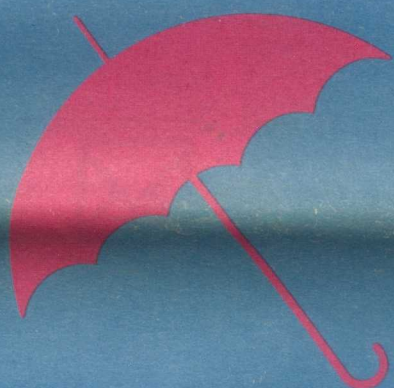


CONTINUING



VANCOUVER
COMMUNITY
COLLEGE *VCC*

Adult
Learning
Opportunities



EDUCATION

W•I•N•T•E•R•8•8

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 650 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 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
- Jan Kotaska; 687-1570
Program Director, Nursing & Health
- Fred Wylie; 875-8214
Associate Director, Financial & Admin.

PROGRAM COORDINATORS

- Joanna Ashworth;
Health; 685-2802
- Silvana Carr;
Court Interpreting; 324-5322
- Gyda Chud;
Early Childhood Education; 324-5322
- Wayne Deele;
Humanities, Investment, Design, Law, Real Estate, Travel,
Creative Development; 875-8200
- Walter Evans;
Photography, Focal Point; 224-3636
- Hal Hoare;
Business, Computers, Telecommunications; 875-8200
- Sally Hudson;
Fashion Arts; 682-5844
- Harry Lendvoy;
Sports Science; 324-5269
- David Lim;
Commercial Art; 681-8111
- Marilyn McClaren;
Volunteer Sector, Counselling Skills 875-8200
- Donald Oakes;
Floral Design, Jewellery, Theatre; 875-8200
- Brian Pink;
Foodsafe, Building Manager Residential; 682-5844
- Peter Scales;
C.P.R. and Industrial First Aid; 685-2802
- Terry Smith;
Music; 875-8220 Loc. 286
- 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

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



1. Registration Hours

Vancouver Vocational Institute 682-5844
King Edward Campus 875-8200
Langara Campus 875-8200
10:00 a.m. - 8:00 p.m.,
Monday to Thursday
10:00 a.m. - 3:00 p.m., Friday
9:00 a.m. - 12 noon, Saturday
Nursing and Health 687-1757
10:00 a.m. - 3:00 p.m.,
Monday to Friday

register
3 ways



1. By MAIL by filling in the Mail Registration forms 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
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3. In PERSON as outlined in the registration information with payment by cheque, cash or VISA.

ARCHAEOLOGY

INTRODUCTORY TO ARCHAEOLOGY 505601

Learn more about archaeology in a relaxed atmosphere. Learn how archaeologists find and excavate sites, human evolution, B.C. archaeology, and the rise of civilization in different areas of the world. Gain from the instructor's own research in the People's Republic of China. There will be slides and handouts. (Underhill) \$55
Tues., Feb. 9 Langara 7:30-9:30 p.m. 6 sessions

ANNE P. UNDERHILL, M.A., is a PhD candidate in the Department of Anthropology and Sociology, UBC, specializing in Asian archaeology and has just returned from six months in China.

ART

BASIC DRAWING 500101

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

DRAWING CHILDREN WORKSHOP 500118

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
Sat., Jan. 16 Langara 9:30 a.m. - 2:30 p.m. 1 session

DRAWING AND PAINTING 500103

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

DECORATIVE PAINTING 500125

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
Tues., Jan. 18 Langara 7:30-9:30 p.m. 10 weeks

FREELANCING — GETTING STARTED 500126

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
Tues., Jan. 19 Langara 7:00-10:00 p.m. 1 session

GREETING CARD WORKSHOP 500105

Everything you need to know to design your own cards for Valentines Day, Birthdays, thank you notes, etc. Print making methods, commercial printing, watercolour, calligraphy and more. Ask for supply list when registering. (Various instructors) \$25
Sun., Feb. 7 Langara 10:00 a.m. - 3:30 p.m. 1 session

LIFE DRAWING 500107

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
Tues., Jan. 19 Langara 7:30-9:30 p.m. 10 weeks

PAINTING REALISM 500127

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
Tues., Jan. 19 Langara 7:30-9:30 p.m. 10 sessions

PORTRAITURE 500110

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

WATERCOLOUR LEVEL I 500112

Learn to stretch paper, lay washes and use the exciting and challenging medium of watercolour. Beginners welcome. (Kowallek) \$70
Sat., Jan. 23 Langara 9:30-11:30 a.m. 10 weeks

WATERCOLOUR LEVEL II 500113

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
Sat., Jan. 23 Langara 12:00 noon - 2:00 p.m. 10 weeks

THE RARE AND THE BEAUTIFUL: SECOND SERIES SEMINARS ON THE ART OF THE BOOK **NEW** 500129

Two years ago a series of seminars on the Art of the Book was presented by Simon Fraser University in cooperation with the Alcuin Society. That series, which was led by such local book designers, printers, typographers

WATER ... PROBLEMS AND CURES 500407

Areas of concentration will be roots, gutters, drains, insulation flashing, skylights and vents as well as vapour barriers and insulation. (Best) \$20
Sat., Mar. 12 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

RENOVATIONS THAT PAY 500405

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
Sat., Mar. 26 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

GERRY BEST is a residential renovations contractor with 18 years' experience on the Lower Mainland.

HANDS-ON REPAIRS TO WALLS AND CEILINGS 500409

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
Sat., Mar. 5 K.E.C. 9:30 a.m. - 2:30 p.m. 1 session

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.

BUILDING CONSTRUCTION ESTIMATING 050201

Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field. \$95
Wed., Jan. 20 V.V.I. 6:30-9:30 p.m. 10 weeks

BUILDING MANAGER RESIDENTIAL

BUILDING MANAGER (RESIDENTIAL) CERTIFICATE PROGRAM

This program is intended for persons who wish to gain employment or improve their skills as a manager/caretaker in an apartment building or other multi-family complex. Graduates will be trained in basic landlord-tenant law as it applies in British Columbia; in basic building maintenance, fire safety and security matters; and about relevant office forms and record keeping.

For information call Brian Pink at 682-5844. For registration call 682-5844.

ENTRY REQUIREMENTS

No minimum educational requirement is necessary, but students must possess reasonably good oral, reading and writing skills. Good manual dexterity is highly preferred.

CERTIFICATE REQUIREMENTS

The Certificate Program consists of four courses: Law and Tenant Relations, Building Maintenance and Cost Control, Supervision and Communications, and Building Service Worker — Level 1. These courses may be completed in any order. Program students must pass the exam for each course in order to qualify for the Program Certificate.

Individual seminars on various landlording issues are also offered for the benefit of residential building managers and rental property owners.

Non-certificate students may enroll in any courses.

EVALUATION

Program students shall be evaluated on the basis of assignments, tests and final exam. Upon successful completion of all required courses, the student may apply for a College Certificate.

ADVISORY COMMITTEE

The Program is subject to ongoing review through the counsel of a select committee of property management professionals, building owners and those in related fields.

COURSES

LAW AND TENANT RELATIONS 109001

Learn how to manage residential tenancies and control costs through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. Students will examine screening steps, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, condominium law and the Residential Tenancy Act. (Watters) \$85
Tues., Jan. 19 V.V.I. 7:00-9:30 p.m. 8 sessions

and book binders as Robert Bringhurst, Crispin Elsted, Jim Rimmer and Courtland Benson, will be extended and built upon. Vancouver Community College is joining with the Alcuin Society and Simon Fraser University to present a new series on book art. Some of the subjects — binding, type design and fine printing — will be re-examined. New topics — papermaking, fine press marketing, book illustration — will be explored. Enrolment will be limited to ensure individual participation in seminars. \$145 (Alcuin Society members \$130)
Tues., Feb. 16 V.V.I. 7:00-9:00 p.m. 8 session

LEARN TO PRINT TEXTILES 500124

"Clothworks" — textile designers, dyers and screen printers are offering a Saturday workshop for those interested in textile silkscreen printing. Learn to capture images from T-shirts to yardage. The workshop includes: construction of a silkscreen, designing images and patterns, stencil methods, how to set up a dark room, how to make a film positive. 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. (Drobner) \$60
Sat., Mar. 12, CLOTHWORKS 132 Powell St., 8:00-3:00 p.m. 1 session
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Sat., Mar. 12, CLOTHWORKS 132 Powell St., 8:00-3:00 p.m. 1 session

ELLIOT DROBNER is a silk screen printer and designer who operates Clothworks Ltd. in Vancouver.

BUILDING, CONSTRUCTION, RENOVATIONS AND HOME REPAIR

BUYING A HEALTHY HOUSE 500402

Learn to access the physical condition of the house for defective construction, deterioration and potential cost causing factors. (Best) \$20
Sat., Feb. 6 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

BASIC PLUMBING TECHNIQUES 500401

Learn how the system works. Examine various problem situations and learn helpful hints. All aspects of plumbing to be discussed. (Best) \$20
Sat., Feb. 13 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

UNDERSTANDING ELECTRICITY 500406

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
Sat., Feb. 20 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

DOORS, FLOORS, WALLS AND CEILINGS 500404

Learn weather stripping, latches, deadbolts, doorbells and buzzers. Also included will be information on flooring, carpet and tiles (vinyl, asphalt and clay). (Best) \$20
Sat., Feb. 27 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

DO WE PAINT OR PAPER? 500403

Course explores estimation, preparation and application including information on panelling and patching cracks and holes in plaster and gypoc. (Best) \$20
Sat., Mar. 5 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

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

EARN A CERTIFICATE

Representatives of industry and the professional 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 18 fields;

• Building Manager (Residential)	P. 3
• Business Administration	P. 4
• Community Based Social Services	P. 23
• Computer Skills for the Workplace	P. 7
• Counselling Skills	P. 12
• Court Interpreting	P. 12
• Early Childhood Education	P. 13
• Fashion Arts	P. 15
• Management Skills for Continuing Care	P. 17
• Management Skills for Supervisors	P. 5
• Non-Profit Management	P. 27
• Recreation Facilities Management	P. 23
• Substance Abuse	P. 17
• Teaching English as a Second Language	P. 24
• Telecommunications Management	P. 25
• Visual Arts — Photography Major	P. 21
• Volunteer Management	P. 26
• Working With School Aged Children	P. 13

Please see back cover for Registration Form or call 875-8200

 Continuing Education - Keeping you in mind.

BUILDING MAINTENANCE AND COST CONTROL

109002

Learn how to maintain your building and control costs through preventative maintenance, pest control measures, basic appliance repair, fire safety, building security and simple analysis of heating, plumbing and electrical systems. Classes shall include hands-on demonstrations using a variety of appliances and other equipment. (Walters) \$85

Mon., Jan. 18 V.V.I. 7:00-9:30 p.m. 8 sessions

SUPERVISION AND COMMUNICATIONS

109003

Intended for building supervisors and others who wish to advance in the building service field, this course will explore basic supervisory and time management skills including work planning, organization, handling interruptions, dispute resolution, problem solving techniques and motivation of staff.

(To be offered in the Spring Term, 1988)

BUILDING SERVICE WORKER — LEVEL 1

250401

Learn general cleaning and floor maintenance. 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

Sat., Jan. 23 V.V.I. 9:00 a.m. - 4:00 p.m. 5 sessions

RON PARENT is a full time instructor in the Building Service Worker Program at Vancouver Vocational Institute.

SEMINARS — MANAGING YOUR RENTAL PROPERTY**BUDGETING FOR MAXIMUM PROFIT**

109004

For owners of residential rental real estate who wish to maximize the value of their investment, learn basic principles of budget planning and practical guidelines for your long and short term maintenance expenditures. \$25.

Thurs., Jan. 29 V.V.I. 7:00-10:00 p.m. 1 session

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., Jan. 23 V.V.I. 10:00 a.m. - 4:00 p.m. 1 session

Sat., Feb. 13 Langara 10:00 a.m. - 4:00 p.m. 1 session

BUILDING SERVICE WORKER**BUILDING SERVICE WORKER - LEVEL 1**

250401

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

Sat., Jan. 23 V.V.I. 9:00 a.m. - 4:00 p.m. 5 weeks

BUILDING SERVICE WORKER - LEVEL II

250402

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

Sat., Mar. 5 V.V.I. 9:00 a.m. - 4:00 p.m. 5 weeks

RON PARENT is a full-time instructor in the Building Service Worker Program at V.V.I.

CONTRACT CLEANING & ESTIMATING

250403

A necessity for all in the business cleaning and maintenance industry. Update your skills in bidding on new contracts and revising existing contracts. Learn measurement of quoted areas, specifications, job efficiency standards, equipment requirements, norms and evaluations, quoting on job sites and on blueprints, insurance and bonding. (Den Daas) \$125

Sat., Jan. 23 V.V.I. 9:00 a.m. - 4:00 p.m. 5 weeks

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.

BUILDING SERVICE MANAGEMENT

250404

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) \$135

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

BILL VICKERY is Director of Building Services at Vancouver General Hospital.

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

2. PHONE and charge it to your VISA card.

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

Vancouver Vocational Institute 682-5844

King Edward Campus & Langara Campus 875-8200

Nursing & Health Education 687-1757

register 3 ways

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King Edward Campus & Langara Campus 875-8200

Nursing & Health Education 687-1757

register 3 ways

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Vancouver Vocational Institute 682

CAREER AND EMPLOYMENT

HOW TO FIND A JOB 104004

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., Feb. 20 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session OR
Sat., Feb. 27 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 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., Jan. 20 V.V.I. 7:00-10:00 p.m. 8 sessions

ED RICHARDSON is a principal in Richardson Rosati Productions Ltd. He has thirty years' experience in the film and 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. (Sturberg) \$60

Thurs., Jan. 21 V.V.I. 6:30-8:30 p.m. 4 weeks

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

CAREERS IN THE MOVIE INDUSTRY 104102

A general review of career and employment opportunities in the growing B.C. film industry, with emphasis on working conditions, skills in demand and professional associations. (Mackie) \$15

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

SELF-ASSESSMENT FOR CAREER CHANGE PART I 104001

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., Feb. 13 K.E.C. 9:30 a.m. - 4:30 p.m. 1 session

OR

Sat., Feb. 20 K.E.C. 9:30 a.m. - 4:30 p.m. 1 session

SELF-ASSESSMENT FOR CAREER CHANGE PART II 104002

A follow-up to Self-Assessment for Career Change Part I. Examine career choices in your area of interest, share referral and assistance information, learn to set realistic goals, create support networks and examine attitudes to success. (Baal) \$20

Sat., Feb. 27 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.

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! (Lerner) \$45.

Sat., Feb. 20 Langara 9:00 a.m. - 4:00 p.m. 1 session

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

Tues., Feb. 16 K.E.C. 6:30-9:30 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

For all persons who wish to develop their vocal potential for personal and business reasons. This course uses a practical approach with emphasis on: a vocal warm-up to strengthen breathing, relaxation, resonance, projection and articulation; practice of phrasing, pausing, pitch, pace and emphasis; and a step-by-step method for building your own impromptu talks. (Coleman) \$80

Wed., Feb. 17 V.V.I. 7:00-9:30 p.m. 7 sessions

register
3 ways



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

OFFICE AND ADMINISTRATIVE SKILLS

TYPING BEGINNERS 104201

Learn touch typing of letters, symbols/numbers, centering, tabulation, and business letters. Please bring your own typing paper. (Worobetz & Tollstam) \$60

Mon., Jan. 25 V.V.I. 7:00-9:30 p.m. 8 sessions
Sat., Jan. 30 V.V.I. 9:30 a.m. - 12 noon 8 sessions

SPEED BUILDING TYPING 104203

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., Jan. 27 V.V.I. 7:00-9:30 p.m. 10 weeks

TYPING BUSINESS LETTERS 104204

Learn the principal parts, styles, punctuation patterns and proper placement of business letters. You will type several business letters practicing the rules. (Tollstam) \$10

Thurs., Mar. 3 V.V.I. 7:00-10:00 p.m. 1 session
Thurs., Apr. 14 V.V.I. 7:00-10:00 p.m. 1 session

TYPING — KEYBOARDING 104206

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., Jan. 28 V.V.I. 7:00-10:00 p.m. 5 sessions
Thurs., Mar. 10 V.V.I. 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 104202

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

Tues., Jan. 26 V.V.I. 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 102818

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

Tues., Jan. 20 Langara 10:00 a.m. - 4:00 p.m. 1 session

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., Mar. 5 Langara 10:00 a.m. - 3:00 p.m. 2 sessions

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., Feb. 20 Langara 10:00 a.m. - 2:00 p.m. 1 day

Sat., Apr. 9 Langara 10:00 a.m. - 2:00 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.

KEYBOARDING ON COMPUTERS 104206

The objective of this course is to develop keyboarding skills on alpha, numeric and punctuation keys at a minimum keyboarding rate of 25 words per minute. It is recommended that students purchase a textbook costing approximately \$29.25. This is a practical course using IBM compatible personal computers. (Hughes) \$125.

Mon./Wed., Jan. 18 Langara 7:30-10:00 p.m. 6 sessions

Mon./Wed., Feb. 29 Langara 7:30-10:00 p.m. 6 sessions

INTRODUCTION TO PITMAN SHORTHAND THEORY — LEVEL 1**NEW**104207

Learn the basics of one of the most effective and elegant shorthand methods for high speed dictation. (V. Hogan) \$110

Tues./Thurs., Jan. 26 Langara 6:00-8:00 p.m. 10 sessions

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

TELEPHONE ETIQUETTE 104208

This course is designed for people in a clerical or receptionist position who are in a constant role of meeting and handling the public in person or over the telephone. At the conclusion of this course you will be able to project an enthusiastic, positive image of your organization. (Schaefer) \$35

Sat., Feb. 13 Langara 10:00 a.m. - 4:00 p.m. 1 day

INTRODUCTION TO PAYROLL (Manual & Computerized) 104209

For small business owners and personnel who wish to learn the basics of preparing hourly and salaried payrolls, this course will cover payroll law, payroll deductions, records maintenance, T4 preparation and government reports. Students will learn both manual and computerized payroll preparations. (Chung) \$130

Tues., Jan. 19 V.V.I. 7:00-10:00 p.m. 10 sessions

RAY CHUNG, C.G.A., is an instructor in the Business Department at V.V.I. and a management consultant.

INTRODUCTION TO BOOKKEEPING 104210

This introductory course will cover the preparation of books of original entry and posting of journals to the general ledger, as well as simple reconciliations of certain balance sheet accounts. Students will record the business transactions for a complete accounting cycle, including the preparation of simple financial statements. \$130.

Thurs., Jan. 21 V.V.I. 7:00-10:00 p.m. 10 sessions

CALLIGRAPHY

A TASTE OF CALLIGRAPHY 050305

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

Sat., Jan. 16 Langara 9:30 a.m. - 12:30 p.m. 1 session

Tues., Jan. 19 Langara 7:00-10:00 p.m. 1 session

CALLIGRAPHY: BEGINNERS ITALIC LEVEL 1 050301

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., Jan. 26 Langara 7:30-9:30 p.m. 8 weeks

Thurs., Jan. 28 Langara 5:30-7:30 p.m. 8 weeks

Sat., Feb. 6 Langara 9:30-11:30 a.m. 8 weeks

INTERMEDIATE CALLIGRAPHY: LEVEL 2 050302

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

Thurs., Jan. 28 Langara 7:30-9:30 p.m. 8 weeks

DECORATED CAPITALS WITH BORDERS 050318

Learn to design and decorate the capital letters of medieval form blending them with appropriate border design. Some calligraphy necessary (Level 1) (Meeham) \$35

Mon., Jan. 25 Langara 7:00-9:00 p.m. 6 sessions

LETTER DECORATION AND BORDER DESIGN 050316

Gain an overview of the design structure and the possibilities for several border ideas, along with decorative capitals that will enhance and complete your calligraphy piece. Bring pens, pencils, paper and coloured pencils or paint. (Meeham) \$15

Wed., Jan. 20 Langara 7:00-10:00 p.m. 1 session

LETTER REFINEMENT 050319

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., Feb. 4 Langara 5:30-7:30 p.m. 6 sessions

ROMAN CAPITALS AND VERSALS WORKSHOP **NEW** 050323

Gain a true understanding of Roman Capitals through exercises. Develop the sensitivity for required techniques to form a good proportioned letter. Study optically even letter spacing and explore the appropriate use of capitals in layout and design. Explore versals — pen made built-up capitals and their adaptation to modern use. (Alexander) \$35

Sat./Sun., Feb. 6/7 Langara 9:30 a.m. - 3:00 p.m. 2 sessions

SIMPLE LAYOUT ESSENTIALS FOR BEGINNERS IN CALLIGRAPHY 050306

Learn the various elements of design. Prepare a pleasing and well balanced layout that is strong and effective. (Poskitt) \$15

Thurs., Jan. 21 Langara 7:00-10:00 p.m. 1 session

ITALIC CORRESPONDENCE COURSE 050313

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 324-5325. (Poskitt) \$65

12 weeks (on-going)

COMEDY

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 TV. scripting will all be explored. (Dennison) \$65

Tues., Feb. 16 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.

COMEDY IMPROVISATION 503404

Designed to free the imagination through the spontaneous use of words, sound and movement. Though the emphasis is on basic acting skills, this course is geared to anyone who loves to laugh. A good starting point for people who have toyed with the idea of becoming involved in theatre. (Dungey) \$60

Mon., Jan. 25 Langara 8:00-10:00 p.m. 8 weeks

LORI DUNGEY is a 5 year veteran of the Vancouver Theatre Sports League, appearing in many of their improvisation productions. Since graduating with her B.F. in 1983, she has performed in every major theatre in town.

COMMERCIAL ART AND DESIGN

AIRBRUSH ILLUSTRATION, BASIC 050402

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., Jan. 18 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 050403

Learn drawing techniques, tools, and the principle of composition and design to prepare cartoons for reproduction. Demonstrations and assignments. (Metzger) \$95

Thurs., Jan. 21 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 050404

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., Jan. 18 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 050407

Learn to use pencils, charcoal, pen and brush, and pen and ink. Tone, line, texture, shape, and composition are studied through the use of still life and figure drawing studies. Bring soft charcoal stick, newsprint and manila paper to the first session. Registration fee includes the cost of models. (Babcock) \$75

Tues., Jan. 19 V.V.I. 7:00-10:00 p.m. 8 weeks

PAINTING BASIC — WATERCOLOUR 050412

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) \$75

Wed., Jan. 20 V.V.I. 7:00-10:00 p.m. 8 weeks

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

SELL YOUR ART! 050418

Learn to prepare the marketing techniques, visual presentations, and a general study of the psychology of marketing commercial art and printing. (Jakubke) \$25

Tues. & Thurs., Jan. 19 & 21 V.V.I. 7:00-10:00 p.m. 2 days

GRAPHIC DESIGN — AN INTRODUCTION 050408

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. (Kakubke/Lim) \$95

Sat., Jan. 23 V.V.I. 9:30 a.m. - 12:30 p.m. 10 weeks

Thurs., Jan. 28 V.V.I. 7:00-10:00 p.m. 10 weeks

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

GRAPHIC DESIGN — PRINTING AND PRODUCTION TECHNIQUES 050409

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., Jan. 27 V.V.I. 6:30-10:00 p.m. 10 weeks

PASTE-UP AND ASSEMBLY TECHNIQUES 050414

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., Jan. 26 V.V.I. 7:00-10:00 p.m. 10 weeks

PORTFOLIO PRESENTATION 050417

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., Jan. 25 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 050410

Explore a wide range of illustration techniques as applied in advertising and various print media. Colour theory and basic design are covered. (Nouvens) \$55

Tues., Jan. 19 V.V.I. 7:00-10:00 p.m. 6 weeks

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

DRAWING, ADVANCED 050406

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) \$75

Tues., Jan. 19 V.V.I. 7:00-10:00 p.m. 8 weeks

PAINTING, ADVANCED 050413

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) \$75

CSW5 — USING DBASE III PLUS 100505

Teaches the student how to create a database, add, delete, change data, inquire and retrieve data from the database. The most popular database package, Dbase III Plus, will be used. Prerequisite: CSW1, \$150.

Wed., Jan. 20	Langara	A216 7:00-10:00 p.m.	5 weeks
Mon., Feb. 22	Langara	A216 7:00-10:00 p.m.	5 weeks

CSW6 — USING LOTUS 1-2-3 100506

Shows the student how to set up a spreadsheet, edit it and perform "what if" analysis on it. The concept of using macros will also be covered. The most popular package, Lotus 1-2-3, will be used. Prerequisite: CSW1, \$150.

Wed., Feb. 24	Langara	A210 7:00-10:00 p.m.	5 weeks
Thurs., Mar. 31	Langara	A210 7:00-10:00 p.m.	5 weeks

CSW7 — ACCOUNTING USING ACCPAC100513

Shows how to set up a chart of accounts, enter transactions and prepare financial statements. The most popular ACCPAC General Ledger package will be used. The student will also be exposed to the concepts of using the Report Writer. Prerequisite: CSW1, \$150.

Mon., Jan. 18	Langara	A210 7:00-10:00 p.m.	5 weeks
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CSW7B — ACCOUNTING USING BEDFORD 100507

Shows how to use Bedford Integrated Accounting software to set up a complete set of books, G/L, Payroll, Jobcost, A/R, A/P, and Inventory Control will be covered. Prerequisite: CSW1, \$150.

Tues., Mar. 29	Langara	A216 7:00-10:00 p.m.	5 weeks
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CSW9 — DOS OPERATING SYSTEM 100509

Teaches the student how to control and make the most effective use of the IBM/PCs via the DOS Operating System. The various commands, directory structure, CONFIG.SYS, AUTOEXEC.BAT plus various utilities will be covered. Technical information on disk organization, batch file programming, BIOS will also be discussed. Prerequisite: CSW1, \$150.

Tues., Jan. 19	Langara	A216 7:00-10:00 p.m.	5 weeks
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CSW10 — DESKTOP PUBLISHING PAGEMAKER **NEW 100516**

Explains what this LATEST HOT topic of desktop publishing is about. Shows the student how to take an ordinary looking document (or letter or brochure) and transform it into professional-looking "typeset-quality" presentation. It also shows how to combine text and pictures together into a document. Prerequisite: CSW4, \$150.

Wed., Mar. 30	Langara	A210 7:00-10:00 p.m.	5 weeks
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CSW11 — INTRODUCTION TO EXPERT SYSTEMS **NEW 100517**

Explains what this LATEST HOT technology is all about. An Expert System is a software package which can store the knowledge of a specific topic and can give advice to the user (based on the knowledge stored in it). The different components of an expert system will be discussed. An expert system package will be used to show the user how to use one. Pre-requisites: CSW1 and 5, \$150.

Mon., Mar. 28	Langara	A210 7:00-10:00 p.m.	5 weeks
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CSW12 — LOCAL AREA NETWORK (LAN) **NEW 100518**

Shows how the various PCs in your office can be connected ("networked") together for data sharing and electronic mail. The popular Novell network system will be used for illustration. The various commands will be covered. Prerequisite: CSW9, \$150.

Mon., Feb. 22	Langara	A210 7:00-10:00 p.m.	5 weeks
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For information and registration, call 324-5322 or 324-5323.

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. Prima Technology has a maximum of 12 students per class. V.C.C. Langara classes have a maximum of 20 students.

Course participants at Computer Station and Precept Computer Skills Learning Centre receive a comprehensive reference/study guide and course disk containing study materials and examples as part of the course fee. Lecture notes will be available to course participants at Prima Training Centre.

NOTE: Basic keyboard skills are recommended for most 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 DOS and overviews of wordprocessing, spreadsheets and databases using Lotus 1-2-3 and dBase III, \$130.

Tues., Jan. 12	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Jan. 16	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Mon., Jan. 18	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Sat., Jan. 24	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Feb. 6	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Thurs., Feb. 11	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Fri., Feb. 19	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Feb. 27	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sun., Mar. 6	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Fri., Mar. 11	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Mar. 19	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Thurs., Mar. 24	Comp. Stn.	6:30-9:30 p.m.	3 sessions

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. Course topics include: basic microcomputer architecture (including the functions of RAM, ROM, CPU, serial and parallel ports, and DOS), booting DOS (disk operating system) and running standard applications, correct disk handling procedures and assessing add-on devices and programs with a view to qualified purchasing. **Touch typing skills are not required.** 8 hours \$120.

Mon./Tues., Jan. 18/19	Precept	1:00-5:00 p.m.	2 sessions
Tues., Jan. 19	Precept	7:00-9:00 p.m.	4 sessions
Mon./Tues., Feb. 1/2	Precept	1:00-5:00 p.m.	2 sessions
Mon./Tues., Feb. 15/16	Precept	8:30 a.m.-12:30 p.m.	2 sessions
Thurs./Fri., Mar. 3/4	Precept	1:00-5:00 p.m.	2 sessions
Thurs./Fri., Apr. 7/8	Precept	1:00-5:00 p.m.	2 sessions

Mon., Feb. 22	Langara	A210 7:00-10:00 p.m.	5 weeks
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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. **NOTE: This is not a "hands-on" course.** (Hogan) \$45.

Tues., Jan. 19	Langara	7:00-9:00 p.m.	6 weeks
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COMPUTER APPLICATIONS**WORDPROCESSING****INTRODUCTION TO WORDPERFECT 100710**

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

Sun., Jan. 17	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Tues., Jan. 19	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Sat., Jan. 30	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Tues., Feb. 9	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Fri., Feb. 12	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Feb. 20	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Mon., Feb. 29	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Fri., Mar. 4	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sun., Mar. 13	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Mar. 23	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Thurs., Mar. 24	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sat., Feb. 13 (Wahner), Langara	9:00 a.m. - 4:30 p.m.	1 day	

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 transferring text between documents and more. Experience with WordPerfect is essential. \$130.

Mon., Feb. 8	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Fri., Mar. 25	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. Course topics include: creating/editing commands, justification, text move and copy, search and replace, printer configuration, page numbers, thesaurus, spell checking and file management. Familiarity with the IBM PC-XT or compatible is required. **(Introduction to Computing on the IBM PC-XT or equivalent). Touch typing not required.** \$140.

Thurs./Fri., Feb. 11/12	Precept	1:00-5:00 p.m.	2 sessions
Thurs./Fri., Mar. 10/11	Precept	1:00-5:00 p.m.	2 sessions

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. Familiarity with the IBM PC-XT or compatible is required. Introduction to Computing on the IBM PC-XT or equivalent. Touch typing is not required.** \$140.

Thurs./Fri., Feb. 18/19	Precept	1:00-5:00 p.m.	2 sessions
Thurs./Fri., Apr. 14/15	Precept	1:00-5:00 p.m.	2 sessions

USING WORDPERFECT **NEW 100710**

You will learn how to use WordPerfect for various word-processing applications. Topics include creating, modifying and printing a document. Various editing features such as inserting, replacing, formatting and justifying text are covered. Additional topics such as spelling, thesaurus, newspaper-column format, sort/merge, and macro definition will also be explored. \$150.

Mon., Jan. 11	Prima	7:00-10:00 p.m.	4 weeks
Tues., Mar. 8	Prima	7:00-10:00 p.m.	4 weeks

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., Jan. 15	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Feb. 10	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Wed., Mar. 9	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sun., Mar. 20	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., Feb. 7	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Mar. 30	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

USING MICROSOFT WORD **NEW 100724**

You will learn how to use Microsoft word for various word processing applications. Topics include creating, modifying and printing a document. Various editing features such as inserting, replacing, formatting and justifying text are covered. Additional topics such as spell, merge, glossaries and style sheets will also be explored. \$150.

Fri., Jan. 15	Prima	1:00-5:00 p.m.	3 weeks
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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. The course will concentrate on getting users productive as quickly as possible, and then expanding their proficiency. As part of our ongoing commitment to education in the rapidly developing field of computerized publishing, **Introduction to Microsoft WORD** will set you on the path to faster, more proficient use of your microcomputer as a writing, reporting, and publishing tool. Familiarity with the IBM PC-XT or compatible is required. **(Introduction to Computing on the IBM PC-XT or equivalent). Touch typing not required.** \$140.

Mon./Tues., Jan. 18/20	Precept	7:00-9:00 p.m.	4 sessions
Mon./Tues., Feb. 8/9	Precept	1:00-5:00 p.m.	2 sessions
Thurs./Fri., Mar. 10/11	Precept	1:00-5:00 p.m.	2 sessions

ADVANCED WORDPROCESSING WITH MICROSOFT WORD 100728

Learn the more sophisticated capabilities and features of Microsoft WORD. 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)** is required. You will have an opportunity to produce a custom project with the assistance of the instructor. Final copy will be printed on a HP LASERjet+ LASER printer. Course topics include: style sheets, glossaries, windows, command entry short-cuts, mathematical functions, columnar functions, automatic table of contents and index generation, automatic footnotes, and spell checking. Familiarity with the IBM PC-XT or compatible is required. **(Introduction to Computing on the IBM PC-XT or equivalent). Touch typing not required.** \$140.

Mon./Tues., Feb. 15/16	Precept	1:00-5:00 p.m.	2 sessions
Thurs./Fri., Mar. 24/25	Precept	1:00-5:00 p.m.	2 sessions

INTRODUCTION TO MS-WORD 100724

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

Sun., Feb. 21	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Tues., Mar. 22	Comp. Stn.	6:30-9:30 p.m.	3 sessions

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., Jan. 20	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Fri., Jan. 22	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Feb. 10	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Mar. 2	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Sat., Mar. 12	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Thurs., Mar. 31	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

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.

Tues., Jan. 26	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Feb. 17	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Sun., Feb. 28	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Mar. 16	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day

USING dBASE III PLUS DATA BASE MANAGEMENT SYSTEM MODULE ONE 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. Familiarity with the IBM PC-XT or compatible is required. **Introduction to Computing on the IBM PC-XT or equivalent.** \$140.

Mon./Tues., Feb. 1/2	Precept	8:30-12:30 p.m.	2 sessions
Mon./Tues., Feb. 1/2	Precept	8:30-12:30 p.m.	2 sessions

USING dBASE III PLUS DATA BASE MANAGEMENT SYSTEM MODULE TWO **NEW 100734**

This is a follow up course to Using dBase III Plus Data Base Management System Module One. Course topics include: reports, input screens, expanding files, custom labels and more. **A student edition of dBase III+ is included in the course fees.** Familiarity with the IBM PC-XT or compatible is required. **Introduction to Computing on the IBM PC-XT or equivalent.** \$140.

Mon./Tues., Feb. 8/9	Precept	8:30-12:30 p.m.	2 sessions
Mon./Tues., Mar. 14/15	Precept	8:30-12:30 p.m.	2 sessions

USING DBASE III PLUS 100705

This course shows you how to use dBase III Plus to create a database, enter data to it, make changes, manipulate the data, inquire and retrieve/print out data from your database. \$150.

Sat., Jan. 16	Prima	9:00 a.m. - 4:00 p.m.	2 weeks
Sat., Mar. 12	Prima	9:00 a.m. - 4:00 p.m.	2 weeks

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. (F. Wuhner) \$85.

Sat., Mar. 19	Langara	9:00 a.m. - 4:30 p.m.	1 day
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HOW TO DESIGN A RELATIONAL DATABASE 100757

Many computer users set up databases to store data. But how to design the proper database structure? This course shows how you can use the concept of functional dependencies and normalization in arriving at a flexible database design. \$75.

Wed., Jan. 13	Prima	7:00-10:00 p.m.	2 weeks
Sat., Feb. 13	Prima	9:00 a.m. - 4:00 p.m.	1 day
Mon., Mar. 21	Prima	7:00-10:00 p.m.	2 weeks

PROGRAMMING IN DBASE III PLUSNEW**100760**

This course is for those who have a basic knowledge of dBase III and desire to understand the programming aspect of dBase III. This course goes through the major statements used in command-file programming and illustrates how to develop a working database system in dBase III Plus. \$150.

Fri., Feb. 5	Prima	1:00-5:00 p.m.	3 weeks
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DATABASE USING CLIPPER **NEW 100761**

This course is for those who have a basic knowledge of dBase III and desire to use Clipper instead — a widely-used dBase III compiler in the industry. The differences between Clipper & dBase III Plus as well as the enhancements found in Clipper are explained. \$150.

Thurs., Mar. 17	Prima	1:00-5:00 p.m.	3 weeks
Thurs., Feb. 4	Prima	1:00-5:00 p.m.	3 weeks

DATABASE USING QUICKSILVERNEW**100762**

This course is for those who have a basic knowledge of dBase III and desire to use Quicksilver instead — a widely-used dBase III compiler in the industry. The differences between Quicksilver & dBase III Plus as well as the enhancements found in Quicksilver are explained. \$150.

Tues., Jan. 12	Prima	7:00-10:00 p.m.	4 weeks
Sat., Feb. 27	Prima	9:00 a.m. - 4:00 p.m.	2 weeks

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.

Thurs., Jan. 21	Comp. Stn.	6:30-9:30 p.m.	3 sessions
Sat., Jan. 23	Comp. Stn.	9:00 a.m. - 5:00 p.m.	1 day
Wed., Jan. 27	Comp. Stn.		

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ACCPAC — G/L ****NEW**** **100701**
You will learn how to use ACCPAC — G/L to set up a G/L system. Specifically, you will learn how to convert your existing manual data to ACCPAC, add transactions in batches, edit transaction batches, post batches to the Ledger and print out the various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is assumed. \$150
Sat., Jan. 16 Prima 9:00 a.m. - 4:00 p.m. 2 weeks
Wed., Jan. 27 Prima 7:00-10:00 p.m. 4 weeks

MICROCOMPUTER ACCOUNTING WITH ACCPAC MODULE ONE GENERAL LEDGER ****NEW**** **100729**
Learn the flexibility and ease of computerized bookkeeping using ACCPAC/GL. You will learn how to set up and modify a general ledger, post transactions, end the year and produce financial statements. This is the first of two courses. Module two will address the ACCPAC Accounts Receivable and Accounts Payable modules. A working knowledge of bookkeeping or account skills would be an asset to the user. Familiarity with the IBM PC-XT or compatible is required. **Introduction to Computing on the IBM PC-XT or equivalent.** \$140
Mon./Tues., Feb. 18/19 Precept 8:30-12:30 p.m. 2 sessions
Tues./Turs., Feb. 16/18 23/25 Precept 7:00-9:00 p.m. 4 sessions
Mon./Tues., Feb. 22/23 Precept 8:30-12:30 p.m. 2 sessions

MICROCOMPUTER ACCOUNTING WITH ACCPAC MODULE TWO ACCOUNTS RECEIVABLE AND PAYABLE ****NEW**** **100749**
This is the follow up course to **Microcomputer with ACCPAC Module One General Ledger**. Showing how the Accounts Payable and Accounts Receivable sections integrate with the ACCPAC/GL the course will expand on what you have learned in Module One and provide specific instruction for setting up and using the ACCPAC/AR and ACCPAC/AP. A working knowledge of ACCPAC/GL is required. **Microcomputer Accounting with ACCPAC Module One General Ledger or equivalent.** A working knowledge of bookkeeping or accounting skills would an asset. \$275
Thurs./Fri., Jan. 21/22 28/29 Precept 8:30-12:30 p.m. 4 sessions
Mon./Tues., Feb./Mar. 29/1/7/8 Tues./Thurs., Mar. 1/3/8/10/15/17/22/24 Precept 7:00-9:00 p.m. 8 sessions

INTRODUCTION TO NEWVIEWS ACCOUNTING ****NEW**** **100753**
In this course, you will be exposed to a REVOLUTIONARY approach to computerized accounting. NewViews accounting is different from tradition accounting systems because everything is fully integrated and there is no month-end or year-end closing required. The basic concepts behind NewViews are discussed followed by the basic commands required to navigate through NewViews. You will then learn how to do accounting using NewViews. You are assumed to have a basic understanding of accounting principles. \$150
Thurs., Jan. 14 Prima 7:00-10:00 p.m. 4 weeks
Fri., Feb. 5 Prima 1:00-5:00 p.m. 3 weeks
Tues., Feb. 9 Prima 7:00-10:00 p.m. 4 weeks

INTERMEDIATE NEWVIEWS ACCOUNTING ****NEW**** **100754**
This is a continuation of Introduction of NewViews Accounting. It covers the more advanced topics such as handling history, budgeting, security and exporting/importing. The NewViews Procedure Language (MPL) will also be explored. \$150
Fri., Feb. 5 Prima 1:00-5:00 p.m. 3 weeks
Tues., Feb. 9 Prima 7:00-10:00 p.m. 4 weeks

ACCPAC — A/R ****NEW**** **100755**
You will learn how to use ACCPAC to monitor the Accounts Receivable functions of a business. The entire cycle of Accounts Receivable from setup to producing management reports will be covered. Interface will also be explored. A basic knowledge of ACCPAC-G/L is assumed. \$150
Wed., Feb. 24 Prima 1:00-5:00 p.m. 3 weeks

ACCPAC — ORDER ENTRY/INVENTORY CONTROL ****NEW**** **100756**
You will learn how to use ACCPAC to handle the order entry and inventory control functions. The entire cycle of handling orders and keeping track of inventory will be covered. The interface of ACCPAC — A/R and G/L will also be explored. A basic knowledge of ACCPAC — G/L is assumed. \$150
Wed., Mar. 16 Prima 1:00-5:00 p.m. 3 weeks

DESKTOP PUBLISHING

INTRODUCTION TO DESKTOP PUBLISHING ****NEW**** **100726**
Learn the vocabulary, concepts, applications, and practical uses of desktop publishing. As part of our ongoing commitment to desktop publishing education, this course will serve as the foundation for more specialized studies of this leading-edge technology. The course will make use of a variety of professional packages for page layout, graphics design, mixed text and graphics, and multi-font text. The Hewlett Packard LASERjet + LASER printer will be used in this course. Although this course is intended as an **introductory overview**, students would benefit by having a working familiarity with the IBM PC-XT and a fundamental understanding of wordprocessing concepts and applications. **Touch typing skills are not required.** \$130
Mon./Tues., Feb. 22/23 Precept 1:30-4:30 p.m. 2 sessions
Thurs./Fri., Mar. 17/18 Precept 9:00 a.m.-12 noon 2 sessions
Mon./Tues., Apr. 11/12 Precept 1:30-4:30 p.m. 2 sessions

DESKTOP PUBLISHING WITH THE VENTURA DESKTOP PUBLISHER **100739**
This sophisticated WYSIWYG (what-you-see-is-what-you-get) document formatter will allow you to rapidly and flexibly produce professional "finished" copy. Ventura excels in formatting longer publications and provides powerful structural tools including: index generation, table of contents, automatic paragraph numbering, 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.** Students would benefit by having a working familiarity with the IBM PC-XT and a fundamental understanding of wordprocessing concepts and applications. **Touch typing is not required.** \$190
Thurs./Fri., Feb. 4/5 Precept 8:30 a.m.-12:30 p.m. 2 sessions
Mon./Tues., Mar. 7/8 Precept 1:00-5:30 p.m. 2 sessions
Thurs./Fri., Apr. 7/8 Precept 8:30 a.m.-12:30 p.m. 2 sessions

DESKTOP PUBLISHING WITH PAGEMAKER **100746**
This course will introduce the user to the PageMaker page composition program. 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 flyers, 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.** Students would benefit by having a working familiarity with the IBM PC-XT and a fundamental understanding of wordprocessing concepts and applications. **Touch typing is not required.** \$190
Thurs./Fri., Feb. 18/19 Precept 8:30-12:30 p.m. 2 sessions
Mon./Tues., Mar. 21/22 Precept 1:00-5:00 p.m. 2 sessions
Thurs./Fri., Apr. 14/15 Precept 8:30-12:30 p.m. 2 sessions

COMPUTER PROGRAMMING

PROGRAMMING IN PROLOG ****NEW**** **100813**
Prolog is the language chosen for the Japanese Fifth Generation computer project. In this course, you will learn the underlying concepts such as predicate calculus, clausal form, backtracking, cut/fail, list processing, arithmetic and input/output. You are assumed to have a general understanding of programming principles. \$150
Tues., Mar. 8 Prima 7:00-10:00 p.m. 4 weeks

"BASIC" PROGRAMMING FOR BEGINNERS I **100801**
"BASIC" as 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. — M. Goard; Tues./Thurs. — A. Chou) \$55
Tues./Thurs., Jan. 19 Langara 7:00-9:00 p.m. 4 weeks
Sat., Jan. 23 Langara 9:00 a.m. - 12:00 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., Mar. 5 Langara 9:00 a.m. - 12:00 noon 5 weeks

INTRODUCTION TO PROGRAMMING IN "C"

100802
This course gives the interested user a foundation in the study of programming using C as the demonstration language. The C programming language provides a flexible, powerful base for applications development. Course contents include: fundamental programming concepts, designing, writing, and compiling simple programs from scratch, reading and modifying existing programs, and inclusion of providing library "routines" for fast, efficient production of programs. This course uses extensive "hands-on" training to provide the user with a firm understanding of the strong and weak points of C as a programming language. Users with no previous programming experience would find Universal Programming Skills (flowcharting) a valuable foundation for this course. An extensive C "module" library is supplied with the course material. \$140
Tues./Thurs., Mar./Apr. 29/31/5/7 Precept 7:00-9:00 p.m. 4 sessions

PROGRAMMING WITH dBASEIII/ dBASE III PLUS ****NEW**** **100808**
Learn how to set up user-oriented systems and write menu and programs to perform database file maintenance (adding or deleting records, changing information in existing records), transaction processing and report writing. An introductory knowledge of dBASE III is required. (B. Wuhler) \$85
Sat., Mar. 26 Langara 9:00 a.m. - 4:30 p.m. 1 session

PROGRAMMING IN TURBO C ****NEW**** **100809**
This course focuses on programming using the highly-acclaimed Turbo C. The concept that **program = algorithm + data structure** is used as the basis for course development. Basic data types as well as the three basic constructs for logic specification are examined. The concept of pointers and arrays as well as functions are also covered. **Warning:** C is not recommended to be the first language to learn how to program. Turbo Pascal is more suited for this purpose. \$150
Mon., Jan. 11 Prima 7:00-10:00 p.m. 4 weeks
Wed., Feb. 10 Prima 7:00-10:00 p.m. 4 weeks

ADVANCED TURBO C ****NEW**** **100810**
This is a continuation of Programming in Turbo C. It examines the more advanced data types such as structures, files, user-defined data, union. Recursion and dynamic storage allocation are also explored. \$150
Wed., Mar. 9 Prima 7:00-10:00 p.m. 4 weeks

PROGRAMMING IN TURBO PASCAL ****NEW**** **100811**
This course introduces the modern principles of computer programming using the highly-acclaimed Turbo Pascal for illustration. The concept that **program = algorithm + data structure** is used as the basis for course development. Basic data types as well as the three basic constructs are studied. Top-down approach and the concept of modularization are emphasized. This course provides a good solid foundation in programming for those who desire to get into the programming aspect of Dbase III, Lotus 1-2-3 and/or NewViews accounting. \$150
Wed. Jan. 13 Prima 7:00-10:00 p.m. 4 weeks
Mon., Feb. 8 Prima 7:00-10:00 p.m. 4 weeks

ADVANCED TURBO PASCAL ****NEW**** **100812**
This is a continuation of Programming in Turbo Pascal. It examines the more advanced data structures such as multi-dimensional arrays, record structures and files. The concept of recursion as well as dynamic storage allocation via pointers will also be covered.
Mon., Mar. 7 Prima 7:00-10:00 p.m. 4 weeks

INTRODUCTION TO PROGRAMMING IN "PASCAL" **100803**
This course gives the interested user 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. This course uses extensive "hands-on" training to provide the user with a firm understanding of the strong and weak points of PASCAL as a programming language. Users 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) a valuable foundation for this course. An extensive Turbo PASCAL "module" library is supplied with the course materials. \$140
Tues./Thurs., Apr. 12/14/19/21 Precept 7:00-9:00 p.m. 4 sessions

'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
Mon./Wed., Jan. 18 Langara 7:00-9:30 p.m. 4 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. \$55
Tues./Thurs., Feb. 16 Langara 7:30-10:00 p.m. 3 weeks

COMPUTER OPERATIONS

GETTING TO KNOW YOUR PC HARDWARE ****NEW**** **100909**
This course gives you a working knowledge of how to identify the various components inside your IBM PC. The functions of each component are explained. Actual samples of different boards/disk drives and peripherals are used for illustration. \$75
Thurs., Jan. 28/Feb. 4 Prima 9:00 a.m.-4:00 p.m. 2 weeks
Sat., Feb. 20 Prima 9:00 a.m.-4:00 p.m. 1 day
Wed., Feb. 24 Prima 7:00-10:00 p.m. 2 weeks

HARNESSING THE POWER OF MS-DOS/PC-DOS MODULE I — GETTING STARTED **100902**
Module one is designed to introduce the user to the basic concepts and components of MS-DOS/PC-DOS, define the functions that the operating system performs, and familiarize the user with installation procedures and fundamental commands. The first in a series of "hands-on" modules. **Getting Started** will enable users to take full advantage of the powerful features of this operating system. If you presently own or work on an MS-DOS/PC-DOS microcomputer, or are seriously considering purchasing one for personal or business use; this course will help you to exploit the untapped potential of one of the most powerful and misunderstood aspects of microcomputing. Familiarity with the operation of an IBM PC-XT (or compatible) microcomputer. **Introduction to Computing on the IBM PC-XT or equivalent** is required. \$140
Mon./Tues., Jan. 25/26 Precept 1:00-5:00 p.m. 2 sessions
Tues./Thurs., Feb. 2/4/9/11 Precept 7:00-9:00 p.m. 4 sessions
Thurs./Fri., Mar. 17/18 Precept 1:00-5:00 p.m. 2 sessions

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. The emphasis will be on creating and maintaining an automated, organized system through comprehensive use of batch programs developed during the course. Other areas of coverage will include: batch programming languages and aids, special effects for batch files, hidden and/or security applications of batch files, menu generation systems and turnkey menu selection systems. **Familiarity with operation of an IBM PC-XT or compatible and a working knowledge of MS-DOS/PC-DOS is required.** No previous programming experience is required. \$140
Thurs./Fri., Feb. 11/12 Precept 8:30-12:30 p.m. 2 sessions
Mon./Tues., Mar. 28/29 Precept 8:30-12:30 p.m. 2 sessions

HARNESSING THE POWER OF MS-DOS/PC-DOS MODULE III — HARD DISK ORGANIZATIONAL SKILLS **100905**
Demystify hard disk technology. Learn to organize, archive, and maintain a hard disk system of virtually any configuration. Course concepts include an advanced study of MS-DOS/PC-DOS subdirectories, paths, environments, and a review of batch file processing with a view to organization. **This course requires familiarity with an IBM PC-XT or compatible and a working knowledge of MS-DOS/PC-DOS.** \$140
Thurs./Fri., Feb. 25/26 Precept 8:30-12:30 p.m. 2 sessions
Mon./Tues., Apr. 11/12 Precept 8:30-12:30 p.m. 2 sessions

MS-DOS/PC-DOS AND HARD DISK MANAGEMENT **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. (F. Wuhler) \$85
Sat., Feb. 6 Langara 9:00 a.m. - 4:30 p.m. 1 day

PC SOFTWARE FOR THE BUSINESS PERSON ****NEW**** **100750**
This course is designed for the business person with little or no micro experience. Five weeks of hands on training using individual IBM compatible micros. The course will cover the latest PC software such as DOS (Operating System), dBase III Plus, Lotus 1-2-3, Acc Pac (General Ledger) as well as Microsoft Word document processing. (K. Tollstam) \$125
Tues., Jan. 19 Langara 7:30-10:00 p.m. 5 sessions

USING PC DOS ****NEW**** **100903**
Upon completion of this course, you should be able to work on your IBM PC very comfortably. Topics include file handling, formatting disks, setting search paths, input/output redirection, DOS editing keys, using CONFIG.SYS and AUTOEXEC.BAT to customize your system. The internal structure of DOS will also be discussed. \$150
Wed., Mar. 9 Prima 7:00-10:00 p.m. 4 weeks
Sat., Feb. 27 Prima 9:00 a.m.-4:00 p.m. 2 weeks

BATCH FILE PROGRAMMING ****NEW**** **100907**
This course will teach you how to automate many tasks by combining the various DOS commands in a batch (.BAT) file. The entire set of subcommands is covered and illustrated with many useful practical applications. You should have a working knowledge of PC DOS operating system before taking this course. \$75.
Sat., Mar. 12 Prima 9:00 a.m. - 4:00 p.m. 1 day

MANAGING YOUR HARD DISK EFFECTIVELY ****NEW**** **100905**
This course explains what to consider in selecting your hard disk, how to interpret the specifications. It then explains how DOS treats your hard disk, how to organize your data into hierarchical subdirectories. Different hard disk management software and backup procedures are discussed. \$75
Thurs., Feb. 11 Prima 7:00-10:00 p.m. 2 weeks
Sat., Mar. 19 Prima 9:00 a.m. - 4:00 p.m. 1 day

USING MICROSOFT WINDOW ****NEW**** **100911**
In this course, you will learn the highly-acclaimed, graphics-based MS-DOS operating system. You'll discover how you can integrate the applications of your choice (Word-Processing, Database, Spreadsheets, etc.), use them in unison, run them together, switch among them effortlessly, and transfer information between applications freely. In addition, this course will cover the built-in desktop accessories (the Notepad, Clock, Calendar, etc.) \$150
Fri., Feb. 26/Mar. 4/11 Prima 1:00-5:00 p.m. 3 weeks

USING MEMORY-RESIDENT UTILITIES ****NEW**** **100910**
This course shows you how to use the various utilities programs to make operating your computer easier. The most widely-used utilities are discussed. Examples include Sidekick (as your desktop organizer), PC Tools & Norton Utilities (to help you recover erased files and lost data), Direct Access (as a quick menu generator) and Keyboard Macros Utilities (to help you define "hot" keys). \$75
Sat., Feb. 13 Prima 9:00 a.m. - 4:00 p.m. 1 day
Tues., Feb. 23 Prima 7:00-10:00 p.m. 2 weeks
Sat., Mar. 26 Prima 9:00 a.m. - 4:00 p.m. 1 day

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. (F. Wuhler) \$85
Sat., Jan. 30 Langara 9:00 a.m. - 4:30 p.m. 1 day

GENERAL

HOW TO BECOME A SUCCESSFUL COMPUTER CONSULTANT ****NEW**** **104005**
In this course, you will learn how to start your own business as a Computer Consultant. The necessary skills, aptitudes and preparation are analyzed. Work with a Computer Consultant and learn the secrets of the trade. \$150
Sat., Jan. 30 Prima 9:00 a.m. - 4:00 p.m. 2 weeks
Fri., Feb. 26 Prima 1:00 p.m. - 5:00 p.m. 3 weeks

CHINESE COMPUTING ****NEW**** **100758**
Have you been wondering how to incorporate Chinese characters in your applications? This course will show you how to key in Chinese characters through your keyboard and how to print out Chinese characters from your printer. You will also learn how to incorporate Chinese in your business applications packages. \$150
Thurs., Feb. 11 Prima 7:00-10:00 p.m. 4 weeks

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

EARN A CERTIFICATE

Representatives of industry and the professional 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 18 fields:

- | | |
|---|-------|
| • Building Manager (Residential) | P. 3 |
| • Business Administration | P. 4 |
| • Community Based Social Services | P. 23 |
| • Computer Skills for the Workplace | P. 7 |
| • Counselling Skills | P. 12 |
| • Court Interpreting | P. 12 |
| • Early Childhood Education | P. 13 |
| • Fashion Arts | P. 15 |
| • Management Skills for Continuing Care | P. 17 |
| • Management Skills for Supervisors | P. 5 |
| • Non-Profit Management | P. 27 |
| • Recreation Facilities Management | P. 23 |
| • Substance Abuse | P. 17 |
| • Teaching English as a Second Language | P. 24 |
| • Telecommunications Management | P. 25 |
| • Visual Arts — Photography Major | P. 21 |
| • Volunteer Management | P. 26 |
| • Working With School Aged Children | P. 13 |

Please see back cover for Registration Form or call 875-8200

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: _____

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Phone: (Res) _____ (Bus) _____

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Tell us about yourself: _____

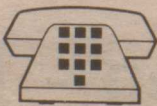
Mail To:
V.C.C. Alumni Association
1155 East Broadway,
Box 24700 Sta. 'C', Vancouver, B.C. V5T 4N4



register
3 ways



1. By MAIL by filling in the Mail Registration forms 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



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



Continuing Education - Keeping you in mind.

COUNSELLING SKILLS

COUNSELLING SKILLS CERTIFICATE PROGRAM

The Continuing Education Division is pleased to present a new program: The Counselling Skills Certificate Program. This part-time program has been designed in consultation with professionals in the field for:

- 1) Adults who have some initial training and/or experience in the social service field and who want to increase their counselling knowledge and skills, and
- 2) Adults who work or volunteer with groups or individuals in a setting where counselling skills are needed.

This practical program consists of six courses and one practicum totalling 200 hours.

For a brochure, application form, course schedule, or for further information, please call 875-8200. A limited number of entrants will be accepted each term.

BASIC COUNSELLING SKILLS

This course is designed for individuals, volunteers or staff who want to learn basic counselling skills. You will practise empathetic listening skills leading to assessment, problem identification and goal setting, using role play and guided experiential exercises. This course is not part of the Counselling Skills Certificate Program, but may be used to satisfy the initial training requirement for entry to the program. Text and workbook: Egan, "The Skilled Helper." (Burrows) \$75

Thurs., Jan. 21 K.E.C. 7:00-10:00 p.m. 6 sessions
SHARON BURROWS (M.A. Counselling Psychology) is a counselling psychologist in private practice working with women, couples and families.



COURT INTERPRETING

COURT INTERPRETING CERTIFICATE PROGRAM

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 27, 1988
Location: Langara Campus
Tuition Fee: \$545.00 (textbooks included)
Eligibility: Entrance into the course will be determined by a language proficiency examination, prior to registration.

APPLICATION DEADLINE: May 16, 1988. 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

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) \$15

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

THE CREATIVE PROCESS

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., Feb. 8 K.E.C. 7:00-9:30 p.m. 6 sessions

THE CREATIVE EDGE — ACTUALIZING YOUR HUMAN POTENTIAL

Being creative means having that extra edge that adds brilliance to whatever you do. This intensive program is designed to activate and develop the creative spark within you. The format is a series of interactive process addressing:

1. The Act of Discovery: Learning to Play
2. The Risk of the Creator: Being Unique
3. Accepting the Challenge: Meeting the Unknown

Includes one private session with the instructor to discuss your personal goals and to assist you in implementing them (to be used prior to or up to one month after completion of the course).

Prerequisite: Participants must have attended a previous course or lecture with the instructor or have approval. Please bring a journal to each session. (Enkin) \$160

Sat., Mar. 19 K.E.C. 9:00 a.m. - 4:00 p.m.
Sun., Mar. 20 K.E.C. 9:00 a.m. - 4:00 p.m. 2 sessions

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

INVENTIONS

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., Jan. 27 Langara 6:00-8:00 p.m. 6 sessions

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

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., Feb. 16 K.E.C. 7:00-9:30 p.m. 7 weeks

OR
Wed., Feb. 17 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.

THE JOY OF INTERVIEWING

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., Feb. 16 K.E.C. 7:30-9:30 p.m. 4 sessions

M. McMORROW, freelance broadcaster and writer.

TRAVEL WRITING

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., Feb. 10 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

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

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

Wed., Feb. 10 K.E.C. 7:00-9:00 p.m. 6 weeks

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

WRITING FORMULA ROMANCES

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 sessions. For experienced writers and novices. Bring a bag lunch. (Orr-Garner) \$70

Sat., Jan. 30 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.

WRITERS ALL-GENRE WORKSHOP

This workshop will offer a no-pressure atmosphere and an environment devoted to critiques and discussions of members' works. For people interested in writing (short stories, poetry or novels) who have already taken Creative Writing courses, or for those who are involved with writing and not currently interested in formal instruction, the All-Genre Workshop provides an opportunity to exchange ideas and information about writing, markets, contests, etc., plus a forum for reading current work and getting feedback from other participants.

Members are encouraged at each meeting to share their week's writing experience, good or bad. (Adams) \$120

Tues., Feb. 23 K.E.C. 7:00-10:00 p.m. 12 sessions

Michelle Adams, M.A., has published fiction and has worked as a Freelance editor and journalist.

WRITERS CO-OP

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., Jan., 25 Langara 8:00-10:00 p.m. 10 weeks

WRITING MAGAZINE ARTICLES

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., Feb. 25 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.

THE NEW PARENT STORY TELLING

Reading stories to one's own child or children is not only a valuable educational tool, story telling is also a marvellous way for two or more loving members of a family to share time together. There are numerous reasons for parents not reading to their children; shyness, poor personal reading skills, too little experience reading out loud, a different mother tongue than English. And there is always the question, "How do I choose a good children's book? Let this program help you take the fascinating world of story telling home to your children or child to be. Supplies: pen and paper. (Stelmach) \$70

Tues., Feb. 16 K.E.C. 7:00-9:00 p.m. 6 weeks

STORIES FROM THE HEARTS OF SENIORS

Every one of us has his or her own story to tell. This program helps seniors to do just that. Short readings by the instructor, vocal exercises and stimulating conversation help seniors to realize not only that they have stories to tell and that others are interested in hearing them but that they themselves are the ones to tell those stories. This is an introductory course to a six day workshop. Supplies: Bring a pad and pencil. Cassette tapes are not included. (Stelmach) \$55

Sat., Feb. 20 K.E.C. 9:30-11:30 a.m. 6 sessions

ROBERT STELMACH's collection, "Scenes," appeared last Spring in the *Swift Current Anthology*. CBC's *Morningside*, "As It Happens" and "Day Shift" have broadcast selections of his work. The recipient of a Canada Council grant, Robert Stelmach also received a tuition grant from Alberta Culture to study creative writing at the Banff School of Fine Arts.

102826

EARLY CHILDHOOD EDUCATION

EARLY 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 1

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 September 1988 are now being accepted.

C. ADVANCED STUDIES IN EARLY CHILDHOOD EDUCATION

A program which offers enrichment, upgrading and ongoing professional development for preschool and day care staff who have completed Level 1. Individual courses/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

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, Descantes) \$60

Mon., Jan. 18/25 Langara 7:00-9:30 p.m. 4 sessions

and Feb. 1/8 Langara 9:30 a.m. - 2:30 p.m. 2 sessions

ROSIE ANSLOW, KAREN NORMAN and ISOLDE DESCANTES are all long-experienced family daycare providers and well respected in the community for their expertise in this area.

CORE COURSE:

GUIDING CHILDREN'S BEHAVIOUR

This course focuses on issues related to discipline, classroom management and the socio-emotional development of young children. (Kison) \$60

Wed., Jan. 6 Langara 7:00-9:30 p.m. 8 sessions

PLANNING CHILDREN'S EXPERIENCES

The focus in this course is on the role of adults in encouraging children's learning through play based activities, material and equipment. (Anslow) \$60

Wed., Mar. 2/9/16/23 Langara 7:00-9:30 p.m. 6 sessions

& Sat., Mar. 5 & 26 Langara 9:30 a.m. - 2:30 p.m. 6 sessions

HEALTH AND SAFETY

This course examines all aspects of promoting health, safety and nutrition in a family daycare setting. (Stewart) \$60

Wed., Mar. 30 - May 4 Langara 7:00-9:30 p.m. 6 sessions

& Sat., Apr. 23 Langara 9:30 a.m. - 2:30 p.m. 7 sessions

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 9-12 YEAR OLDS
- WORKING WITH SPECIAL NEEDS CHILDREN
- LEADERSHIP AND ORGANIZATIONAL SKILLS

This term the first core course will be offered:

WORKING WITH 6-9 YEAR OLDS

The focus here is on the growth and development of children in this age group and the ways in which program planning and guidance can promote positive self-esteem. (Musson) \$60

Wed., Jan. 6-27 Langara 7:00-10:00 p.m. 7 sessions

& Sat., Jan. 23 Langara 9:30 a.m. - 3:30 p.m. 7 sessions

WORKING WITH 9-12 YEAR OLDS

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Musson) \$60

Wed., Feb. 24 - Mar. 30 Langara 7:00-10:00 p.m. 7 sessions

& Sat., Mar. 5 Langara 9:30 a.m. - 3:30 p.m. 7 sessions

LIVING AND WORKING WITH YOUNG CHILDREN

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

LISTENING SKILLS FOR CAREGIVERS

This workshop will be experiential — allowing participants to share their experiences communicating with young children and to practise listening skills. (Lynn) \$15

Tues., Jan. 19 Langara 7:00-10:00 p.m. 1 session

KATHY LYNN has extensive experience in developing and leading workshops that focus on child/adult behaviour and family functioning.

SCIENCE IN A BUCKET

Help children learn about the world around them: how things work. This exciting session will give you buckets full of ideas for simple, scientific experiments and projects for preschoolers. (Bartnik) \$15

Sat., Jan. 30 Langara 9:30 a.m. - 12:00 noon 1 session

GWEN BARTNIK has extensive experience in the early childhood field as a preschool and kindergarten teacher and as a teacher trainer.

ENHANCING CREATIVITY THROUGH DRAMA

In these 2 sessions, you will learn how to use theatre and drama in programming for school age children. You will be introduced to theatre sports, improvisation, play-building and script writing. Here's an opportunity to overcome some of your own inhibitions and to boost your self-confidence. Dress comfortably. (Goldhar-Smith) \$15

Mon., Feb. 1 & 8 Langara 7:00-10:00 p.m. 2 sessions

LYNDA GOLDHAR-SMITH is an accomplished actress and teacher of theatre to young children. She has performed in Vancouver, Los Angeles and New York and has toured with various theatre companies.

GETTING READY TO PLAY!

Come along and discover the Children's Play Resource Centre and the terrific resources, materials and inspiration it has to offer you. The session will begin with a discussion about the role of play in child development and conclude with a tour of the Centre. (Fronczek) \$5

Sat., Feb. 6 CHILDREN'S PLAY RESOURCE CENTRE

3644 Slocan St. 10:00-12:00 noon 1 session

VAL FRONCZEK is the Executive Director of the Society of Children and Youth of B.C. of which Children's Play Resource Centre is a division. She is an articulate advocate of play and has participated in national and international task forces and conferences on this theme.

KEEPING THE DOOR OPEN

When the lines of communication between caregivers and parents are open, the true beneficiaries are the children. This workshop will explore communication between parents and caregivers and offer practical suggestions for working more effectively with parents of children in their care. (Lynn) \$15

Tues., Feb. 16 Langara 7:00-10:00 p.m. 1 session

A HEALTHY DAYCARE: PREVENTING AND HANDLING CHILDHOOD ILLNESSES

Learn how to create a safe and healthy environment by taking a head-to-toe look at the child and at the setting. Issues to be addressed include establishing health policies and procedures for your centre, developing a plan for managing minor illness and being clear about how sick is sick! (Meunier) \$35

Sat., Feb. 20 Langara 9:00-4:00 p.m. 1 session

MARY ELLEN MEUNIER is a nurse, an early childhood educator, a centre administrator and a teacher trainer!

GAMES AND GAMES LEADERSHIP

Games for 2, games for 12 or more! Indoor, outdoor, quiet, loud, active, passive, wide and mind! Topics will include effective games, what to play when, leadership and safety. If you work with school age children, this session is for you! Dress comfortably, wear runners and come ready to play! (Musson) \$15

Sat., Mar. 12 Langara 9:00-12:00 noon 1 session

STEVE MUSSON has co-authored a book and offered numerous workshops related to working with school age children in an effective, exciting way.



ELECTRICAL/ELECTRONICS

FIBRE OPTICS

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. (Wilk) \$120

Tues., Jan. 19 B.C. Tel Education Centre

1795 Willingdon 6:30-9:30 p.m. 10 weeks

JOHN WILK has 41 years experience in telephone communications and has spent the past 10 years with B.C. Tel's Fibre Optic Transmission Engineering Department.

INTRODUCTORY ELECTRONICS

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., Jan. 19 V.V.I. 6:30-9:30 p.m. 20 sessions

DIGITAL ELECTRONICS SIMPLIFIED

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., Jan. 18 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

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) \$100

Mon./Wed., Jan. 18 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

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. (Johnson) \$45

Thurs., Mar. 10 AND V.V.I. 6:30-9:30 p.m.

Sat., Mar. 12 V.V.I. 9:00 a.m. - 3:00 p.m. 2 sessions

LARRY JOHNSON is an instructional assistant in V.V.I.'s electronics program.

register
3 ways



1. By MAIL by filling in the Mail Registration forms 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
Nurs

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CASHING IN YOUR R.R.S.P. **NEW 507315**
 Which maturity option is right for you? This is an all-important decision, one which will affect your financial situation for the rest of your life. This seminar is designed to make you better informed of the options available so you can make that decision more confidently. Key topics are: RRFs; Annuities; New Budget Rules; Spousal RRSP's; Minimizing Taxes and Maximizing Returns. (Rapaport) \$15
 Wed., Mar. 2 Langara 7:00-9:30 p.m. 1 session

BONNIE RAPAPORT is a financial planner working in Vancouver.
UNDERSTANDING 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., Feb. 9 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., Jan. 20 V.V.I. 7:00-9:30 p.m. 10 sessions

KERRY TURNER, Dip.T. (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., Feb. 6 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
 Tue/Thurs., Jan. 12 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 Easter work (theory and practical). Prerequisite: Basic Floral Design I or have wiring, taping and basic design skills. The fee includes the cost of flowers. Bring shears, a florist knife or sharp pocket knife and wire cutters to all classes. (Cassetta) \$220
 Tue/Thurs., Feb. 23 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. and the Provincial Ministry of Health.

For further information or to register, please call 682-5844.

LEVEL I (Basic) 250201
 Designed for kitchen staff and dining room attendants, covers: micro-biology — foodborne illnesses — personal hygiene and health — serving and dispensing — food protection and preparation — receiving and storing food safely — warewashing and storage methods. \$40
 Sat., Jan. 23 V.V.I. 9:00 a.m. - 6:00 p.m. 1 day
 Mon., Jan. 25 V.V.I. 9:00 a.m. - 1:30 p.m. 2 sessions
 Tues., Jan. 26 V.V.I. 7:00-10:00 p.m. 3 sessions
 Sat., Jan. 30 V.V.I. 9:00 a.m. - 1:30 p.m. 2 sessions

LEVEL II (Advanced) 250202
 Designed for managers, chefs and supervisory staff, covers: food poisoning/food protection — facilities and equipment — housekeeping and pest control — managing sanitary practices in a foodservice operation. \$40
 Sat., Feb. 13 V.V.I. 9:00 a.m. - 6:00 p.m. 1 day
 Mon., Feb. 15 V.V.I. 9:00 a.m. - 1:30 p.m. 2 sessions
 Tues., Feb. 16 V.V.I. 7:00-10:00 p.m. 3 sessions
 Sat., Feb. 20 V.V.I. 9:00 a.m. - 1:30 p.m. 2 sessions

EMPLOYERS may arrange for in-house training by contacting Mr. Brian Pink at 682-5844. Tuition fees can be negotiated for en bloc enrollments.

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., Jan. 25 Langara 8:00-10:00 p.m. 5 weeks

HEALTH

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.

CHIROPRACTIC HEALTH ASSISTANT **NEW 200712**
 A new course for chiropractic assistants who wish to enhance their knowledge and skills in this specialized area. The course also prepares those who wish to begin working in this field. Designed by the Canadian Memorial Chiropractic College in Toronto, this practical and comprehensive course provides 72 hours of instruction. A student manual is included. (Bourke) \$395
 Mon., Jan. 18 K.E.C. 7:00-10:00 p.m. 24 sessions

DARYL BOURKE is a chiropractor who graduated from Canadian Memorial Chiropractic College and has been in private practice in B.C. for several years. He has lectured to college and university students, and has been featured on television and radio documentaries about chiropractic.

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., Mar. 4 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 might write more easily and effectively. If you work or would like 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., Mar. 10 V.V.I. 9:00 a.m. - 4:00 p.m. 1 session

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.

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. (Malles) \$25
 Wed., Feb. 24 V.V.I. 7:00-9:30 p.m. 2 weeks

J. MALLETS 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., Feb. 11 K.E.C. 7:00-9:30 p.m. 2 weeks

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., Feb. 16 V.V.I. 7:00-9:00 p.m. 2 weeks

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. \$55
 Tues., Feb. 2 V.V.I. 7:00-9:00 p.m. 5 weeks

CPR AND FIRST AID

To register by phone, call 687-1757.

WORKERS' COMPENSATION BOARD INDUSTRIAL FIRST AID 202026
 This is an advanced course for those persons 19 years and over with previous first aid experience. Those successfully completing the course can work in industry as First Aid Attendants. \$310
 Mon., Tues., Wed., Thurs., Fri., Jan. 22/Feb. 5 V.V.I. 9:00 a.m. - 3:30 p.m. 10 sessions
 Mon., Tues., Wed., Thurs., Fri., Feb. 22/Mar. 4 V.V.I. 9:00 a.m. - 3:30 p.m. 10 sessions
 Mon., Tues., Wed., Thurs., Fri. Mar. 21/Mar. 31 V.V.I. 9:00 a.m. - 4:00 p.m. 9 sessions

CPR — BASIC CARDIAC LIFE SUPPORT — C 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
 Wed./Thurs., Feb. 10/11 V.V.I. 6:00-10:00 p.m. 2 sessions
 Tues./Thurs., Feb. 23/25 V.V.I. 6:00-10:00 p.m. 2 sessions
 Tues./Thurs., Mar. 8/10 V.V.I. 6:00-10:00 p.m. 2 sessions
 Tues./Thurs., Mar. 22/24 V.V.I. 6:00-10:00 p.m. 2 sessions

CPR — BASIC CARDIAC LIFE SUPPORT "C" — RECERTIFICATION 202015
 To maintain proficiency in CPR and a current certificate, you require this course. \$20
 Tues. Jan. 26 V.V.I. 6:00-10:00 p.m. 1 session
 Mon. Mar. 7 V.V.I. 6:00-10:00 p.m. 1 session

CPR — BASIC CARDIAC LIFE SUPPORT A
 You will learn one person adult CPR, treatment for a conscious and unconscious choking victim, and identification of heart attacks and guides to healthy heart living. No previous CPR experience is necessary. \$18
 Mon., Feb. 15 V.V.I. 6:00-10:00 p.m. 1 session

RED CROSS STANDARD FIRST AID/BASIC CARDIAC LIFE SUPPORT — C 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 required for entry into registered nursing programs but is also a valuable course for the general public. No prerequisites required. \$75
 Mon., Tues., Wed., Jan. 18, 19, 20 V.V.I. 6:00-10:00 p.m. 5 sessions
 Mon., Tues., Feb. 12 V.V.I. 9:00 a.m. - 4:00 p.m. 3 weeks
 Sat., Mar. 5 V.V.I. 9:00 a.m. - 4:00 p.m. 3 weeks

RED CROSS CHILD SAFE 202024
 A new program developed by Red Cross to instruct parents how to make homes, cars and play areas safe for children. The course shows you how to prevent and cope with common childhood injuries. Instruction in child CPR, burns, poisons, drowning, motor vehicle accidents and fractures. \$25
 Mon./Tues., Feb. 8, 9 V.V.I. 6:00-9:00 p.m. 2 sessions
 Tues./Wed., Mar. 15, 16 V.V.I. 6:00-9:00 p.m. 2 sessions

FIRST AID FOR DENTAL STAFF 202004
 This program is designed to update the emergency first aid skills of dental professionals. Covers new CPR techniques (providing BCLS "C" recertification) and instruction in first aid techniques appropriate to the dental office. Prerequisite — completion of BCLS "C" at some time in the past. \$40
 Tues./Wed., Feb. 16, 17 V.V.I. 6:00-10:00 p.m. 2 sessions

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.

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., Feb. 20, 27 V.V.I. 9:00 a.m. - 4:00 p.m. 2 weeks

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., Feb. 13 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 those in the helping professions who wish to develop experience and skills in the substance abuse field.

Emphasis will be placed on providing fundamental knowledge and skills about alcohol and drug dependency and applying assessment, referral and counselling skills to working with substance abuse clients.

For program 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.

Course Schedule — Winter 1988

COURSES	Start Date	Sessions	No. of Fee	Course Number
Issues in Continuing Care	Fri., Jan. 15	6	275	201602
Personnel Management	Thurs., Mar. 24	3	175	201606
Financial Management	Fri., Apr. 1	7	275	201603
Quality Assurance	Thurs., May 26	2	100	201607

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., Jan. 11 V.V.I. 9:00 a.m. - 4:00 p.m. 12 weeks

JEWELLERY MAKING WORKSHOP — ADVANCED 051102
 Further explore and develop various techniques and approaches learned in the Basic Skills course. Practical experience on more advanced and complicated projects will be encouraged. Prerequisites — successful completion of the Basic Skills course or its equivalent. (Walentowicz) \$230
 Tues., Jan. 12 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., Jan. 13 V.V.I. 9:00a.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., Jan. 14 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.
 Thurs., Feb. 11 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., Jan. 12 V.V.I. 6:30-9:30 p.m. 8 weeks

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



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 January 11. Register at first class at Jewish Community Centre or call 875-8200 to pre-register. \$55/person, \$25/student, \$90/couple per 10 sessions.

ALEPH 501601
 For those with no previous knowledge of Hebrew. Learn simple reading and writing.
 Mon., Jan. 11 Jewish Comm. Ctr. 9:30-11:30 a.m. 10 sessions
 Mon., Jan. 11 Jewish Comm. Ctr. 7:30-9:30 p.m. 10 sessions
 Wed., Jan. 13 Jewish Comm. Ctr. 7:30-9:30 p.m. 10 sessions

ALEPH PLUS 501609
 A continuation of Aleph level Hebrew for students with elementary skills. (Fuchs, Haviv, Nest)
 Mon., Jan. 11 Jewish Comm. Ctr. 9:30-11:00 a.m. 10 sessions
 Mon., Jan. 11 Jewish Comm. Ctr. 7:30-9:30 p.m. 10 sessions
 Thurs., Jan. 14 Jewish Comm. Ctr. 7:30-9:30 p.m. 10 sessions

BET 501602
 A continuation of Aleph Plus level. For students with elementary skills, a knowledge of the Hebrew alphabet. Will begin at Chapter 8/9 in the text. (Haviv/Rothchild).
 Tues., Jan. 12 Jewish Comm. Ctr. 9:30-11:30 a.m. 10 sessions
 Thurs., Jan. 14 Jewish Comm. Ctr. 7:00-9:30 p.m. 10 sessions

GIMMEL 501605
 Intermediate Hebrew conversation, reading and writing. Will begin at Chapter 11 in text. (Lipiner)
 Thurs., Jan. 14 Jewish Comm. Ctr. 7:30-9:30 p.m. 10 sessions

DALET 501604
 Advanced Hebrew. Will begin at approximately Chapter 14 in text. (Hofman)
 Mon., Jan. 11 Jewish Comm. Ctr. 7:30-9:30 p.m. 10 sessions

CHUG 501603
 A conversation class for those at an advanced level of Hebrew wishing to practise and expand their skills. A new method for learning will be used for this class. "SHALOM FROM JERUSALEM." The subjects covered on the tapes employed are selected to interest the learner; for example students will listen to an interesting discussion from the Knesset, a fascinating interview, an Israeli song, or a wise old saying, etc. (Chitayat)
 Wed., Jan. 13 Jewish Comm. Ctr. 7:30-9:30 p.m. 10 sessions

EVERYDAY HEBREW FOR TOURISTS **NEW 501615**
 Planning a spring trip to Israel? This course is for you. A concise popular program covering essential sentences for daily use in Israel: from the plane to restaurants, the market and the theatre. Questions and answers, introductions and more. (Chitayat) \$50/person, \$25/student, \$90/couple
 Tues., Jan. 12 Jewish Comm. Ctr. 7:30-9:30 p.m. 7 sessions

YIDDISH **NEW 501608**
 A continuation of beginner Yiddish. Basic conversation, reading and writing. (Fuchs)
 Mon., Jan. 11 Jewish Comm. Ctr. 7:30-9:30 p.m. 10 sessions
 The V.I.A.J.S. is co-sponsored by the Canadian Zionist Federation, the Canadian Jewish Congress, the Vancouver Jewish Community Center and the Vancouver Community College, Continuing Education.

JEWISH STUDIES

The Vancouver Institute of Adult Jewish Studies is now in its 12th year of existence. The Language Arts Program has expanded as numerous students return to continue their studies and new classes are added year-to-year. Lecture series are presented by both local and international scholars, and are designed to mirror the interests of the community. New this year to the Institute are a DISTANCE EDUCATION course, and a HEBREW FOR TOURISTS class.

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
 (Ongoing class — new students welcome to join)
 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 kabbalah and kabbalistic ideas for Jewish life today, especially as a model for a type of post-Holocaust theology. No knowledge of Hebrew is required. Texts will be studied in English. (Rabbi Martin Cohen)
 Registration fee only for those students joining this class in January, \$30/person, \$15/student, \$50/couple
 Mon., Jan. 18, Feb. 15 & 29
 Mar. 21, Apr. 25 Jewish Comm. Ctr. 8:00-9:30 p.m. sessions

JERUSALEM TO YAVNEH 501614
 This course will 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. This course has been developed by Everyman's University, Israel, and is a brand new method of learning being offered by the Institute — through Distance Education. (Prof. Martin Lockshin) \$50/person, \$25/student, \$90/couple
 Tues., Jan. 12 Jewish Comm. Ctr. 8:00-9:30 p.m. 8 sessions

WHEN LIFE IS IN THE BALANCE: LIFE AND DEATH DECISIONS IN LIGHT OF THE JEWISH TRADITION 501616
 This course, utilizing case studies, will examine the response of Jewish tradition to life-and-death issues. Some of the issues to be discussed include triage, abortion, suicide, euthanasia, capital punishment and war. (Rabbi Howard Siegel) \$35/person, \$18/student, \$60/couple
 Wed., Jan. 20 Jewish Comm. Ctr. 8:00-9:30 p.m. 6 sessions

ISRAEL AT FORTY LECTURE SERIES 501617
 This year Israel celebrates its 40th year of independence. To honour this special occasion, the Institute is offering a series of lecture/discussions. At each session a different topic will be addressed. \$50/person, \$25/student, \$80/couple
 Thurs. Jewish Comm. Ctr. 8:00-9:30 p.m. 8 sessions

Jan. 21 The Birth of Israel from the Balfour Declaration to the Present
HARVEY CHISICK, Lecturer, Department of General History, University of Haifa, sabbatical year at UBC.

Jan. 28 Water: Water Quality and Politics
PROFESSOR URI ZOLLER, Department of Chemistry and Science, University of Haifa, School of Education of the Kibbutz Movement, sabbatical year at UBC.

Feb. 4 The Kibbutz Movement in the Modern Social Context
PROFESSOR URI ZOLLER

Feb. 11 Selective Aspects of Current Israeli Politics
PROFESSOR EHUD HARARI, Visiting Professor, Department of Political Science, UBC, from Hebrew University.

Feb. 18 Israel: Home of Three Faiths
PROFESSOR WILLIAM NICHOLLS, Professor Emeritus, Department of Religious Studies, UBC.

Feb. 25 Inside Israel: Parties and Modes of Life
MOSHE BEN-RON, Mr. Ben-Rob taught in Haifa and Kibbutz Ashdod Yakov; former principal of Ramah School, Winnipeg.

Mar. 10 Israel as a Welfare State: Risks and Benefits
PROFESSOR AVI ELLENWEIG, Visiting Professor of Healthcare, UBC. Director of Healthcare Management Unit Hebrew Haddassah Faculty of Medicine; former advisor to the Ministry of Health, Israel.

Mar. 17 "Avanti Popolo" movie based on the relationship that develops between an Arab and Israeli soldier during the Six Day War. Humorous as well as serious, this film has received many good reviews. This evening will be presented by **JUDY MANDELMAN, Executive Director of Canadian Zionist Federation.**

register
3 ways



1. By MAIL by filling in the Mail Registration forms 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



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

Continuing Education - Keeping you in mind.

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**
Tues., Jan. 19 Langara (Hamlin) 6:00-8:00 p.m. \$75 10 weeks

ARABIC CONVERSATION LEVEL II **501987**
Sat., Jan. 23 Langara (Hamlin) 9:30-11:30 a.m. \$75 10 weeks

CANTONESE CONVERSATION LEVEL I **501903**
Mon., Jan. 18 Langara (Tsai) 8:00-10:00 p.m. 10 weeks
Thurs., Jan. 28 Langara (Tsai) 8:00-10:00 p.m. \$75 10 weeks

CANTONESE CONVERSATION LEVEL II **501904**
Mon., Jan. 18 Langara (Tsai) 6:00-8:00 p.m. 10 weeks
Thurs., Jan. 28 Langara (Tsai) 6:00-8:00 p.m. \$75 10 weeks

CANTONESE CONVERSATION LEVEL III **501905**
Tues., Jan. 26 Langara (Tsai) 6:00-8:00 p.m. \$75 10 weeks

FRENCH CONVERSATION LEVEL I **501913**
Mon., Jan. 18 Langara (Visscher) 6:00-8:00 p.m. 10 weeks
Wed., Jan. 20 Langara (Visscher) 6:00-8:00 p.m. 10 weeks

Sat., Jan. 23 Langara (Visscher) 9:30-11:30 p.m. 10 weeks
Tues., Jan. 26 Langara (Hassaine) 8:00-10:00 p.m. 10 weeks
Thurs., Jan. 28 Langara (Visscher) 6:00-8:00 p.m. \$75 10 weeks

FRENCH CONVERSATION LEVEL II **501914**
Mon., Jan. 18 Langara (Visscher) 8:00-10:00 p.m. 10 weeks
Tues., Jan. 19 Langara (Visscher) 6:00-8:00 p.m. 10 weeks

Thurs., Jan. 28 Langara (Hassaine) 8:00-10:00 p.m. 10 weeks
Sat., Jan. 30 Langara (Visscher) 9:30-11:30 p.m. \$75 10 weeks

FRENCH CONVERSATION LEVEL III **501915**
Wed., Feb. 3 Langara (Visscher) 8:00-10:00 p.m. \$75 10 weeks

GERMAN CONVERSATION LEVEL I **501919**
Wed., Jan. 20 Langara (Tjaden) 6:00-8:00 p.m. 10 weeks
Mon., Jan. 25 Langara (Scheuermann) 8:00-10:00 p.m. \$75 10 weeks

GERMAN CONVERSATION LEVEL II **501920**
Mon., Jan. 25 Langara (Scheuermann) 6:00-8:00 p.m. \$75 10 weeks

GERMAN CONVERSATION LEVEL III **501921**
Tues., Feb. 2 Langara (Scheuermann) 8:00-10:00 p.m. \$75 10 weeks

ITALIAN CONVERSATION LEVEL I **501923**
Tues., Jan. 26 Langara (Visscher) 8:00-10:00 p.m. \$75 10 weeks

ITALIAN CONVERSATION LEVEL II **501924**
Thurs., Jan. 28 Langara (Visscher) 8:00-10:00 p.m. \$75 10 weeks

JAPANESE CONVERSATION LEVEL I **501926**
Mon., Jan. 18 Langara T.B.A. 6:00-8:00 p.m. 10 weeks
Wed., Jan. 27 Langara T.B.A. 6:00-8:00 p.m. 10 weeks

Sat., Jan. 30 Langara T.B.A. 9:30-11:30 a.m. \$75 10 weeks

JAPANESE CONVERSATION LEVEL II **501927**
Mon., Jan. 1 Langara T.B.A. 8:00-10:00 p.m. 10 weeks
Wed., Jan. 27 Langara T.B.A. 8:00-10:00 p.m. \$75 10 weeks

MANDARIN CONVERSATION LEVEL I **510937**
Thurs., Jan. 21 Langara (Chao) 6:00-8:00 p.m. \$75 10 weeks

MANDARIN CONVERSATION LEVEL II **501938**
Thurs., Jan. 28 Langara (Chao) 8:00-10:00 p.m. \$75 10 weeks

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

UKRAINIAN LEVEL I **501988**
Thurs., Jan. 28 Langara (Datsko) 6:00-8:00 p.m. \$75 10 weeks

SPANISH CONVERSATION LEVEL I **501949**
Mon., Jan. 18 Langara (Daudet) 6:00-8:00 p.m. 10 weeks
Tues., Jan. 19 Langara (Daudet) 8:00-10:00 p.m. 10 weeks

Sat., Jan. 23 Langara (Daudet) 9:30-11:30 a.m. 10 weeks
Wed., Jan. 27 Langara (Deruiz) 8:00-10:00 p.m. \$75 10 weeks

SPANISH CONVERSATION LEVEL II **501950**
Wed., Jan. 20 Langara (Deruiz) 6:00-8:00 p.m. 10 weeks
Sat., Jan. 30 Langara (Deruiz) 9:30-11:30 a.m. \$75 10 weeks

SPANISH CONVERSATION LEVEL III **501951**
Tues., Feb. 2 Langara (Atencio) 8:00-10:00 p.m. \$75 10 weeks

FEBRUARY LANGUAGE IMMERSION WORKSHOPS

THE ITALIAN REGIONS — Intermediate to Advanced **501977**
Learn in Italian about Italian Geography.
Sat., Feb. 20 Langara (Visscher) 9:30 a.m. - 4:30 p.m. \$20 1 session

THE FRENCH REGIONS — Intermediate to Advanced **501978**
Learn about French regions in French.
Sat., Feb. 20 Langara T.B.A. 9:30 a.m. - 4:30 p.m. \$20 1 session

READ THE NEWS IN GERMAN — Advanced **501979**
Read and comment on German current affairs in German.
Sat., Feb. 20 Langara T.B.A. 9:30 a.m. - 4:30 p.m. \$20 1 session

MARCH LANGUAGE IMMERSION WORKSHOPS

These intensive language workshops will give you some helpful phraseology to communicate your needs or wishes.

EN FRANCE: FRENCH FOR TRAVELLERS **501980**
Sat., Mar. 5 Langara (Visscher) 9:30 a.m. - 4:30 p.m. \$20 1 session

SPANISH FOR TRAVELLERS **501981**
Sat., Mar. 5 Langara (Daudet) 9:30 a.m. - 4:30 p.m. \$20 1 session

GERMAN FOR TRAVELLERS **501982**
Sat., Mar. 5 Langara (Scheuermann) 9:30 a.m. - 4:30 p.m. \$20 1 session

IN ITALIA: ITALIAN FOR TRAVELLERS **501983**
Sat., Mar. 12 Langara (Visscher) 9:30 a.m. - 4:30 p.m. \$20 1 session

GREEK FOR TRAVELLERS **501984**
Sat., Mar. 12 Langara (Roussinos) 9:30 a.m. - 4:30 p.m. \$20 1 session

MANDARIN FOR TRAVELLERS **501985**
Sat., Mar. 19 Langara (Lu) 9:30 a.m. - 4:30 p.m. \$20 1 session

JAPANESE FOR TRAVELLERS **501986**
Sat., Mar. 19 Langara T.B.A. 9:30 a.m. - 4:30 p.m. \$20 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
Tues., Feb. 16 K.E.C. 7:00-9:30 p.m. 1 session

WILLS **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
Tues., Mar. 8 K.E.C. 7:00-9:30 p.m. 1 session

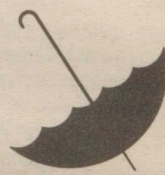
DEBT COLLECTION **502206**

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 judgment on your debt, and how to execute on that judgment and get the cash back where it belongs. (Senniwi) \$25
Mon., Feb. 29 K.E.C. 7:00-9:30 p.m. 1 session

PREPARE YOUR OWN SEPARATION AGREEMENT **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
Wed., Mar. 9 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., Jan. 21 K.E.C. 6:00-7:30 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., Jan. 21 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**
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., Jan. 20 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., Jan. 21 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., Jan. 18 K.E.C. 8:00-10:00 p.m. 10 weeks

EVELYN BURIK 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 will work towards computer composition by the end of the course. All materials will be supplied by the instructor, including synthesizers, drum machines, and computers. (Reid) \$80
Mon., Jan. 18 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., Jan. 18 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) \$135
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., Jan. 21 K.E.C. 9:00-11:00 p.m. 10 sessions

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

PRODUCING A RECORD **102602**

An in-depth look into the music production business — acoustics, microphones and tapes, multi-track recording, recording sessions with overdubs, mixdown, recording mastering and pressing, songwriting, producing and music law. Classes held at Andromeda Studios, 1304 Seymour Street, Vancouver. B.C. Register at K.E.C. (G. Lindberg) \$180
Tues., Jan. 19 Andromeda 7:00-10:00 p.m. 10 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. (Roberts) \$55
Tues., Jan. 19 K.E.C. 6:00-8:00 p.m. 10 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. (Roberts) \$70
Tues., Jan. 19 K.E.C. 8:00-10:00 p.m. 19 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., Jan. 30 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, reading, and other basic skills through ensemble playing. Bring your flute and a music stand. (Cory) \$40
Tues., Jan. 19 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 and a music stand. (Cory) \$40
Tues., Jan. 19 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
Wed., Jan. 20 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
Wed., Jan. 20 K.E.C. 8:00-10:00 p.m.

GUITAR MASTER CLASS: (ENSEMBLE) **502534**

For those who have completed the intermediate guitar course, or players with reading skills, to play with others of similar ability. Duos, trios, and large ensemble. Emphasis will be on improving your reading ability and technique. Bring your guitar and a music stand. (MacDermot) \$70
Thurs., Jan. 21 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 rhythm. Prerequisite: knowledge of basic chords (some bar chords) and theory such as major scales. (Jahnke) \$40
Mon., Jan. 18 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., Jan. 18 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.

CLASS RECORDER I — PEDAGOGY **502533**

For beginners and intermediates. Helps students develop a strong grounding in the basics of music and recorder technique. Course material is tailored to class needs. Topics include: rhythm, ear-training, sight-reading, breathing, fingering, articulation, playing in ensemble. Students should bring a modern pitch alto recorder (Zen-on "Bressan" recommended), and the Mario Duschene method for alto recorder level one. (Tunnacliffe) \$40
Mon., Jan. 18 K.E.C. 6:00-7:00 p.m. 10 weeks

CLASS RECORDER II — ENSEMBLES **502534**

For intermediates. Students will be coached in recorder ensembles playing mainly Renaissance music. Students should each bring different sizes of modern pitch recorders; basses especially welcome. It is recommended to take Class Recorder I along with this course. (Tunnacliffe) \$40
Mon., Jan. 18 K.E.C. 7:00-8:00 p.m. 10 weeks

TREVOR TUNNACLIFFE 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. Bring a music stand. (Diggins) \$40
Wed., Jan. 20 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 back ground will be accepted. Bring a music stand. (Diggins) \$40
Wed., Jan. 20 K.E.C. 7:00-8:00 p.m. 10 weeks

CONTINUING EDUCATION GOES TO OAKRIDGE JANUARY 9 & 10, 1988

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SATURDAY, JANUARY 9, 9:30 a.m. - 5:00 p.m.
SUNDAY, JANUARY 10, 12:00 - 5:00 p.m.



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King Edward Campus & Langara Campus...875-8200
Nursing & Health Education687-1757



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

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. Enrolment limited to 8 per class. (Harker) \$65
Wed., Jan. 20 K.E.C. 6:00-7:00 p.m. 10 weeks
Wed., Jan. 20 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. Enrolment limited to 8 per class. (Harker) \$65
Wed., Jan. 20 K.E.C. 8:00-9:00 p.m. 10 weeks

SCOTT HARKER is currently working in advanced post-diploma studies in jazz and composition. He has performed as a jazz soloist and ensemble member throughout B.C.

PIANO 1 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. Enrolment limited to 8 per class. In the event of insufficient enrolment in a particular class, some classes may be combined. Seniors discount not available due to limited enrolment. (Greene) \$65
Thurs., Jan. 21 K.E.C. 6:00-7:00 p.m. 10 weeks
Thurs., Jan. 21 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. Enrolment limited to 8 per class. Seniors discount not available due to limited enrolment. (Greene) \$65
Thurs., Jan. 21 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 Ontario. She is currently a member of the Vancouver Bach Choir and teaches voice and piano privately.

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 beginning at \$135 for 10

NATURAL HISTORY COURSES AND TRAVEL TOURS

NATURAL HISTORY COURSES

WATERFOWL PHOTOGRAPHY

502815

Vancouver is a winter home to thousands of migratory waterfowl — snow geese, Canada geese and ducks galore! You will have the opportunity to photograph these birds under professional guidance. Course includes an introductory workshop, field session at Reifel Refuge and a critique session. \$40 Aquarium members, \$45 non-members.

Thurs., Jan. 28, 7:00-10:00 p.m.
Vancouver Aquarium Science Centre Theatre
Sat., Jan. 30 afternoon field trip

Sat., Feb. 6, 9:00-12:00 p.m., Vancouver Aquarium

FINN LARSEN, Biologist and Professional Photographer.

GULF ISLANDS BIRD-WATCHING TRIP

502813

During an all-day boat trip around the Gulf Islands, you'll observe the thousands of seabirds and other marine animals which congregate at the peak of herring spawning. Biologists aboard boat will provide natural history information and helpful hints for the field identification of seabirds. Illustrated introductory lecture covers ecology of species to be seen and details of trip. Cost includes boat charter and ferry costs. Bring lunch. \$60
ORIENTATION: Thurs., Mar. 3, 7:00-8:30 p.m. K.E.C.
BOAT TRIP: Sun., Mar. 13

IAN ROBERTSON, Biological Consultant.

ROB BUTLER, Senior Biologist, Canadian Wildlife Service.

NEWCASTLE ISLAND HIKE

502812

With naturalist, BILL MERILEES, join us on a comfortable hike on this interesting island. Located across the channel from Nanaimo Harbour, the island was the site of some of B.C.'s earliest coal mines, sandstone quarries, and Japanese herring salteries. Now a Provincial Marine park, it boasts 12 miles of hiking trails, active beaver colonies and a rich collection of native plants. Ferry and boat costs included. Bring Lunch. \$25
FIELD TRIP: Sun., Mar. 27, OR Sun., Apr. 10

UCLUELET NATURAL HISTORY WEEKEND

502810

Discover the west coast! Study seashore, coastal forest and sand dune ecology via daily field trips and evening lectures and films. Expect to see colourful marine life, misty rainforests, coastal birds and perhaps migrating gray whales. Cost includes food, transportation, and lodging in school. (Nearby motel accommodation can be arranged.) \$105
ORIENTATION: Thurs., Mar. 24 6:00 p.m.; Rm 3244: KEC
TRIP: Apr. 1, 2 and 3; depart Apr. 1, morning

PETER BALLIN, Biology Instructor, V.C.C.

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 Ninstints are protected as world treasures. The rugged mountain scenery, giant Sitka spruce and cedar forests, and diverse marine life make seeing the islands an unparalleled experience. Biologists and anthropologist will accompany tour. Cruise on motor sailer, Island Roamer. \$1645 (Includes tuition \$150)
ORIENTATION: Wed., June 1, 7:30 p.m., K.E.C.
TRIP: June 10-17

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)
ORIENTATION: Wed., May 11, 7:30 p.m., K.E.C.
TRIP: May 21-23

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 Kwagwilt' Indian culture. Johnstone Strait teems with life at this time of year — seabirds, bald eagles, seals, sea lions, Dall's porpoise, and minke, gray and killer whales — not to mention the thousands of marine invertebrates 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) * Subject to change
TRIP: July 28-31 OR Sept. 1-4

BIRDS, BIRDS, BIRDS

502814

This extensively illustrated course focuses on general bird biology, identification, and the ecology of both inshore and open ocean waterbirds. Lecture sessions cover biological information and trips to Fraser River estuary and Stanley Park offer the chance for guided field study. \$60
Tues., Feb. 2, 9, 16, 7:00-9:00 p.m.
FIELD TRIPS: Sun., Feb. 14 & 21, mornings

JOHN EADIE AND ALICE CASSIDY, Doctoral Students, Zoology Department, U.B.C.

NATURAL HISTORY TRAVEL TOURS

FOR INFORMATION AND BOOKINGS: Call Great Expeditions 263-1505.

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 fabulous Sydney with an offshore boat excursion. Then it's north to 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...home via Cairns.

COST: \$5,440 * subject to change (includes tax-deductible tuition of \$555)
TRIP: Oct. 22 to Nov. 12, 1988

LEADERS: SYD CANNINGS, Curator, Museum of Entomology, U.B.C.

1. Registration Hours

Vancouver Vocational Institute 682-5844

King Edward Campus 875-8200

Langara Campus 875-8200

10:00 a.m. - 8:00 p.m.,

Monday to Thursday

10:00 a.m. - 3:00 p.m., Friday

9:00 a.m. - 12 noon, Saturday

Nursing and Health 687-1757

10:00 a.m. - 3:00 p.m.,

Monday to Friday

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. (McGrattan) \$40
Thurs., Feb. 11 K.E.C. 7:00-9:00 p.m. 4 weeks

HELEN McGRATTAN 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., Feb. 20 K.E.C. 9:30 a.m. - 3:30 p.m. 1 session

ELLEN DAVIDS is a licensed Esthetician.

THE PSYCHOLOGY OF ACHIEVEMENT

NEW

503427

Learn how to positively energize yourself using your inner mind. Using a variety of relaxation and hypnotic techniques, you will learn powerful, practical and simple ways to help you make the changes you want. You will also learn how to set goals, manage stress and erase negative self-talk. (Forzley) \$45
Tues., Jan. 26 6:00-8:00 p.m. 6 weeks

STAN FORZLEY, M.S., is a Clinical Hypnotherapist in private practice in Vancouver.

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., Jan. 25 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., Feb. 20 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., Jan. 26 Langara 8:00-9:00 p.m. 4 weeks

PUBLIC SPEAKING FOR THE TERRIFIED

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

Tues., Jan. 26 Langara 7:30-9:30 p.m. 10 weeks

RON GOODEY has 21 years' experience in office management and 6 years in Toastmasters International.

PHOTOGRAPHY

VISUAL ARTS CERTIFICATE —

PHOTOGRAPHY MAJOR (CERTIFICATE PENDING)

This is a new certificate program being planned by the CE Division, designed for those employed in the photographic industry and for those who use photography in their work. Amateur photographers and those not interested in the complete certificate may take courses for general interest. Certificate students will be required to complete approximately 400 hours of instruction to receive the Photography Certificate. Students wishing entry into the certificate program must have a successful interview and show a portfolio of their work. The courses are taught by working professionals in professionally equipped studios and darkroom facilities. Classes are limited in size. Registration at Focal Point (4474 West 10th Avenue) will be held from 11:00 a.m. - 4:00 p.m. Tuesday through Saturday beginning January 12th. For those unable to register during the day, evening registration will be from 7:00 p.m. - 9:00 p.m. on January 12 and 13 only. For a complete brochure please contact 224-3636.

BASIC PHOTOGRAPHY

300101

Learn to operate a 35mm camera! Through lectures, workshops, field trips & critiques, the students will learn basic photographic principles and some black & white darkroom procedures. (Hayes) \$110

Mon., Jan. 18 Focal Point 7:00-10:00 p.m. 10 weeks

Tues., Jan. 19 Focal Point 12:30-3:30 p.m. 10 weeks

Tues., Jan. 19 Focal Point 7:00-10:00 p.m. 10 weeks

Fri., Jan. 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" or equivalent. (Sheldan, Milligan) \$125

Mon., Jan. 18 Focal Point 7:00-10:00 p.m. 10 weeks

Tues., Jan. 19 Focal Point 12:30-3:30 p.m. 10 weeks

Tues., Jan. 19 Focal Point 7:00-10:00 p.m. 10 weeks

MONTY SHELDAN, C.A.P.I.C. — A commercial photographer and graphic designer who specializes in the design and implementation of advertising programs.

DAVE MILLIGAN, BEd. — 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., Jan. 20 Focal Point 7:00-10:00 p.m. 10 weeks

Sat., Jan. 23 Focal Point 10:00 a.m. - 1:00 p.m. 10 weeks

Sat., Jan. 23 Focal Point 1:30-4:30 p.m. 10 weeks

PRACTICAL 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., Jan. 21 Focal Point 7:00-10:00 p.m. 10 weeks

DAVE SWINNARD, BSc. — 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 and several different media. You will be required to purchase additional supplies. (Jensen) \$115

Wed., Jan. 20 V.V.I. 7:00-10:00 p.m. 10 weeks

MARY JENSEN, B.A., 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 or its equivalent. (Weitzel/Gagne) \$175

Wed., Jan. 20 Focal Point 7:00-10:00 p.m. 10 weeks

JANE WEITZEL, 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 or equivalent. (Bennett) \$175

Thurs., Jan. 21 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., Jan. 30/Feb. 5 V.V.I. 9:00 a.m. - 4:00 p.m. 2 days

KIKU HAWKES — A local photographic 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" or equivalent. (Bennett) \$90

Sat., Mar. 5 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo

Sun., Mar. 6 Focal Point 10:00 a.m. - 4:00 p.m. Workshop

Sat., Mar. 19 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Critique

PETER BENNETT — Freelance photojournalist with assignments not only nationally but 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, titling, and "tricks of the trade". Course is designed for the person who wants to take more professional videos. No experience is necessary. Students must have their own equipment or be prepared to rent. (De Jager) \$90

Sat., Jan. 23 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo

Sun., Jan. 24 Focal Point 10:00 a.m. - 4:00 p.m. Workshop

Sat., Jan. 30 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

PAGE 21

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 Dwilgies, 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 its 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 or equivalent. (Sheldan, Dwilgies, Pincott, Scott) \$175

Sat., Feb. 6 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo
Sun., Feb. 7 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo
Sat., Feb. 13 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Demo
Sat., Feb. 20 Focal Point 10:00 a.m. - 4:00 p.m. Lecture/Critique

MONTY SHELDAN, C.A.P.I.C. — A commercial photographer and graphic designer who specializes in the design and implementation of advertising programs.

EILEEN DWILLIES — 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.

RESTORING OLD PHOTOGRAPHS

NEW

300118

Learn to restore copies of old, torn or faded photographs. Although colour prints will be covered, the emphasis will be on black and white. Some prints will be supplied, but students will be expected to provide several copy prints of their own. N.B. This course does not cover airbrushing. Some materials to be purchased by the student. (Jensen) \$115

Mon., Jan. 18 V.V.I. 7:00-10:00 p.m. 10 weeks

MARY JENSEN, B.A., P.P.O.C. A professional portrait photographer and retoucher working independently.

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., Jan. 18 V.V.I. 7:00-9:00 p.m. 10 weeks

TED AYLES has been working in the Printing Industry for 15 years.

PRINTING TRADE —

BASIC ESTIMATING FUNDAMENTALS

051205

This course is intended for individuals to acquire the basic knowledge of estimating in the Graphic Arts Industry. On completion of this 60 hour course the candidate will be entitled to enroll in the Computer Assisted Estimating Upgrading Program. This program is a Printing Production Department credit course. (Sailles) \$165

Mon./Wed., Jan. 18 V.V.I. 6:00-9:00 p.m. 20 sessions

register
3 ways



1. By MAIL by filling in the Mail Registration forms 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



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

VCC Continuing Education - Keeping you in mind.

R-2000 TECHNOLOGY

R-2000 WHAT YOUR NEXT HOME COULD BE / HOMEOWNERS

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., Feb. 13 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session

R-2000 WHAT YOUR NEXT HOME COULD BE / BUILDERS

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

This course of 3 Saturdays is intended for full-time members of the building industry. Price includes Builders' manual and reference material. \$185

Sat., Feb. 13 K.E.C. 9:00 a.m. - 5:00 p.m.
Sat., Feb. 20 K.E.C. 9:00 a.m. - 5:00 p.m.
Sat., Feb. 27 K.E.C. 9:00 a.m. - 5:00 p.m. 3 sessions

R-2000 BUILDERS CERTIFICATE PROGRAM UPDATE

Course designed for qualified R-2000 builders only. \$60

Sat., Mar. 12 K.E.C. 9:00-4:00 p.m. 1 session

REAL ESTATE

BUYING A CONDOMINIUM

Introduces new buyers to the financial and government 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., Feb. 13 K.E.C. 9:00 a.m. - 12:00 p.m. 1 session

CONDOMINIUM OPERATIONS AND MANAGEMENT

Many condominium owners find themselves elected to the strata council and have difficulty understanding the duties & obligations of a board member. Learn the key aspects of condominium operations. (Fanaken) \$20

Sat., Mar. 15 K.E.C. 9:00 a.m. - 12:00 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

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

Thurs., Jan. 21 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

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., Feb. 13 Langara 10:00 a.m. - 4:00 p.m. 1 day

Sat., Jan. 23 V.V.I. 10:00 a.m. - 4:00 p.m. 1 day

BRIAN PINK, B.A. is a business programmer for Continuing Education.

LEGAL ASPECTS OF BUYING A HOUSE

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., Feb. 17 K.E.C. 7:00-9:00 p.m. 1 session

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

register
3 ways



1. By MAIL by filling in the Mail Registration forms 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



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

TEN STEPS TO SELLING YOUR OWN HOME

Have you toyed with the idea of selling your own home but were deterred by what seems to be a very complicated process? Being the salesperson for your own home gives you the control in the selling process and, of course, saves you the commissions normally payable to a real estate company. It is not a complicated process, but it must be worked through methodically. The process is outlined in a comprehensive 40-page document, researched and produced by the instructor, covering the Ten Steps to Selling Your Own Home. It includes: the ten most important facets of real estate sales; preparing yourself and your home for the sale; pricing a home; effective advertising; buying techniques; completing the process. (Small) \$25

Wed., Feb. 24 K.E.C. 7:00-10:00 p.m. 1 session

DAVID SMALL is a graduate of the Faculty of Commerce, UBC and works as a local government budget analyst.

CONDOMINIUM BYLAWS, DISPUTES AND ARBITRATION

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) \$40

Sat., Feb. 27 K.E.C. 9:30 a.m. - 4:30 p.m. 1 session

ANTHONY COLLINS FRICS, C. Arb, FCI Arb, is a commercial arbitrator and mediator. He is the principal of PACIFIC RIM ARBITRATION and ALTERNATIVE DISPUTE RESOLUTION.

RECREATION

AFRO JAZZ DANCE WORKSHOPS

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) \$10

Fri., Feb. 12 Langara 6:00-9:00 p.m. 1 session

EDUCATIONAL KINESIOLOGY LEVEL I

Learn to integrate both hemispheres for alleviating learning difficulties such as Dyslexia, poor comprehension, reading and writing skills, low energy and other learning difficulties. Easy to learn, safe techniques that can be passed on to help family and friends. Very helpful for school teachers or anyone who works with children. Great for setting career, health and personal goals. (Floe) \$50

Sat., Mar. 5 Langara 9:00 a.m. - 5:00 p.m. 1 session

CARL FLOE, BSA, M.Ed., teaches Biology, Anatomy and Physiology at Langara Campus, V.C.C.

RELAX AND RELIEVE STRESS

Help yourself to relax and revitalize. Learn simple movements and stretches, self-massage, breathing and visual awareness techniques to calm and relax you when you are uptight or stressed, and energize you when fatigued. Quick and easy to use, they are a practical approach to reducing stress and balancing your energy. The emphasis is on fun and enjoyment. Bring a mat or blanket and wear loose, comfortable clothing. (Thomas) \$20

Thurs., Feb. 18 Langara 5:30-6:30 p.m. 5 sessions

Thurs., Feb. 18 Langara 6:30-7:30 p.m. 5 sessions

RELAX, REVITALIZE, REJUVENATE

Stress reduction through relaxation. Identify causes and sources of stress and learn relaxation methods which will increase energy and induce a state of calm. Includes stretching to release body tension. Simplified Tai Chi to promote inner strength and centering. Powerful breathing techniques. Progressive and autogenic relaxation and healing imagery. (Floe) \$50

Sat., Mar. 5 Langara 9:30 a.m. - 4:30 p.m. 1 session

SHIRLEY FLOE taught yoga, relaxation, stress reduction for 12 years at Fraser Valley College, Kwantlen College and Vancouver Community College.

SHIATSU I

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., Feb. 6 Langara 9:30 a.m. - 4:30 p.m. 1 day

Sat., Mar. 5 Langara 9:30 a.m. - 4:30 p.m. 1 day

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

SHIATSU II

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

Sat., Feb. 13 Langara 9:30 a.m. - 4:30 p.m. 1 day

Sat., Mar. 12 Langara 9:30 a.m. - 4:30 p.m. 1 day

Sat., Apr. 16 Langara 9:30 a.m. - 4:30 p.m. 1 day

SHIATSU-WORKSHOP (NECK & SHOULDER)

Learn a neck and shoulder Shiatsu treatment using pressure points and stretches to help relieve pain and tension in an area most of us use to collect the stresses of a busy lifestyle. Learn a variety of techniques that you can use to minimize your own tension in this area, such as Self-Shiatsu, breathing and stretches. Wear loose comfortable clothing and bring a mat or blanket. (Thomas) \$10

Sat., Feb. 27 Langara 9:30 a.m. - 12:30 p.m. 1 session

SHIATSU-WORKSHOP (BACK TENSION)

Relieving back pain, both for yourself and for others. Learn basic Shiatsu techniques, stretches, exercises and breathing methods to relax and revitalize your back. Working with partners and individually, you will feel better and more relaxed and learn ways to help you stay that way longer. Wear loose, comfortable clothing and bring a mat or blanket. (Thomas) \$10

Sat., Apr. 2 Langara 9:30 a.m. - 12:30 p.m. 1 session

SHIATSU-WORKSHOP (WOMEN RELAXATION)

Enjoy learning and applying a variety of methods for maintaining balance and well-being throughout the month. We will learn self-massage, partner stretches, visualizations, and techniques for emotional stress release and will also learn specific acupressure points useful in releasing menstrual tension. Wear loose, comfortable clothing and bring a mat or blanket. (Easthope) \$10

Sat., Feb. 20 Langara 9:30 a.m. - 12:30 p.m. 1 session

Wed., Mar. 16 Langara 6:30-9:30 p.m. 1 session

TAI CHI CHUAN — INTRODUCTION

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

Sat., Jan. 30 Langara 9:30-11:30 a.m. 8 weeks

WADO-RYU KARATE WORKSHOP

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) \$10

Fri., Feb. 19 Langara 6:00-9:00 p.m. 1 session

WOMEN'S SELF DEFENSE

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., Jan. 27 Langara 6:00-8:00 p.m. 6 weeks

CONTINUING EDUCATION GOES TO OAKRIDGE

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We bring 1988 Adult Learning Opportunities to you. We have over 650 courses of action for you.

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OAKRIDGE CENTRE
SATURDAY, JANUARY 9, 9:30 a.m. - 5:00 p.m.
SUNDAY, JANUARY 10, 12:00 - 5:00 p.m.



RECREATION FACILITIES MANAGEMENT CERTIFICATE PROGRAM

This program is designed for individuals who have a predominant interest in the operation and management of recreation facilities. Courses have been designed to help you develop your knowledge of leisure and recreation and enhance your program, management and facility operational skills.

For registration and information, call 324-5322 or 324-5323.

Entrance Requirements

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

Certificate Requirements

Students must successfully complete 15 courses in not more than 7 years, 21 terms, including:

A) 5 CORE COURSE

RECREATIONAL 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. (Kreiser) \$140

Mon., Jan. 18 Langara 7:00-10:00 p.m. 13 sessions

RECREATION FACILITIES MANAGEMENT MAINTENANCE 1270

104303
Develop an understanding of facility maintenance including its interrelationships with labour relations. Legal liability and the day to day operation of a recreational facility. Prerequisite: REC 1170. Not offered in Winter Term 1140

RECREATION FACILITIES MANAGEMENT PROGRAM PLANNING 1168

104304
Develop the competencies necessary to be an effective program planner, organizer, implementer and to design and administer program evaluations. Prerequisite: REC 1170. Not offered in Winter term, 1140

ARENA OPERATION 1160

104302
Offered through the Recreation Facilities Association of B.C. Dates TBA. To be offered in Spring '88 call Len Bjola in Sooke, 642-6311.

POOL OPERATIONS — 1150

104305
Learn the fundamentals of successful pool operation including the health act, pool design, sanitation of pool water, facility maintenance and energy management. (Kisteen) \$140

Sat/Sun., Jan. 30/31 Feb 6/7K.E.C. 9:00 a.m. - 5:00 p.m. 4 days

B) 9 SUPPORTING COURSES

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. (Hurre) \$130

Thurs., Jan. 20 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.

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. (Kelby) \$130

Mon., Jan. 18 Langara 7:00-10:00 p.m. 13 sessions

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

COMPUTER APPLICATIONS IN BUSINESS 2000

102008
Learn how to effectively use computers to solve business problems. By using practical exercises you will learn how various computer applications: word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. (Tollstam) \$130

Thurs., Jan. 21 Langara 7:00-10:00 p.m. 13 sessions

TOLLSTAM, C.A., 5 years teaching experience on micro computers using LOTUS, DOS, DBASE and word processing software.

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. (Kay) \$130

Tues., Jan. 19 Langara 7:00-10:00 p.m. 13 sessions

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

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., Jan. 18 Langara Wadsworth 7:00-10:00 p.m. 13 sessions

Tues., Jan. 19 Langara Glass 7:00-10:00 p.m. 13 sessions

Wed., Jan. 20 Langara Badley 7:00-10:00 p.m. 13 sessions

Thurs., Jan. 21 Langara Giles 7:00-10:00 p.m. 13 sessions

BOB WADSWORTH, B. Commerce, C.A.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.

JOE GILES, teaching at S.F.U., 2 years at Langara. Teaching Member for Society of Management Accountants.

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 enterprise successfully and increase profits by exploring effective methods of financial planning, marketing, advertising and promotion, location selection and business set-up. \$130

Mon., Jan. 18 Langara Glasser 7:00-10:00 p.m. 13 sessions

Tues., Jan. 19 Langara Glasser 7:00-10:00 p.m. 13 sessions

ALAN GLASSER, B.Sc., manages an independent pharmacy and has 6 years' teaching experience.

SITE AND BUILDING CONSTRUCTION 104306

This course introduces the student to standards in construction details, materials used for various applications, elements of design, reading engineering and architectural drawings as well as principles of drafting as they relate to recreational facilities. Students will be required to purchase some equipment — approx. value: \$40 (Atkinson) \$145

Tues., Jan. 19 V.V.I. 6:30-9:30 p.m. 13 sessions

PLUMBING AND ELECTRICAL CONSTRUCTION

104307
This introductory course covers electrical and plumbing systems in a commercial recreational facility. The course will include supply and disposal plumbing systems, fire protection, reading working drawings and some drafting. Electrical service, distribution within the building, lighting, conventions and standards will be covered. Students will be required to purchase some equipment — approx. value: \$40 (Atkinson/McNeil) \$145

Thurs., Jan. 21 V.V.I. 6:30-9:30 p.m. 9 sessions

Sat., Mar. 26 V.V.I. 9:00 a.m. - 4:00 p.m. 2 sessions

N.B. This course has a hands-on demonstration component which will be offered over two full-day Saturday sessions. The balance of the course will be delivered in nine evening sessions.

RON ATKINSON is the Drafting Department Head at V.V.I. Formerly the Chief Draftsman for a major engineering firm in Vancouver, Ron has 20 years' experience in engineering and architectural construction detailing.

JACK McNEIL is the Electrical Department Head at V.V.I.

FOOD AND BEVERAGE CONTROLS 104308

Learn effective control of food and beverage operations, including standards determination, the operating budget, and income and cost control, as well as control systems, the basics of computers, and computer applications to planning and control functions. \$150

Sat., Jan. 16 V.V.I. 9:00 a.m. - 12:00 p.m. 14 sessions

C) I elective course that directly relates to the certificate approved prior to course registration by program coordinator, Vince Kreiser at 324-5276

Non-certificate students may enrol in any courses.

We also recommend students complete courses in Physics and Business Math.

WINTER 1988

2 CORE COURSES

RECREATION FACILITIES MANAGEMENT FUNDAMENTALS 1170 (CORE) 104301

POOL OPERATIONS 1150 (CORE) 104305

9 SUPPORTING COURSES (previously listed)

SPRING 1988

1 CORE COURSE

RECREATIONAL FACILITIES MANAGEMENT PROGRAMMING PLANNING 1168 104304

RESIDENTIAL DESIGN

INTRODUCTION TO RESIDENTIAL INTERIOR DESIGNING 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., Feb. 18 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., Mar. 24 K.E.C. 7:30-9:30 p.m. 5 weeks

PATRICK KENNEDY IDI, IDC, Interior design

SPECIAL EDUCATION

PROGRAMS FOR ADULTS WITH A MENTAL HANDICAP Vocational Courses

Previously offered through the Continuing Education Division are now part of the V.V.I. Campus activity. Please contact Wayne Avery, 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., Feb. 13 V.V.I. 9:30 a.m. - 3:30 p.m. 2 sessions

TERRY REID is the instructor of 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. Introduction is a prerequisite for one other session. \$70 OR Introduction. Wrap-up and one disability group \$35
Tues., Jan. 19 K.E.C. 7:00-9:00 p.m. 12 weeks

SCHEDULE:

Introduction Jan. 19
Visual Impairment Jan. 26 & Feb. 2
Hearing Impairment Feb. 9 & Feb. 16
Mental Handicap Feb. 23 & Mar. 1
Learning Disability Mar. 8 & Mar. 15
Physical Disability Mar. 22 & Mar. 29
Wrap-up Apr. 5
Each session will be taught by an expert in that field of disability.

SPORTS SCIENCE

Learn the scientific basis for exercise and sport. Designed for coaches, health professionals and fitness leaders.

B.C. SPORTS FIRST-AID I 151201

Learn 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 occur. If you are working with individuals or groups in the area of physical activity, this course is for you. (Lendvoy) \$35
Sat., Jan., 30 Langara 9:00 a.m. - 4:00 p.m. 1 session
Thurs., Feb. 18 Langara 6:30-10:30 p.m. 2 weeks

B.C. SPORT FIRST-AID II 151215

More in-depth information on sports injuries and related sports medicine topics. (Lendvoy) \$75
Sat./Sun., Jan. 9/10 Langara 9:00 a.m. - 4:00 p.m. 2 sessions
Sat./Sun., Apr. 30/May 1 Langara 9:00 a.m. - 4:00 p.m. 2 sessions

COACHING CERTIFICATION LEVEL I THEORY 151001

A nationally recognized certificate program for coaches. (Various instructors) \$35
Sat./Sun., Jan. 16/17 Langara 9:00 a.m. - 4:00 p.m. 2 sessions
Mon./Thurs., Feb. 15/18/22/25 Langara 7:00-10:00 p.m. 4 sessions

COACHING CERTIFICATION LEVEL II THEORY 151002

Learn training methods, nutrition, psychology of sport, sport injuries, and skill analysis. Prerequisite: "Level I Theory". All resource materials supplied. (Various instructors.) \$35
Fri., Jan. 22 7:00-10:30 p.m.
Sat./Sun., Jan. 23/24 Langara 9:00 a.m. - 5:00 p.m. 3 sessions
Fri., Feb. 26 7:00-10:30 p.m.
Sat./Sun., Feb. 27/28 Langara 9:00 a.m. - 5:00 p.m. 3 sessions
Fri., Apr. 15 7:00-10:30 p.m.
Sat./Sun., Apr. 16/17 Langara 9:00 a.m. - 5:00 p.m. 3 sessions

NUTRITION & 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 meal and whether or not vitamin/mineral supplements are useful. (Crawford) \$15
Wed., Apr. 20 Langara 7:00-10:00 p.m. 1 session

SUE CRAWFORD, School of Kinesiology, Simon Fraser University.

SPORTS MEDICINE — INTRODUCTION 151204

An introduction to issues and concepts in Sports Medicine with an emphasis on practical application for health professionals, fitness instructors, coaches and athletes. Learn recognition, treatment, rehabilitation and prevention of common injuries. Physical activity will be considered in relation to growth and development, nutrition and biomechanical analysis. Prerequisite: Sports First-Aid I or permission of the instructors. \$40
Thurs., Apr. 14 Langara 7:00-10:00 p.m. 4 weeks

SPORTS PSYCHOLOGY 151203

Learn psychological techniques to assist in attaining top performances. Topics include motivation, self-talk, imagery and relaxation. (Cox) \$20
Wed., Apr. 27 Langara 7:00-10:00 p.m. 1 session

DR. DAVID COX, Department of Psychology, Simon Fraser University.

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., Jan. 31 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 which will 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 supplies. (Baker) \$45
Sun., Jan. 31 Langara 9:00 a.m. - 5:00 p.m. 1 session

TAPING MODULE LEVEL II 151208

Learn and practise taping and strapping procedures for foot and ankle, knee, thumb and finger, wrist and elbow. (Baker) \$100
Sat./Sun., Feb. 6/7 Langara 9:00 a.m. - 5:00 p.m. 2 sessions

NOTE: \$135.00 package price for those registering in the Sports First-Aid I, Strength & Flexibility, and Taping II.

BOB BAKER, Department of Physical Education and Recreation, Langara.

TESTS AND MEASUREMENTS FOR FITNESS AND SPORT 151207

Learn standardized measures of fitness components for athletes and exercisers. Assess cardiovascular, muscle strength and endurance, flexibility and posture. Norms will be provided for males and females of all ages. Dress for activity. (Lendvoy) \$15
Mon., Apr. 18 Langara 7:00-10:00 p.m. 1 session

FITNESS LEADERSHIP

ADAPTING PHYSICAL ACTIVITIES 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
Tues., Mar. 1 Langara 7:00-10:00 p.m. 1 session

TODD-MILLAR, M.Sc., Department of Physical Education, Langara.

FITNESS LEADERSHIP 151209

The increased interest and participation in fitness and sport activities now requires leaders to design more sophisticated and individualized exercise. Learn anatomy and physical instruction. You will be eligible to write the BCRA Fitness Leadership exam. (Various instructors) \$100
Thurs., Jan. 21/28 Langara 6:30-10:30 p.m. AND
Sat., Jan. 23/30 9:00 a.m. - 5:00 p.m. 6 sessions
Feb. 6/13 9:00 a.m. - 5:00 p.m.

FITNESS LEADERSHIP — PRE AND POST NATAL 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 exercise, the types and amount of exercise and the practical skills necessary to administer a safe, effective and enjoyable program (Todd-Millar) \$20
Thurs., Feb. 18 Langara 7:00-10:00 p.m. 5 weeks

PLYOMETRICS 151220

This once little-known strength training technique is not 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., Mar. 21 Langara 7:00-10:00 p.m. 1 session

RECREATION ACTIVITY DURING & FOLLOWING PREGNANCY 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
Thurs., Feb. 4 Langara 7:00-10:00 p.m. 1 session

RUNNING BIOMECHANICS AND VIDEO ANALYSIS 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 videotaped analysis of each participant's running technique. (R. Carr & A. Carr) \$30
Sun., Mar. 27 Langara 9:00 a.m. - 4:00 p.m. 1 session

ROBIN CARR, M.P.E., Department of Physical Education, Langara.

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

WEIGHT TRAINING — LEADERSHIP COURSE 151211

Intended for anyone wishing to take a leadership role in a weight training area. Learn advanced theory and practical applications. Study muscle structure and function, levers and angle of pull, contraction types, power curves, fibre types, energy systems and training objectives. (Carr & Baker) \$65
Wed., Feb. 3 Langara 7:00-10:00 p.m. 6 weeks

TEACHING ENGLISH AS A SECOND LANGUAGE

ESL TEACHING TECHNIQUES 150802

A practical course in ESL classroom teaching techniques for those entering the field, planning to teach abroad, or wanting to brush up their ESL teaching skills. 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. (Mon. - Hinkle, Sat. - Trivisano) \$130
Mon., Jan. 18 K.E.C. 7:00-10:00 p.m. 10 sessions
Sat., Jan. 23 K.E.C. 9:00 a.m. - 12:00 noon 10 sessions

ANN HINKLE - 11 years teaching ESL at VCC and 2 years teaching EFL in Asia. Currently instructor in charge of VCC's Homefront Learning Program. Has written several ESL publications and has taught at UBC.

MARY TRIVISANO, with over 10 years as an ESL instructor at KEC, has developed and taught ESL teacher training courses including ESL teaching techniques, New Culture — New Language. She is also Internship Program Coordinator in the TESL Certificate Program.

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.

1. PART TIME

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) A standard of written and spoken English equivalent to that of an educated native speaker
- 2) ESL Teaching Techniques 150802 (or equivalent)
- 3) A Bachelor's degree or Canadian Teaching Certificate.

2. SUMMER SCHOOL

This is the same program as above, but offered full-time during the day in June, July and August 1988. (Internship takes place in the Fall term.) Application forms will be available by January 31, 1988. Deadline for application is April 15, 1988.

* Call 875-8200 for a comprehensive program guide. *

GENERAL INFORMATION SESSIONS for anyone interested in the TESL CERTIFICATE PROGRAM

Thursday, January 7, Room 4043, King Edward Campus
10:00 a.m. - 11:30 a.m. OR 1:30 p.m. - 3:00 p.m.
OR 7:00 p.m. - 8:30 p.m.
Pre-registration not required for information sessions.

CORE COURSES OFFERED JANUARY TO MARCH 1988

Priority in core courses is given to program participants. Practising ESL teachers are welcome to take individual courses, but please contact the coordinator prior to registering.

REVIEWING & 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. AND Sat., K.E.C. 7:00-10:00 p.m. 1 session
Start Jan. 13 K.E.C. 9:30 a.m. - 12:30 p.m. 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)
Wed., Feb. 10 K.E.C. 7:00-10:00 p.m. 1 session
AND Sat., Feb. 13 K.E.C. 9:30 a.m. - 12:30 p.m. 7 sessions
* NOTE: Part I and Part II combine to make one course - 150810 - \$185

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, The Grammar Package, which is being developed to accompany the course she teaches in this program.

TEACHING PRONUNCIATION 150812

Learn methods and techniques for teaching pronunciation. Topics include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Pidgeon) \$185
Tues., Jan. 19 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 READING 150818

Learn how to select and use techniques and resources for teaching reading from basic literacy to advanced levels. Includes evaluation and use of existing materials and resources, and use of tests to measure comprehension and form instructional groupings. (Salzmann, Draper) \$185
Thurs., Jan. 28 K.E.C. 7:00-10:00 p.m. 10 sessions

HERBERT SALZMANN, Honors Undergraduate and Post-Graduate Degree, Professional Teaching Certificate, has taught for 12 years at VCC, also at university and local high schools. Initiated and co-developed an ESL reading course.

CHERYL DRAPER, B.A., M.A., in English Language (UBC), has many years' teaching experience in Australia and B.C. She has taught at VCC for 5 years. She specializes in reading theory and composition.

TEACHING ENGLISH FOR ACADEMIC PURPOSES 150819

Concentrates on specific techniques to teach advanced ESL students planning on higher education. Includes approaches to teaching reading, composition, literature and study skills. (Gray-Richards) \$185
Wed., Jan. 20 K.E.C. 7:00-10:00 p.m. 10 sessions

BARBARA GRAY-RICHARDS has a B.A. in English, M.A. in English Language and Literature, B.Ed. in Secondary Education. She has taught at VCC since 1971. Her main interests are English for Academic Purposes and Canadian Studies.

The following courses may be taken as credit towards the elective requirement for the Certificate Program. They will also be of interest to those working in the ESL field.

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. & Wed., Jan. 18 K.E.C. 7:00-10:00 p.m. 7 sessions

MARY TRIVISANO, with over 10 years as an ESL instructor at K.E.C., has developed and taught ESL teacher training courses including ESL Teaching Techniques, New Culture — New Language. She is also Internship Program Coordinator in the TESL Certificate Program.

RAMINDER DOSANJH, B.A., B.Ed., has over 10 years' ESL teaching experience at K.E.C. She is a 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, is a cross-cultural consultant, community volunteer and is presently the Multicultural Health Educator for the Vancouver Health Department.

ESL TUTOR 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., Feb. 6 K.E.C. 9:00 a.m. - 4:00 p.m. 2 sessions

MYRNA RABINOWITZ, an experienced ESL teacher and tutor trainer, has written many publications for the ESL field.

TEACHING ESL OVERSEAS 150820

Find out where the work is, who's hiring, what to expect. This series of seminars covers the range of teaching opportunities in Asia, Europe, South America and elsewhere. A must for anyone wanting to teach abroad. (Whelan) \$75
Sat., Feb. 20 K.E.C. 9:30 a.m. - 12:30 p.m. 4 sessions

JACK WHELAN, B.A., Certificate in Applied Linguistics and Teaching of English, University of Essex; taught 8 years overseas in the Arabian Gulf and has taught 2 years at K.E.C.

ESL ADULT LITERACY 150825

This is a practical course which will help teachers learn, approaches and techniques of teaching literacy to adult ESL students through observation of techniques and preparation of instructional materials. (Siddiqi) \$110
Tues., Jan. 19 K.E.C. 7:00-10:00 p.m. 6 sessions

KHATUN SIDDIQI, M.Ed., has taught adults and teachers of adults for almost 15 years, both overseas and at K.E.C. She speaks seven languages. She specializes in curriculum development, adult literacy, vocational/personal counselling and working with disadvantaged women.

AN ORIENTATION TO TEACHING ENGLISH IN JAPAN 150801

You will discuss all aspects of living & working as a language teacher in Japan — where and how to look for work in Japan, an introduction to living Japanese style, adapting to & understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student. (Smith) \$50
Thurs., Feb. 18 K.E.C. 7:00-10:00 p.m. 4 weeks

DAVE SMITH, ESL instructor at V.C.C. Has spent time working, studying and doing business in Japan.



TELECOLLEGE INDEPENDENT LEARNING

Learn at your own pace, on your own schedule!

Fifteen courses are now available for you from the B.C. Consortium of Colleges and School Districts (Telecollege).

Courses include:

- * A C CIRCUITS
- * AUTOMATING THE OFFICE
- * BASIC ELECTRICITY/D C CIRCUITS
- * BEYOND THE MECHANICAL UNIVERSE (physics)
- * BUSINESS OF MANAGEMENT
- * CONTEMPORARY HEALTH ISSUES
- * ENGLISH LITERATURE
- * FACES OF CULTURE (cultural anthropology)
- * INTRODUCING BIOLOGY
- * JUMP OVER THE MOON (children's literature)
- * MARKETING
- * NEW COMPUTER LITERACY
- * PLANNING YOUR RETIREMENT
- * STARTING A BUSINESS
- * UNDERSTANDING HUMAN BEHAVIOUR (psychology)
- * WRITE COURSE (composition)

Courses are reasonably priced, and can be viewed on the KNOWLEDGE NETWORK. For further information and registration, call: 875-8217 or toll free 1-800-972-0379

TELECOMMUNICATIONS

TELECOMMUNICATIONS MANAGEMENT CERTIFICATE PROGRAM

The future is NOW in TELECOMMUNICATIONS. With the continued advancement in technology and the impact of interconnect — all businesses will be looking for trained and knowledgeable people to manage the telecommunications 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.

TELECOMMUNICATIONS MANAGEMENT I (VOICE) 102201

Learn the basics of telecommunications in this introductory course involving the study of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation. RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (Kole) \$175
Wed., Jan. 20 V.V.I. 5:30-8:30 p.m. 10 sessions

SHARON KOLE is a professional Telecommunication Specialist focusing on Voice Communications with a background including Genstar, Bell Canada and Manitoba Telephone. She is currently Communications Supervisor for Woodward.

TELECOMMUNICATIONS MANAGEMENT II (VOICE) 102202

Building on what was learned in the first voice course, participants will learn about PBX systems, network and exchange services, traffic analysis, design criteria, telephone set and switch features, financial planning and analysis, negotiating vendor contracts, implementing new systems, management skills, telephone management systems and staff training. (Duncan) \$195
Mon., Jan. 25 K.E.C. 6:30-9:30 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 102204

Learn the basics of data communication by studying basic components, business machines, codes and protocols, transmission speeds, interface connectors and standards, interfaces, modems and line drivers, modulation techniques, connectors, communication facilities, bandwidth, analogue, digital, data concentration techniques, multiplexing, concentrators, response time, telecommunications media, including telephone pairs, coax, fibre, and microwave, including delays, effective throughput, communication controllers including front end processor, remote controllers and terminal cluster controllers, data networks including characteristics, applications, costs and providers, as well as introduction to packet switching, network management systems and network design criteria including the use of a case study. (TBA) \$195
TBA K.E.C. 6:30-9:30 p.m. 10 sessions

DESIGNING THE INTEGRATED OFFICE ADMN 245 (CRN 81677)

Students in this course of study develop a solid basis for understanding contemporary, state-of-the-art office automation technology. This course examines many management concerns and decisions related to the person/machine interface. Explanations are given of an information processing system and its different parts: input, processing, replication and distribution.

Study is made of the historical aspects of the traditional office and contemporary trend of transition into full automation in the context of management information systems. \$139
Thurs., Jan. 14 5:30-8:30 p.m. 12 sessions

DOWNTOWN EDUC. CENTRE (549 Howe St.)

This course is offered by B.C.I.T.

For registration for this course only, call 434-1610.



VCC Continuing Education - Keeping you in mind.

register 3 ways



1. By MAIL by filling in the Mail Registration forms 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



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

TRAVEL COURSES AND TOURS

TRAVEL COURSES

CHINA EXPERIENCED 504602

A country so vast and magnificent needs to be experienced! Learn all the essential 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., Feb. 20 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., Feb. 20 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)

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., Mar. 5 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.

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., Feb. 10 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.

TOURING BY MOUNTAIN-BIKE 504617

On or off road, mountain-bikes are the sturdiest, toughest, most reliable touring machines going. This one-day session 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., Mar. 5 K.E.C. 10:00-3:00 p.m. 1 session

MICHAEL BUCKLEY has toured by mountain-bike on the backroads of Asia and North America.

KENYA EXPLORED 504618

The ultimate African experience. Nowhere else on the continent is there a wide variety of terrain, cultures, and wildlife readily seen. Whether you will be travelling independently or with a group tour, this one-day familiarization course — with extensive slide presentation — will help ensure that your safari of a lifetime is totally successfully. \$25

Sat., Feb. 20 Langara 10:00-3:00 p.m. 1 session

PETER BENNETT is a professional photojournalist and Focal Point instructor who lived in Africa for many years and has travelled widely around the continent, including numerous trips to Kenya.

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 Han Dynasty, 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: \$4085 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.

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 Ayutthaya 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 FULL

TOUR #1 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... Geoff has made over 20 trips to Thailand and has personally visited other Asian cities available. For more information, please call Canada World Travel, Dr. Bob Gallacher, 872-0355.

MEXICO REVISITED

An educational tour focusing on the archaeology, history and culture of Mexico. The tour commences in Vancouver, proceeds directly to Mexico City and includes visits to the pyramids, museums, including the Museum of Anthropology, shopping areas, and a performance of the Ballet Folklórico. From Mexico City you proceed to Taxco, the art and silver capital of Mexico. From Taxco, you travel southwest by air-conditioned coach to Ixtapa — for 4 days in the land of plenty offering 16 miles of beaches, coconut palms, mangroves, tropical birds and sunshine. From Ixtapa, the tour winds north to the fascinating and charming old-world town of Guanajuato for 2 nights. Tour includes a Mexican guide, two expert tour leaders, air fare, insurance, museum entrances, accommodation and coach between cities. Meals separate.

Price: \$1495 CAN. May 4 - 17, 1988 13 days
For more information please call Dr. Bob Gallacher, Canada World Travel, 872-0355.

THE KENYAN PHOTOGRAPHIC SAFARI

Bring your camera and film to exciting Kenya where animals fill the African plains. Soak up sun on tropical beaches. Experience Swahili culture, little changed in hundreds of years.

Our safari circles many of the most fascinating game areas in Kenya. First stop after Nairobi is famous Treetops where animals may be seen from your room; Mount Kenya towering more than 17,000 feet over the equator; leopard in the bush of Sumburu Game Reserve on the remote North West Frontier District; the Rift Valley where soda lakes team with millions of pink flamingos; the Masai Mara, unequalled for its density of game. We then take the "Lunatic Express," the overnight train from Nairobi to the coast. We relax on palm-fringed beaches, then explore historic Mombasa. Finally, we fly back in time to remote, exotic Swahili island of Lamu — no cars but sailing dhows, coral buildings and Arabian flavours.

PETER BENNETT, tour leader, is a Vancouver based photojournalist and travel photographer. He teaches photography at Focal Point and Lived for many years in Africa and London.

Tour Cost: \$4,995 August 26-September 13 (17 days)
Includes 1 night in London. For more information, please call Rebecca Chin, Canada Travel World, 872-0355.

VOLUNTEER SECTOR MANAGEMENT

VOLUNTEER MANAGEMENT CERTIFICATE PROGRAM

This part-time (September - June) 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.

There are spaces available if you wish to attend individual workshops. \$45.00

PERSONNEL II (Goodall) 101414

Section I Wed., Jan. 6/88 K.E.C. 9:00 a.m. - 3:30 p.m.

Section II Wed., Jan. 20/88 K.E.C. 9:00 a.m. - 3:30 p.m.

WORKING WITH GROUPS (Goodall) 101406

Section I Wed., Feb. 3/88 K.E.C. 9:00 a.m. - 3:30 p.m.

Section II Wed., Feb. 17/88 K.E.C. 9:00 a.m. - 3:30 p.m.

TRAINING VOLUNTEERS (Kalef) 101411

Section I Wed., Mar. 2/88 K.E.C. 9:00 a.m. - 3:30 p.m.

Section II Wed., Apr. 20/88 K.E.C. 9:00 a.m. - 3:30 p.m.

MANAGING THE PROGRAM (Bird) 101402

Section I Wed., Apr. 13/88 K.E.C. 9:00 a.m. - 3:30 p.m.

Section II Wed., Apr. 20/88 K.E.C. 9:00 a.m. - 3:30 p.m.

FINANCING THE PROGRAM (Bird) 101402

Section I Wed., May 4/88 K.E.C. 9:00 a.m. - 3:30 p.m.

Section II Wed., May 18/88 K.E.C. 9:00 a.m. - 3:30 p.m.

PROMOTING THE ORGANIZATION (O'Brien) 101403

Section I Wed., June 1/88 K.E.C. 9:00 a.m. - 3:30 p.m.

Section II Wed., June 8/88 K.E.C. 9:00 a.m. - 3:30 p.m.

ROB GOODALL, Manager of Staff Development at Shaughnessy Hospital has had extensive experience training managers, supervisors and group leaders. Rob has served as a Board Member for the Canadian Mental Health Association.

REVA KALEF (M.Ed. Adult Education) is an Educational Consultant who has led numerous workshops in the volunteer, private and public sectors during the past nine years.

MARYANN BIRD, formerly Executive Director of Pacific Immigrant Resources Society, has extensive experience in both staff and volunteer capacities in the non-profit sector.

RICK O'BRIEN, B.Comm (Marketing), is currently Director of Financial Development and Public Relations for the Red Cross.

To register for individual workshops, follow regular registration procedure. For information on full Certificate Program, call Marilyn McClaren, Coordinator, at 875-8200.

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 practise 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

Tues., Jan. 26/VAN, VOL. CTR. 3102 Main St. 7:00-10:00 p.m. 10 weeks
For outline and registration call 875-8200. For detailed information call Roy Crowe; 875-9144.

ISSUES AND SKILLS FOR LEADERS OF VOLUNTEERS

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

MAKING THE PITCH 101705

You will learn how to put together a persuasive presentation that will win over the most difficult audience. You will practise proven techniques to achieve your own objective whether it be to lobby, raise funds or recruit volunteers. (Searle) \$10

Wed., Jan. 27 K.E.C. 6:00 - 8:30 p.m. 1 session

BERNARD SEARLE is a Communications Consultant with business and government.

BASIC PLANNING FOR MANAGERS OF VOLUNTEERS 101715

Focus on your clients and their needs, and your volunteers and their needs. You will leave this session with draft goals and objectives for your volunteer program that will help meet the needs of both of these groups. (Worsfold) \$10

Wed., Feb. 3 K.E.C. 6:00-8:30 p.m. 1 session

NORA WORSFOLD (M.Ed.) is Coordinator of Volunteer Resources for B.C./Yukon Division of the Canadian Red Cross.

RECRUITING AND MOTIVATING VOLUNTEERS 101716

You will learn why people volunteer and how to develop a responsive volunteer program. Explore basic methods of attracting volunteers to your program to help you to increase your numbers. Bring your lunch. (Crowe) \$30

Sat., Feb. 13 K.E.C. 9:00 a.m. - 4:00 p.m. 1 session

ROY CROWE is Coordinator of Training for the Vancouver Volunteer Centre.

COMMUNICATIONS SKILLS FOR LEADERS OF VOLUNTEERS 101717

You will develop and practise personal communications skills that will facilitate a positive relationship between volunteers and staff. (Chuback) \$10

Wed., Feb. 24 K.E.C. 6:00-8:30 p.m. 1 session

JOSIE CHUBACK is Manager of Human Resources for the Boys' and Girls' Clubs of Greater Vancouver.

VOLUNTEER SECTOR POST CERTIFICATE WORKSHOP

TRAINING SKILLS 101430

Sponsored by Vancouver Community College, Continuing Education, in cooperation with the Vancouver Volunteer Centre, this workshop is designed for students who have completed the Volunteer Management/Managers of Non-Profit Organizations Certificate Programs and/or have experience coordinating volunteers. You will learn instructional skills useful for volunteer and staff trainers. Limited to 12 people. (Kalef) \$100

Fri., Jan. 22 & 29 K.E.C. 9:00 a.m. - 4:00 p.m. 2 sessions

REVA KALEF, M.Ed. (Adult Education) is an Educational Consultant who has led numerous workshops in the volunteer, public and private sectors over the past nine years.

MANAGERS OF NON-PROFIT ORGANIZATIONS 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. Certificate Program students must take Introduction to the Non-Profit Organization first. Courses may be taken for interest, but priority will be given to program participants. Courses offered January — March, 1988

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. (Bird) \$150

Mon., Jan. 18 K.E.C. 7:00-10:00 p.m. 12 sessions

MARYANN BIRD, formerly Executive Director of Pacific Immigrant Resources Society, has extensive experience in both staff and volunteer capacities in the non-profit sector.

HUMAN RESOURCES MANAGEMENT (Major) 101203

This course is designed to train you to effectively manage staff and volunteers for a non-profit organization. The content will include the following functions: designing job descriptions, recruiting, selecting, hiring, orienting, training, evaluating and developing personnel policies. (Rawnsley) \$150

Wed., Jan. 20 K.E.C. 7:00-10:00 p.m. 12 sessions

ROSEMARY RAWNSLEY is Volunteer Resources Coordinator for the Vancouver branch of the Canadian Red Cross and is an experienced trainer in the non-profit sector.

TIME/STRESS MANAGEMENT (Minor) 101204

These workshops focus on:
* identifying the time and stress factors in your work and personal life
* developing strategies to cope with your time/stress issues and put you in control (Kalef) \$75

Sat./Fri./Sat., Jan. 30, Feb. 5, 6 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sessions

REVAL KALEF, M.Ed. (Adult Education) is an Educational Consultant who has led numerous workshops in the volunteer, private and public sectors during the past nine years.

PUBLIC RELATIONS (Minor) 101207

In these workshops you will examine:

* The internal and external public relations and communications functions of a modern manager of a non-profit organization
* A variety of communications systems including: advertising, publicity, media relations, direct mail, marketing and newsletter production (Lynn) \$75

Sat./Fri./Sat., Mar. 12, 18, 19 K.E.C. 9:00 a.m. - 4:00 p.m. 3 sessions

JOHN LYNN, Director of Communications, United Way of the Lower Mainland, has previous experience as National Director of Communications for United Way of Canada, and as Director of Communications for Vancouver Resources Board and the B.C. School Trustees Association.

For more information, a brochure and an application form, call 875-8200.

Information meeting for new students — Monday, January 11, 1988; 5:30 - 6:30 p.m., Room 4056, King Edward Campus, Coordinator - Marilyn McClaren.

TRAINING FOR NON-PROFIT BOARD MEMBERS

The Volunteer Leadership Development Program presents workshops designed to train effective board members.

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.

ORGANIZING AND GOVERNING THE AGENCY 101602

You will learn to identify the key functions and responsibilities of volunteer policy-making boards. You will also build an understanding of board functions, including recruiting, selecting, orienting and training board members. \$20

Wed., Feb. 17 Van. Vol. Ctr. 7:00-10:00 p.m. 1 session

BOARD/STAFF RELATIONS 101614

This workshop examines roles, responsibilities and inter-relationships of volunteer leaders and staff members. It will help board members (personnel committees in particular) define their role in personnel administration and outlines board responsibility for the recruitment, selection, development and evaluation of the executive director. \$20

Wed., Feb. 24 Van. Vol. Ctr. 7:00-10:00 p.m. 1 session

RESOURCE DEVELOPMENT 101615

This workshop identifies the planning steps needed prior to initiating a resource development program. You will discuss effective approaches to funding sources, including both written proposals and presentation methods. \$20

Wed., Mar. 2 Van. Vol. Ctr. 7:00-10:00 p.m. 1 session

URBAN STUDIES

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., Feb. 16 Langara 7:00-9:00 p.m. 6 sessions

ARTHUR L. FALLICK is a Research Associate, U.B.C. Centre for Human Settlements.

1. Registration Hours

Vancouver Vocational Institute 682-5844

King Edward Campus 875-8200

Langara Campus 875-8200

10:00 a.m. - 8:00 p.m.,

Monday to Thursday

10:00 a.m. - 3:00 p.m., Friday

9:00 a.m. - 12 noon, Saturday

Nursing and Health 687-1757

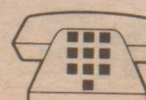
10:00 a.m. - 3:00 p.m.,

Monday to Friday

register
3 ways



1. By MAIL by filling in the Mail Registration forms 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



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

VCC Continuing Education - Keeping you in mind.

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., Jan. 19 K.E.C. 7:30-9:30 p.m. Warwick 4 weeks
Wed., Jan. 20 Langara 7:30-9:30 p.m. Kohut 4 weeks

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., Jan. 21 K.E.C. 7:30-9:30 p.m. 2 weeks

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. & 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

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

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., Feb. 17 Langara 7:30-9:30 p.m. 1 session

THE GREAT WHITE WINES OF THE WORLD 505214

White Burgundy, Riesling, Gewurztraminer, Chardonnay and Sauternes. Taste and compare the differences between wines of the same grape but from different countries. A special event. \$25

Wed., Feb. 10 Langara 7:30-9:30 p.m. 1 session

Thurs., Feb. 11 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

Tues., Feb. 23 K.E.C. 7:30-9:30 p.m. 1 session

FAMOUS WINES OF FRANCE — BORDEAUX 505208

Enjoy what are probably the greatest red wines in the world. From the Medoc & Saint Emilion, to Sauternes and Pomerol. Taste the Cabernet Sauvignon that makes this area famous. French cuisine will be served. \$30

Tues., Feb. 16 K.E.C. 7:30-9:30 p.m. 1 session

DESSERT WINES 505219

Luscious dessert wines from all over the world to be served with different desserts. A memorable night not to be missed. Limited enrollment. \$30

Thurs., Feb. 18 K.E.C. 7:30-9:30 p.m. 1 session

WINES OF THE LOIRE 505232

The Loire Valley is one of the largest wine producing areas of France, with a great variety of wines, ranging from very dry to very sweet. This should prove to be a very interesting tasting. \$20

Wed., Feb. 24 Langara 7:30-9:30 p.m. 1 session

THE RIESLING FROM ALL OVER THE WORLD 505225

There are many names for the Riesling grape, but it is truly the Queen of Grapes. From dry to sweet, they keep their elegance through the spectrum. It is a wine that is often overlooked because of its fruitiness and residual sugar. The wines from all of the world will convince you that you have been missing something. Don't miss this delightful evening. \$20

Thurs., Feb. 25 K.E.C. 7:30-9:30 p.m. 1 session

FAMOUS WINES OF FRANCE — BURGUNDY 505209

The great wine of the Chardonnay Grape and Pinot Noir will be tasted and accompanied by French cuisine. Wine featured will be from Chablis, Cote de Beaune, Chalonais and Maconnais. Come try these wines of Burgundy: from Dijon to Pouilly-Fuisse. \$30

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

THE CHARDONNAY CHALLENGE 505207

The Chardonnay grape is THE best white wine of the BURGUNDY district of France and maybe the world. Look forward to comparison tastings of the fine Chardonnays of California, France, Australia and Eastern Europe. Food will be served. \$25

Wed., Mar. 9 K.E.C. 7:30-9:30 p.m. 1 session

CHAMPAGNE & SPARKLING WINES OF THE WORLD 505206

Enjoy an evening with "Bubbly." Sample champagne and sparkling wines of the world. Sweet, dry, light and full — Mums, Heidsieck, Asti Spumante, Henkel, Codorniu and more. \$25

Tues., Mar. 8 K.E.C. 7:30-9:30 p.m. 1 session

WINES AND FOOD — HOW TO MATCH THEM 505226

There are wines that don't go with some foods. We will attempt to answer those obvious questions and show the sensations. This seminar will allow the interchange and analysis of the rights and wrongs of food and wine. There will be numerous unique wines paired up with the right and wrong foods. This type of seminar has been popular with Barbara Lang, Food Consultant with Inglenook Winery of Canada. Give it a try! \$20

Thurs., Mar. 10 K.E.C. 7:30-9:30 p.m. 1 session

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

Tues., Mar. 15 K.E.C. 7:30-9:30 p.m. 1 session

BEER: AN INTERNATIONAL VARIETY AT YOUR FINGERTIPS! 505227

An evening with beer drunk blind, where you have a chance to compare over 16 beers from Germany, Australia, Japan, New Zealand, England and U.S.A. There are many differences that only a class like this can show you. There will be food served halfway through so your palate can be rejuvenated. The price is right — come out and join us! \$20

Thurs., Mar. 17 K.E.C. 7:30-9:30 p.m. 1 session

CALIFORNIA WINE TOUR 505231

Join us for a great weekend in the NAPA and SONOMA VALLEY with a visit to SAN FRANCISCO. Staying in the Napa. Most meals and transportation included. Four days in June, 1988. **Tour Cost: \$800.00 (subject to change) \$100.00 deposit required.**

CAPILANO COLLEGE — VANCOUVER COMMUNITY COLLEGE

CAPILANO COLLEGE COMMUNITY MUSIC SCHOOL

The Capilano College Community School offers a comprehensive program for children and adults. Instrumental, voice and theory courses are available at Capilano College and other community locations. Children's programs commence the week of January 4; adult classes commence week of January 18. Call 984-4901.

BETWEEN TWO WORLDS — A CANADIAN FAMILY AND THEIR ART CENTRE IN FRANCE

You are invited to this free illustrated lecture on the Centre Festival des Arts at Montaigne-le-Blanc in the beautiful Auvergne region of France. The Centre is run by North Vancouver couple Paul and Babette Deggan and 1988 will be its eighth season. In an ideal setting for summer studies, Painting and Language Workshops are offered by Capilano College. To quote a former student, "An unbelievable holiday. I shall never forget the joy, the inspiration, the education..."

Join us for an evening of warmth and colour and perhaps plan a fabulous holiday for Summer '88. There is no obligation and everyone is welcome.

Wed., Jan. 27 7:30-9:00 p.m. Room J208 No Charge

FOR INFORMATION AND BOOKING CALL:

Joy Smith, 987-4907

SUMMER WORKSHOPS IN FRANCE '88

A medieval hill village in the romantic Auvergne, fields of giant sunflowers and red poppies in the wheat: an ideal setting for summer studies. Set up your easel in the picturesque landscape or practice your French with the locals over a glass of wine. Lively instruction and French culture and food: this is what education should be!

PAINTING WORKSHOPS

Paul Deggan, practising painter and sculptor, offers a program of lectures, demonstrations and critiques for all levels and ages. Paul emphasizes the need for the contemporary student to return to the direct perception of the visual world as the prime stimulus to the creative imagination.

LANGUAGE WORKSHOPS

Get involved with life of the village while studying the language. Meet the facteur and help him deliver the mail, or spend an afternoon with the village restaurateur while he instructs you in the tender art of preparing the evening's coq au vin and amusez-vous bien while learning more French than you thought possible. For all levels and ages.

Choose either the Painting or Language Workshop from June 8 to 27 or July 8 to 27, or August 8 to 27. Optional week in Paris: June/July/August 3 to 7. \$1,395 includes tuition, accommodation, food, table wine/beer, etc., excursions, use of sketching easels/stools and guide services in Paris. Not included: all travel; accommodation in Paris.

Detailed brochure and application form available by phoning Joy Smith, 984-4907. The tuition fee portion of the workshop is tax deductible. Discounts do not apply on educational travel programs.



NATIVE EDUCATION CENTRE



In September 1987, Vancouver Community College and the Native Education Centre entered into an affiliation agreement that enhances the working relationship between the College and the Centre. As a result, the Native Education Centre and Vancouver Community College will be offering a wide variety of continuing education and general interest courses aimed at broadening the cultural understanding of Canada's First People. These courses are open to Native and non-Native people and will be located at the Native Education Centre's Longhouse facility at 285 East Fifth Avenue.

Registration for all courses will be at the Native Education Centre. For more information, call 873-3761 and ask for the Continuing Education Department or drop in at 285 East Fifth. All fees must be paid in cash or by cheque. The deadline for all registration is January 14, 1987.

NATIVE LITERATURE AND WRITING

An intense look at the traditional and contemporary literature of Native people. Learn to express your thoughts from a new perspective. (Campbell-Hale) \$45

Wed., Jan. 20 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

JANET CAMPBELL-HALE is a noted Indian author whose most recent book *The Jailing of Cecilia Capture* was nominated for a Pulitzer Prize in 1985.

ISSUES IN NATIVE INDIAN CHILD WELFARE

Review the major political and cultural issues affecting the rights of Native Children raised in a Native environment. A must program for people working in social services, child care and as foster parents. (De Mello) \$30

Mon., Jan. 18 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

STAN DE MELLO has worked extensively as a consultant to the Blood Indian Nation and the Government of Alberta in the Indian Child Welfare field.

MANAGEMENT ISSUES IN A NATIVE SETTING

Learn the importance of cultural sensitivity while practising sound management skills in a Native Indian work environment. Program designed for people who are working in consulting roles with Native people or who want to find employment in such a field. (William) \$50

Mon. Jan. 18 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

GERRY WILLIAM manages a Native pre-employment program for youth and has worked in a management role for the federal government.

ABORIGINAL RIGHTS & SELF-GOVERNMENT

Study historical and contemporary issues surrounding the aboriginal rights of Indian people and the need for aboriginal self-government. Case studies will focus on the Git'Ksan Wer'Suwet'en and Nishga land claims as well as on a review of the Constitutional conferences on aboriginal rights and self-government. (George) \$50

Thurs., Jan. 21 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

RON GEORGE is President of the United Native Nations, a leading political organization in B.C. and has been involved in Indian political issues for a number of years.

NATIVE DRUM MAKING

Learn the traditional ways of making an Indian drum by scraping and fleshing various animal hides and how to use the rawhide in making a drum for yourself. (Arnault) \$50

Thurs., Jan. 21 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

ED ARNAULT is a Cree Indian with years of experience in making Indian drums at the Native Education Centre.

BUTTON BLANKET DESIGN

Learn to design and make the beautiful button blankets worn by Northwest Coast Indians during traditional ceremonies. The history and cultural importance of these blankets will be taught as you make your own. Materials included. (Heit) \$100

Tues., Jan. 19 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

MARGARET HEIT is a Git'Ksan elder who has been making button blankets for years. She has taught button blanket making at UBC and is working presently at the Native Education Centre.

NORTHWEST COAST INDIAN MUSIC

Learn the meaning and beauty of Northwest Coast Indian music as well as how to drum and sing certain songs that can be shared with all people. (Kolstee) \$30

Tues., Jan. 19 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

ANTON KOLSTEE has worked and studied with Indian people of the Coast and has written a book on the music of the Heiltsuk Nation.

LEATHERWORK

Learn to make Indian moccasins, vests and other beautiful articles of clothing out of deer and moose hides. You will produce quality products that will make wonderful gifts to friends and relatives. All materials are included. (Paul) \$75

Tues., Jan. 19 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

AGGIE PAUL, a Squamish Indian by birth, has been doing leather work for years. She presently teaches leather work at the Native Education Centre.

PLAINS INDIANS SINGING AND DRUMMING

Learn the basics of pow wow singing and drumming as well as the meaning of the history of the songs. Drumming is the heart beat of Indian people and this course will provide people with the skills to do so. (Awasis) \$50

Thurs., Jan. 21 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

WALLY AWASIS is a Cree Indian from Saskatchewan who currently is a youth counsellor at Cedar Cottage Community Centre. Wally has his own group and sings at pow wows across Canada.

NORTHWEST COAST INDIAN ART

Learn to draw the intricate designs made famous by Northwest Coast Indians throughout the world. Learn the meaning of the symbols used by Northwest Coast artists when making a painting, carving or related artistic work. All materials included. (Jeffrey) \$50

Thurs., Jan. 21 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

ALICE JEFFREY is a noted Git'Ksan artist and one of the founders of the famous K'san dancers.

BEADING

Learn to make Indian beaded goods by loom or free hand. Designs used by Native people of Canada will be taught enabling you to create your own beading pattern. Materials included. (August) \$50

Tues., Jan. 21 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

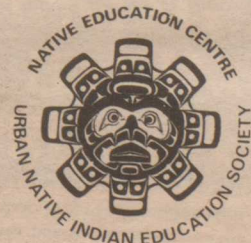
MARY LOU AUGUST is a Squamish Indian who has made hundred of beaded belts, buckles and earrings. She is presently teaching beading at the Native Education Centre.

NATIVE COOKING

Oolichans, seaweeds, salmon, clam chowder and bannock are among the hundreds of foods used by Native Indians and enjoyed by many other people. Learn how to make these delicious foods and treat your friends to a traditional Native Indian dinner. All materials included. Class size limited to 5. (August) \$60

Mon., Jan. 18 Native Education Ctr. 7:00-9:00 p.m. 6 weeks

MARY LOU AUGUST has been cooking traditional Native foods her whole life and has learned recipes from her elders.



register
3 ways



1. By MAIL by filling in the Mail Registration forms 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



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



Continuing Education - Keeping you in mind.

UNDERSTANDING NORTHWEST COAST INDIAN ART AND CULTURE

Learn about totem poles, Bill Reid's art and the work of noted Indian artists from traditional to contemporary times. Hands-on displays and a visit to the Museum of Anthropology will give students an in-depth understanding of the traditions Northwest Coast Indian art and culture has developed over thousands of years. (Stewart) \$50

Wed., Jan. 20 Native Education Ctr. 7:00-9:00 p.m. 4 weeks

HILLARY STEWART is a well-known author of several books on Northwest Coast Indian art and culture. She has lectured in numerous countries on the subject and possesses an outstanding collection of Northwest Coast Indian artifacts.

INTRODUCTION TO MICRO COMPUTERS

Learn to use micro computers and several software packages including Multimate, DBase III and Lotus 1-2-3. Skills learned in this basics course will enable students to sue micro computers for business or pleasure. (Thomas) \$100

Mon., Jan. 18 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

DEBRA THOMAS is a Shuswap Indian from the Kamloops area and is teaching micro computers at the Native Education Centre.

SPANISH LEVEL I

Get ready for your next holiday in sunny Mexico by learning basic conversational skills in Spanish. Emphasis is on developing confidence and fluency in the spoken language. Enrollment is limited and Level 1 is intended for the student with little or no background in the language. (Rodriguez) \$75

Wed., Jan. 20 Native Education Ctr. 7:00-9:00 p.m. 10 weeks

NELSON RODRIGUEZ is a Chilean who has lived in Canada since the early 1970's. He has taught Spanish at La Quena Coffe House and at the Native Education Centre. He presently works for Oxfam Canada.

VANCOUVER COMMUNITY COLLEGE

Vancouver
Vocational Institute

PART-TIME PROGRAMS WINTER 1988

REGISTRATION

Registration in person — cheque, cash or
VISA accepted:

Admissions, Main Floor
Vancouver Vocational Institute
250 West Pender Street

or

Phone in, using your VISA Card to
681-8111, Local 210.

Please note: courses will be offered based
on availability of instructors, space,
funding and sufficient number of students.
Classes may have been filled prior to the
release of this advertisement.

BUSINESS

TYPING UPGRADE (Speed and Accuracy) \$48

For typists who already know the Keyboard! This course is designed to
improve the student's typing speed and accuracy by means of specially
designed drills and speed-building techniques.

Approx. costs — text/supplies — \$10
Jan. 19 - Feb. 4 Tues. & Thurs. 6:00-9:00 p.m.
Feb. 9 - Feb. 25 Tues. & Thurs. 6:00-9:00 p.m.
Mar. 1 - Mar. 17 Tues. & Thurs. 6:00-9:00 p.m.

INTRODUCTION TO WORD PROCESSING & BASIC WORD PROCESSING APPLICATION \$189

Over 70 hours of "hands-on" training in equipment operation on one of
the following word processors: Wang (System 25), AES Plus, or Wang
OIS. Students will handle a variety of applications including business
correspondence reports and statistical data.

PREREQUISITES: Business Typing Applications 2 and 50 gwm with
maximum 5 errors or the equivalent.

Approx. costs — text/supplies — \$15
Jan. 19 - Apr. 7 Tues. & Thurs. 6:00-9:00 p.m.
Jan. 16 - Apr. 9 Sat. 9:00-12:00 p.m.

DICTA TYPING (Machine Transcription 1, 2 & 3) \$95

Machine Transcription 1 is designed to familiarize the intermediate typist
with transcribing equipment; develops proficiency in accurately transcribing
from machine-dictated material.

Machine Transcription 2 builds on the skills acquired in Introduction to
Dicta-Typing and develops the ability to transcribe more complex business
correspondence.

Machine Transcription 3 is designed to develop the advanced typist's
transcription skills. Office-style dictation of business correspondence,
memoranda and reports is expected to be transcribed quickly and accurately.

PREREQUISITES: The pre-requisite for Machine Transcription 1 is
Business Typing Applications 1 and 40 gwm with max. 5 errors or
equivalent. For Mach. Trans. 2 and 3 the pre-requisite is the previous level.

Approx. costs — text/supplies — \$85 for Mach. Trans. 1 and \$40 each
for Mach. Trans. 2 and 3.

NOTE: THE \$95 COST IS FOR ONE COURSE ONLY I.E. MACH.
TRANS. 1, 2, OR 3.

Jan. 16 - Apr. 9 Sat. 9:00-12:00 p.m.

SHORTHAND 1 (THEORY) AND 2 (BRUSH-UP) \$189

Introduction to theory and basic principles of Forkner Shorthand or Pitman
shorthand. Students will learn to write outlines fluently and transcribe
basic business letters.

In Shorthand 2 the theory and principles of Forkner or Pitman Shorthand
are reviewed and reinforced. The student's ability to write, read and
transcribe shorthand will be developed through the use of short forms,
phrases, vocabulary building, drills and practice dictation. PREREQUISITES:
For Shorthand 1: Bus Typing Appl's 1 or the equivalent. For Shorthand
2: Shorthand 1 is required.

Approx. costs — text/supplies — Forkner — \$35 — Pitman — \$28
Jan. 19 - Apr. 7 Tues. & Thurs. 6:00-9:00 p.m.

BASIC MEDICAL TERMINOLOGY \$189

Define, spell and pronounce basic terms in operative, diagnostic and
sympomatic medical terminology. Prerequisite: Business Communications
2. (Recommended: Business Oral & Written Communications)

Jan. 26 - April 14 Tues. & Thurs. 6:00-9:00 p.m.

INTRODUCTION TO LEGAL SECRETARIAL PROCEDURES (General Legal Procedures) \$103

Designed for those who wish to pursue a career as a legal secretary and
provide the foundation for further legal secretarial studies. Training includes
basic legal office routines, legal correspondence and simple legal documents.
PREREQUISITE: 50 g.w.a.m. with maximum 5 errors and Business Typing
Application 2 or equivalent.

Approx. costs — text/supplies — \$25
Jan. 16 - Apr. 16 Sat. 9:00-12:00 p.m.

PRINTING & PUBLISHING

Prerequisites for the undernotted courses are a letter confirming employment
in the Graphic Arts Trade.

COMPUTER ASSISTED ESTIMATING \$314

Courses include: Introduction to Printing Estimating, Computer Assisted
Estimating and Advanced Computer Assisted Estimating.

Jan. 19 - Apr. 28 Tues. & Thurs. 6:00-10:00 p.m.

IMAGE ASSEMBLY AND PLATEMAKING \$314

Courses include: Safety procedures, materials and equipment, basic
imposition and the masking of photographic film negatives, basic
photographic contacting, basic lithographic platemaking, complementary
image-masking techniques, photo-composing, screentint and halftone film,
two-colour film assemblies and signature composition.

Jan. 18 - May 2 Mon. & Wed. 6:00-10:00 p.m.

COMPUTER PHOTO TYPESETTING \$314

Use computer typesetting equipment safely to industry standards. Mark-
up, changing fonts, basic coding, using accents, using a processor are some
of the topics included in this course.

Jan. 19 - Apr. 28 Tues. & Thurs. 6:00-10:00 p.m.

SMALL LITHOPRESS 1 MULTI-HAMADA \$314

The student will be able to run small offset presses under 17" and do some
colour work in register.

Jan. 18 - May 2 Mon. & Wed. 6:00-10:00 p.m.

Jan. 19 - Apr. 28 Tues. & Thurs. 6:00-10:00 p.m.

Jan. 23 - Jun. 11 Sat. 9:00-3:30 p.m.

LITHOPRESS OPERATION 1 \$314

Use of an offset press by safety standards to reproduce simple offset jobs
and gain further knowledge of other problems.

Jan. 18 - May 2 Mon. & Wed. 6:00-10:00 p.m.

Jan. 19 - Apr. 28 Tues. & Thurs. 6:00-10:00 p.m.

LITHOPRESS OPERATION 2 \$314

Use of an offset press by safety standards to reproduce more difficult jobs
and knowledge of process colour work and other instruments.

PREREQUISITE: Litho 1

Feb. 27 - Jul. 23 Sat. 9:00-3:30 p.m.

LITHOPRESS OPERATION 3 \$314

Use of a larger offset press by safety standards to reproduce process color
posters and other related work with help from gauges and instruments.

PREREQUISITE: Litho 2

Feb. 27 - July 23 Sat. 9:00 a.m. - 3:30 p.m.

ADVANCED COLOUR SEPARATION \$314

The student will acquire an understanding of electronic colour separation
techniques and will be able to produce direct screened scanner halftones,
duotones, and colour separations. PREREQUISITE: Colour Camera

Feb. 27 - Jul. 30 Sat. 9:00-3:30 p.m.

COLOUR CAMERA \$314

Use of industry camera, safety procedures, perform basic colour separation
techniques (indirect method) and etching of halftone positives and negatives.

PREREQUISITE: B & W Line Camera

Jan. 23 - Jun. 11 Sat. 9:00-3:30 p.m.

BINDERY OPERATION (4 YEAR) LEVEL 1 \$314

Courses include: safety precautions, advanced docket reading, review of
all bindery equipment, advanced operations and maintenance of a cutting
machine, preparing cutting diagrams, preparing stock for pressroom,
advanced imposition, advanced operation and maintenance of a folding
machine, operation and maintenance of a scoring and perforating machine
and advanced hard cover binding.

Jan. 19 - Apr. 28 Tues. & Thurs. 6:00-10:00 p.m.

LITHOGRAPHIC ART AND PASTE-UP \$314

Safety procedures with hand tools to preparation of Camera-Ready
Mechanicals. Some cropping of copy and overlay procedures along with
some design.

Feb. 27 - Jul. 23 Sat. 9:00-3:30 p.m.

Note: A wait list exists for most of the Graphic Arts Courses and some
may be filled prior to release of this advertisement.

DESKTOP PUBLISHING \$242

Using McIntosh Plus and a LaserWriter you'll learn to use such software
packages as MacDraw, Work, FullPaint and PageMaker.

Open to the general public. PREREQUISITE: Grade 12 and 25 g.w.a.m.
recommended.

Mar. 7 - May 16 Mon. & Wed. 6:00-9:00 p.m.

EXTENDED CARE NURSING

CARE OF THE MENTALLY FRAGILE

This program which is designed to upgrade individuals presently working
as Nurses Aides is offered on a part-time basis. Graduates will be prepared
to accept employment in such health facilities or agencies as hospitals, long
term care facilities, assessment centers, mental health facilities, group homes,
hospice care units and home-care agencies etc.

Level 1 \$80

Feb. 2 - Mar. 3 Tues. & Thurs. 6:00-9:00 p.m.

Level 2 \$80

Mar. 8 - Apr. 7 Tues. & Thurs. 6:00-9:00 p.m.

Level 3 and 4 to be scheduled.

LONG TERM CARE UPGRADE

This program is designed to upgrade individuals without certificates presently
working or who have recently worked as a nurse aide in such facilities as
personal/intermediate and extended care facilities.

Offered on a part-time basis. Contact the Counselling Department for further
information or the Admissions Department if you wish to apply.

LEVEL 1 \$119

Feb. 23 - Apr. 12 Tues. & Thurs. 10:00-1:00 p.m.

Feb. 23 - Apr. 12 Tues. & Thurs. 6:00-9:00 p.m.

HOME SUPPORT AIDE

Professional Home Support Aides are in great demand. You can train now
as a Home Support Aide.

The Home Support Aide Program graduates professional home support aides
who are mature, flexible, optimistic men and women with a desire to work
as part of the community health care team servicing and aiding:

- senior citizens
- families in crisis
- those needing child care
- physically and emotionally handicapped

For students working in a related field we offer the following convenient time:

Jan. 4 - Mar. 28 Mon. 6:30-9:30 p.m.

(includes 3 Thursdays) \$54

GENERAL PROGRAM PREREQUISITES:

- grade 7 or acceptable equivalent (for applicants whose first language is
not English an English assessment may be required)
- ability to operate home appliances safely
- ability to satisfactorily prepare a Canadian meal

HOSPICE/PALLIATIVE CARE

The Hospice/Palliative Care program will be of interest of those working
in the health care field (Homemakers, Long Term Care Aides, Nursing Staff,
etc.)

The focus will be on the care of the terminally ill and their families.
Starting in January, 1988 the V.V.I. will be offering a two-month, three-
hour per night course:

AN INTRODUCTION TO HOSPICE AN ATTITUDE TO CARE

Jan. 6 - Mar. 9 Wed. 6:30-9:30 p.m. \$80

MEDICAL REQUIREMENTS FOR EXTENDED CARE, HOME SUPPORT AIDE AND PALLIATIVE CARE

A recent health certificate and negative TB Skin Test are required. If the
TB Skin Test is positive, a negative TB Chest X-ray report is required.

VANCOUVER COMMUNITY COLLEGE

Vancouver
Vocational Institute

PART-TIME PROGRAMS WINTER 1988

COSMETIC AND SKIN CARE

COSMETIC SALES

From the Cosmetic Sales Program we have chosen some of our most popular
courses to offer this coming January. These courses will be of interest to
those wishing to enter this fast growing field.

For those of you who are presently working we know that the latter part
of the week and weekends are your busiest times so we've conveniently
scheduled our classes for Monday, Tuesday and Wednesday.

COSMETIC APPLICATION \$80

Jan. 18 - Feb. 15 Mon. 9:00-4:00 p.m.

SALES TECHNIQUES \$80

Jan. 19 - Feb. 16 Tues. 9:00-4:00 p.m.

INTRODUCTION TO COLOUR ANALYSIS \$80

Jan. 20 - Feb. 17 Wed. 9:00-4:00 p.m.

MERCHANDISING AND MARKETING \$80

Feb. 29 - Mar. 28 Mon. 9:00-4:00 p.m.

DISPLAY AND ADVERTISING TECHNIQUES \$80

Mar. 1 - Mar. 29 Tues. 9:00-4:00 p.m.

ADVANCED COLOUR ANALYSIS \$80

Mar. 2 - Mar. 30 Wed. 9:00-4:00 p.m.

COLOUR ANALYSIS AND YOU \$41

Jan. 18 - Feb. 15 Mon. 6:30-9:30 p.m.

MAKE-UP APPLICATION \$41

Jan. 19 - Feb. 16 Tues. 6:30-9:30 p.m.

COLOUR ANALYSIS AND YOU \$41

Feb. 29 - Mar. 28 Mon. 6:30-9:30 p.m.

MAKE-UP APPLICATION \$41

Mar. 1 - Mar. 29 Tues. 6:30-9:30 p.m.

SKINCARE (ESTHETICS)

VVI's Hairdressing Department offers this exciting new COLLEGE
CERTIFICATE PROGRAM on a part-time basis.

Highlights:

- specialized facial treatments
- personalized makeup
- skincare analysis
- cosmetic chemistry
- manicures and foot care
- hair removal
- small business management

PREREQUISITE: Grade 10 or acceptable equivalent

Level 1 \$698

Apr. 5 - Jul. 8 Mon. to Fri. Days

Apr. 5 - Jul. 8 Mon. to Fri. Days

This is Level 1 of a 3 level program — approximately 800 hours in total.

A recent health certificate and negative TB skin test are required. If the
TB skin test is positive a negative TB chest X-ray is required.

INSTRUCTORS DIPLOMA

The Instructor's Diploma Program comprises four courses and a major
assignment:

- INSTRUCTIONAL AND CURRICULUM DESIGN (ID 101)
- ELEMENTS OF INSTRUCTION (ID 102 Part A & B)
- USE AND DESIGN OF INSTRUCTIONAL MEDIA (ID 103)
- EVALUATION OF LEARNING AND INSTRUCTION (ID 104 Part A & B)

For further information, contact Counselling, Local 220.

JEWELLER AND GOLDSMITH

The Jeweller and Goldsmith Program is designed to provide practical training
to apprentices and individuals planning to pursue jewellery making as a
profession. Topics to be covered in levels 1, 2, 3 and 4 will include, but
not be limited to the following:

Level 1:

Safety procedures, correct use of tools and equipment, elements of design,
sawpiercing, properties of metals, characteristics of stones, soldering
techniques, and practical jewellery repair.

Level 2:

Wax carving, casting processes, texturing in metal, polishing techniques,
stone setting procedures, advanced design.

Level 3:

Graver use in jewellery, advanced stone setting (bead, pave, channel),
enamelling, platinum and palladium, precision wire work.

Level 4:

Silversmithing, repousse work, wire cluster, advanced design, small business
management, related trade legislation rules and regulations.

For further information on the Jeweller and Goldsmith program,
contact the Counselling Department at local 220.

To have your name added to our waitlist contact Admissions
Department at local 211.

SECURITY TRAINING

BUSINESS INVESTIGATIONS \$80

Topics include external and internal loss investigation, employee
dishonesty, security hardware and systems, and disturbed persons.

Jan. 25 - Mar. 28 Mon. 9:00-12:00 p.m.

PROFESSIONALISM IN THE SECURITY INDUSTRY \$80

Topics include Human Relations, Bill 38, responsibilities and limitations
under the Criminal Code, courtroom preparation, crime scene preservation
and report writing.

Jan. 26 - Mar. 29 Tues. 9:00-12:00 p.m.

ACCESS CONTROL AND PATROLLING \$80

Topics also include crowd control, dealing with disturbed persons, security
hardware and systems, and narcotics recognition.

Jan. 27 - Mar. 30 Wed. 9:00-12:00 p.m.

FIRE PREVENTION, BUILDING SAFETY AND EMERGENCY PROCEDURES \$80

Topics include preventing fires, acting on bomb threats, ensuring job safety,
implementing a practical security survey and hotel security.

Jan. 28 - Mar. 31 Thurs. 9:00-12:00 p.m.

Note: This program is also offered by correspondence.

COOKING AND BAKING PROGRAMS

COOKING — CORE AND SHORT ORDER \$314

Knowledge and experience in preparation of salads, sandwiches, cooking
of vegetables, meat, poultry, seafoods and simple desserts are only a few
of many topics covered.

Approx. costs — tools/supplies — \$75

Feb. 20 - Jul. 16 Sat. 8:00-3:00 p.m.

CAKE BAKING AND DECORATING \$314

Training in baking procedures and techniques, making and baking of different
kinds of cakes. Makeup and decorating of french pastries and petits fours.
Makeup and decorating of birthday, anniversary, wedding and special season
cakes.

Feb. 20 - Jul. 16 Sat. 7:30-2:30 p.m.

A recent health certificate and negative TB skin test are required. If the
TB skin test is positive a negative TB chest X-ray is required.

HOTEL AND MOTEL MANAGEMENT

INTERNATIONAL DIPLOMA PROGRAMS

The Vancouver Vocational Institute, in cooperation with the Educational
Institute of the American Hotel and Motel Association, is offering the
following 10 courses selected from the MANAGEMENT DEVELOPMENT
PROGRAM and the 5 SPECIALTY AREAS:

Please note: The prices listed are for tuition fees only; students should allow
another \$50.00 U.S. (\$65.00 - \$70.00 Can. at current exchange rates) for
textbooks.

FRONT OFFICE PROCEDURES \$150

Shows how front office activities and functions affect other departments
and affect management; addresses manual, machine-assisted, and computer-
based methods for each front office function.

Jan. 18 - Apr. 18 Mon. 6:00-9:00 p.m.

FOOD AND BEVERAGE MANAGEMENT \$150

Shows employees how a profitable food service operation is managed in
order to satisfy customer needs and expectations; takes a marketing approach
to food service.

Jan. 18 - Apr. 18 Mon. 6:00-9:00 p.m.

MARKETING OF HOSPITALITY SERVICE \$150

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

Please TYPE or PRINT. Note: Only one student may register on this form.
Put additional registrations on a sheet of paper.

☐ Mr.
☐ Mrs.
☐ Miss
☐ Ms.

S.I.N. _____

Surname _____ Given Names _____ Office Phone _____ Home Phone _____

Address _____ 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 _____

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

Please TYPE or PRINT. Note: Only one student may register on this form.
Put additional registrations on a sheet of paper.

☐ Mr.
☐ Mrs.
☐ Miss
☐ Ms.

S.I.N. _____

Surname _____ Given Names _____ Office Phone _____ Home Phone _____

Address _____ 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.
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VISA INFORMATION

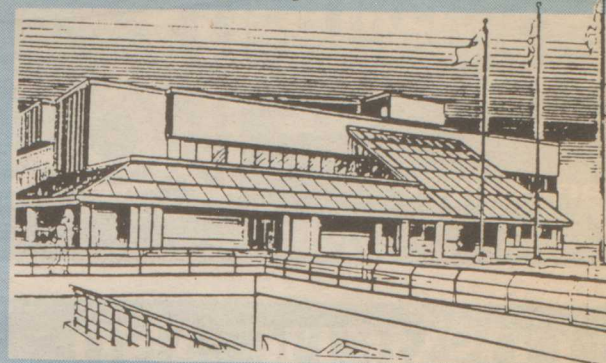
NAME ON VISA CARD _____
VISA ACCOUNT NUMBER _____
VISA EXPIRY DATE _____

AMOUNT ENCLOSED
Do not send cash!

☐ Money Order
☐ Cheque ☐ VISA

Signature _____ Date _____

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



VCC King Edward Campus

1155 E. Broadway 875-8200

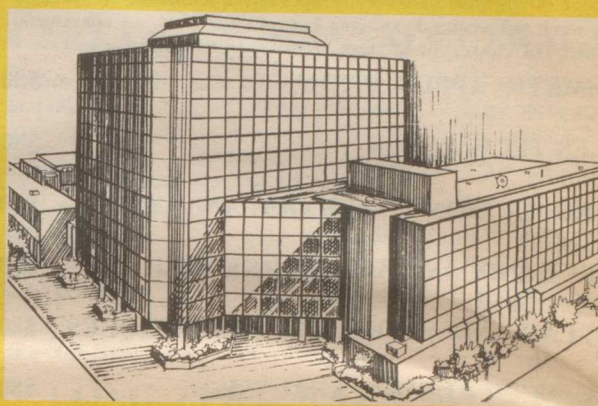
Information and registration

Mon.-Thurs., 10:00 a.m. - 8:00 p.m.

Fri. - 10:00 a.m. - 3:00 p.m.

Sat. - 9:00 a.m. - 12 noon

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



VCC Vancouver Vocational Institute

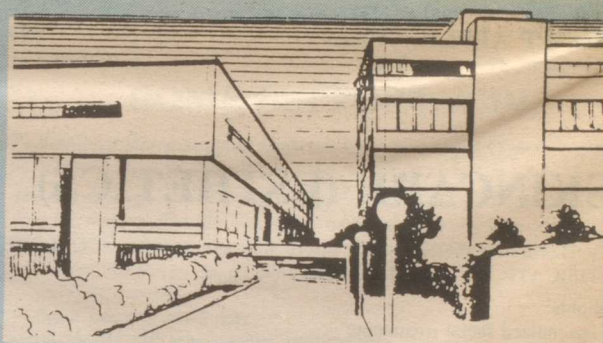
250 West Pender 682-5844

Information and registration

Mon.-Thurs., 10:00 a.m. - 8:00 p.m.

Fri. - 10:00 a.m. - 3:00 p.m.

Sat., 9:00 a.m. - 12 noon



VCC Langara Campus

100 W. 49th Avenue 875-8200

Information and registration

Mon.-Thurs., 10:00 a.m. - 8:00 p.m.

Fri. - 10:00 a.m. - 3:00 p.m.

Sat. - 9:00 a.m. - 12 noon

CITIZENSHIP REQUIREMENTS FOR ADMISSION

For all courses offered by Vancouver Community College, applicants must be a Canadian citizen, permanent resident or landed immigrant.

Exceptions are if applicant

- 1) has applied for permanent residency and is designed as such by the Federal Government;
- 2) is a member, or direct dependent of a member, of the diplomatic corps;
- 3) is being processed under the Federal Domestic Movement Program.

Proof of citizenship, residency, diplomatic status, refugee status or Federal Domestic Movement may be requested.

International students may be admitted on condition that space is available and applicants covered under paragraphs above are not displaced.

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.

SENIORS

The course fees of all permanent residents of British Columbia, 65 years of age or older, shall be waived subject to the following:

- 1) The waiver of course fees shall not include the waiver of materials or equipment rentals.
- 2) A fee paying student cannot be displaced.

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.