustration of mens wear. (Johima) \$75

Sat. Sept. 26 V.V.I. 9:30 a.m. - 12:30 p.m. 6 weeks

**ADVANCED**

050920

Pre-requisite Basic and Intermediate Illustration or equivalent. Accent on high-lighting personal style of illustration. More advanced work with a variety of media and mixed media techniques. How to give your work a professional polish by developing backgrounds, How to present your drawings. Development of personal portfolio. (Johima) \$75

Sat., Sept. 26 V.V.I. 1:00-4:00 p.m. 6 weeks

**GERRY JOHIMA B. Ed.,** also graduated in fashion design. He is a free-lance designer, theatrical make-up artist and consultant.

**HISTORY OF FASHION LECTURES**

050914

Lectures on the development of fashion. Roccoco to Empire: Gothic to Hoops: The Age of the Bustle: Belle Epoch to King Tut: The Jazz Age to the New Look. Slides, fashion plates and actual costumes from the instructor's collection will be presented. Drop-ins welcome \$6.00/session (Sayers) \$30

Fri., Oct. 30 V.V.I. 6:30-8:30 p.m. 5 weeks

**IVAN SAYERS B.A.,** is Curator of History at Vancouver Museum. He owns the largest and most comprehensive collection of period costume in public or in private hands in Western Canada. These costume illustrate his lectures.

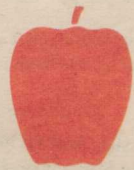
**FASHION RETAIL SALES AND MARKETING**

102411

Learn the "fashion image" of retail outlets with an overview of customer service and the fashion consumer. Become much more knowledgeable about fashion merchandise to improve your confidence and employability in a retail operation. (Slater) \$60

Tues., Sept. 29 V.V.I. 7:00-9:30 p.m. 7 weeks

**ANNE MARIE SLATER** is a marketing consultant.

**FILM, TELEVISION AND THEATRE****THE BUSINESS OF FILM AND TELEVISION**

104101

A thorough overview of the film and television industry from concept to production, with emphasis on local and Canadian activity. Students will examine financing, management and the limitless range of skills employed in film production. (Richardson) \$70

wed., Sept. 23 V.V.I. 7:00-10:00 p.m. 8 sessions

**ED RICHARDSON** is president of Zorah Productions Inc. He has thirty years' experience in the television industry in Canada, England and Australia.

**APPEARING ON TELEVISION**

104103

For persons interested in a broadcasting career, students will learn how to speak and conduct an interview on camera. Classes will include lectures and taping sessions. (Stursberg) \$60

Thurs., Oct. 15 V.V.I. 6:30-8:30 p.m. 4 weeks

**PETER STURSBURG** is an author, journalist and TV newscaster who has worked on television with NBC, CBS and CBC.

**VIDEO ENTREPRENEUR**

102414

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. \$10 for booklet. (Cooperstone) \$130

Tues., Sept. 22 Langara 7:00-10:00 p.m. 10 weeks

**THE VIDEO CAMERA CAMCORDER WORKSHOP \*\*NEW\*\***

104104

A course designed for all video formats; VHS, Beta and 8 mm. No matter what use you have for video you can benefit from this comprehensive video camera workshop. Information on new video camcorders and 8 mm video will be highlighted. This is a user friendly course and technical jargon will be at a minimum. Bring along your own unit if you have one. \$2 material fee. (Cooperstone) \$35

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

**DAVID COOPERSTONE B.A.** in Communications, McGill University and is the owner of the Studio Video facilities.

**ACTING — LEVEL I**

051301

Focus on exploring your own creativity and self expression through basic theatre skills, relaxation techniques, improvisation and voice work. \$95

Tues., Sept. 22 K.E.C. 7:00-9:00 p.m. 10 weeks

**ACTING — LEVEL 2**

051304

Focus on scene study (script in hand). Advanced acting



**PAGE 16**  
**UNDERSTANDING THE BASIC PRINCIPLES OF TRADING ON THE VANCOUVER STOCK EXCHANGE** 503708  
 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. (Tang) \$40  
 Tues., Oct. 6 Langara 7:00-9:00 p.m. 6 weeks

**KEN TANG is a stock broker with Continental Carlisle Douglas in Vancouver.**

**STOCK MARKET INVESTING** 503712  
 An introductory course for persons who wish to learn the operations of the stock market and how to analyze stock market investments. (Turner) \$70  
 Wed., Sept. 23 V.V.I. 7:00-9:30 p.m. 10 sessions

**KERRY TURNER, DipT. (Bus Admin.), is an instructor with 15 years in the banking and brokerage business.**

**TAXATION AND INVESTMENT** 503707  
 A practical course to enhance the understanding of Canada's tax structure and the stock market. Strategies to decrease taxes and to increase investment field will be discussed throughout the course. Some of the topics will include: capital gains exemptions, the dividend tax credit, the bond market, common and preferred stocks, warrants and options. (Waters) \$40  
 Sat., Oct. 17 Langara 10:00 a.m. - 4:00 p.m. 2 sessions

## FLORAL DESIGN

**BASIC FLORAL DESIGN I** 250101  
 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. (Cassetta) \$220  
 Tues./Thurs., Sept. 15 K.E.C. 6:30-9:30 p.m. 6 weeks

**FLORAL DESIGN II** 250102  
 Further your knowledge and skills in floral design and the florist industry. Topics include wedding, funeral and Christmas work (theory and practical). Prerequisite: Basic Floral Design I or have wiring, taping and basic design skills. The fee includes the cost of flowers. Bring shears, a florist knife or sharp pocket knife and wire cutters to all classes. (Cassetta) \$220  
 Tues./Thurs., Oct. 27 K.E.C. 6:30-9:30 p.m. 6 weeks

**MARGUERITE CASSETTA is the proprietor of a floral design business.**

## FOODSAFE

**A program in sanitary food handling** 250201, 250202  
 FOODSAFE will train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of foodborne illnesses. The two courses, Basic and Advanced, each consist of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of foodborne diseases, and maintaining a sanitary foodservice operation.

The program is endorsed by the Restaurant and Foodservices Association of B.C.

For further information about fall course offerings, please call Brian Pink at 682-5844.

## GOURMET PURSUITS

**CAKE DECORATING THE PROFESSIONAL WAY** 501002  
 For the beginner to the advanced in cake decorating. Learn 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) \$50  
 Mon., Sept. 21 Langara 8:00-10:00 p.m. 5 weeks

**JAPANESE COOKING** 501003  
 Basic Japanese cooking and techniques will be presented. "Hands on" experience for students trying out the recipes, and consumption after the completion of preparation of the meal. Concentrate on "homestyle" cooking, and only the freshest available ingredients. (Hanagata) \$80  
 Tues., Sept. 22 Langara 6:30-8:30 p.m. 10 weeks

register  
3 ways



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



2. PHONE and charge it to your VISA card.  
 Vancouver Vocational Institute.....682-5844  
 King Edward Campus & Langara Campus..875-8200  
 Nursing & Health Education.....687-1757  
 .....OR 681-8111 loc. 408



3. In PERSON as outlined in the registration information with payment by cheque, cash or VISA.

**CHOCOLATE WORKSHOP** 108001  
 Learn to make chocolate creams and fillings for pralines, truffles and the art of tempering real chocolates or courvetures and, of course, absorb some of the history of chocolates in the making. Ingredients may be purchased at V.V.I. for your experimentation. Includes lunch. (Schneider) \$85  
 Sat., Oct. 17 V.V.I. 10:00 a.m. - 4:00 p.m. 1 session

**HAROLD SCHNEIDER** of Lentic Enterprises Ltd. apprenticed in Germany as a Pastry Chef and Chocolatier. His talented background includes the Royal Norwegian Line as a Pastry Chef, instructor at the Swiss College in Nairobi, Kenya, and with Hilton International and Hyatt Regency, Vancouver.

**MARZIPAN WORKSHOP** 108002  
 Learn from the expert the exciting art of Marzipan vegetables, fruit, figures, and just in time for the holiday season: Christmas decorations: Santas, angels, and many more!!! Includes lunch. (Schmidt) \$85  
 Sat., Oct. 17 V.V.I. 10:00 a.m. - 4:00 p.m. 1 session

**WERNER SCHMIDT** has participated in a number of Culinary shows throughout North America and was second in a recent worldwide Marzipan contest in Los Angeles.

**FANCY DESSERTS** 108003  
 Find out how to make desserts appealing and appetizing, and get a headstart on the Festive Season. Learn the secrets from recipes from around the world. Includes lunch. (Pohl) \$85  
 Sat., Oct. 17 V.V.I. 10:00 a.m. - 4:00 p.m. 1 session

**ULRICH POHL, Chef Patissier, will be bringing his specialty dessert plates from his experiences in Singapore, Bahamas, and Four Seasons Vancouver, along with his 10 years' experience in his own business.**

**SPECIALTY EUROPEAN DESSERTS** 108004  
 Easy-to-make European Desserts that the small restaurant owner can make without the use of expensive equipment. All recipes demonstrated at this workshop will be available to you and many others. These recipes are based on the finest European ingredients with no artificial colors or preservatives. (Ravensberg) \$85  
 Sat., Oct. 17 V.V.I. 10:00 a.m. - 4:00 p.m. 1 session

**PAUL RAVENSBURG, President of Ravensburg Equipment Ltd. brings 35 years of specialty baking experience in Holland and will share his secrets of over 200 recipes.**

**BARTENDING — ALL YOU EVER WANTED TO KNOW ABOUT IT!!!** 108005  
 Learn the basic skills in bartending. This workshop will provide you with the knowledge of how to set up an efficient bar, cocktail bar equipment, preparation and service of highballs: stirred, blended, shaken cocktails, garnishes. Basic recipes and menu set-up handouts on 25-30 most popular drink recipes AND EVEN A CHANCE TO TRY YOUR HAND AT IT AND YOUR TASTE BUDS!!! Lunch included. (Stafford) \$85  
 Sat., Oct. 17 V.V.I. Lounge 9:00 a.m. - 4:00 p.m. 1 session

**STEPHEN STAFFORD, Dining Room and Lounge Service Program Instructor at V.V.I., will be your host and will be sharing with you secrets of the trade gleaned from his experiences at the Westin Bayshore Inn, Vancouver, and the Keg Corporation, Washington State.**

## HEALTH OCCUPATIONS

These courses will be of interest to health care workers, social workers, and/or family care givers.

**FOR PHONE REGISTRATION, CALL 687-1757**

## STERILE SUPPLY PROCESSING AIDE

**201501**  
 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. \$550  
 Mon./Fri. Sept. 28 St. Paul's Hosp. Various 7 weeks

**STERILE SUPPLY PROCESSING AIDES — THEORY ONLY** 201502  
 Part time course offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (B. Bolding) \$140  
 Mon./Thurs., Sept. 17 V.V.I. 4:30-7:30 p.m. 10 sessions

**MANAGEMENT OF BEHAVIOUR IN COMMUNITY CARE FACILITIES** 200706  
 You will develop practical strategies for dealing with problem behaviour and psychiatric emergencies in clients cared for in community care facilities. Assessment of mental status will be reviewed as a means of understanding behaviour. (Pallas) \$80  
 Tues., Oct. 6 V.V.I. 7:00-10:00 p.m. 4 sessions

**WHO CARES FOR THE CARE GIVER?** 151424  
 If your own health is important to you, don't miss this course designed by someone who knows how to provide a practical approach to stress management, time management, assertiveness training and burnout prevention. (Pallas) \$80  
 Thurs., Oct. 8 V.V.I. 7:00-10:00 p.m. 4 sessions

**G. PALLAS, Instructor, Psychiatric Unit, Royal Columbian Hospital.**

**AIDS: WHEN MEDICAL INFORMATION ISN'T ENOUGH — A SOCIAL/SEXUAL PERSPECTIVE** 201022  
 For health and human services workers and educators who want to deal more effectively with patients/clients and co-workers at risk, this workshop will cover — AIDS: myths, realities, belief systems; emotional responses to AIDS; safer sex guidelines; condom education; and how to answer those difficult questions. (Rose) \$55  
 Thurs., Oct. 8 V.V.I. 9:00 a.m. - 4:00 p.m. 1 session

**LOREE ROSE is an educational consultant working in the field of sexual abuse and AIDS education.**

**PRACTICAL VIDEO TECHNIQUES FOR HEALTH EDUCATORS — PRODUCING IN-HOUSE ½" VIDEOS** 200409  
 This workshop is for health and social service professionals involved in training and education in their organizations. You will improve basic skills in ½" 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) \$60  
 Fri., Oct. 30 V.V.I. 9:00 a.m. - 4:00 p.m. 1 session

**BUSINESS WRITING FOR THE HEALTH PROFESSIONS** 200410  
 Crisp, clear writing is one of the keys to success. Learn to assess your writing skills and apply basic principles of communication so you 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) \$60  
 Thurs., Nov. 5 V.V.I. 9:00 a.m. - 4:00 p.m. 1 session

## STUDIES IN APPLIED GERONTOLOGY

The courses offered in this program area are designed to respond to the growing and changing needs of health and human service workers in the field of gerontology. The program provides a broad range of practical courses for practitioners who wish to update or increase their knowledge and skills about the physical, psychological and social aspects of aging in the B.C. context.

Please contact 687-1757 for a brochure or for further information.

**NUTRITION AND THE ELDERLY** 200707  
 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 with useful strategies for overcoming them. (Wilkes) \$50  
 Tues., Sept. 29, Oct. 6/13 V.V.I. 6:30-9:30 p.m. 3 sessions

**IMPROVING THE CARE OF THE MENTALLY IMPAIRED** 200719  
 Caring for the mentally fragile requires specific knowledge and skills. In this course directors, nurse managers and community health nurses will expand their knowledge of mental illness, discuss attitudes, develop care conferences, learn to use Reality Therapy effectively and explore methods of improving staff working conditions. (S. Besel) \$110  
 Thurs., Oct. 8 V.V.I. 7:00-10:00 p.m. 6 sessions

**AN INTRODUCTION TO PRE-RETIREMENT COUNSELLING** 200720  
 This introduction to the field explores the needs of pre-retirees and retirees and discusses practical methods for counselling and educating people preparing for retirement. (Weetman) \$50  
 Tues., Sept. 29 Oct. 6/13 V.V.I. 6:30-9:30 p.m. 3 sessions

**ANNA WEETMAN, M.Sc., M.Ed., has worked as a pre-retirement counsellor and trainer with the "Healthy Aging" program run by St. John Ambulance.**

**PREVENTIVE DENTAL HEALTH FOR THE ELDERLY** 200721  
 If you are a para professional member of the continuing care team interested in learning how to assist the elderly to improve or maintain their dental health or prevent further problems, this course is for you. \$80  
 Tues., Oct. 20/27, Nov. 3/10 V.V.I. 6:30-9:30 p.m. 4 sessions

**FOOTCARE OF THE ELDERLY** 200711  
 If you are a care aide, home support worker, or an LPN who works with the elderly, come and learn theory and the practical steps for good foot care. \$80  
 Sat., Oct. 17/24 V.V.I. 9:00 a.m. - 4:00 p.m. 2 sessions

**THE VIOLENT ELDERLY** 200712  
 Find effective ways to understand, prevent and manage aggressive and violent behaviour in the elderly. (Pallas) \$50  
 Fri., Nov. 13 V.V.I. 9:00 a.m. - 4:00 p.m. 1 session

**G. PALLAS, R.N., Psychiatric Instructor, Royal Columbian Hospital.**

**NURSING ASSESSMENT OF THE ELDERLY CLIENT** 200722  
 Through lecture, film, group discussion and case history, you will gain practical knowledge about collecting nursing information through physical and mental assessment, interview and observation. Identification of the client's physical and psychosocial needs will be addressed. \$55  
 Sat., Nov. 7 V.V.I. 9:00 a.m. - 3:30 p.m. 1 session

## SUBSTANCE ABUSE CERTIFICATE PROGRAM

**200112**  
 This part-time certificate program is designed for persons working on the substance abuse field who wish to upgrade their skills. It will also be of interest to practising counsellors, psychologists, nurses, or social workers who wish to learn more about substance abuse, and others who wish to develop their knowledge and skills in the field. Emphasis will be placed on providing knowledge and skills about alcohol and drug dependency and applying specific counselling skills to substance abuse.

For a brochure, course schedule or further information, please contact 687-1757.

## MANAGEMENT SKILLS FOR CONTINUING CARE CERTIFICATE PROGRAM

If you work as a department head, supervisor, or administrator in home support, long term care, adult day care or mental health, you know that it is essential to have current information about the continuing care field and the practical skills for implementing this information.

The program includes: the three courses of The Provincial Certificate Program "Management Skills for Supervisors;" plus four courses which provide specialized information and skill practice related to continuing care for both community-based programs and health care facilities. Participants may take up to two years to complete the program. For more information, call 687-1757

COURSES	Start Date	No. of Sessions	Fee	Course Number
I Interpersonal Skills	Fri. Sept. 25	6	\$275	201605
II Group Skills	Fri. Oct. 30	6	\$275	201604
III Issues in Continuing Care	Fri. Jan. 15	6	\$275	201602
IV Administrative Skills	Fri. Feb. 19	6	\$275	201601
V Personnel Management	Thur. Mar. 24	3	\$175	201606
VI Financial Management	Fri. Apr. 1	7	\$275	201603
VII Quality Assurance	Thur. May 26	2	\$100	201607

## 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.

**CPR — BASIC CARDIAC LIFE SUPPORT "C" (BASIC LEVEL I & II)** 202010  
 For persons working in the health care field. Topics covered include: one and two person CPR for adults, children and infants; management of obstructed airway for conscious and unconscious victims; risk factors and recognition of heart attack. Previous training in CPR is highly recommended. \$35

Mon./Wed., Sept. 14/16 K.E.C. 6:00-10:00 p.m. 2 sessions  
 Tues./Thurs., Oct. 6/8 K.E.C. 6:00-10:00 p.m. 2 sessions  
 Tues./Thurs., Oct. 20/22 V.V.I. 6:00-10:00 p.m. 2 sessions  
 Mon./Wed., Nov. 2/4 K.E.C. 6:00-10:00 p.m. 2 sessions  
 Tues./Thurs., Nov. 24/26 V.V.I. 6:00-10:00 p.m. 2 sessions  
 Tues./Thurs., Dec. 1/3 K.E.C. 6:00-10:00 p.m. 2 sessions  
 Mon./Wed., Dec. 14/16 K.E.C. 6:00-10:00 p.m. 2 sessions

**CPR — BASIC CARDIAC LIFE SUPPORT "C" RECERTIFICATION (BASIC LEVEL I & II)** 202015  
 To maintain proficiency in CPR and a current certificate, you require this course. \$20  
 Tues., Sept. 22 K.E.C. 6:00-10:00 p.m. 1 session  
 Wed., Nov. 18 K.E.C. 6:00-10:00 p.m. 1 session

**CPR — BASIC CARDIAC LIFE SUPPORT "A" (Heartsaver)** 202001  
 You will learn one person CPR, treatment for a conscious and unconscious choking victim, and identification and prevention of heart attacks. No previous CPR experience is necessary. \$18  
 Wed., Oct. 14 K.E.C. 6:00-10:00 p.m. 1 session  
 Wed., Nov. 18 K.E.C. 6:00-10:00 p.m. 1 session

**RED CROSS STANDARD FIRST AID/ BASIC LIFE SUPPORT "C" (BASIC LEVEL I & II)** 202021  
 This course prepares you to react to most life threatening situations and to treat victims in distress. Topics include: initial assessment, airway and breathing management (CPR); bone, joint, head and spinal injuries; burns, poisons, and secondary assessments. The program is recognized by Provincial Child Care Facilities. No prerequisites required. \$75  
 Sat., Sept. 19 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sessions  
 Sat., Oct. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 3 sessions  
 Sat., Nov. 7 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sessions  
 Sat., Dec. 5 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sessions

**RED CROSS EMERGENCY FIRST AID/BCLS "A"** 202020  
 This course trains you to react in emergency situations and to provide life saving techniques until professionals arrive. You will learn assessment; airway maintenance; assistance with breathing and circulation (CPR); management of deadly bleeding; risk factors and recognition of heart attack. No prerequisites required. \$45  
 Mon./Wed., Oct. 26/28 K.E.C. 6:00-10:00 p.m. 2 sessions

**FIRST AID FOR LONG TERM CARE FACILITIES** 202022  
 A course designed for caregiving, housekeeping and dietary workers of long term care facilities. Topics include: breathing distress, shock, bleeding, head injuries, stroke, obstructed airways and Basic Cardiac Life Support "A". The program is recognized by the Provincial Adult Care Facilities Licensing Board. No prerequisites required. \$42  
 Mon./Wed., Nov. 9/11 K.E.C. 6:00-10:00 p.m. 2 sessions

## TAKING CARE OF YOUR HEALTH

Join other people who are interested in "TAKING CHARGE" of their health in these short evening courses on a variety of current health topics.

**STOP SMOKING** 201023  
 Reduce the risk of disease and early death. Come after work to a personalized smoking cessation program that emphasizes habit control and stress management. Follow-up for a year can be arranged. (Moore) \$135  
 Thurs., Oct. 1 V.V.I. 5:00-6:30 p.m. 6 sessions

**PRUE MOORE, R.N., B.A., M.Ed., Certified Trainer.**

**MASSAGE TECHNIQUES** 201021  
 Alleviate common ailments and tensions by learning to identify tension areas of the body and applying basic massage techniques. Please bring two pillows and a blanket. (Mallet) \$25  
 Wed., Oct. 7/14 V.V.I. 7:00-9:30 p.m. 2 sessions

**J. MALLET is a Registered Massage Therapist practising in West Vancouver.**

**PREMENSTRUAL SYNDROME — CAUSE, SYMPTOMS, CURRENT TREATMENT** 201018  
 Irritability, headaches, bloating, personality changes and fatigue are only a few symptoms of this complex health problem affecting many women. We will define PMS, discuss causes, learn to chart the symptoms and explore current treatment available. (Hawthorne/Yurkovich) \$25  
 Thurs., Oct. 1/8 K.E.C. 7:00-9:30 p.m. 2 sessions

**PREVENT HEART ATTACK BY CONTROLLING YOUR CHOLESTEROL** 201013  
 An improper balance of "good and bad" cholesterol is the major risk factor for CORONARY ARTERY DISEASE, the prime killer in today's society. This workshop provides practical answers to the why and how of improving cholesterol levels including the use of "SERUM LIPID, CORONARY RISK FACTOR FLOW RECORD". (Gillis) \$25  
 Tues., Oct. 6/13 V.V.I. 7:00-9:00 p.m. 2 sessions

**SELF HYPNOSIS** 201019  
 Reducing tension, stress, and insomnia and improving memory, concentration and the ability to relax are some of the ways basic self hypnosis techniques can be used. \$35  
 Tues., Sept. 29 V.V.I. 7:00-9:00 p.m. 3 sessions

## HORTICULTURE

**LANDSCAPING FOR THE HOME GARDENER** 501301  
 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. (Wright) \$25  
 Sat., Oct. 17 Langara 9:00 a.m. - 3:00 p.m. 1 session

**THE PRINCIPLES OF SPRING PRUNING** 501302  
 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. (Wright) \$25  
 Sat., Oct. 24 Langara 9:00 a.m. - 3:00 p.m. 1 session

**GROWING GRAPES FOR WINE AND TABLE** 501304  
 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. (Wright) \$25  
 Sat., Oct. 31 Langara 9:00 a.m. - 3:00 p.m. 1 session

## JEWELLERY

**CREATIVE JEWELLERY — BASIC SKILLS** 051101  
 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) \$230  
 Mon., Sept. 14 V.V.I. 9:00 a.m. - 4:00 p.m. 12 weeks

**JEWELLERY MAKING WORKSHOP — ADVANCED** 051102  
 Further exploration and development 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) \$230  
 Tues., Sept. 15 V.V.I. 9:00 a.m. - 4:00 p.m. 12 weeks

**CASTING TECHNIQUES FOR JEWELLERY AND SMALL SCULPTURE** 051103  
 Learn 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) \$190  
 Wed., Sept. 16 V.V.I. 9:00 a.m. - 4:00 p.m. 10 weeks

**ELEMENTS OF JEWELLERY DESIGN** 051104  
 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) \$80  
 Thurs., Sept. 17 V.V.I. 9:00 a.m. - 4:00 p.m. 4 weeks

**JEWELLERY DESIGN — PRACTICAL WORKSHOP** 051105  
 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) \$120.  
 Thurs., Oct. 15 V.V.I. 9:00 a.m. - 4:00 p.m. 6 weeks

**MACIEK WALENTOWICZ is a European trained freelance jeweller who has taught Continuing Education courses for six years.**

**INTRODUCTION TO GEMSTONES** 051107  
 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. (Leyland) \$100  
 Tues., Sept. 15 V.V.I. 6:30-9:30 p.m. 8 weeks

**ERIC LEYLAND has ten years experience as a goldsmith and designer, five years as a gemologist, and is owner of Leyland Fine Jewellery Design Ltd.**



Continuing Education - Keeping you in mind.



# JEWISH LANGUAGE ARTS

Hebrew classes will follow the Habet U'Shma method of instruction utilizing audio-visual techniques of language instruction. All courses begin the week of October 19. Register at first class at Jewish Community Centre or call 875-8200 to pre-register. \$45/person, \$25/student, \$80/couple per 8 session. For further information contact Myra Michaelson or Betty Nitkin at 266-9111.

**ALEPH** **501601**  
For those with no previous knowledge of Hebrew. Learn simple Hebrew conversation, reading and writing. (Rothchild, Nest, Michaelson).  
Mon., Oct. 19 Jewish Comm. Ctr. 9:30-11:30 a.m. 8 sessions  
Mon., Oct. 19 Jewish Comm. Ctr. 7:30-9:30 p.m. 8 sessions  
Thurs., Oct. 22 Jewish Comm. Ctr. 7:30-9:30 p.m. 8 sessions

**ALEPH PLUS** **501609**  
A continuation of Aleph level Hebrew for students with elementary skills. (Hofman)  
Tues., Oct. 20 Jewish Comm. Ctr. 9:00-11:00 a.m. 8 sessions

**BET** **501602**  
A continuation of Aleph level Hebrew for students with elementary skills, a knowledge of Hebrew alphabet and basic conversation. Will begin at Chapter 6 in text. (Chisick)  
Thurs., Oct. 22 Jewish Comm. Ctr. 7:30-9:30 p.m. 8 sessions

**GIMMEL** **501605**  
Intermediate Hebrew conversation, reading and writing. Will begin at Chapter 8 in text. (Lipiner)  
Thurs., Oct. 22 Jewish Comm. Ctr. 7:30-9:30 p.m. 8 sessions

**DALET** **501604**  
Advanced Hebrew. Will begin at Chapter 11 in text. (Hoffman)  
Mon., Oct. 19 Jewish Comm. Ctr. 7:30-9:30 p.m. 8 sessions

**CHUG** **501603**  
A conversation class for those at an advanced level of Hebrew wishing to practise and expand their skills. Volume II of Habet U'Shma. (Halabe)  
Wed., Oct. 22 Jewish Comm. Ctr. 7:30-9:30 p.m. 8 sessions

# JEWISH STUDIES

For the past 11 years, the Vancouver Institute of Adult Jewish Studies (V.I.A.J.S.) has offered the community an opportunity to study its own Jewish heritage. The V.I.A.J.S. is co-sponsored by the Canadian Zionist Federation, The Canadian Jewish Congress, The Vancouver Jewish Community Centre, and Vancouver Community College — Continuing Education. Lecture series are presented by both local and international scholars, and are designed to mirror the interest of the community. The Institute welcomes input from the general public and aims to serve both it and those especially concerned with Jewish education. New this year is a Distance Education course — a first for the Institute.


All classes are held at the Jewish Community Centre, 950 West 41st Avenue. Register at first class at Jewish Community Centre or call 875-8200 to pre-register.

## LECTURE SERIES


**INTRODUCTION TO JEWISH MYSTICISM** **501613**  
(An introduction to the spectrum of Jewish mysticism and mystic practice, beginning with the earliest Biblical period and moving through the ages until the sixteenth century. Special attention will be given to questions concerning the relevance of kaballah and kabbalistic ideas for Jewish life today, especially as a model for a type of post-Holocaust theology. Texts will be studied in English translation. No knowledge of Hebrew is required. (Rabbi Martin Cohen) \$50/person, \$25/student, \$90/couple.  
Mon., Oct. 26, Nov. 16 & 30,  
Jan. 18, Feb. 15 & 29  
Mar. 21, Apr. 25 Jewish Comm. Ctr. 8:00-9:30 p.m. 8 sessions

**JERUSALEM TO YAVNEH** **501614**  
(A brand new method learning — through distance education). Examine the profound changes brought about by the destruction of the Second Temple, the establishment of the spiritual centre at Yavneh and the effects of these events on the religious, social, and communal patterns of Judaism to this very day. There will be required reading to be completed between classes each week. (Prof. Martin Lockskin) \$50/person, \$25/student, \$90/couple  
Tues., Oct. 20 Jewish Comm. Ctr. 8:00-9:30 p.m. 8 sessions


register  
3 ways



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



2. PHONE and charge it to your VISA card.  
Vancouver Vocational Institute.....682-5844  
King Edward Campus & Langara Campus..875-8200  
Nursing & Health Education.....687-1757  
OR 681-8111 loc. 408



3. In PERSON as outlined in the registration information with payment by cheque, cash or VISA.

# LANGUAGES MODERN LANGUAGES

Get ready for your holiday or business trip by learning a new language or improving your foreign language conversation skills in small classes with experienced instructors. Emphasis is on developing confidence and fluency in the spoken language. Should the language course you are interested in not be listed, phone 875-8200 and have your name placed on a wait list.

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. Ability to participate in and understand simple everyday conversation.

**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.

**ARABIC CONVERSATION LEVEL I** **501901**  
Sat., Sept. 26 Langara (Hamlin) 9:30-11:30 a.m. \$75 10 wks.

**CANTONESE CONVERSATION LEVEL I** **501903**  
Mon., Sept. 21 Langara (Tsai) 8:00-10:00 p.m. 10 wks.  
Thurs., Sept. 24 Langara (Lu) 6:00-8:00 p.m. \$75 10 wks.

**CANTONESE CONVERSATION LEVEL II** **501904**  
Mon., Sept. 21 Langara (Tsai) 6:00-8:00 p.m. 10 wks.  
Thurs., Sept. 24 Langara (Tsai) 8:00-10:00 p.m. \$75 10 wks.

**CANTONESE CONVERSATION LEVEL III** **501905**  
Tues., Sept. 22 Langara (Tsai) 6:00-8:00 p.m. \$75 10 wks.

**FRENCH CONVERSATION LEVEL I** **501913**  
Sat., Sept. 21 Langara (Visscher) 6:00-8:00 p.m. 10 wks.  
Tues., Sept. 22 Langara (Hassaine) 8:00-10:00 p.m. 10 wks.  
Wed., Sept. 23 Langara (Visscher) 8:00-10:00 p.m. 10 wks.  
Thurs., Sept. 24 Langara (Visscher) 6:00-8:00 p.m. 10 wks.  
Sat., Sept. 26 Langara (Visscher) 9:30-11:30 a.m. \$75 10 wks.

**FRENCH CONVERSATION LEVEL II** **501914**  
Mon., Sept. 21 Langara (Visscher) 8:00-10:00 p.m. 10 wks.  
Tues., Sept. 22 Langara (Visscher) 6:00-8:00 p.m. 10 wks.  
Thurs., Sept. 24 Langara (Hassaine) 8:00-10:00 p.m. \$75 10 wks.

**FRENCH CONVERSATION LEVEL III** **501915**  
Wed., Sept. 23 Langara (Visscher) 8:00-10:00 p.m. \$75 10 wks.

**LE FRANCAIS COMMERCIAL LEVEL II** **501972**  
Sat., Sept. 26 Langara (Visscher) 11:30am-1:30pm \$75 10 wks.  
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 particulierement a ceux qui travaillent dans le monde des affaires ou dans l'administration. Les etudiants apprennent a communiquer au telephone, prendre des rendez-vous et faire une reservation, discuter les clauses d'un contrat, lire des rapports et journaux financiers, presider une reunion, rediger de la correspondance et divers autres documents. **INTERMEDIATE LEVEL.**

**GERMAN CONVERSATION LEVEL I** **501919**  
Mon., Sept. 21 Langara (Kiesewetter) 8:00-10:00 p.m. 10 wks.  
Wed., Sept. 23 Langara (Von Hahn) 6:00-8:00 p.m. 10 wks.  
Thurs., Sept. 24 Langara (Kiesewetter) 8:00-10:00 p.m. \$75 10 wks.

**GERMAN CONVERSATION LEVEL II** **501920**  
Mon., Sept. 21 Langara (Kiesewetter) 6:00-8:00 p.m. 10 wks.  
Wed., Sept. 23 Langara (Kiesewetter) 8:00-10:00 p.m. \$75 10 wks.

**GERMAN CONVERSATION LEVEL III** **501921**  
Tues., Sept. 22 Langara (Kiesewetter) 8:00-10:00 p.m. \$75 10 wks.

**GREEK CONVERSATION LEVEL I** **501909**  
Wed., Sept. 23 Langara (Roussinos) 8:00-10:00 p.m. \$75 10 wks.

**ITALIAN CONVERSATION LEVEL I** **501923**  
Tues., Sept. 22 Langara (Visscher) 8:00-10:00 p.m. \$75 10 wks.

**ITALIAN CONVERSATION LEVEL II** **501924**  
Thurs., Sept. 24 Langara (Visscher) 8:00-10:00 p.m. \$75 10 wks.

**JAPANESE CONVERSATION LEVEL I** **501926**  
Mon., Sept. 21 Langara (Hanagata) 6:00-8:00 p.m. 10 wks.  
Wed., Sept. 23 Langara (Hanagata) 6:00-8:00 p.m. 10 wks.  
Sat., Sept. 26 Langara (Hanagata) 9:30-11:30 a.m. \$75 10 wks.

**JAPANESE CONVERSATION LEVEL II** **501927**  
Mon., Sept. 21 Langara (Hanagata) 8:00-10:00 p.m. 10 wks.  
Wed., Sept. 23 Langara (Hanagata) 8:00-10:00 p.m. \$75 10 wks.

**JAPANESE TRAVEL** **501933**  
This course is designed for those interested in travel, teaching, living in Japan. A basic level course combined with background on life and cultural difference.  
Thurs., Sept. 24 Langara (Hanagata) 7:00-9:00 p.m. \$75 10 wks.

**MANDARIN CONVERSATION LEVEL I** **501937**  
Thurs., Sept. 24 Langara (Chao) 6:00-8:00 p.m. \$75 10 wks.

**MANDARIN CONVERSATION LEVEL II** **501938**  
Thurs., Sept. 24 Langara (Chao) 8:00-10:00 p.m. \$75 10 wks.

**MANDARIN CONVERSATION LEVEL III** **501939**  
Sat., Sept. 26 Langara (Chao) 9:30-11:30 a.m. \$75 10 wks.

**RUSSIAN CONVERSATION LEVEL I** **501947**  
Thurs., Sept. 24 Langara (Hogan) 6:00-8:00 p.m. \$75 10 wks.

**SPANISH CONVERSATION LEVEL I** **501949**  
Mon., Sept. 21 Langara (Daudet) 6:00-8:00 p.m. 10 wks.  
Tues., Sept. 22 Langara (Daudet) 6:00-8:00 p.m. 10 wks.  
Wed., Sept. 23 Langara (Uriol) 8:00-10:00 p.m. 10 wks.  
Sat., Sept. 26 Langara (Daudet) 9:30-11:30 a.m. \$75 10 wks.

**SPANISH CONVERSATION LEVEL II** **501950**  
Wed., Sept. 23 Langara (Uriol) 8:00-10:00 p.m. 10 wks.  
Sat., Sept. 26 Langara (Uriol) 9:30-11:30 a.m. \$75 10 wks.

**SPANISH CONVERSATION LEVEL III** **501951**  
Tues., Sept. 22 Langara (Uriol) 8:00-10:00 p.m. \$75 10 wks.

**FRANCE AFTER THE VISIT** **501967**  
Sat., Sept. 19 Langara (Visscher) 9:00 am-4:00 pm \$25 1 sess.  
You visited France and would like to continue your adventure. You will meet for a one-day course and brush-up your knowledge of the language as a preparation for a new enjoyable visit to this lovely country — language and cultural aspects.

**GERMANY AFTER THE VISIT** **501968**  
Sat., Sept. 19 Langara (Kiesewetter) 9:00 am-4:00 pm \$25 1 sess.  
You visited Germany and would like to continue your adventure. You will meet for a one-day course and brush-up your knowledge of the language as a preparation for a new enjoyable visit to this country — language and cultural aspects.

**WRITING LETTERS**  
You have some very good friends or business associates abroad, and you wish to be able to write them a few lines in their language and to understand their letters or postcards. These one-day courses will help you. Choose your language.

**ITALIAN** **501973**  
Sat., Sept. 12 Langara (Visscher) 10:00am-1:00pm \$15 1 sess.

**GERMAN** **501974**  
Sat., Sept. 12 Langara (Kiesewetter) 10:00am-1:00pm \$15 1 sess.

**SPANISH** **501975**  
Sat., Sept. 12 Langara (Uriol) 10:00am-1:00pm \$15 1 sess.

**JAPANESE** **501976**  
Sat., Sept. 12 Langara (Hanagata) 10:00am-1:00pm \$15 1 sess.

# LAW

**LEGAL ASPECTS OF BUYING A HOUSE** **502203**  
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. (Morris) \$20  
Wed., Oct. 14 K.E.C. 7:00-9:00 p.m. 1 session

**DEALING WITH I.C.B.C.** **502204**  
Explore the fundamentals of dealing with I.C.B.C. when you have a claim. You will discuss the philosophy behind coverage and insurance and what to do with a property damage and personal injury claim. Other topics include obtaining legal representation, how to deal with an adjuster and breaches in coverage such as drinking and driving. (Morris) \$20  
Wed., Oct. 21 K.E.C. 7:00-9:00 p.m. 1 session

**STEVEN MORRIS is a Barrister and Solicitor, General Litigation practice.**

**CUSTODY, ACCESS AND MAINTENANCE IN MATRIMONIAL AND COMMON-LAW RELATIONSHIPS** **502201**  
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. (Senniwi) \$25  
Mon., Oct. 5 K.E.C. 7:00-9:30 p.m. 1 session

**DO IT YOURSELF DIVORCE** **502202**  
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. (Senniwi) \$25  
Mon., Nov. 2 K.E.C. 7:00-9:30 p.m. 1 session

**WILLS** **\*\*NEW\*\*** **502205**  
When and why do you need a will — and what should you think about before having one drawn up? This course is designed to answer those questions, as well as guide you in preparing your own will. It also outlines the responsibilities of an executor or the administrators of an estate, and what happens when a person dies without a will. (Senniwi) \$25  
Mon., Sept. 28 K.E.C. 7:00-9:30 p.m. 1 session

**DEBT COLLECTION** **\*\*NEW\*\*** **502206**  
Are you or your business plagued by debts that aren't being paid, and you don't know what to do about it, and don't want the expense of hiring a lawyer? This is a step-by-step course explaining how to get a legal judgement on your debt, and how to execute on that judgement and get the cash back where it belongs. (Senniwi) \$25  
Mon., Oct. 19 K.E.C. 7:00-9:30 p.m. 1 session

**PREPARE YOUR OWN SEPARATION AGREEMENT** **\*\*NEW\*\*** **502207**  
Whether or not you decide to retain a lawyer to assist you with a divorce or separation agreement, this course can save you time, money and aggravation by helping you plan the items that you will need to cover in a separation agreement and suggesting ways that issues can be resolved. (Senniwi) \$25  
Mon., Oct. 26 K.E.C. 7:30-9:30 p.m. 1 session

**DONNA SENNIWI has been practising law since 1981 and is qualified in both British Columbia and Alberta. She initially worked in the areas of corporate and commercial law and wills and estates, and now conducts a court-related practice dealing mostly in matrimonial and child support matters.**

# MUSIC

## APPRECIATION AND THEORY

**JAZZ IMPROVISATION** **502511**  
An in-depth study of the relationship between scales and chords, utilizing the jazz ' shorthand ' approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution. Also included will be an analysis of several standards, blues, and contemporary jazz works. Students must be able to read music, and have a knowledge of all major scales. (Keenan) \$65  
Thurs., Sept. 24 K.E.C. 6:00-8:00 p.m. 10 weeks

**JAZZ THEORY** **502512**  
Serves as an introductory course to jazz improvisation. Study scales and chords utilizing the jazz shorthand approach to theory including a study of the blues and some of the jazz standards. Pre-requisite: desire to learn basics of improvisation and a general knowledge of rudiments. (Keenan) \$40  
Thurs., Sept. 24 K.E.C. 8:00-9:00 p.m. 10 weeks

**GARY KEENAN is a Vancouver freelance musician. He has been active in the jazz scene for the past 10 years.**

**MUSIC APPRECIATION** **502514**  
Course introduces the prominent styles and features of classical music so that the new listener can feel comfortable and aware when listening to concerts or recordings. Recorded music is an important feature of every lecture. (Stanfield) \$70  
Wed., Sept. 23 K.E.C. 8:00-10:00 p.m. 10 weeks

**NORMAN STANFIELD received his M.Mus. from U.B.C. He is a specialist in ethnomusicology.**

**MUSIC THEORY** **502515**  
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. (Buriak) \$65  
Thurs., Sept. 24 K.E.C. 6:00-8:00 p.m. 10 weeks

**CLASSICAL? ACCESSIBLE!** **502526**  
Designed for those who know some classical music and want to hear more. You will develop a music vocabulary, define personal likes and dislikes, and acquire the resources to explore the world of classical music without trepidation. Each session will include information, discussion, and listening. Course of particular interest to those people building a record library. (Buriak) \$50  
Mon., Sept. 21 K.E.C. 8:00-10:00 p.m. 10 weeks

**EVELYN BURIAK received her musical training at U.B.C. Her specialization is classical music, particularly the Baroque era.**

## COMMERCIAL MUSIC

**SYNTHESIZER ARTS I** **102604**  
Explore the principles of sound; synthesis of sound; digital sampling of sound, the use of the computer in music; and work towards computer composition by the end of the course. All materials will be supplied by the instructor, including synthesizers, drum machines, and computers. (Reid) \$80  
Mon., Sept. 21 K.E.C. 6:00-8:00 p.m. 10 weeks

**SYNTHESIZER ARTS II** **102605**  
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. (Reid) \$80  
Mon., Sept. 21 K.E.C. 8:00-10:00 p.m. 10 weeks

**SYNTHESIZER ARTS III** **102610**  
Semi-private instruction in the computer lab. Class size will be limited to three. Further instruction in programming and interfacing, and multi-track composition with MIDI. Times to be arranged at the mutual agreement of the three students. (Reid) \$130  
2 hours 10 sessions

**LIVE SOUND ENGINEERING** **102606**  
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. (Reid) \$80  
Thurs., Sept. 24 K.E.C. 9:00-11:00 p.m. 10 sessions

**GREG REID is a multi-talented musician. In addition to performing with Shari Urlich, he is one of Vancouver's leading sound engineers and computer music specialists.**

**THE BUSINESS OF MUSIC** **102603**  
This new course introduces students to the complexities of the business side of music and ways to manage a profitable career in music. Among the topics covered are: financing/budgeting, taxation/tax shelters, promotion/advertising, contracts, licencing/law, copyright, performer organizations/unions, recording/radio/television/film industries, concerts, and teaching. (Smith) \$75  
Sat., Sept. 19 K.E.C. 10:00 a.m. - 4:00 p.m. 6 weeks

## ENSEMBLES

**WOMEN'S SWING CHOIR** **502523**  
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. (Larter) \$50  
Tues., Sept. 22 K.E.C. 6:00-8:00 p.m. 8 weeks

**WOMEN'S VOCAL ENSEMBLE** **502524**  
A choral ensemble for the more experienced choir member or vocalist. All musical styles will be explored and emphasis on Pop and Jazz. Small ensembles will be open to those interested. Entrance by audition. Piano, bass, and drums are also needed. (Larter) \$90  
Tues., Sept. 22 K.E.C. 8:00-10:00 p.m. 17 weeks

**STAGE BAND** **502525**  
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. (Quarin) \$65  
Sat., Sept. 26 K.E.C. 10:00 a.m. - 12 noon 10 sessions

**DAVE QUARIN is a 'big band' expert. He has conducted and performed with bands throughout North America.**

## INSTRUMENTAL MUSIC

**FLUTE I** **502505**  
Introduces you to tone production, notation, and basic playing skills, involving some ensemble work. Bring your flute. (Cory) \$40  
Tues., Sept. 22 K.E.C. 6:00-7:00 p.m. 10 weeks

**FLUTE II** **502506**  
For those who have previously completed Flute I, or can play up to two octaves. Some ensemble work. Bring your flute. (Cory) \$40  
Tues., Sept. 22 K.E.C. 7:00-8:00 p.m. 10 weeks

**FRED CORY received his Diploma in Musical Arts from V.C.C. in 1983 studying both classical and jazz flute. He has performed and taught regularly in Vancouver in recent years.**

**GUITAR: BEGINNERS** **502507**  
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. (MacDermot) \$65  
Thurs., Sept. 24 K.E.C. 6:00-8:00 p.m. 10 weeks

**GUITAR: INTERMEDIATE** **502508**  
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. (MacDermot) \$65  
Thurs., Sept. 24 K.E.C. 8:00-10:00 p.m. 10 weeks

**PAUL MacDERMOT — After completing a Diploma in Musical Arts in Vancouver, Paul MacDermot moved to Amsterdam where he studied at the Netherlands Conservatory of Music.**

**GUITAR: JAZZ-ROCK IMPROVISATION** **502509**  
Develop solo lines, expand chord vocabulary and jazz-rock rhythms. Prerequisite: knowledge of basic chords (some bar chords) and theory such as major scales. (Jahnke) \$40  
Mon., Sept. 21 K.E.C. 8:00-9:00 p.m. 10 weeks

**GUITAR: JAZZ-ROCK IMPROVISATION — INTERMEDIATE** **502510**  
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. (Jahnke) \$40  
Mon., Sept. 21 K.E.C. 9:00-10:00 p.m. 10 weeks

**DARYL JAHNKE studied at V.C.C., majoring in jazz and commercial music, and has performed as a freelance musician in Vancouver for several years.**

**RECORDER: BEGINNER** **502533**  
Handling the recorder; producing sound; learning the names of the notes and their fingerings on the instrument; rhythm; simple melodies; and playing in small ensembles. Students should have an alto recorder and Method for the Recorder, Part I For Alto, by Mario Duschenes. (Tunnaciff) \$40  
Mon., Sept. 21 K.E.C. 6:00-7:00 p.m. 10 weeks

**RECORDER: INTERMEDIATE** **502534**  
This level is for those who have mastered the material, or equivalent, in Recorder: Beginners. The class covers a review of rudiments; breathing; playing the different sizes of recorders; playing in tune; emphasis on performance; ensembles from duets to full choir. Students should bring an alto recorder plus one or more of the other range instruments. Music will be provided. (Tunnaciff) \$40  
Mon., Sept. 21 K.E.C. 7:00-8:00 p.m. 10 weeks

**TREVOR TUNNACIFFE studied for two years in the V.C.C. Music Department, before completing his B. Mus. at the University of British Columbia. He is an early music specialist, and a member of the Baroque ensemble 'Spheres'.**

**SAXOPHONE: BEGINNERS** **502519**  
Learn proper holding, breathing, tone, and basic playing skills to start you on your way. (Diggins) \$40  
Wed., Sept. 23 K.E.C. 6:00-7:00 p.m. 10 weeks

**SAXOPHONE: INTERMEDIATE** **502520**  
'Brush up' or improve your reading ability. Also some solo lines and riffs will be analysed 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. (Diggins) \$40  
Wed., Sept. 23 K.E.C. 7:00-8:00 p.m. 10 weeks

## PIANO

**CLASS JAZZ PIANO** **502504**  
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. Enrollment limited to 8 per class. (Fraser) \$65  
Wed., Sept. 23 K.E.C. 6:00-7:00 p.m. 10 weeks  
Sat., Sept. 23 K.E.C. 7:00-8:00 p.m. 10 weeks

**CLASS JAZZ PIANO INTERMEDIATE** **502531**  
A continuation of the beginners course, with emphasis on reading, and chording skills. Enrollment limited to 8 per class. (Fraser) \$65  
Wed., Sept. 23 K.E.C. 8:00-9:00 p.m. 10 weeks

**HUGH FRASER is one of Vancouver's finest young professionals. After studying at V.C.C. and in New York, he formed, and is currently leader of, the Vancouver Ensemble for Jazz Improvisation (V.E.J.I.)**

**PIANO I FOR BEGINNERS** **502517**  
Class instruction on individual pianos. Learn notation, basic playing skills, and chording techniques. Students should have access to piano for home practice. Enrollment limited to 8 per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. (Greene) \$65  
Thurs., Sept. 24 K.E.C. 6:00-7:00 p.m. 10 weeks  
Thurs., Sept. 24 K.E.C. 7:00-8:00 p.m. 10 weeks

**PIANO INTERMEDIATE** **502518**  
Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrollment limited to 8 per class. Seniors discount not available due to limited enrollment. (Greene) \$65  
Thurs., Sept. 24 K.E.C. 8:00-9:00 p.m. 10 weeks

**ALISON GREENE received her musical training at the Trinity College of Music in England, and University of Western**



## 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.

## VOCAL MUSIC

### VOCAL COACHING

502521

Group and private lessons are combined. Develop strength, extension of range and vocal ease in performance. Admission with instructor's approval. (Mon. - Newman, Wed. - Brauner) \$130  
Mon., Sept. 21 K.E.C. 6:00-8:00 p.m. 10 sessions  
Wed., Sept. 23 K.E.C. 6:00-8:00 p.m. 10 sessions

**JOYCE NEWMAN** has studied in Canada, England and Denmark, and has performed in professional engagements on many stages. She was the innovator of the voice workshop concept for V.C.C. in 1975.

**CAROL BRAUNER** studied voice and vocal pedagogy in Germany, England, and Canada. She has been with the V.C.C. Continuing Education Program since 1980, and is currently the Secretary of the Vancouver Chapter of the National Association of Teachers of Singing. (NATS)

### VOCAL PRODUCTION

502522

Basic singing techniques with emphasis on breathing, support, resonance, and tone quality. Ideal for those singing in a Church or community choir. (Gronsdal Powell) \$45  
Thurs., Sept. 24 K.E.C. 6:00-7:00 p.m. 10 weeks

**MARILYN GRONSDAL POWELL** is a member of the Vancouver Chamber Choir. She has studied voice and vocal pedagogy extensively for the past several years.

## NATURAL HISTORY COURSES AND TRAVEL TOURS

### NATURAL HISTORY COURSES

#### OKANAGAN NATURAL HISTORY WEEKEND

502807

Explore the pine forests, sage-brush 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 studies of life at the Haines Lease Ecological Reserve. Carpool expenses and accommodation at \$15/night (double occupancy) are extra. \$45  
ORIENTATION: Tuesday, November 3, 1987; 7:30 p.m.; K.E.C.  
TRIP: November 7, 8 & 9  
LEADERS: **SYD CANNINGS**, Curator, Museum of Entomology, U.B.C.  
**DAVID SHACKLETON**, Professor, U.B.C.  
**AL PEATT**, Biologist, Canadian Wildlife Service

#### INDIAN ARM NATURAL HISTORY CRUISE

502804

Explore a spectacular paradise close to home! Cruise Indian Arm in a 68 foot deluxe motor sailer, 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. Aquarium members: \$70; non-members: \$75  
ORIENTATION: Wednesday, October 21, 1987; 7:30 p.m.; K.E.C.  
TRIP: Saturday, October 31, 1987; all day

**MARJA DE JONG WESTMAN**, Marine Biologist, Capilano College.

### NATURE PHOTOGRAPHY

502806

Capture Vancouver's nature scenes both on land in Stanley Park and under water at the Vancouver Aquarium. Learn basic photography techniques, and hints and equipment for nature photography. The course is "aimed" at beginners in nature photography. Students should have access to a 35 mm single lens reflex camera with interchangeable lenses. Course includes four lectures, one critique session and two field trips around Stanley Park and Aquarium displays. (Larsen)  
Aquarium members: \$55; non-members: \$65  
Thursdays, September 24, October 1, 8, & 15; 7:00-9:00 p.m.; Vancouver Aquarium.  
Saturdays, October 3, 17 & 24; mornings

**FINN LARSEN** is a professional photographer, biologist, and an aquarist at the Vancouver Aquarium.

### QUEEN CHARLOTTE ISLANDS

502808

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. 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 Ninists 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. Cruise on motor sailer, Island Roamer. \$1645 (includes tuition \$150.00).  
ORIENTATION: Wednesday, June 1, 1988; 7:30 p.m.; K.E.C.  
TRIP: June 10 - 17, 1988

### GULF ISLANDS NATURAL HISTORY SAILING TRIP

502803

Aboard the luxurious yacht, ISLAND ROAMER, cruise the ecological reserves, marine parks, and areas of historic interest in the Gulf Islands. You will 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. \$360 (includes tuition \$110.00). Biologists accompany trip.  
ORIENTATION: Wednesday, May 11, 1988; 7:30 p.m.; K.E.C.  
TRIP: May 21 - 23, 1988

### WHALES, EAGLES AND TOTEMS

502809

Tour the waters and lands of Johnstone Strait. Enjoy a stimulating introduction to British Columbia's rich and diverse marine life and the unique Kwaguitl Indian Culture. Johnstone Strait teems with life at this time of year — seabirds, bald eagles, seals, sea lions, Dall's porpoise, and minke, grey and killer whales — not to mention the thousands of marine invertebrates smothering the seashores. Observe whales, listen to their underwater sounds, beachcomb, explore a virgin coastal rainforest, and study the sites of abandoned native villages. Cost includes accommodation, bus travel, boat charter and food. Anthropologist and biologist accompany tour. \$425 (includes tuition \$140.00).  
TRIP: September 1 - 4, 1988  
LEADERS: **MARGARET HOLM**, Anthropologist, Museum of Anthropology, U.B.C.  
**MARJA DE JONG WESTMAN**, Marine Biologist, Capilano College.

### NATURAL HISTORY FOR WALKERS AND HIKERS

502805

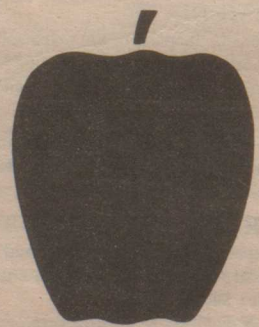
Enhance your out-of-door days! Learn about landforms, the natural history of common plants and animals, and the ecological associations of southwestern B.C.'s diverse life zones. Learn from experienced naturalists through illustrated lectures and field trips to Boundary Bay, Reifel Waterfowl Refuge, Lighthouse Park and Cypress Bowl. \$65 **NANCY BUCK - BIOLOGIST** - Vancouver Aquarium.

Tuesdays, September 29, October 6, 13, 20, 27, 1987; 7:30 p.m.; K.E.C.  
FIELD TRIPS: Sundays, October 4, 18, 25, 1987 mornings

### COASTAL FREIGHTER TRIP

502802

Explore the culturally, biologically and historically-rich B.C. coastline on a six day/six night cruise aboard the 175' coastal freighter, CHILCOTIN PRINCESS. The weekly service provided by the freighter covers over 25 isolated communities and camps scattered along the coast. Accompanying biologist and anthropologist will conduct field studies along the way. Stops include Bella Bella, Namu, Kingcome Village, Alert Bay and Middledenatch Island. Accommodations are comfortable and the trip promises to be a special educational, sea-going adventure for passengers. \$1515 (includes tuition fee \$200.00).  
ORIENTATION: Wednesday, April 6, 1988; 7:30 p.m.; K.E.C.  
TRIP: April 20 - 26, 1988



## NATURAL HISTORY TRAVEL TOURS

### THE NATIONAL PARKS OF COSTA RICA

504613

Costa Rica is a tiny country with an incredibly diverse natural history and a remarkable system of national parks — 14 of them, comprising over 10% of the area of the country. On this tour you will visit four of the parks and two smaller reserves. Our itinerary includes the volcanic crater of Mount Poas, the lush marshes and dry forests of Palo Verde, the rich cloud forests of Monteverde, Dr. Alexander Schutch's Los Cusinos ranch-reserve near San Isidro, and two of the most remote and beautiful of all tropical wilderness parks, Corcovado on the Pacific coast and Tortuguero on the Caribbean. Orchids, heliconias, and other tropical flowers are everywhere; animals likely to be seen include manatees, anteaters, howler monkeys, sloths, and poison-arrow frogs. Birders could see over 400 species, including Jabiru, Resplendent Quetzal, Scarlet Macaw, and 50 species of hummingbirds. COST: \$3095 \* subject to change (includes tax-deductible tuition of \$450)  
ORIENTATION: Monday, December 7, 1987; 7:30 p.m.; K.E.C.  
TRIP: February 13 - 28, 1988  
LEADER: **DICK CANNINGS**, Biologist, Curator, Vertebrate Museum, U.B.C.

### AUSTRALIA'S TROPICS AND DESERTS

504614

Experience the diversity of Australia's northern tropics and central desert on this exciting tour, specifically designed for the curious naturalist. We will seek out platypus, kangaroos, koalas, nocturnal marsupials, crocodiles and other fascinating denizens of this isolated continent. For the birder, this trip offers up to 400 species! The trip begins in Queensland, where we see the coral paradises of Green and Heron Islands and the exotic rain forests of the north coast, cruise the mangrove swamps of the Noosa River and visit Binna Burra, a mountain retreat in Lamington National Park. Leaving Queensland, we fly to Alice Springs and Ayers Rock. Our adventure ends with a flight north to the fabulous tropical wetlands and savannas of Kakadu National Park.

COST: \$4600 \* subject to change (includes tax-deductible tuition of \$555)  
ORIENTATION: Thursday, November 26, 1987; 7:30 p.m.; K.E.C.  
TRIP: October 15 to November 5, 1988  
LEADERS: **SYD CANNINGS**, Curator, Museum of Entomology, U.B.C.

**MARJA DE JONG WESTMAN**, Marine Biologist, Capilano College.

\*Travel tour costs include: airfare, accommodation, most meals and resource biologists.

For more information, please call  
Great Expeditions, 263-1505

## PERSONAL ENRICHMENT

### GOAL SETTING AS A SKILL

503406

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. (McGratten) \$40  
Wed., Oct. 7 K.E.C. 7:00-9:00 p.m. 4 weeks

**HELEN MCGRATTEN** has been interested in personal growth and development counselling for the past seven years in Canada and the USA.

### MAKING-UP — IT'S EASY TO DO

503420

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 towel, mirror, and make-up kit. (Davids) \$30  
Sat., Oct. 24 K.E.C. 9:30 a.m.-3:30 p.m. 1 session

**ELLEN DAVIDS** is a licensed Esthetician.

### AN INTRODUCTION TO ZEN MEDITATION

503425

This workshop is set up to teach Zen Meditation to the complete beginner. The initial meditation instruction will be further clarified by talks on different aspects of meditation in daily life and a slide show on Zen training at a Buddhist monastery. Please wear loose clothing and bring a firm cushion. (Glass) \$25  
Sat., Oct. 24 Langara 9:30 a.m. - 4:30 p.m. 1 session

**GEOFFREY GLASS** studied Zen for 7 years at a Buddhist monastery in California and has given workshops and retreats in several cities in Western Canada in recent years.

### THE RELIGION OF MAN

504101

The Pacific Interfaith Association believes it is important that we come to an appreciation of each other's traditions, background and heritage. This course will examine 3 major religions: Sikhism, Judaism and Islam. Included in the course will be a visit to each place of worship. (Various instructors) \$15  
Tues., Sept. 22 Langara 6:00-8:00 p.m. 6 weeks

### ASSERTIVENESS TRAINING

503417

Explore the nature and value of assertive behaviour and the role it plays in the development of confidence and self-esteem. Here's an opportunity to practice your assertiveness skills in a safe and supportive environment. (Hall) \$50  
Mon., Sept. 21 Langara 8:00-10:00 p.m. 8 sessions

**PEGGY HALL** has designed and presented workshops on personal and professional development throughout the province.

### TRACE YOUR FAMILY TREE

103414

You will complete a personal research plan, utilizing libraries, institutions, obvious and obscure sources, and finding aids. Learn to solve special problems relating to the country of your "Roots." Extensive hand-out material with basic information and filing system will be supplied. Bring a lunch. (Leduc) \$25  
Sat., Oct. 24 Langara 9:30 a.m. - 4:30 p.m. 1 day

**ADRIENNE LEDUC** is the author of *ON THE TRAIL OF ANCESTOR ANTOINE* and other genealogical articles.

### LEARN TO MEDITATE

503409

Learn how meditation can improve your life and bring more joy. Each week you will learn new techniques to cover related topics. (Runkel) \$20  
Tues., Sept. 22 Langara 8:00-9:00 p.m. 4 weeks

### LIFESATTER SEMINAR

503426

Discover the 3 ways you hold yourself back; the 10 conditions which can interfere with your performance and what you can do about it. Learn the 4 phases of the change process and how they apply to you. Determine your priorities and goals, and how to redirect your time, energy and interest toward achieving those goals. Determine direct actions that will give you the results you want. Fee includes all materials. (Tallman) \$65  
Sat., Oct. 3 V.V.I. 9:00 a.m. - 4:00 p.m. 1 session

**JAMES TALLMAN, B.A.**, has over 10 years in the corporate training field, writing and lecturing for business and industry.

### RELATIONSHIPS — THE ART OF KNOWING YOURSELF AND OTHERS

503413

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) \$10.00  
Thurs., Sept. 14 Langara 7:00-9:00 p.m. 1 session

### SPEECHMAKING — DO THE THING YOU FEAR TO DO

503424

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) \$60.00  
Tues., Sept. 22 Langara 8:00-10:00 p.m. 10 weeks

### SELF ESTEEM AND UNDERSTANDING: HOME IS WHERE WE START FROM

503423

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) \$10.00.  
Thurs., Oct. 22 Langara 7:00-9:00 p.m. 1 session



## PHOTOGRAPHY

These photography courses are designed for the serious amateur, for those who use photography in their work or for those employed in the photographic industry. Courses can be taken for general interest or for credit towards the Business Administration Certificate offered by Continuing Education. The photography courses are taught by working professionals in fully equipped studios and darkroom facilities using professional equipment. The classes are limited in size. Registration at Focal Point (4474 West 10th Avenue) will be held from 11:00 a.m. - 4:30 p.m., Tuesday through Saturday beginning Sept. 8th. Evening registration will be from 7:00 p.m.-9:00 p.m. on Sept. 8th and 9th ONLY. For further information please call 224-3636.

### BASIC PHOTOGRAPHY

300101

Learn to operate a 35 mm camera! Through lectures, workshops, field trips & critiques, the students will learn basic photographic principles and some black & white darkroom procedures. (Hayes) \$110  
Mon., Sept. 21 Focal Point 7:00-10:00 p.m. 10 weeks  
Tues., Sept. 22 Focal Point 12:30-3:30 p.m. 10 weeks  
Tues., Sept. 22 Focal Point 7:00-10:00 p.m. 10 weeks

**SUSAN HAYES B.F.A., M.F.A.** — Commercial photographer specializing in brochure designs and slide presentations.

### INTERMEDIATE PHOTOGRAPHY

300103

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) \$125  
Mon., Sept. 21 Focal Point 7:00-10:00 p.m. 10 weeks  
Tues., Sept. 22 Focal Point 12:20-3:30 p.m. 10 weeks  
Tues., Sept. 22 Focal Point 7:00-10:00 p.m. 10 weeks

**MONTY SHELDAAN, C.A.P.I.C.** — A commercial photographer and graphic designer who specializes in the design and implementation of advertising programs.

**DAVE MILLIGAN, B.Ed.** — An accomplished outdoor and nature photographer with a wide range of commercial experience from product work to fashion.

### BASIC DARKROOM

300102

Learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, and print finishing techniques. (Swinnard) \$120  
Wed., Sept. 23 Focal Point 7:00-10:00 p.m. 10 weeks  
Sat., Sept. 26 Focal Point 10:00 a.m.-1:00 p.m. 10 weeks  
Sat., Sept. 26 Focal Point 1:30-4:30 p.m. 10 weeks

### INTERMEDIATE DARKROOM

300104

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" or equivalent. (Swinnard) \$125  
Thurs., Sept. 24 Focal Point 7:00-10:00 p.m. 10 weeks

**DAVE SWINNARD, B.Sc.** — Working commercially as an architectural and industrial photographer and also a darkroom specialist.

### PHOTO RETOUCHING

300110

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) \$115  
Wed., Sept. 23 V.V.I. 7:00-10:00 p.m. 10 weeks

**MARY JENSEN, P.P.O.C.** — A professional portrait photographer and retoucher working independently.

### FASHION PHOTOGRAPHY

300117

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) \$175  
Wed., Sept. 23 Focal Point 7:00-10:00 p.m. 10 weeks

**JANE WIETZEL, B.Ed., C.A.P.I.C.** — Emerging as one of Vancouver's top fashion photographers, trained in Europe and has both national and international clients.

**DIANE GAGNE** — One of Vancouver's top models, with assignments on a national and international level.

### PHOTOJOURNALISM

300108

Learn to use a photograph or a series of photographs to tell a story. Technical emphasis is on the ability to use photographic equipment and materials quickly, confidently and efficiently in any situation. Picture editing, legal and ethical questions, production and post-production techniques, staging and framing and working to specifications are some of the subjects to be covered. Prerequisite — Intermediate Photography 2000 or equivalent. (Bennett) \$175  
Thurs., Sept. 24 Focal Point 7:00-10:00 p.m. 10 weeks

**PETER BENNETT** — Freelance photojournalist with assignments not only nationally but internationally.

### HAND TINTING PHOTOGRAPHS

300111

Explore the techniques of photo-tinting and colour theory. Techniques include applications of various mediums to appropriate photographic papers. Register at V.V.I. (Hawkes) \$55  
Sat., Oct. 24, 31 V.V.I. 9:00 am-4:00 pm 2 days

**KIKU HAWKES** — A local photographer artist who specializes in the handtinting of historical and contemporary black and white photographs.



### TRAVEL PHOTOGRAPHY WORKSHOP

300106

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) \$90  
Sat. Sept. 26 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo  
Sun., Sept. 27 Focal Point T.B.A. Fieldtrip  
Sat., Oct. 17 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Critique

**PETER BENNETT** — Freelance photojournalist with assignments nationally and internationally.

### BASIC VIDEO

300112

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, audio/sound recording, story boarding, simple editing techniques, lighting, tiling, 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) \$90  
sat., Oct. 3 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo

Sun., Oct. 4 Focal Point 10:00 a.m. - 4:00 p.m. Workshop  
Sat., Oct. 18 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Critique

**DIRK DEJAGER** — A former news and studio cameraman who now has his own video production company.

### PHOTOGRAPHIC STYLING

300109

This hands-on, participation workshop will teach the various techniques and tricks used in styling photographs. Three of Vancouver's top professional stylists will lecture and demonstrate on how to make your photographs have that "Professional Look". Eileen Dwilless, will demonstrate techniques used in the preparation and presentation of food for photography. Tracey Pincott, will lecture and demonstrate with a model ways of stylizing and accessorizing clothing so that it looks best for the client and the photograph. Rob Scott, will demonstrate ways to go about obtaining that right prop or location that will make your photograph stand out from all the others and to tie it all together. Monty Sheldan, will be present to discuss any technical questions that may arise and also to participate in the final critique of the student assignments. Students must have completed Intermediate Photo 2000 or equivalent. (Sheldan, Dwilless, Pincott, Scott) \$175  
Sat., Oct. 24 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo

Sun., Oct. 25 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo  
Sat., Oct. 31 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo  
Sat., Nov. 14 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Critique

**MONTY SHELDAAN, C.A.P.I.C.** — A commercial photographer and graphic designer who specializes in the design and implementation of advertising programs.

**EILEEN DWILLESS** — Freelance food stylist, and consultant for Western Living magazine.

**TRACEY PINCOTT** — Freelance fashion stylist, co-ordinator for photography and film.

**ROB SCOTT** — Of Robert J. Scott Productions, a full service styling agency handling print, television and film accounts.

## PRINTING PRODUCTION

### INTRODUCTION TO PRINTING PRODUCTION

051201

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. (Ayles) \$70  
Mon., Sept. 21 V.V.I. 7:00-9:00 p.m. 10 weeks

**TED AYLES** has been working in the Printing Industry for 15 years.

register  
3 ways



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



## R-2000 TECHNOLOGY

### R-2000 WHAT YOUR NEXT HOME COULD BE/HOMEOWNERS 500408

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 levels 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. \$30  
Sat., Oct. 17 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session

### R-2000 WHAT YOUR NEXT HOME COULD BE/BUILDERS 050202

R-2000 Builders' 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 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. \$185  
Tues./Thurs., Nov. 3, 5 K.E.C. 7:00-10:00 p.m.  
Tues./Thurs., Nov. 10, 12 K.E.C. 7:00-10:00 p.m.  
Sat., Nov. 7 K.E.C. 9:00 a.m. - 4:00 p.m.  
Sat. Nov. 14 K.E.C. 9:00 a.m. - 4:00 p.m.  
26 HOURS TOTAL 6 SESSIONS

### R-2000 BUILDERS CERTIFICATE PROGRAM UPDATE 050203

Course designed for qualified R-2000 builders only. \$60  
Sat., Nov. 21 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session

## REAL ESTATE

### BUYING A CONDOMINIUM 500701

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

(Fanaken) \$20  
Sat., Oct. 3 K.E.C. 9:00 a.m. - 12:00 p.m. 1 session

### CONDOMINIUM OPERATIONS AND MANAGEMENT 500702

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. (Fanaken) \$20  
Sat., Oct. 17 K.E.C. 9:00 a.m. - 12:00 p.m. 1 session

### STRATA COUNCIL ADMINISTRATION SIMPLIFIED \*\*NEW\*\* 500707

If you are on a strata council, chances are great that you often have a hard time solving problems because of the many inadequacies of the Condominium Act of B.C. You are like many other strata councillors and property managers who daily struggle with loopholes, ambiguities, inconsistencies and other assorted potholes in the legislation. Here is a course designed to assist those persons by identifying the problems and by offering dozens of practical ideas and solutions. (This course is not intended for new purchasers of condominium strata lots.) (Fanaken) \$50  
Sat., Nov. 14 K.E.C. 9:00 a.m. - 4:30 p.m. 1 session

**GERRY FANAKEN** — President of a property management company in Vancouver and author of two books on condominium administration.

### DEALING IN REAL ESTATE 500703

A thorough examination of all aspects of real estate transactions for residential property, with emphasis on laws, financing, construction and how to determine value. (Kurschner) \$65  
Wed., Sept. 23 V.V.I. 7:00-9:30 p.m. 7 weeks

**MARK A. KURSCHNER BA, LL.B.**, is a practising lawyer specializing in commercial and real estate law.

### TENANT AND PROPERTY MANAGEMENT 500705

For owners of rental houses, single suites and small apartment buildings, learn the essentials of profitable management, tenant screening techniques, good tenant relations and the Residential Tenancy Act. (Pink) \$45

Sat., Oct. 10 Langara 10:00 a.m. - 3:00 p.m. 1 day  
Sat., Sept. 26 V.V.I. 10:00 a.m. - 3:00 p.m. 1 day

**BRIAN PINK, B.A.** is a business programmer for Continuing Education.

### LEGAL ASPECTS OF BUYING A HOUSE 502203

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. (Morris) \$20  
Wed., Oct. 14 K.E.C. 7:00-9:00 p.m. 1 session

**STEVEN MORRIS** is a Barrister and Solicitor, General Litigation practice.

### CONDOMINIUM BYLAWS, DISPUTES AND ARBITRATION 500706

Strata Corporations establish bylaws and regulations from which disputes arise between owners and the Strata Council or between two or more owners. These can be resolved by arbitration under the Condominium Act. (Collins) \$20  
Sat., Oct. 31 K.E.C. 9:30 a.m. - 12:30 p.m. 1 session

**ANTHONY COLLINS FRICS, C.Arb, FCIArb**, is a commercial arbitrator and mediator. He is the principal of PACIFIC RIM ARBITRATION and ALTERNATIVE DISPUTE RESOLUTION.

## RECREATION

### GOLF — BEGINNERS — EXCURSION \*\*NEW\*\* 504026

Have a day of golf. Come out and receive instruction in the morning on the 'how to' of golf; keeping score, basic rules, some strategy, ie. what clubs do what; situations, how to act; golf etiquette and behaviour, how to chip a ball (possible short pitch). Lunch 12 to 1 p.m. Golf 18 holes supervised by the instructor. Min. 12 students. \$35

Sat., Sept. 12 Langara 10:00 a.m. - 6:00 p.m. 1 session  
Sat., Sept. 19 Langara 10:00 a.m. - 6:00 p.m. 1 session  
Sat., Sept. 26 Langara 10:00 a.m. - 6:00 p.m. 1 session

### SHIATSU I 504005

A practical course, with the emphasis on relief of stress and tension using pressure points and gentle stretches to the body's energy flows. Some history and theory of this effective Japanese system of acupressure will be included. Bring a blanket or mat, and be prepared to relax and enjoy yourself. Light lunch included. (Thomas) \$30

Sat., Sept. 26 Langara 9:30 a.m. - 4:30 p.m. 1 day  
Sat., Oct. 24 Langara 9:30 a.m. - 4:30 p.m. 1 day  
Sat., Nov. 21 Langara 9:30 a.m. - 4:30 p.m. 1 day

### SHIATSU II 504006

Completion of this course, in combination with Shiatsu I, will give participants a complete Shiatsu treatment to offer family and friends. Both courses offer self-shiatsu techniques to relax and revitalize. \$30 If students register in both courses, the total cost will be \$55.00

Sat., Oct. 3 Langara 9:30 a.m. - 4:30 p.m. 1 day  
Sat., Oct. 31 Langara 9:30 a.m. - 4:30 p.m. 1 day  
Sat., Nov. 28 Langara 9:30 a.m. - 4:30 p.m. 1 day

### WADO-RYU KARATE 504016

Combine in one pursuit an absorbing art, an exciting sport and a complete method of self-defense that teaches speed, agility and calm. Safe and effective, it can be practised by either sex and any age group. (Beemer) \$75  
Wed., Sept. 9 Langara 6:00-8:00 p.m. 10 sessions

### TAI CHI CHUAN — INTRODUCTION 504007

Learn the venerable art which emphasizes the integration of the mind with the body through developing balance, rhythm, speed, body posture, and coordination of body movements. (Wang) \$70  
Fri., Sept. 25 Langara 6:00-8:00 p.m. 8 weeks

### TAI CHI CHUAN — PUSH HANDS 504022

Wang-do Push Hands system teaches all the combined internal styles (Tai-Chi, Pa-Kua, Hsing-I) that have perfected the technique of self-defense. Class will emphasize flexibility, quick movement and the development of Ching! (Wang) \$70

Sat., Sept. 26 Langara 9:00-11:00 a.m. 8 weeks

### WEN DO 504015

An effective system of self-defense for women in public, personal and social situations. Learn awareness, action avoidance and how to deal with harassment. Bring an old cushion. (Miller) \$45

Wed., Sept. 23 Langara 6:00-8:00 p.m. 6 weeks

### AFRO JAZZ DANCE \*\*NEW\*\* 504020

Planning a Caribbean trip or a visit to Brazil and need to have a good basic knowledge of AFRO Caribbean Dance. Learn Calypso, Mambo, Samba, Tango and exciting dance combinations that can be used for popular music. (Thelma Towns) \$65

Sat., Sept. 26 Langara 11:00 a.m. - 1:00 p.m. 10 sessions

### FITNESS: BROADENING THE VISION 504025

The Second Annual Provincial Fitness Conference is presented by the Fitness Branch of the B.C. Recreation and Parks Association in cooperation with Vancouver Community College Continuing Education and Reebok Canada. The conference is designed to address the needs of health professionals wishing to meet the diverse challenges of a rapidly changing fitness industry. (Thero, Chartier, Clippinger) FEE: \$60 member. \$80 non-member. \$10 early registration deduction  
Fri./Sat., Oct. 2/3 Langara A130 2 sessions

For further information, please contact the BCRPA offices, at 688-4216, or Continuing Education Division, Langara Campus 324-5322.

## RECREATION FACILITIES MANAGEMENT

Vancouver Community College and the British Columbia Institute of Technology are pleased to announce the transfer of the RECREATION FACILITIES MANAGEMENT certificate program for part-time studies to the Continuing Education Division, Vancouver Community College. Credits earned at B.C.I.T. in this program are transferable to Vancouver Community College. For more information and brochure telephone 875-8200.

### RECREATION FACILITIES MANAGEMENT FUNDAMENTALS — 1170 104301

An introduction to the theory, process and application of recreation and leisure services management with specific reference to facilities operations. Course also includes an introduction to recreation philosophy, ethics, standards, organization and programs. \$140  
Thurs., Sept. 17 Langara 7:00-10:00 p.m. 13 sessions

### ARENA OPERATIONS — 1160 104302

Offered through the Recreation Facilities Association of B.C. over a 4-day weekend (Saturday to Tuesday). Dates TBA. Students are asked to contact Len Bjola in Sooke, 642-6311 for registration and course details. \$210

## RESIDENTIAL DESIGN

### RENOVATION AND NEW HOME DESIGNING 504206

Develop your skills and knowledge in site development, utilization of space, architectural concepts, drafting fundamentals, codes and by-laws, construction materials and building methods as they relate to the design and construction of new, and renovation of, homes. Basic estimating and blueprint reading of residential construction will also be included. (Atkinson) \$165  
Tues./Thurs., Sept. 22 V.V.I. 6:30-9:30 p.m. 10 weeks

**RON ATKINSON** is Head of the Drafting Department at V.V.I.

### INTRODUCTION TO RESIDENTIAL INTERIOR DESIGN PART I 504201

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. (Kennedy) \$55  
Thurs., Oct. 8 K.E.C. 7:30-9:30 p.m. 5 weeks

### INTRODUCTION TO RESIDENTIAL INTERIOR DESIGN PART II 504202

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. (Kennedy) \$55  
Thurs., Nov. 12 K.E.C. 7:30-9:30 p.m. 5 weeks

**PATRICK KENNEDY IDI, IDC**, Interior design education in London, England. Designer working in Vancouver on residential and commercial projects.

## SELF DEFENCE

### WOMEN FIGHT BACK PART I 504401

Females aged 12 to 50 learn the skills necessary to protect themselves both verbally and physically in uncomfortable, threatening and dangerous situations. Learn personal safety techniques, daily prevention routines, useful combinations of releases and techniques. (Morningstar) \$25  
Sat., Nov. 7 K.E.C. 9:30 a.m. - 4:00 p.m. 1 session

**CATHY MORNINGSTAR** is a martial artist who has developed and instructed self-defence courses throughout B.C.

## SOCIAL SERVICES

### COMMUNITY BASED SOCIAL SERVICES CERTIFICATE PROGRAM 150401

This program will improve the skills of the 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 of various at-risk social service groups and individuals. Part three is a field practicum consisting of 60 hours of supervised volunteer placement. Instruction consists of 105 hours, held one evening a week for nine months. This program begins Tuesday, September 15, 1987. Orientation for new students — Tuesday, September 8, at 7:00 p.m. in Room 4056 K.E.C. For more information call 875-8200. Applications are now being accepted. \$400

## SPECIAL EDUCATION

### PROGRAMS FOR ADULTS WITH A MENTAL HANDICAP

#### VOCATIONAL COURSES AT V.V.I.

**CAREER AWARENESS PROGRAM 010101**  
This self-paced, continuous intake, full-time pre-employment training program combines classroom instruction in vocation and life skills and community based work experience placements. Graduates meeting exit criteria should be ready for employment or an in-depth skill training program. \$60/month

### BASIC FOODSERVICE WORKER CERTIFICATE PROGRAM 010201

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. \$60/month plus uniform deposit and duty shoes. Start Date: September 1987

### COMPUTER ASSISTED INSTRUCTION PROGRAM 010102

Enables students to acquire or upgrade functional academics and lifeskills via educational software and direct instruction. Subjects include language arts, mathematics, money skills, time telling, money and time management, calendar skills, typing, and functional reading. Continuous intake. Self-paced. Independent home study involved. \$50/month @ 8 hours instruction; initial assessment \$40  
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

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. \$65  
Sat., Oct. 17 V.V.I. 9:30 a.m. - 3:30 p.m. 2 sessions

**TERRI REID** is the instructor for the Career Awareness Program.

### LEARNING ABOUT DISABILITIES 010303

For people wishing to learn about hearing or visual impairment, learning, or physical disability and mental handicap. Learn causes, how to help and relate, adaptations, mobility and services available. \$70.  
Tues., Sept. 22 K.E.C. 7:00-9:00 p.m. 12 weeks

SCHEDULE: Introduction Sept. 22  
Visual Impairment Sept. 29 & Oct. 6  
Hearing Impairment Oct. 13 & Oct. 20  
Mental Handicap Oct. 27 & Nov. 3  
Learning Disability Nov. 10 & Nov. 17  
Physical Disability Nov. 24 & Dec. 1  
Wrapup Dec. 8

Each session will be taught by an expert in that field of disability.

## SPORTS SCIENCE

The following courses provide the scientific basis for exercise and sport. Designed for coaches, health professionals and fitness leaders. Instruction is provided by sport educators and researchers.

### COACHING CERTIFICATION LEVEL I THEORY 151001

A nationally recognized certificate program for coaches. \$35  
Sat./Sun., Oct. 3/4 Langara 9:00 a.m. - 4:00 p.m. 2 sessions  
Mon./Thurs., Oct. 19/22/26/29 Langara 7:00 a.m. - 10:00 p.m. 4 sessions

### COACHING CERTIFICATION LEVEL II THEORY 151002

Includes training methods, nutrition, psychology of sport, sport injuries and skills analysis. Prerequisite: "Level I Coaching". All resource materials supplied. \$35  
Fri., Oct. 9 7:00-10:30 p.m.

PLUS  
Sat./Sun., Oct. 10/11 9:00-5:00 p.m. 3 sessions  
Fri., Nov. 20 7:00-10:30 p.m.  
PLUS  
Sat./Sun., Nov. 21/22 9:00-5:00 p.m. 3 sessions

### B.C. SPORTS FIRST-AID I 151201

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. (Lendvoy) \$35  
Sat., Sept. 5 Langara 9:00 a.m. - 4:00 p.m. 1 session  
Sat., Oct. 24 Langara 9:00 a.m. - 4:00 p.m. 1 session

**DR. HARRY LENDVOY**, Department of Physical Education and Recreation, Langara, B.C. Sports Medicine Council.

### B.C. SPORTS FIRST-AID II 151215

More in-depth information on sports injuries and related sports medicine topics. (Lendvoy) \$75  
Sat./Sun. Sept. 12/13 Langara 9:00 a.m. - 4:00 p.m. 2 sessions  
Sat./Sun. Nov. 28/29 Langara 9:00 a.m. - 4:00 p.m. 2 sessions

### STRENGTH AND FLEXIBILITY MODULE 151205

The flexibility component considers the proper principles of exercises, 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. \$35  
Sun., Sept. 6 Langara 9:00 a.m. - 4:00 p.m. 1 session  
Sun., Oct. 25 Langara 9:00 a.m. - 4:00 p.m. 1 session

### TAPING MODULE LEVEL I 151206

An introduction, not a prerequisite for Level II. Includes 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. (Baker) \$45  
Sun., Oct. 17 Langara 9:00 a.m. - 5:00 p.m. 1 session

### TAPING MODULE LEVEL II 151208

"Hands on" experience covering taping and strapping procedures for foot and ankle, knee, thumb and finger, wrist and elbow. (Baker) \$100  
Sat./Sun., Oct. 24/25 Langara 9:00 a.m. - 5:00 p.m. 1 session

**NOTE: \$135 package price for those registering in the Sports First-Aid I, Strength and Flexibility, and Taping. II.**

**BOB BAKER, M.P.E.** Department of Physical Education, Langara.

### SPORTS MEDICINE — INTRODUCTION 151204

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 Sports First-Aid II Program or permission from the instructor. For further information call 324-5269. (Lendvoy) \$40  
Tues., Sept. 15 Langara 7:00-10:00 p.m. 6 sessions

### TESTS AND MEASUREMENTS FOR FITNESS AND SPORT 151207

A practical workshop providing standardized measures of fitness components for athletes and exercisers. Assessment of cardiovascular, muscular strength and endurance, flexibility and posture. Norms will be provided for males and females of all ages. Dress for activity. Register early. (Lendvoy) \$15  
Mon., Oct. 26 Langara 7:00-10:00 p.m. 1 session

### NUTRITION AND PHYSICAL ACTIVITY — OR CAN YOU "EAT TO WIN?" 151202

Learn how (or if) nutrient needs change with increased activity levels, the special role of carbohydrate, pre-event mean and whether or not vitamin/mineral supplements are useful. (Crawford) \$15  
Thurs., Oct. 29 Langara 7:00-9:00 p.m. 1 session

**SUE CRAWFORD**, School of Kinesiology, Simon Fraser University.

### SPORTS PSYCHOLOGY 151203

Learn psychological techniques to assist in attaining top performances. Topics include motivation, self-talk, imagery and relaxation. (Cox) \$20  
Thurs., Nov. 5 Langara 7:00-10:00 p.m. 1 session

**DR. DAVID COX**, Department of Psychology, Simon Fraser University.

## FITNESS LEADERSHIP

### WEIGHT TRAINING — LEADERSHIP COURSE 151211

Intended for anyone wishing to take a leadership role in a weight training area. Learn advanced theory and practical application. Study muscle structure and function, levers and angle of pull, contraction types, power curves, fibre types, energy systems and training objectives. (Carr & Baker) \$65  
Wed., Oct. 7, 14, 21, 28 Langara 7:00-10:00 p.m. 7 sessions  
PLUS

Sun., Nov. 4, 11, 18 Langara 9:00 a.m. - 4:00 p.m.

### FITNESS LEADERSHIP \*\*NEW\*\* 151209

The increased interest and participation in fitness and sport activities now requires leaders to design more sophisticated and individualized exercise programs. Instruction includes anatomy, physiology, kinesiology, nutrition and exercise medicine. Program analysis and instructional methodology will be incorporated in practical "on-floor" experience. Learn anatomy and physical instruction. You will be eligible to write the BCRA Fitness Leadership exam. (Various instructors) \$100  
Wed., Sept. 16/23 Langara 6:30-10:30 p.m.

PLUS  
Sat., Sept. 19/26, Oct., 3/10 9:00 a.m. - 5:00 p.m. 6 sessions

### WEIGHT TRAINING — INTRODUCTORY COURSE 151210

Intended for anyone wishing to begin a weight training program. Learn the basic muscle groups and common exercises that can be used to safely work each group. Gain familiarity with both free weights and various types of weight machines. (Carr & Baker) \$20  
Wed., Sept. 30 Langara 7:00-10:00 p.m. 1 session

### RECREATION ACTIVITY DURING & FOLLOWING PREGNANCY \*\*NEW\*\* 151216

Intended for anyone interested in physical activity and pregnancy. Learn the effects of exercise on the mother and fetus. Gain familiarity with the do's and don'ts of physical activity during and following pregnancy. (Todd-Millar) \$20  
Mon., Oct. 5 Langara 7:00-10:00 p.m. 1 session

### FITNESS LEADERSHIP — PRE AND POST NATAL \*\*NEW\*\* 151217

The increased interest and participation in physical activity during and following pregnancy now requires fitness instructors to be knowledgeable about the changes which occur during pregnancy, the effects of types and amounts of exercise and the practical skills necessary to administer safe, effective and enjoyable program. (Todd-Millar) \$20  
Mon., Oct. 19/26 Nov., 2/9/16 Langara 7:00-10:00 p.m. 5 sessions

### ADAPTING PHYSICAL ACTIVITIES \*\*NEW\*\* 151218

Today's physical educator and recreation leader must be able to teach all participants including those with impairments. The course will focus upon the learner's ability. Review human motor development and various conditions. Learn what you can do to help, what is acceptable and what is contra-indicated. (Todd-Millar) \$20  
Thurs., Oct. 15/22 Langara 7:00-10:00 p.m. 2 sessions

**TODD-MILLAR, M.Sc.**, Department of Physical Education, Langara.

### RUNNING BIOMECHANICS AND VIDEO ANALYSIS \*\*NEW\*\* 151219

Learn both the theoretical and practical aspects of running biomechanics, including normal running gait, structural and functional deviations and their resultant injuries and compensatory mechanisms. Includes a video taped analysis of each participant's running technique. (R. Carr & A. Carr) \$30  
Sun., Oct. 18 Langara 9:00 a.m. - 4:00 p.m. 1 session

**ROBIN CARR, M.P.E.** Department of Physical Education, Langara.

### PLYOMETRICS \*\*NEW\*\* 151220

This once little-known strength training technique is now used by coaches and their athletes in all sports that require power for optimal performance. Learn the theory of plyometrics, as well as some specific exercises and drills used by athletes in various sports. (R. Carr, A. Carr and B. Baker) \$20  
Mon., Oct. 26 Langara 7:00-10:00 p.m. 1 session

register  
3



## TEACHING ENGLISH AS A SECOND LANGUAGE

### ESL TEACHING TECHNIQUES — INTRODUCTORY COURSE 150802

A practical course in ESL classroom 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, reading, using dialogues, improving pronunciation, using role playing, grouping, and using A-V equipment. (Wed., - House, Sat., - Trivisano) \$130  
Wed., Sept. 23 K.E.C. 7:00-10:00 p.m. 10 sessions  
Sat., Sept. 26 K.E.C. 9:00 a.m. - 12:00 noon 10 sessions

JENNIFER HOUSE, M.Ed. — Over 10 years' experience in ESL. Primary interests include community-based ESL classes, ESL tutor programs, teacher training and writing.

MARY TRIVISANO — 10 years as ESL instructor at KEC. Develops and teaches ESL teacher training courses including ESL Teaching Techniques, New Culture — New Language; Internship Program Coordinator.

## 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:

- 1) Good written and spoken English (native fluency and pronunciation)
- 2) The introductory course 150802 (or equivalent)

A Bachelor's degree is highly recommended.

### GENERAL INFORMATION SESSIONS for anyone interested in the TESL CERTIFICATE PROGRAM Wednesday, September 9, Room 4043

10:00-11:30 a.m. OR 1:30-3:00 p.m. OR 7:00-8:30 p.m.

*Pre-registration not required.*

### CORE COURSES OFFERED SEPTEMBER — DECEMBER 1987

(Priority in core courses is given to program participants, but qualified people are welcome to take individual courses.)

### REVIEWING AND TEACHING GRAMMAR 150810 PART I — GRAMMAR REVIEW

A review of English grammar covering parts of speech, basic sentence patterns, clauses and phrases, realizing intuitive knowledge and finding new insights. (Hawes)

Wed., Sept. 30 K.E.C. 7:00-10:00 p.m.  
AND  
Sat., Oct. 3 K.E.C. 9:00 a.m.-12:00 noon 8 sessions

PART II — TEACHING GRAMMAR  
Techniques and materials for teaching structure of the English language and the grammatical points covered in Part I. (Bates) \$185  
Sat., Oct. 31 K.E.C. 9:00 a.m.-12:00 noon 8 sessions

LORNA HAWES, M.A. Linguistics — Taught Linguistics at U.B.C. Presently teaching Linguistics, ESL and writing at V.C.C. Langara

SUSAN BATES, B.A. Hons. — Has 10 years' experience teaching ESL, and is currently working on her first book, Teaching Grammar, which is being developed to accompany the course she teaches in this program.

### TEACHING LISTENING & SPEAKING 150817

Concentrates on the techniques and materials to teach oral communications and improvement of listening skills. Use of the language lab as a tool included. (Clark) \$185  
Tues., Sept. 22 K.E.C. 7:00-10:00 p.m. 10 sessions

CHRIS CLARK — An instructor at the Canada Language Centre. Interested in promoting communicative language teaching. She has been involved in teacher training projects throughout the Lower Mainland and is currently publishing, with Carla Pitton, a series of card games for the ESL classroom.

### TEACHING PRONUNCIATION 150812

Learn methods and techniques for teaching pronunciation. Topics include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Pidgeon) \$185

Thurs., Sept. 24 K.E.C. 7:00-10:00 p.m. 10 sessions  
M. PIDGEON, B.A., M.A. Linguistics — 14 years' experience teaching English and linguistics at the university level overseas.

### TEACHING WRITING 150813

An overview of approaches to writing and techniques for teaching free, controlled, process/product writing. Includes techniques of revision and editing and assessment of student writing. (Ling) \$185  
Mon., Sept. 21 K.E.C. 6:00-9:00 p.m. 10 sessions

S. LING, M.Ed. — Over 10 years' ESL teaching experience; has taught in Malaysia; specializes in teaching writing.

### ELECTIVES:

### AN INTRODUCTION TO LINGUISTICS FOR THE ESL TEACHER 150823

(This course is designed for the ESL teacher who has never taken a Linguistics course.) Upon completion of this course, students will be able to:

1. understand the main concerns and theoretical bases of several linguistics schools and models
2. evaluate and discuss these models in terms of their applicability and effectiveness in ESL training
3. select and adapt those features of the linguistic models which they find useful
4. organize lesson materials and adapt them to student needs.

Students will be expected to complete several short written exercises during the course. (Pidgeon) \$75  
Sat., Sept. 19 K.E.C. 9:30 a.m.-12:30 p.m. 4 sessions

M. PIDGEON, B.A., M.A. Linguistics — 14 years' experience teaching English and linguistics at the university level overseas.

### NEW CULTURE — NEW LANGUAGE 150821

"Any language is a part of a culture and any culture is a part of a language." What has led your students to be in the classroom learning English? How can your knowledge and awareness of your students' cultural backgrounds and the difficulties they encounter in the new culture help you to be a more effective language teacher? This course will explore the interrelationship between language and culture as a basis for more effective language teaching. \$125  
Mon., Sept. 14 K.E.C. 7:00-10:00 p.m. 7 sessions

MARY TRIVISANO — 10 years as ESL instructor at K.E.C.. Develops and teaches ESL teacher training courses including ESL Teaching Techniques, New Culture — New Language; Internship Program Coordinator.

RAMINDER DOSANJH, B.A. B.Ed. — Over 10 years' ESL teaching experience at K.E.C., B.C. delegate to the Organization of Immigrant and Visible Minority Women of Canada.

GUNINDER MUMICK, B.A., M.A. English, M.A. International Communication; cross-cultural consultant, community volunteer, presently the Multicultural Health Educator for the Vancouver Health Department.

### ESL TUTORING TRAINING WORKSHOP 150814

Learn to tutor ESL students one-on-one, or in small groups. You will gain basic training in assessing language needs, planning lessons, and developing activities for students. (Rabinowitz) \$60  
Sat., Nov. 7 K.E.C. 9:00 a.m.-3:30 p.m. 2 sessions

MYRNA RABINOWITZ — Experienced ESL teacher and tutor trainer; written many publications for the ESL field.

### AN ORIENTATION TO TEACHING ENGLISH IN JAPAN 150801

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 lifestyle, adapting to and understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student. (Smith) \$50  
Thurs., Oct. 1 K.E.C. 7:00-10:00 p.m. 4 weeks



## TELECOLLEGE

Fall is back to school time. Personal enrichment and new knowledge can be gained by studying with the convenience of a television.

TELECOLLEGE offers texts and study guides to help you make the most of your studying time. Courses include:

- ★ AC Circuits (basic electricity)
- ★ Automating the Office (computers in business)
- ★ Business of Management
- ★ Contemporary Health Issues
- ★ Earth Explored (physical geology)
- ★ Energy Efficient Housing
- ★ Faces of Culture (anthropology)
- ★ Growing Years (child to adult)
- ★ Introducing Biology (human biology)
- ★ Mechanical Universe (physics)
- ★ New Computer Literacy
- ★ Planning your Retirement
- ★ Sci-Fi, Media & Literature
- ★ Sociology
- ★ Starting a Business

These telecourses are broadcast on the KNOWLEDGE NETWORK.

For further information, and to register and order texts and guides, contact: TELECOLLEGE 1155 East Broadway Box 24785, Station C Vancouver, B.C. V5T 4N5  
875-8217 or 1-800-972-0379

## TELECOMMUNICATIONS

### TELECOMMUNICATIONS MANAGEMENT CERTIFICATE PROGRAM

The future is NOW in TELECOMMUNICATIONS. With the continued advancement of technology and the impact of the 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.

### BASIC TELECOMMUNICATIONS MANAGEMENT I (VOICE) 102201

Focus on managing a simple key system - needs analysis, design, costing, and evaluation. (Kole) \$175  
Tues., Oct. 6 K.E.C. 6:30-9:30 p.m. 10 sessions

SHARON KOLE is a professional Telecommunication Specialist focusing on VOICE Communications with a background from Genstar, Bell Canada and Manitoba Telephone. She is also a Course Writer for the VCC Telecommunication Certificate Program.

### TELECOMMUNICATIONS MANAGEMENT II (VOICE) 102202

Expands the concepts and skills of Course I moving into the larger PBX systems. (Duncan) \$195  
Mon., Sept. 28 K.E.C. 6:30-9:00 p.m. 10 sessions

OLGA DUNCAN is the Manager of the operations of the UBC Communication department Telecommunications System: A professional Telecommunication Specialist and course writer for the VCC Telecommunication Certificate Program.

### DATA COMMUNICATIONS (DATA ONLY) 102204

Focus on the managing of Data Communications: hardware configurations; software; protocols; cost analysis; impact on office automation. (Kole) \$195  
Wed., Oct. 7 K.E.C. 6:30-9:30 p.m. 10 sessions

### INTEGRATED TELECOMMUNICATIONS MANAGEMENT 102205

For complete program details call 857-8200

## TRAVEL COURSES AND TOURS

### TRAVEL COURSES

#### CHINA EXPERIENCED 504602

A country so vast and magnificent needs to be experienced! Learn all the essentials of travelling independently or with a tour group. Gain valuable information to plan an itinerary to fit your budget. Slide show and printed guidebook included. (Seto) \$45  
Sat., Oct. 24 Langara 9:30 a.m. - 2:30 p.m. 2 sessions

MARIE SETO, MA, ARW, was born in China and returned to travel independently "on a shoestring." Leads the V.C.C., C.E. China Experienced tours.

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

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. (Flack) \$20  
Sat., Sept. 26 Langara 9:30 a.m. - 12:30 p.m. 1 session

GEOFF FLACK, V.C.C. English Instructor, has made over twenty trips to Thailand and acts as tour leader for Continuing Education's Thailand tours. (See Travel Tours)

#### HOW TO EXPORT TO JAPAN 102413

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 behaviour distribution channels, the decision-making process and business opportunities. (Osuzst) \$35  
Sat., Oct. 17 Langara 9:30 a.m. - 12:30 p.m. 1 session

VALERIE OSUZST is an officer at the Federal Business Development Bank and has four years' experience writing and marketing in Japan.

#### A SURVIVAL COURSE FOR WORLD TRAVELLERS 504610

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. (Phillips) \$70  
Sat., Oct. 17 Langara 9:00 a.m. - 4:00 p.m. 2 sessions

PETER PHILLIPS is a world traveller and keen photographer who has conducted seminars in a variety of different educational settings.

#### QUEBEC DISCOVERY \*\*NEW\*\* 504614

For those who are travelling to Quebec for business or pleasure, or for those who would like to know more about this distinctive part of Canada, this course offers a unique view of the province, its culture, language and customs. Spend a day discovering the "Quebec difference", the character of its various regions, history and numerous attractions. Particular attention will be paid to French-Canadian idioms, expressions and everything else that makes the province and its people so special. (Samson) \$35  
Sat., Nov. 7 K.E.C. 9:30 a.m. - 3:30 p.m. 1 session

LOUISE SAMSON, BA French, is a freelance simultaneous conference interpreter, translator, and tour guide.

#### TRAVEL WRITING 102826

Travel writing goes back to the ancient Greeks with Herodotus's descriptions of Babylon. This course will focus on developing writing skills in fiction and/or journalism through the study and discussion of the work of each student as well as previously published material by known travel writers. Research skills, motivation and marketing information will also be touched upon. (Buday) \$65  
Wed., Oct. 14 K.E.C. 7:00-9:00 p.m. 6 sessions

GRANT BUDAY is the author of *The Venetian*, a novel on the life of Marco Polo. He has published both short stories and newspaper articles on travel, and at present teaches part-time at S.F.U.

#### TIBET AND CENTRAL ASIAN ROUTES \*\*NEW\*\* 504607

Lhasa has been open to individual travellers for three years now, but other parts of the 'Roof' are not so easy to get to. This one-day travel orientation concentrates on practical details (transport, health, visas, etc.), and is designed for the independent traveller. Focal point is Tibet, with back-up information on China and Nepal. (Buckley) \$25  
Sat., Oct. 10 K.E.C. 10:00 a.m. - 3:00 p.m. 1 session

MICHAEL BUCKLEY is co-author of *China, a Travel Survival Kit* and *Tibet, a Travel Survival Kit*.

### TOURING BY MOUNTAIN-BIKE \*\*NEW\*\* 504617

On or off the road, mountain-bikes are the sturdiest, toughest, most reliable touring machines going. This one-day sessions covers practical aspects of touring, including equipment off-road cycling, logistics (packing bikes onto trains or planes), tools and spares, dealing with physical problems (discomfort, high altitude touring). Course deals exclusively with mountain-bikes. Bring some lunch, and bring your bicycle! (There is bike-parking on level 2 at KEC at the east side of the building, approached from Clark Drive). \$25  
Sat., Oct. 17 K.E.C. 10:00 a.m. - 3:00 p.m. 1 session

MICHAEL BUCKLEY has toured by mountain-bike on the backroads of Asia and North America.



## TRAVEL TOURS

### CHINA EXPERIENCED TOUR

We invite you to take part in Continuing Education's second *China Experienced* tour. This time you will travel and discover the Hans Dynasty and other minority tribes, see the truly exquisite crafts and object d'art as well as experience the absolute breathtaking beauty of China's vast and changing countryside.

Itinerary includes the popular Guilin, Guangzhou, Xiam, Beijing, Shanghai and the exotic Kunming, Hohhot, Datong and Suzhou. In addition, you will spend time in cosmopolitan Hong Kong both on the way in and upon departure.

Tour includes all meals in China, all land transportation, good hotels; full American breakfast in Hong Kong, first class hotels in Hong Kong, farewell banquet.

Tour cost: \$4395 Cdn June 12 - July 3, 1988 (23 days)

For more information, please call Great Expeditions, 5915 West Boulevard, Vancouver, B.C. or phone: 263-1476.

MARIE SETO, tour leader, MA, ARW, was born in China and returned to travel "independently on a shoestring."

### FEBRUARY IN KENYA

Nestled between the well-travelled Indian Ocean to the east and Tanzania and Somalia to the south and north respectively, lies Kenya.

Join Gary Otte, photojournalist and Focal Point instructor on this 15-day wildlife photographic odyssey. Together you will fly from Vancouver to Nairobi via London on B.A. From Nairobi, you will move south to Amboseli, situated at the doorstep of celebrated Mt. Kilimanjaro. From there, the group drives north to Nyeri and the world-renowned Treetops Lodge to view exotic wildlife at the natural salt-licks. From the lush green jungles of Nyeri, we proceed together north to Samburu, a semi-arid region teeming with a variety of birdlife.

Tour includes accommodations throughout, all meals on safari, national park and game reserve entry fees, safari cruiser, window seat guaranteed, portage at airport, guides, two nights in London.

Tour cost: \$4395.00 Cdn January 30 - February 14, 1988

For more information, please call Rebecca Chin, Canada World Travel, 872-0355.

### TOUR THAILAND AND BURMA IN 1988

Come with us to the most "exotic lands" in Asia... join one of V.C.C. Continuing Education's tours of Thailand and Burma in 1988. Visit the "Land of Smiles" and savour 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. Wander through the ancient ruins of Ayuthaya and Sukhothai and experience the former glories of Siam. Visit mysterious Burma, a land whose doors remain all but closed. Thrill to the Golden Glory of the Shwedagon Pagoda. Experience the lure of the East as you explore the markets of Rangoon and Mandalay. Visit Pagan... an amazing deserted city of fabulous pagodas and temples on the banks of the Irrawaddy. Join us in South East Asia in 1988.

TOUR #1 Bangkok and Points North — July 2-23, 1988... Bangkok and Northern Thailand (2 weeks)...\$2275... Burma (1 week — optional)...\$750

TOUR #2 Introduction to Thailand Tour — August 6-20, 1988... 2 weeks in Thailand (Bangkok, Pattaya and Northern Thailand)...approx. \$2275

TOUR #3 Thailand and Burma Tour — Oct. 29 - Nov. 19, 1988...Thailand (2 weeks)...approx. \$2275... Burma (1 week — optional) \$750.

Trip includes air fare (major carrier), hotels, land transportation and the services of an experienced guide (V.C.C. Instructor, Geoff Flack... Mr. Flack has made over 20 trips to Thailand and has personally visited every part of the tour.) Optional return and stopovers in Hong Kong and other Asian cities available. For more information, please call Canada World Travel, Dr. Bob Gallacher, 872-0355.

## URBAN STUDIES

### CITIES IN CRISIS 504901

Throughout most of the urban world, where almost half of the earth's population will be located by the end of the century, startling growth patterns are reaching crisis proportions. In 1950, London, New York and Shanghai had 10 million or more inhabitants. By the year 2000, there will be 20 such megacities, 18 of them in countries least able to afford them. Explore the reasons behind the crisis facing urban societies and examine innovative responses to the problems of rapid urbanization. Case studies from Europe, the Americas and the developing countries will be used to identify the central themes and principles. (Fallick) \$50  
Mon., Oct. 5 Langara 7:00-9:00 p.m. 6 sessions

### WHAT MAKES CITIES WORK? 504902

While it may seem that urban settlements and the human activity within them are haphazardly organized, there are, in fact, identifiable factors which can be used to help explain patterns and processes of urban growth and decline. This course will introduce basic concepts used by urban analysts to describe and investigate the patterns and systems which emerge from city form and function. Using case studies from a variety of countries at different time periods, we will explore fundamental issues of cities to show the dynamic but complex interrelationships between social, economic and political forces which have shaped urbanization. Vancouver will be used as a reference point. (Fallick) \$50  
Tues., Oct. 6 Langara 7:00-9:00 p.m. 6 sessions

ARTHUR L. FALICK is a Research Associate, U.B.C. Centre for Human Settlements.



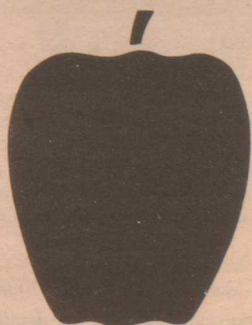
### CONTINUING EDUCATION GOES TO OAKRIDGE SEPTEMBER 12 & 13, 1987

We bring Fall Adult Learning Opportunities to you. We have over 650 courses of action for you for the fall.

You can: Register at Oakridge  
Obtain program counselling  
Talk to course planners

### OAKRIDGE CENTRE

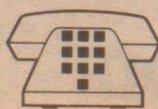
SATURDAY, SEPTEMBER 12, 9:30 a.m. - 5:00 p.m.  
SUNDAY, SEPTEMBER 13, 12:00 - 5:00 p.m.



register  
3 ways



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



2. PHONE and charge it to your VISA card.  
Vancouver Vocational Institute .....682-5844  
King Edward Campus & Langara Campus : 875-8200  
Nursing & Health Education .....687-1757  
.....OR 681-8111 loc. 408



3. In PERSON as outlined in the registration information with payment by cheque, cash or VISA.

**VCC Continuing Education - Keeping you in mind.**



## VOLUNTEER SECTOR MANAGEMENT

### 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

OVERVIEW OF VOLUNTEER MANAGEMENT 101408				
Section I	Wed., Sept. 16	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., Sept. 16	TBA	9:00 a.m.-3:30 p.m.	

THE VOLUNTEER COMMUNITY 101410				
Section I	Wed., Oct. 14*	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., Oct. 21	TBA	9:00 a.m.-3:30 p.m.	

\*NOTE: Date change

PLANNING AND EVALUATION 101409				
Section I	Wed., Nov. 4	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., Nov. 18	TBA	9:00 a.m.-3:30 p.m.	

PERSONNEL I 101413				
Section I	Wed., Dec. 2	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., Dec. 9	TBA	9:00 a.m.-3:30 p.m.	

PERSONNEL II 101414				
Section I	Wed., Jan. 6/88	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., Jan. 20/88	TBA	9:00 a.m.-3:30 p.m.	

WORKING WITH GROUPS 101406				
Section I	Wed., Feb. 3/88	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., Feb. 17/88	TBA	9:00 a.m.-3:30 p.m.	

TRAINING VOLUNTEERS 101411				
Section I	Wed., Mar. 2/88	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., Mar. 16/88	TBA	9:00 a.m.-3:30 p.m.	

MANAGING THE PROGRAM 101402				
Section I	Wed., Apr. 13/88	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., Apr. 20/88	TBA	9:00 a.m.-3:30 p.m.	

FINANCING THE PROGRAM 101401				
Section I	Wed., May 4/88	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., May 18/88	TBA	9:00 a.m.-3:30 p.m.	

PROMOTING THE ORGANIZATION 101403				
Section I	Wed., June 1/88	TBA	9:00 a.m.-3:30 p.m.	
Section II	Wed., June 8/88	TBA	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 McClaren, Co-ordinator.

Certificate Program Fee - \$400

Limited spaces for individual workshops - \$45

Information Meeting: Wednesday, September 9, 7:00 p.m., Langara Campus, Room 253

### INTRODUCTION TO VOLUNTEER MANAGEMENT 101601

Designed for the inexperienced coordinator of volunteers, this course is sponsored by Vancouver Volunteer Centre in cooperation with Vancouver Community College, Continuing Education. The ten evening sessions will enable you to examine and practice the organizational and human relations skills you need to coordinate a successful volunteer program. Instructors are experienced coordinators and/or trainers in volunteerism. (various instructors) \$100

Wed., Sept. 16 Van. Vol. Ctr. 7:00-10:00 p.m. 10 weeks  
3102 Main St.

For outline and registration call 324-5323. For detailed information call Roy Crowe: 875-9144

### RAISING MONEY BY DIRECT MAIL 101280

Today's organizations must plan to use a variety of fundraising activities to meet their budgets. In this workshop designed for board and staff members, you will learn the "why's and 'how to's" of a direct mail campaign. (MacKinnon) \$30

Tues., Sept. 29 K.E.C. 7:00-10:00 p.m. 1 session

HARVEY MacKINNON is Senior Development Officer for Oxfam Canada where he manages Oxfam's national direct mail program.

## ISSUES AND SKILLS FOR LEADERS OF VOLUNTEERS

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

### DESIGNING CREATIVE VOLUNTEER JOB DESCRIPTIONS 101711

Clear job descriptions are the key to a successful relationship between the volunteer and your community program. Learn to identify potential volunteer activities that would benefit your organization and to creatively revive existing volunteer jobs. Bring draft copies to work on. (Craig) \$10

Tues., Oct. 6 K.E.C. 6:00-8:30 p.m. 1 session

PATSY CRAIG is a rehabilitation consultant and experienced co-ordinator of volunteers.

**IN-DEPTH INTERVIEWING AND SCREENING 101712**  
This series of three workshops will take you from the basics of interviewing and screening volunteers to advanced techniques that you will develop and practice for particular situations. Includes climate setting, aids to good listening, and the importance and method of effective screening and placement. Videotaped role-playing optional. (Piggott, Chubbuck) \$30

Thurs., Oct. 15 K.E.C. 6:00-8:30 p.m. 3 sessions

JUDI PIGGOTT is the former co-ordinator of volunteers for Canadian Mental Health Association and an experienced trainer.

**JOSIE CHUBAK is Manager of Human Resources for the Greater Vancouver Boys and Girls Clubs.**

### SKILLS FOR SELF HELP GROUPS 101713

This series of workshops is designed for members of self help groups who want to develop their skills in interpersonal communications and group involvement. In addition to instruction, there will be opportunities for group discussion and networking. (Syrette, Perera) \$40

Tues., Oct. 27 K.E.C. 7:00-10:00 p.m. 4 sessions

SHARON SYRETTE is an independent training consultant and has experience with self help groups as a trainer, organizer and member.

**THOMAS PERERA is a group leader and counsellor at Pacifica, an alcohol and drug treatment center and has been involved with church groups and training lay counsellors.**

### CHOOSING A COMPUTER FOR YOUR NON-PROFIT ORGANIZATION 101714

A panel of people will share their recent experience either as suppliers or buyers of computer hardware and software for non-profit agencies. Topics will include assessing computing needs, analyzing different systems and matching your needs with what is available. \$10

Thurs., Nov. 5 K.E.C. 6:00-8:30 p.m. 1 session

## TRAINING FOR NON-PROFIT BOARD MEMBERS

The Volunteer Leadership Development Program presents workshops designed to develop leadership skills necessary for effective non-profit management.

This program is sponsored by the United Way and administered by the Vancouver Volunteer Centre. Workshops are delivered in co-operation with Vancouver Community College.

Location is 3102 Main Street, Ste. 301 at the Vancouver Volunteer Centre. For workshop details, call 875-9144

### "SO YOU'VE JUST BEEN ELECTED TO THE BOARD" 101611

This is a basic course that will help you:

\* Learn how a board functions - your key responsibilities in policy planning

\* Review your legal responsibilities and important documents you should understand.

\* Examine committee and meeting structure \$20

Mon., Oct. 19 Van. Vol. Ctr. 7:00-9:30 p.m. 1 session

### MARKETING NON-PROFIT SERVICES 101612

An introductory course that will:

\* Define basic marketing concepts

\* Identify specific steps required to market your agency

\* Outline who is responsible for implementing market plans \$20

Mon., Oct. 26 Va. Vol. Ctr. 7:00-10:00 p.m. 1 session

### STRATEGIES FOR FUNDRAISING 101608

This workshop overviews fundraising for the small non-profit society. Topics covered include:

\* Developing a diversified funding base

\* Selecting appropriate fundraising methods

\* Outlining how to build a funding plan \$20

Mon. Nov. 9 Van. Vol. Ctr. 6:30-10:00 p.m. 1 session

### CALL TO ORDER: MEETING PROCEDURE 101613

An evening of tips on how to use meeting time to advantage. Includes: \* Setting agendas and preparing for meetings

\* Role of the chairperson

\* Methods for minute writing and followup of action items

\* Managing group discussion \$20

Mon., Nov. 23 Van. Vol. Ctr. 7:00-10:00 p.m. 1 session

## NON-PROFIT MANAGEMENT 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 September - December, 1987

### INTRODUCTION TO THE NON-PROFIT ORGANIZATION (Major) 101201

This course is designed to introduce you to the role and structure of the non-profit organization with a special emphasis on working with a Board of Directors. (Perryman, Bird) \$150

Wed., Sept. 16 K.E.C. 7:00-10:00 p.m. 12 sessions

GAVIN PERRYMAN (Resource Person), M.A. Community and Regional Development, is Director of Agency and Community Services for the United Way of the Lower Mainland.

MARYANN BIRD (Instructor), formerly Executive Director at Pacific Immigrant Resources Society, has extensive experience in both staff and volunteer capacities in the Non-Profit sector.

### PROGRAM PLANNING AND MANAGEMENT (Minor) 101202

You will develop an understanding of the need for short, mid and long term planning and the methods and skills to implement the planning process. (Sork) \$75

Sat., Fri., Oct. 31, Nov. 6

AND

Sat., Nov. 7 K.E.C. 9:00 a.m.-4:00 p.m. 3 sessions

TOM SORK, Ph.D. (Adult Education), has been involved in the field of Adult Education for sixteen years as a practitioner, teacher and researcher.

For more information and an application form call 875-8200, or come to the Information Meeting: Thursday, September 10, 5:00-6:00 p.m., Room 4056, King Edward Campus.



## WINE APPRECIATION

For five years Vancouver Community College has offered the most diversified wine appreciation courses. This year is no exception with "the wine educators," Paul Warwick and Debra Kohut, teaching three days a week — Tuesday, Wednesday and Thursday (King Edward Campus on Tuesday and Thursday, Langara Campus on Wednesday). Both Debra and Paul are members of the Society of Wine Educators, and Paul is a celebrity chef and cookbook author. All that is required to enjoy this course is a palate and an appreciation of wine and food.

### INTRODUCTION TO WINE APPRECIATION & WINE TASTING 505211

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, various types and production methods; effects of soil, climate and man; proper reading of labels; purchasing, storing, caring and serving; and getting the best value for your money. Tastings each session feature wines from Germany, France, Italy, California & other countries. Food served. (Kohut & Warwick) \$65

Tues., Sept. 22 K.E.C. 7:30-9:30 p.m. 4 weeks

Wed., Sept. 23 Langara 7:30-9:30 p.m. 4 weeks

Tues., Jan. 19 K.E.C. 7:30-9:30 p.m. 4 weeks

Wed., Jan. 20 Langara 7:30-9:30 p.m. 4 weeks

### THE GREAT AUSTRALIAN WINE TASTING 505204

One of the most overlooked countries in the world wine market today is AUSTRALIA. Taste wines from the areas of Borossa, Hunter, Murray, Coonawarra, and Mudge. A DEFINITE MUST for those seeking a new wine experience. Food will be served. \$20

Thurs., Sept. 24 K.E.C. 7:30-9:30 p.m. 1 session

Tues., Mar. 15 K.E.C. 7:30-9:30 p.m. 1 session

### WINES OF THE OKANAGAN AND THE 1987 MEDAL WINNERS \*\*NEW\*\* 505220

Over the past number of years the wines of B.C. have improved at an increasing rate. This course leads you through the valley and serves the medal winners, and makes you a believer that wine is really made in B.C. Why don't you join us and bring a non-believer? \$15

Thurs., Oct. 8 K.E.C. 7:30-9:30 p.m. 1 session

Wed., Nov. 25 Langara 7:30-9:30 p.m. 1 session

### ADVANCED WINE APPRECIATION 505202

Designed for those who want to know MORE about the intricacies of wine. Participants will gain an increased understanding of the importance of balance, acidity and finish and the many characteristics of red, white and sparkling wines. Limited to 24 participants — enroll early. \$45

Thurs., Oct. 15 K.E.C. 7:30-9:30 p.m. 2 weeks

Thurs., Jan. 21 K.E.C. 7:30-9:30 p.m. 2 weeks

### ITALIAN WINE TASTING & APPRECIATION 505212

Wines of the Tuscany, Umbria, Veneto and Piedmont regions will be featured. Participants will taste Bardolino, Asti Spumante, Barolo, Chianti and Valpolicella featured with antipasto, fruits and cheeses. \$40

Tues., Oct. 20/27 K.E.C. 7:30-9:30 p.m. 2 sessions

### THE BARGAIN WINES OF THE WORLD — A GUIDE TO INEXPENSIVE, GOOD VALUE WINES 505213

There are some great bargains sitting on the shelves of wine stores in B.C., Alberta, and Washington state. With the fluctuation of wine stock inventories, international currencies and mass market whims, some good inexpensive wines often get overlooked by wine buyers. Taste and compare a variety of inexpensive white and red wines. Food will be served. \$20

Wed., Oct. 28 Langara 7:30-9:30 p.m. 1 session

Wed., Feb. 17 Langara 7:30-9:30 p.m. 1 session

### GREAT RED WINES OF THE WORLD \*\*NEW\*\* 505221

Cabernet Sauvignon, Pinot Noir, Chianti, Barolo, Hermitage and of course Port — these, to name a few, are some of the great red wines of the world. Taste and compare and make your own decision. See you there, and sign up early so there is no disappointment. \$30

Thurs., Oct. 29 K.E.C. 7:30-9:30 p.m. 1 session

### WINES OF FRANCE — ALSACE \*\*NEW\*\* 505229

The Rhine River on one side and the slopes at the foot of the Vosges Mountains on the other are the boundaries for some of the most unique wines of the world. The names of grapes on the label is best, not the generic — Riesling, Muscat, Gewurztraminer are just a few of the names that make the mouth water! \$20

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

### CALIFORNIA WINE TASTING 505205

A special evening featuring Mr. Warwick's extensive knowledge of the famous wines of California's Napa & Sonoma Valleys. Taste fine Chardonnay, Cabernet Sauvignon, Fume Blanc, Johannisburg Riesling, Pinot Noir and others. \$25

Wed., Nov. 4 Langara 7:30-9:30 p.m. 1 session

Tues., Feb. 23 K.E.C. 7:30-9:30 p.m. 1 session

### LET'S YOU & I HAVE A WINE TASTING \*\*NEW\*\* 505222

Have you ever thought of putting on a wine tasting? Well, here's your chance to learn. The first week I will choose the wines, prepare the food and give the lecture. The second week, participants will have been divided into groups. Each group will be responsible for their own wine, food, and lecture. It will be a fun experience — join us! \$35

Thurs., Nov. 5/12 K.E.C. 7:30-9:30 p.m. 2 sessions

### WINES OF SPAIN \*\*NEW\*\* 505228

From the Pyrenes to the Mediterranean, from Portugal to France, the country is filled with so much history and wine that it should take more than one night to drink our way through it! The reds of Rioja or the Sherry of Jerez and Montilla; the country produces more Methode Champenois than any other. With all these features, it is a natural for a wine course. Tapas will be served. \$20

Tues., Nov. 10 K.E.C. 7:30-9:30 p.m. 1 session

### GERMANY — THOSE ROMANTIC WINES OF THE MOSEL & THE RHINE \*\*NEW\*\* 505230

Discuss the wines, the laws, the wine labels and taste those flowery, spicy and sometimes heavenly wines. Guest speaker from Germany, Mr. Michael Meinardus of Zimmermann-Graeff, has much knowledge to share. \$20

Tues., Nov. 17 K.E.C. 7:30-9:30 p.m. 1 session

### THE GREAT WHITE WINES OF THE WORLD 505214

White Burgundy, Riesling, Gewurztraminer, Chardonnay and Sauterne. Taste and compare the differences between wines of the same grape but from different countries. A special event. \$25

Wed., Nov. 18 Langara 7:30-9:30 p.m. 1 session

Thurs., Feb. 11 K.E.C. 7:30-9:30 p.m. 1 session

### SAUVIGNON BLANCS OF THE WORLD \*\*NEW\*\* 505223

Robert Mondavi coined the name Fume Blanc. From there, the Sauvignon Blanc were accepted throughout the world. They come from California, France, Australia, New Zealand and Canada. The tastes are different but you will recognize the similarity in them all. Don't miss it. Food will be served. \$25

Thurs., Nov. 19 K.E.C. 7:30-9:30 p.m. 1 session

### HORIZONTAL TASTING AND A NIGHT WITH NOUVEAU BEAUJOLAIS 505217

Beaujolais, the red wine of its namesake south of Burgundy, made of the Gamay grape, should be drunk young. In keeping with tradition we will drink some of the Nouveau Beaujolais specially fermented and aged, bottled and air-expressed to use for this tasting. Experience the tasting of a 1985 Beaujolais which has been rated very high on the list of great years. \$20

Teus., Nov. 24 K.E.C. 7:30-9:30 p.m. 1 session

### GREAT CABERNET CHALLENGE 505210

This grape probably produces the best red wines in the world. France, California or Australia — which is the best? A must for wine lovers. \$30

Thurs., Nov. 26 K.E.C. 7:30-9:30 p.m. 1 session

### 39TH AND CAMBIE SPREE AND TOUR 505201

A tour to the main liquor store in B.C. with BCLDB wine consultant to guide us and show us new products. Just the time of year to be making those special purchases. A tasting follows the tour. \$10

Tues., Dec. 1 K.E.C. 7:30-9:30 p.m. 1 session

Wed., Dec. 2 Langara 7:30-9:30 p.m. 1 session

Tues., Dec. 8 K.E.C. 7:30-9:30 p.m. 1 session

### THE PINOT NOIR CHALLENGES THE WORLD \*\*NEW\*\* 505224

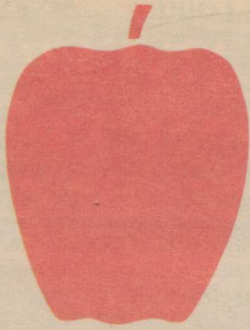
Corton, Pommard, Carneros, Oregon, just to name a few of the great places where this rich, smooth wine comes from. This will give you the chance to choose your favourite commune. Does France make the best Pinot Noir? I think you will be surprised! This wine that limestone makes so smooth is difficult to make elsewhere. Come and see how other countries have succeeded. \$25

Thurs., Dec. 3 K.E.C. 7:30-9:30 p.m. 1 session

### ALSACE CHALLENGES THE WORLD ON GEWURZTRAMINER 505218

From the Alsace area of France and Germany comes the grape which makes the spicy wine that is so often misunderstood. The wine is now being produced in almost all of the wine producing countries including France, Germany, Italy, U.S.A. and Canada. Dry, sweet and rich wines will be featured. This course will change your mind about these tantalizing and delightful wines! Food will be served. \$25





## CONFERENCES

### A.I.D.S AND THE WORKPLACE

Are you going to wait until you have a problem?

Date: Friday, November 13, 1987

Time: 9:00 a.m. - 4:00 p.m.

Place: Hyatt Regency Hotel

Fee: up to October 13 - \$140  
after October 13 - \$175

Middle managers, supervisors, and training staff get answers to the following questions, & more!

- What should employers consider before A.I.D.S. becomes an issue?
- What ARE the risks of A.I.D.S. in the workplace?
- How can A.I.D.S. information be made available to your staff?
- How can you deal with fears about A.I.D.S.?
- How can you help an employee with A.I.D.S.?

For more information, and to register, call 687-1757

### TAKING CARE: THE LIMITS OF THERAPY DR. R.D. LAING AND ANDREW FELDMAR

Date: Saturday, October 24, 1987

Time: 9:00 a.m. - 4:00 p.m.

Place: T.B.A.

A discussion between R.D. Laing and Andrew Felmar that will interest Counsellors, Psychologists, Social Workers, Psychiatrists, Nurses and many more. Dr. Laing is the author of many landmark books which have made him an international figure, far beyond the arena of his field.

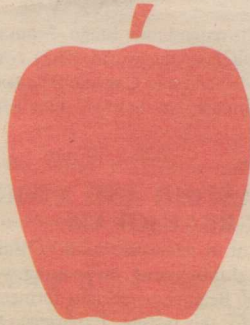
For information, and to register, call 687-1757.

### 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.

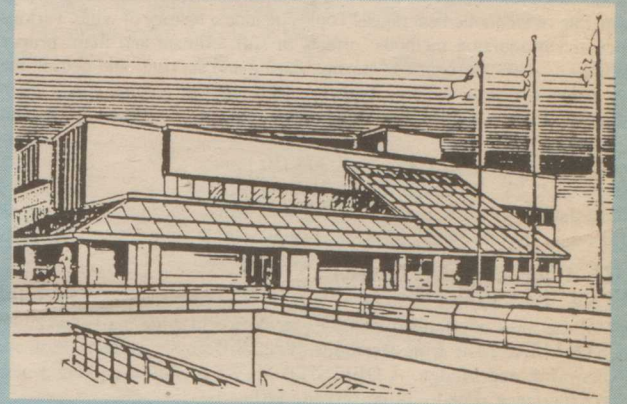
### RIGHT TO CANCEL COURSES

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.



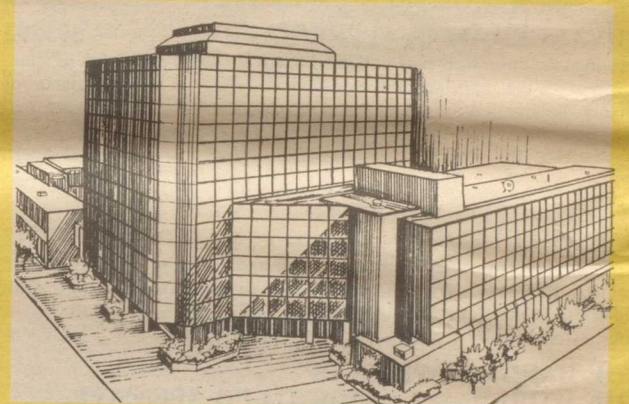
Most courses are held  
at one of these Vancouver  
Community College Campuses.  
Check course listings  
for locations.

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

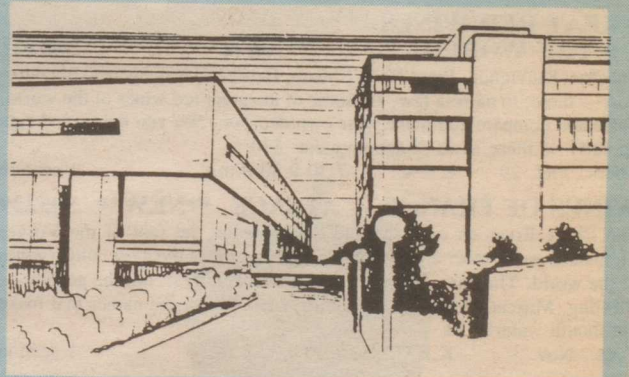


**VCC King Edward Campus**  
1155 E. Broadway 875-8200  
Information and registration

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



**VCC Vancouver Vocational Institute**  
250 West Pender 682-5844  
Information and registration



**VCC Langara Campus**  
100 W. 49th Avenue 875-8200  
Information and registration

**VANCOUVER  
COMMUNITY  
COLLEGE**  
Continuing  
Education Division

### MAIL IN REGISTRATION FORM

Include cheque or money order and mail to:  
**VANCOUVER COMMUNITY COLLEGE**  
Continuing Education Division  
1155 East Broadway, Box 24785, Station 'C'  
Vancouver, B.C. V5T 4N5

NO POST DATED CHEQUES

- ☐ Mr.  
☐ Mrs.  
☐ Miss  
☐ Ms.

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

S.I.N.

Address  
Surname Given Names Office Phone Home Phone  
Apt. and/or Number & Street City/Municipality Province Postal Code

Give complete Course Name, Number, Location, Day and Time, and Fee

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Include Course Titles and Numbers on back of cheque.

Confirmation of Enrolment: May not be received prior to start of classes. If you have sent a registration in, please attend unless you have been contacted.

Requests for Refunds: Must be received by Vancouver Community College Continuing Education Division before the 2nd class session. Please note that a minimum of \$10.00 is withheld on all refunds. Please allow processing time. Note: refunds are permitted for some courses or events. If a course is 5 sessions or less a refund request must be received 24 hrs. prior to the start date.

#### VISA INFORMATION

NAME ON VISA CARD \_\_\_\_\_

VISA ACCOUNT NUMBER \_\_\_\_\_

VISA EXPIRY DATE \_\_\_\_\_

**AMOUNT  
ENCLOSED**  
Do not send cash!

- ☐ Money Order  
☐ Cheque ☐ VISA

Signature \_\_\_\_\_

Date \_\_\_\_\_

**VCC Continuing Education - Keeping you in mind.**