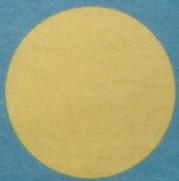
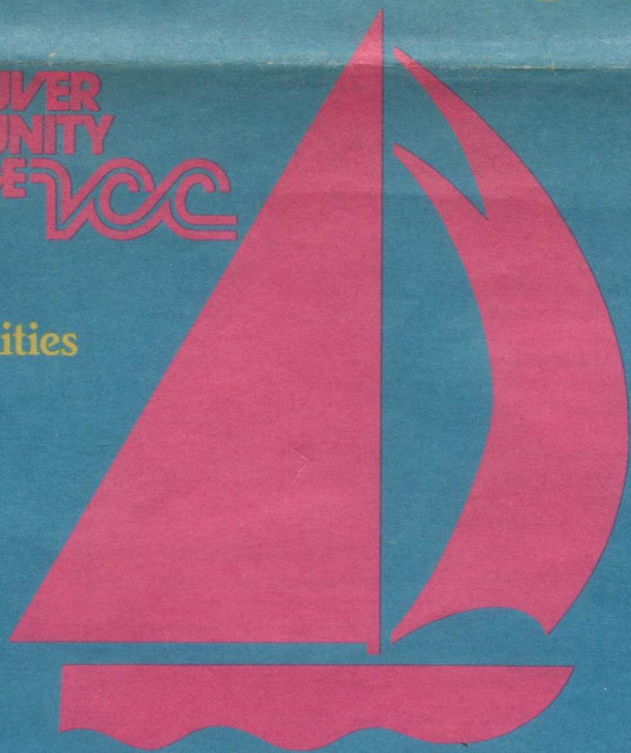


CONTINUING



VANCOUVER
COMMUNITY
COLLEGE 

Adult
Learning
Opportunities



EDUCATION

SPRING  SUMMER  88

DIRECTOR'S MESSAGE



Welcome to Vancouver Community College's 1988 Spring/Summer Calendar of Continuing Education programs.

Within these pages, you will find almost 700 courses that have been designed to respond to the needs and interests of adults who prefer to study on a part-time basis.

Vancouver Community College has been providing adult education for over 20 years and is one of the largest and most comprehensive programs in Western Canada. The Continuing Education Division currently provides a wide range of certificate programs and individual courses annually to nearly 24,000 Vancouver-area adults.

Continuing Education exists to serve your needs. Our courses are open to any interested adult who can benefit from the instruction.

In compiling the programs in this calendar, we have attempted to provide courses that stimulate your curiosity and sustain an attitude that learning is a lifelong, self-directed and active process.

Look through our calendar. Whether you're seeking professional development or personal enrichment, I'm sure you'll find more than one course to meet your needs.

All of us in Continuing Education look forward to seeing you at Vancouver Community College.

Richard M. Pearce

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
- Ian Andrews: 324-5342
Program Director, International Education
- Fred Wylie: 875-8214
Associate Director, Financial & Administration
- Paul Sinnott: 875-8200
Communications Officer

PROGRAM COORDINATORS

- Joanna Ashworth: 685-2802
Health
- Maryann Bird: 875-8200
Teaching English as a Second Language
- Silvana Carr: 324-5521
Court Interpreting
- Gyda Chud: 324-5521
Early Childhood Education
- Wayne Decle: 875-8200
Humanities, Investment, Design, Law, Real Estate, Travel, Creative Development
- Walter Evans: 224-3636
Photography — Focal Point
- Margaret Froese: 324-5342
International Education
- Hal Hoare: 875-8200
Business, Computers, Telecommunications
- Sally Hudson: 682-5844
Fashion Arts
- Harry Lendvoy: 324-5269
Sports Science
- David Lim: 681-8111
Commercial Art
- Marilyn McLaren: 875-8200
Volunteer Sector, Counselling Skills
- Donald Oakes: 682-5844
Floral Design, Jewellery, Theatre
- Brian Pink: 682-5844
Foodsafe, Building Manager Residential
- Valerie Peters: 324-5342
International Education — Homestay
- Peter Scales: 685-2802
C.P.R. and Industrial First Aid
- Terry Smith: 875-8220, Loc. 286
Music
- Marion Stedman: 685-2893
Post Basic Nursing
- Jill Tyndale: 875-8200
TESL, Modern Languages, Social Services

C O N T E N T S

Advertising	3	Sports Science	20
Art	3	Fitness Leadership	21
Building Construction, Renovations and Home Repair	3	Teaching English as a Second Language	21
Building Manager Residential	3	Teaching English as a Second Language to Adults	21
Building Manager (Residential) Certificate Program	3	Certificate Program	21
Building Service Worker	4	Telecommunications Management Certificate Program	21
Business	4	Travel Courses and Tours	22
Business Administration Certificate Program	4	Travel Courses	22
Personnel	5	Travel Tours	22
Calligraphy	5	Volunteer Sector Management	22
Career and Employment	5	Managers of Non-Profit Organizations	23
Comedy	5	Volunteer Management Certificate Program	23
Commercial Art and Design	5	Issues and Skills for Leaders of Volunteers	24
Computers	6	Training for Non-Profit Board Members	24
Computer Skills for the Workplace Certificate Program	6	Native Education Centre Courses	24
Computer Courses	6		
Introduction to Computer Courses	6		
Computer Applications	6		
Wordprocessing	6		
Database Management	7		
Spreadsheets/Graphs	7		
Microcomputer Accounting	8		
Desktop Publishing	8		
Computer Programming	8		
Computer Operations	9		
Counselling Skills	9		
Counselling Skills Certificate Program	9		
Court Interpreting	9		
Court Interpreting Certificate Program	9		
Creative Development	9		
Creative Writing	10		
Early Childhood Education	10		
Early Childhood Education Certificate Programs	10		
Living and Working with Young Children	10		
Electrical/Electronics	11		
English and Math Skills Improvement	11		
Fashion Arts	12		
Fashion Arts Certificate Program	12		
Fashion Arts Non-Certificate Courses	12		
Film, Television and Theatre	12		
Financial Planning and Investment	12		
Floral Design	13		
Food	13		
Foodsafe	13		
Gourmet Pursuits	13		
Orientation to Canadian Appliances and Cooking	13		
Health	13		
Health Occupations	13		
Studies in Applied Gerontology	13		
Management Skills for Continuing Care Certificate Program	14		
Substance Abuse Certificate Program	14		
C.P.R. and First Aid	14		
Jewellery	14		
Languages	14		
Modern Languages	14		
April Language Immersion Workshops	15		
Law	15		
Managing Management	15		
Management Skills for Supervisors	15		
Certificate Program	15		
Music	15		
Appreciation and Theory	15		
Commercial Music	15		
Ensembles	16		
Instrumental Music	16		
Piano	16		
V.C.C. Conservatory	16		
Vocal Music	16		
Natural History Courses & Travel Tours	16		
Office and Administrative Skills	17		
Personal Enrichment	17		
Photography	18		
Visual Arts Certificate-Photography Major	18		
Printing Production	18		
R-2180 Technology	18		
Real Estate	18		
Recreation	19		
Golf	19		
Tennis	19		
Recreation Facilities Management	19		
Recreation Facilities Management Certificate Program	19		
Residential Design	20		
Self Defence	20		
Small Business	20		
Social Services	20		
Community Based Social Services	20		
Certificate Program	20		



Art	25
Career and Employment	25
Computers	25
Computer Skills for the Workplace Certificate Program	25
Creative Development	25
Creative Writing	25
English and Math Skills Improvement	25
Financial Planning and Investment	26
Language Immersion Courses	26
Office and Administrative Skills	26
Photography	26
Visual Arts Certificate — Photography Major	26
Singing in the Summer	26
Teaching English as a Second Language	25
Travel Courses and Tours	26
Travel Courses	26
Travel Tours	26

CONTINUING EDUCATION CERTIFICATE PROGRAMS

If you need training to get ahead in your job, to broaden your career path or blaze a new one, a Continuing Education Certificate Program is designed specifically to meet your need.

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

Each Certificate Program must meet the following criteria:

1. An established, sanctioned curriculum with a logical grouping of courses.
2. A Program Advisory Committee composed of members with expertise in that field.
3. Based on an employer, outside agency, or industry standard.
4. A formal procedure for evaluation.

- Building Manager (Residential)
- Business Administration
- Community Based Social Services
- Computer Skills for the Workplace
- Counselling Skills
- Court Interpreting
- Early Childhood Education
- Fashion Art
- Management of Non-Profit Organizations
- Management Skills for Continuing Care
- Management Skills for Supervisors
- Non-Profit Management
- Recreation Facilities Management
- Sterile Supply Processing Aid
- Substance Abuse
- Teaching English as a Second Language
- Telecommunications Management
- Visual Arts — Photography Major
- Volunteer Management
- Working with School Aged Children

ADVERTISING

ENCYCLOPEDIA OF ADVERTISING

It is our belief that advertising is one of the most important forms of communication. However advertising is only successful if the message is given in the right way at the right time to the right consumer. With advertising, we go back to the basics - who, what, where, why and how. This eight session offering will provide you with the knowledge and skills you need to plan your own advertising campaign.

Each course is 5.5 hours of instruction offered on Mondays in a studio setting at Creative City Studios. Each session may be taken separately for a fee of \$125 or the entire package of eight sessions for \$900 - a discount of \$100. For registration phone 875-8200.

ALL 8 COURSES - \$900 102419

WEEK 1 - WHAT, WHO, WHERE, WHEN, HOW... 102420
\$125

Examine a marketing strategy that will work for you.
Mon. May 2 Creative City Studio 9:00 am - 2:30 pm 1 session

WEEK 2 - MARKETING CONCEPT & ANALYSIS 10242
\$125

Mon. May 9 Creative City Studio 1 session

WEEK 3 - ADVERTISING MATERIAL DESIGN 102422
\$125

Mon May 30 Creative City Studio 9:00 am - 2:30 pm 1 session

WEEK 4 - ADVERTISING SCHEDULE/PROCESS CONTROL 102423
\$125

Mon. June 6 Creative City Studio 9:00 am - 2:30 pm 1 session

WEEK 5 - PRODUCTION OF ADVERTISING MATERIAL 102424
ADS, FLYERS, POSTERS \$125

Mon. June 13 Creative City Studio 9:00 am - 2:30 pm 1 session

WEEK 6 - PRODUCTION OF ADVERTISING MATERIAL 1024252
BROCHURES, RADIO, TV \$125

Mon. June 20 Creative City Studio 9:00 am - 2:30 pm 1 session

WEEK 7 - STORE WINDOW DECORATION PROMOTIONS, SPECIAL EVENTS 102426
\$125

Mon. June 27 Creative City Studio 9:00 am - 2:30 pm 1 session

WEEK 8 - ADVERTISING CONTROL AND EVALUATION 102427
WORKING WITH ADVERTISING AGENCIES \$125

Mon. July 11 Creative City Studio 9:00 am - 2:30 pm 1 session
Creative City Studio Inc., 560 Beatty Street, Vancouver, B.C., Suite 306
Please bring your lunch - coffee supplied.

JOACHIM BILL has 30 years of advertising, design, and marketing experience in both Europe and Canada. As a former Advertising and Promotion Director for a number of prominent European and Canadian firms, Joachim has worked on an enormous variety of accounts. His studio in Vancouver has quickly developed a reputation for creative and skillfully targeted solutions to client communication and advertising needs.

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. April 27 LANGARA 7:00 - 10:00 pm 7 weeks

BERNIE LYON is a cartoonist/illustrator whose work has appeared in the Province newspaper, Vancouver Magazine, Western Living and Westworld magazine.

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
Thur. April 28 LANGARA 7:00 - 10:00 pm 7 weeks

ROZ MARSHALL is a painter whose colourful work is regularly exhibited at the Bau-xi Gallery in Vancouver and Toronto.

DECORATIVE PAINTING 500129

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
Mon. April 25 LANGARA 7:00 - 10:00 pm 7 weeks

VALERIE SKEMP studied decorative painting for many years in various States of the U.S.A. and has been teaching decorative painting since 1973.

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. May 3 LANGARA 7:00 - 10:00 pm 7 weeks

NEIL WEDMAN is a professional artist who works on large format historical drawings. His current work can be viewed this spring at the Vancouver Art Gallery.

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. (Kowalick) \$70
Tues. April 26 LANGARA 7:00 - 10:00 pm 7 weeks

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. (Kowalick) \$70
Thur. April 28 LANGARA 7:00 - 10:00 pm 7 weeks

WATERCOLOUR LEVEL I 500112

Learn to stretch paper, lay washes and use the exciting & challenging medium of watercolour. Beginners welcome. (Kowalick) \$70
Sat. April 30 LANGARA 9:00 - 12:00 noon 7 weeks

WATERCOLOUR LEVEL II 500113

Designed for those who have basic instruction in the art of water-colour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowalick) \$70
Sat. April 30 LANGARA 12:30 - 3:30 pm 7 weeks

HELE KOWALLEK is a Realist painter whose work is regularly exhibited at the Harrison Galleries in Vancouver. Her paintings can also be found in the collections of Henry Kissinger and ex U.S. President Gerald Ford.

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 conception to completion. Learn to silkscreen fabrics from T-shirts to yardage. The workshop includes: construction of a silk-screen, 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. (Drobnier) \$60
Sat. May 7 CLOTHWORKS 132 Powell St. 8:00 - 3:00 pm 1 session
Sat. May 14 CLOTHWORKS 132 Powell St. 8:00 - 3:00 pm 1 session
Sat. May 28 CLOTHWORKS 132 Powell St. 8:00 - 3:00 pm 1 session

ELLIOT DROBNIER 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 assess the physical condition of the house for defective construction, deterioration and potential cost causing factors. (Best) \$20
Sat. May 7 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

BASIC PLUMBING TECHNIQUES 50040

Learn how the system works. Examine various problem situations and learn helpful hints. All aspects of plumbing to be discussed. (Best) \$20
Sat. May 14 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. May 28 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

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. June 4 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. June 11 K.E.C. 9:30 a.m. - 12:30 p.m. 1 day

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

BUILDING CONSTRUCTION ESTIMATING 050201

Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field. \$95
Wed. Apr. 13 V.V.I. 6:30 - 9:30 pm 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.

Landlords who wish to learn more about the day to day management of their property investment will find these courses to be of enormous practical value.

Non-certificate students may enroll in any courses.

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. (Building Service Management may be accepted in place of BSW-1 on permission of the program coordinator.) 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 landlord/tenant issues are also offered for the benefit of residential building managers and rental property owners.

EVALUATION

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

ADVISORY COMMITTEE

The Program is subject to on-going 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 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. Apr. 19 V.V.I. 7:00 - 9:30 p.m. 8 sessions

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. (Watters) \$85
Mon. Apr. 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. \$85
Thur. Apr. 21 V.V.I. 7:00 - 9:30 pm 8 sessions

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. Apr. 16 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. (MacLean) \$25

Thur. Apr. 28 V.V.I. 7:00 - 10:00 p.m. 1 session

CARROLL MACLEAN is Operations Manager for L & C Management Ltd.

TENANT AND PROPERTY MANAGEMENT 500705

For owners of rental houses, single suites and small apartment building, learn the essentials of profitable management, tenant screening techniques, good tenant relations and the Residential Tenancy Act. (Pink) \$45

Sat. Apr. 23 V.V.I. 10:00 a.m. - 4:00 p.m. 1 session
Sat. May 7 LANGARA 10:00 a.m. - 4:00 p.m. 1 session

BUILDING SERVICE WORKER

BUILDING SERVICE WORKER - LEVEL I 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. Apr. 16 V.V.I. 9:00 am - 4:00 pm 5 weeks

BUILDING SERVICE WORKER - LEVEL II 250402

Designed for successful students from Level I and those in the industry who wish to upgrade their skills in modern powered equipment. A hands-on course in cleaning of floors and carpets, walls, windows, and specialty areas. (Parent) \$125

Sat. May 28 V.V.I. 9:00 am - 4:00 pm 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. (DenDaas) \$125

Sat. Apr. 23 V.V.I. 9:00 am - 4:00 pm 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) \$125

Wed. Apr. 20 V.V.I. 6:30 - 9:30 pm 10 weeks

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

SELLING - IN THE BUILDING SERVICES INDUSTRY 250405

Learn winning sales techniques to make sales to schools, hospitals, hotels, businesses, janitorial and contract cleaning companies. Practice skills in planning, time management, preparation for calls, making calls, presentations and demonstrations. (Glavind) \$125

Mon. Apr. 18 V.V.I. 6:30 - 9:30 pm 10 weeks

WALLY GLAVIND is Sales Manager for Dustbane Products - Columbia Distributors Ltd.

OUR LANGARA OFFICE IS BEING RENOVATED

Extensive renovations are taking place to the Langara Campus of Vancouver Community College. During these renovations, the Continuing Education office will be relocated to a temporary facility. Because of these changes, we will be unable to accept IN PERSON registrations at Langara.

For courses held at Langara, you can register three ways:

1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.
2. By PHONE. Charge it to your VISA card. Vancouver Vocational Institute 682-5844
King Edward and Langara Campuses 875-8200
Nursing & Health Education 687-1757
3. In PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.

BUSINESS

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM

This program offers you the opportunity to enhance your business talents through a broad range of options. Courses are taught by practising business professionals who bring first-hand experience and knowledge to the classroom. Learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your job potential. For registration and detailed course information and brochure call Program Assistant - Joanne Bydal, 875-8200.

Non-Certificate students may enroll in any courses.

CERTIFICATE REQUIREMENTS:

8 courses completed successfully in no more than 5 years, 15 terms, including 3 of the following 4 core courses:

- Communications 1115
- Managing Through People 1000
- Canadian Business Perspectives 1000 (Prerequisite for Managing for Success 2000)
- Managing for Success 2000 (Prerequisite for this course is Canadian Business Perspectives 1000)
- 5 additional courses of your choice

ENTRY REQUIREMENTS:

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

SCHEDULING:

The courses in the Business Administration Certificate Program are offered in the September (Fall), January (Winter) and April (Spring) terms.

*NOTE TO STUDENTS

This term will cover the period April 25 to June 30, 1988 (10 weeks), but there will be 13 classes. Therefore, it will be necessary for three weeks of classes where the student will have two classes in that week. This will require a student to cover the same amount of material in a shorter time period than in other terms.

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. \$140

Mon. Apr. 25 LANGARA Wadsworth 7:00-10:00 pm 13 sessions
Tues. Apr. 26 LANGARA Glass 7:00-10:00 pm 13 sessions
Wed. Apr. 27 LANGARA Badley 7:00-10:00 pm 13 sessions
Thur. Apr. 28 LANGARA Martin 7:00-10:00 pm 13 sessions

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

JACK GLASS, C.G.A., has 24 years' experience as Senior Auditor, Revenue Canada 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.

ACCOUNTING 2215 102002

Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, analysis of financial statements, cash flow analysis, accounting for price-level changes, and manufacturing accounting. Preparation for Accounting 3321 and Accounting 3421. \$140

Tues. Apr. 26 LANGARA Badley 7:00-10:00 pm 13 sessions
Thur. Apr. 28 LANGARA Mahden 7:00-10:00 pm 13 sessions

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

ACCOUNTING 3321 102003

Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, concepts of present value, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets, current liabilities and long-term liabilities. \$140

Wed. Apr. 27 LANGARA Jeyakumar 7:00-10:00 pm 13 sessions

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

ACCOUNTING 3421 102004

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension

costs, leases, and financial statement analysis. \$140
Mon. April 25 LANGARA Jeyakumar 7:00-10:00 pm 13 sessions

CANADIAN BUSINESS PERSPECTIVES 1000 102005

Gain a broad perspective of the structure of a business enterprise operating within the Canadian economic and social environment. Effective September 1987, this course is a prerequisite to Managing For Success 2000. TEXT: *Modern Management in Canada: Concepts & Practices*, Bergeron, Metheun. \$140

Wed. Apr. 27 LANGARA Sheinin 7:00-10:00 pm 13 sessions

COMMERCIAL LAW 1115 102006

An introduction to Canadian business law including the law of contracts, negotiable instruments, partnerships, sales of goods, labour/management, insurance, banks and banking. \$140

Mon. Apr. 25 LANGARA Schachter 7:00-10:00 pm 13 sessions

COMMERCIAL LAW 2215 102014

Focus on various legal aspects, including business organizations, creditor rights, real estate law, and consumer protection. This is the follow-up course to Commercial Law 1115. All students must have credit for 1115 in order to take 2215. \$140

Wed. Apr. 27 LANGARA Schachter 7:00-10:00 pm 13 sessions

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

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. \$140

Wed. Apr. 27 LANGARA Hoare 7:00-10:00 pm 13 sessions

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

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. \$140

Thur. Apr. 28 LANGARA Tollstam 7:00-10:00 pm 13 sessions

TOLLSTAM, - CA, 5 years' teaching experience on micro computers using Lotus, DOS, DBASE and word processing software.

FINANCIAL MANAGEMENT AND DECISION MAKING 2000 102009

Develop skills and techniques in financial analysis, planning and forecasting, working capital management and budgeting. Prerequisite: completion of a basic accounting course. \$140

Mon. Apr. 25 LANGARA Buchanan 7:00-10:00 pm 13 sessions

MANAGING FOR SUCCESS 2000 102010

Gain an understanding of the requirements for achieving organizational success through performance. The processes of strategic management and planning will be applied to the managerial functions of organizing, planning, leading and controlling. Effective September 1987, the prerequisite for this course is Canadian Business Perspectives 1000. \$140

Mon. Apr. 25 LANGARA Sheinin 7:00-10:00 pm 13 sessions

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

MANAGING THROUGH PEOPLE 1000 102011

Learn to identify and understand the qualities of effective leadership and develop the skills necessary for successful supervision. Interpersonal skills, goal setting, motivational and problem-solving techniques, responding to changing needs and developing human resource potential will be explored. \$140

Tues. Apr. 26 LANGARA Kay 7:00-10:00 pm 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.

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. \$140

Mon. Apr. 25 LANGARA Kelly 7:00-10:00 pm 13 sessions

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

HOW TO MAKE YOUR SMALL BUSINESS PROFITABLE 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. \$140

Tues. Apr. 26 LANGARA Glasser 7:00-10:00 pm 13 sessions
ALAN GLASSER, B.Sc., manages an independent pharmacy and has 6 years' teaching experience.

Personnel

BECOMING A SUCCESSFUL SUPERVISOR 100202

Intended for persons who are or are about to become new supervisors. Review of essential skills to deal with this new position and discuss the role of a supervisor, how to delegate, leadership skills, effective people skills and problem solving techniques. Please bring a lunch. (Bradbury) \$40

Sat. May 28 LANGARA 9:00 am - 3:00 pm 1 session

DEALING WITH PEOPLE AND TIME 100203

For those who deal with other people and who must also deal with time restrictions. Focus on being organized and utilizing your capabilities in your career. Topics include communicating effectively, making the most efficient use of your time; handling interruptions; dealing with clients and/or customers. Please bring a lunch. (Bradbury) \$40

Sat. May 14 LANGARA 9:00 am - 3:00 pm 1 session

DONNA BRADBURY has 20 years' experience in business and is currently working as a Coordinator for the training division of a management consulting firm.

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. May 14 LANGARA 9:30 am - 12:30 pm 1 session

Tues. May 10 LANGARA 7:00 - 10:00 pm 1 session

CALLIGRAPHY: BEGINNERS ITALIC LEVEL I 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. May 17 LANGARA 5:30 - 7:30 pm 8 weeks

Thur. May 19 LANGARA 5:30 - 7:30 pm 8 weeks

Sat. May 21 LANGARA 9:30 - 11:30 am 8 weeks

CALLIGRAPHY: BEGINNERS ITALIC - WORKSHOP 050324

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. Everything needed is provided except felt pens which will be available for purchase. (Poskitt) \$20

Sat. May 7 K.E.C. 9:30 am - 4:30 pm 1 session

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

Thur. May 19 LANGARA 7:30 - 9:30 pm 8 weeks

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)

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) \$35

Sat. May 7 K.E.C. 9:00 am - 4:00 pm 1 session

OR

Sat. May 14 K.E.C. 9:00 am - 4:00 pm 1 session

JOAN DOWNEY has 25 years' experience in business, including airline companies, resource industries, accounting and sales.

APPEARING ON TELEVISION 104103

For persons interested in a broadcasting career, students will learn how to speak and conduct an interview on camera. Classes will include lectures and taping sessions. (Stursberg) \$75

Thur. May 5 V.V.I. 6:30 - 8:30 pm 4 weeks

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

SELF-ASSESSMENT FOR CAREER CHANGE PART I 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. Apr. 30 K.E.C. 9:30 am - 4:30 pm 1 session

OR

Sat. May 7 K.E.C. 9:30 am - 4:30 pm 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. May 14 K.E.C. 9:30 am - 1:30 pm 1 session

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

SUCCESSFUL SPEAKING 102808

For all persons who wish to develop their vocal potential for personal and business reasons. The 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. May 11 V.V.I. 7:00 - 9:30 pm 7 sessions

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

Tues. May 10 K.E.C. 7:00 - 9:00 pm 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) \$65

Mon. May 9 LANGARA 8:00 - 10:00 pm 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.

COMEDY IMPROVISATION WORKSHOP 503408

Experience the benefits of comedy improvisation. This one-day workshop is specifically designed for non-professionals who are serious about comedy. The workshop deals with improvisational games and scene building with an emphasis on group participation. (Dungey) \$30

Sat. May 28 LANGARA 9:30 am - 4:30 pm 1 session

OR

Sat. June 25 LANGARA 9:30 am - 4:30 pm 1 session

MIME AND PHYSICAL COMEDY **NEW** 503432

Are you interested in developing non-verbal and physically oriented skills for the theatre? This workshop will explore physical comedy, mime and improvisation. It is open to all people interested in this special form of theatre. No special performance skills are required except an active imagination. (Selody) \$25

Sat. June 11 LANGARA 10:00 am - 2:00 pm 1 session

KIM SELODY is a professional actor who has taught theatre and has acted in, and also directed, various Vancouver productions.

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 12. (Johnston) \$85

Mon. April 11 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

Thur. April 14 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 videos, will help you create window and merchandizing displays. Emphasis is on basic principles of design and creative uses of colour and materials. (Richard) \$95

Mon. April 11 V.V.I. 7:00 - 10:00 p.m. 10 weeks

COMPUTERS

COMPUTER SKILLS FOR THE WORKPLACE CERTIFICATE PROGRAM

COMPUTER SKILLS is a comprehensive training program for first-time computer users. It is particularly suited to the working person encountering computers in the workplace for the first time. The program builds computer confidence in the progression from novice user to advanced user with a high level of competence with computers and microcomputer software products. The program is based on the educational premise that people learn best by doing. Each course is taught in a microcomputer laboratory equipped with IBM PC's and the most popular business application software products.

For information and registration, call 875-8200.

NON CERTIFICATE STUDENTS may enroll in any courses without meeting certificate requirements.

CERTIFICATE REQUIREMENTS:

8 courses completed successfully in not more than 5 years, 15 terms, consisting of:

- CSW1 Introduction to Computing Concepts, a prerequisite for the certificate.
 CSW3 Introduction to Programming
 CSW4 Word Processing Using Wordperfect 4.2
 or
 CSW4A Word Processing Using Microsoft Word
 CSW5 Using Dbase III Plus
 CSW6 Using Lotus 1-2-3
 CSW7 Accounting Using Accpac

- or
 CSW7B Accounting Using Bedford
 AND any two other CSW courses (electives)

COURSE CREDIT

Credit for previously completed introductory computer courses will be considered for CSW1. No previous credit will be considered toward another CSW course. Application for exemption must be made in writing and include a transcript of the class previously taken. This request should be mailed to Vancouver Community College, Continuing Education Office, Langara Campus, 100 West 49th Avenue, Vancouver, B.C., V5Y 2Z6.

ENTRY REQUIREMENTS:

No formal educational requirements are necessary.

COURSES:

All courses are three hours, one evening per week, for five weeks. All courses are offered at our Langara Campus. There is an optional one hour of computer lab time before each class.

CSW1 - INTRODUCTION TO COMPUTING CONCEPTS 100501

Introduces the components and basic structure of computers. Demystifies what a computer can do. Gives an overview of the most common applications of microcomputers. CSW1 is the foundation course to all other courses. \$175

Tue. May 17	LANGARA A210	7:00-10:00 pm	5 weeks
Mon. June 6	LANGARA A210	7:00-10:00 pm	5 weeks
Tues. July 11	LANGARA A210	7:00-10:00 pm	5 weeks

CSW3 - INTRODUCTION TO PROGRAMMING 100503

Introduces the basic concepts of computer programming. The students will learn how a problem can be formulated and implemented via a programming language. Turbo Pascal will be used for illustration. Prerequisite CSW1. \$175

Wed. Mar. 30	LANGARA A216	7:00-10:00 pm	5 weeks
Tues. July 12	LANGARA A210	7:00-10:00 pm	5 weeks

CSW4 - WORD PROCESSING USING WORDPERFECT 4.2 100504

Teaches the student how to use WordPerfect 4.2 to prepare documents. Topics include editing documents, formatting documents with different layouts and styles, checking out spelling mistakes, merging with other documents, sorting and using macro features. Prerequisite CSW1. \$175

Tues. Mar. 30	LANGARA A210	7:00-10:00 pm	5 weeks
Wed. June 22	LANGARA A210	7:00-10:00 pm	5 weeks

CSW5 - USING DBASE III PLUS 100505

Teaches the student how to create a database, add data, change data, inquire and retrieve data from the database. The most popular database package, Dbase III Plus, will be used. Prerequisite CSW1. \$175

Tues. May 17	LANGARA A216	7:00-10:00 pm	5 weeks
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CSW5A - ADVANCED DBASE III PLUS 100510

Teaches the student the proper techniques of database design examining the advanced features of dBASE III Plus not covered in the CSW5. Prerequisite CSW3 and CSW5. \$175

Sat. June 18/25	LANGARA A216	9:00 am - 5:00 pm	2 weeks
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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. \$175

Thur. Mar. 31	LANGARA A210	7:00-10:00 pm	5 weeks
Mon. June 27	LANGARA A210	7:00-10:00 pm	5 weeks

CSW6A - ADVANCED LOTUS 1-2-3 100511

Students will learn the advanced features and enhancement products of Lotus 1-2-3. This course is a continuation of CSW6. Prerequisite CSW6. \$175

Sat. July 30/Aug 6	LANGARA A210	9:00 am - 5:00 pm	2 weeks
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CSW7 - ACCOUNTING USING ACCPAC 100513

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. \$175

Sat. July 9/16	LANGARA A216	9:00 am - 5:00 pm	2 weeks
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COMPUTER COURSES

Vancouver Community College offers computer courses in four areas:

1. Introduction to Computer Courses,
2. Computer Applications,
3. Computer Programming, and
4. Computer Operations.

These courses are offered at six different locations; our three campuses - Langara, King Edward and Vancouver Vocational Institute and through cooperative arrangements with the Computer Station, Precept Computer Skills Learning Centre, and Prima Training Centre.

Course Locations

V.C.C. Langara Campus - 100 West 49th Avenue

Registration and information - 875-8200

V.C.C. Vancouver Vocational Institute - 250 W. Pender Street

Registration and information - 682-5844

V.C.C. King Edward Campus - 1155 E. Broadway

Registration and information - 875-8200

Computer Station - 2130 Burrard Street

Registration and information - 682-5844

Precept Computer Skills Learning Centre - 735 Clark Drive

Registration - 875-8200, Information - 255-3198

Prima Training Centre - 207-3900 East Hastings Street, Burnaby

Registration - 875-8200, Information - 294-4567

Class Sizes and Information

For information on individual courses, please call the INFORMATION number listed for the centre where the course is held.

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 Training Centre has a maximum of 12 students per class. V.C.C. Langara classes have a maximum of 20 students.

At Prima Training Centre, courses are 6 or 12 hours in duration. Courses at Computer Station and Precept are generally 8 hours.

Course participants at Computer Station and Precept Computer Skills Learning Centre receive a comprehensive reference/study guide and a 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 keyboarding skills are recommended for most computer courses. We also recommend the INTRODUCTION TO COMPUTER COURSES for all students without previous computer experience.

For parking information at different centres, please call the information number for that centre.

OUR LANGARA OFFICE IS BEING RENOVATED

Extensive renovations are taking place to the Langara Campus of Vancouver Community College. During these renovations, the Continuing Education office will be relocated to a temporary facility. Because of these changes, we will be unable to accept IN PERSON registrations at Langara.

For courses held at Langara, you can register three ways:

1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.
2. By PHONE. Charge it to your VISA card.
 Vancouver Vocational Institute 682-5844
 King Edward and Langara Campuses 875-8200
 Nursing & Health Education 687-1757
3. In PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.

1. INTRODUCTION TO COMPUTER COURSES

AN INTRODUCTION TO MICROCOMPUTERS

100605

Learn hardware, software and microcomputer operations, as well as vocabulary and concepts. Hands-on training includes extensive work with the operating system DOS and overviews of word processing, spreadsheets and databases using WordPerfect, Lotus 1-2-3 and dBASEIII. \$130 (At Prima, the computers are IBM-AT's with hard disk drives - course fee: \$105)

Tues. Apr. 12	Comp. Stn.	9:00 am - 5:00 pm	1 day
Fri. Apr. 15	Prima	9:30 am - 4:30 pm	1 day
Sat. Apr. 16	Comp. Stn.	9:00 am - 5:00 pm	1 day
Mon. Apr. 18	Comp. Stn.	6:30 - 9:30 pm	1 day
Wed. Apr. 20	Comp. Stn.	6:30 - 9:30 pm	3 sessions
Thurs. Apr. 21	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sun. Apr. 24	Comp. Stn.	9:00 am - 5:00 pm	1 day
Fri. May 6	Prima	9:30 am - 4:30 pm	1 day
Sat. May 7	Comp. Stn.	9:00 am - 5:00 pm	1 day
Mon. May 9	Prima	7:00 - 10:00 pm	2 weeks
Tues. May 10	Comp. Stn.	6:30 - 9:30 pm	3 sessions
Fri. May 13	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sat. May 21	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sat. June 4	Comp. Stn.	9:00 am - 5:00 pm	1 day
Mon. June 6	Comp. Stn.	6:30 - 9:30 pm	3 sessions
Fri. June 10	Prima	9:30 am - 4:30 pm	1 day
Wed. June 15	Comp. Stn.	9:00 am - 5:00 pm	1 day
Thur. June 16	Prima	7:00 - 10:00 pm	2 weeks
Thur. June 30	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sat. July 9	Comp. Stn.	9:00 am - 5:00 pm	1 day
Tues. July 12	Prima	7:00 - 10:00 pm	2 weeks
Wed. July 13	Comp. Stn.	9:00 am - 5:00 pm	1 day
Fri. July 22	Comp. Stn.	9:00 am - 5:00 pm	1 day
Wed. Aug. 3	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sun. Aug. 7	Prima	9:30 am - 4:30 pm	1 day
Mon. Aug. 8	Prima	7:00 - 10:00 pm	2 weeks
Sat. Aug. 13	Comp. Stn.	9:00 am - 5:00 pm	1 day
Fri. Aug. 26	Comp. Stn.	9:00 am - 5:00 pm	1 day

INTRODUCTION TO COMPUTING ON THE IBM PC-XT 100608

AND COMPATIBLES

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 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/Tue May 16/17	Precept	1:00 - 5:00 pm	2 sessions
Thu/Fri May 26/27	Precept	1:00 - 5:00 pm	2 sessions
Mon/Thu			
May 30/June 2	Precept	7:00 - 9:00 pm	4 sessions
Mon/Tue June 6/7	Precept	1:00 - 5:00 pm	2 sessions
Mon/Tue July 11/12	Precept	1:00 - 5:00 pm	2 sessions
Thu/Fri July 21/22	Precept	1:00 - 5:00 pm	2 sessions
Mon/Tue Aug. 8/9	Precept	8:30 am - 12:30 pm	2 sessions

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) \$60

Tues. May 10	LANGARA	7:00 - 9:00 pm	6 weeks
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2. 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 - \$115)

Sun. Apr. 17	Comp. Stn.	9:00 am - 5:00 pm	1 day
Tues. Apr. 19	Comp. Stn.	6:30 - 9:30 pm	3 sessions
Fri. Apr. 22	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sat. Apr. 30	Comp. Stn.	9:00 am - 5:00 pm	1 day
Fri. May 6	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sat. May 28	Comp. Stn.	9:00 am - 5:00 pm	1 day
Tues. May 31	Comp. Stn.	6:30 - 9:30 pm	3 sessions
Tues. June 7	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sat. June 18	Comp. Stn.	9:00 am - 5:00 pm	1 day
Thur. July 7	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sat. July 23	Comp. Stn.	9:00 am - 5:00 pm	1 day
Thur. Aug. 4	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sat. June 18	LANGARA	9:00 am - 4:30 pm	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, transferring text between documents and more. Experience with WordPerfect is essential. \$130

Mon. May 9	Comp. Stn.	6:30 - 9:30 pm	3 sessions
Sun. June 19	Comp. Stn.	9:00 am - 5:00 pm	1 day
Fri. July 8	Comp. Stn.	9:00 am - 5:00 pm	1 day
Thurs. July 28	Comp. Stn.	9:00 am - 5:00 pm	1 day
Sun. Aug. 7	Comp. Stn.	9:00 am - 5:00 pm	1 day

WORDPROCESSING WITH WORDPERFECT MODULE ONE 100710

Learn wordprocessing concepts using WordPerfect 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

Thu/Fri June 2/3	Precept	1:00 - 5:00 pm	2 sessions
Tue/Thu			
June 21/23/28/30	Precept	7:00 - 9:00 pm	4 sessions
Mon/Tue July 18/19	Precept	8:30 am - 12:30 pm	2 sessions

WORDPROCESSING WITH WORDPERFECT MODULE TWO 100735

This is the follow-up course to Wordprocessing with WordPerfect 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 WordPerfect on a continuing basis. The user should be familiar with fundamentals of WordPerfect 4.2. 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

Thu/Fri June 9/10	PRECEPT	1:00 - 5:00 pm	2 sessions
Mon/Tue Aug. 2/3	PRECEPT	8:30 am - 12:30 pm	2 sessions

USING WORDPERFECT 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

Tue. May 17/24/31 June 7	PRIMA	7:00 pm - 10:00 pm	4 weeks
Fri. June 17/24	PRIMA	9:30 am - 4:30 pm	2 weeks
Fri. July 22/29	PRIMA	9:30 am - 4:30 pm	2 weeks

ADVANCED WORDPERFECT **NEW** 100747

This course is a continuation of "Using WordPerfect" (100710). It explores the additional and advanced features not covered in the beginners' course such as performing calculations, streamlining your work with macros, managing large documents, handling reveal codes. This course is particularly useful for those who plan to use WordPerfect extensively in their work. \$150

Wed. Jul 27/Aug 3/10/17	PRIMA	7:00 - 10:00 pm	4 weeks
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INTRODUCTION TO MULTIMATE 100717

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

Fri. Apr. 15	Comp. Stn.	9:00 am - 5:00 pm	1 day
Thur May 12	Comp. Stn.	6:30 - 9:30 pm	3 sessions
Sun. May 29	Comp. Stn.	9:00 am - 5:00 pm	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

Wed. May 25	Comp. Stn.	9:00 am - 5:00 pm	1 day
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USING MICROSOFT WORD 100724

Learn 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

Mon. Apr. 18/25 May 2/9	PRIMA	7:00 - 10:00 pm	4 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 writer, 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/Wed June 6/8/13/15	PRECEPT	7:00 - 9:00 pm	4 sessions
Thu/Fri June 16/17	PRECEPT	1:00 - 5:00 pm	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

Thu/Fri June 23/24	PRECEPT	1:00 - 5:00 pm	2 sessions
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DATABASE MANAGEMENT

INTRODUCTION TO DBASE III PLUS 100705

dBASE III is an enhanced data base management package that organizes information and automates list and file handling. Hands-on training centres on commands for file creation, maintenance, information enquiries, sorting and indexing. \$140

Wed. Apr. 20	Comp. Stn.	9:00 am - 5:00 pm	1 day
Wed. May 11	Comp. Stn.	6:30 - 9:30 pm	3 sessions
Thur May 19	Comp. Stn.	9:00 am - 5:00 pm	1 day
Thur June 23	Comp. Stn.	9:00 am - 5:00 pm	1 day
Thur July 14	Comp. Stn.	9:00 am - 5:00 pm	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. \$1

MICROCOMPUTER ACCOUNTING

INTRODUCTION TO ACCOUNTING WITH BEDFORD

100702

Using the Bedford system as the demonstration software, the course will familiarize the user with the components of an electronic accounting system. Learn to set up and use this easy to learn program. Although this course is intended as an introductory overview, students would benefit by having some knowledge of bookkeeping or accounting. Familiarity with the IBM PC-XT or compatible is required. Introduction to Computing on the IBM PC-XT or equivalent. \$130

Mon/Tue May 16/17	PRECEPT	7:00 - 10:00 pm	2 sessions
Thu/Fri May 26/27	PRECEPT	9:00 - 12:00 noon	2 sessions

MICROCOMPUTER ACCOUNTING WITH BEDFORD

100702

Learn the flexibility and ease of computerized bookkeeping using the Bedford system. This is a complete course and covers all of the Bedford modules. Course topics include: Bedford General Ledger, Bedford Accounts Receivable, Bedford Accounts Payable, Bedford Payroll, Bedford Inventory and Bedford Jobcost. A working knowledge of fundamental bookkeeping skills would be an asset. Familiarity with the IBM PC-XT or compatible is required. Introduction to Computing on the IBM PC-XT or equivalent. \$275

Mon-Fri June 6/7/9/10	PRECEPT	8:30 - 12:30 pm	4 sessions
Mon-Fri July 25/26/28/29	PRECEPT	8:30 - 12:30 pm	4 sessions

ACCOUNTING WITH BEDFORD

100702

Learn how easy it is to set up and operate an accounting system with Bedford. A tutorial will be used to familiarize you with all modules of the software. Using exercises you will learn the process of structuring a chart of accounts and generating financial statements and reports, posting transactions and closing the books at the end of the month, the calendar year, and the fiscal year. (TBA) \$115

Sat May 14	LANGARA	9:00 am - 4:30 pm	1 day
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INTRODUCTION TO ACCPAC COMPUTERIZED ACCOUNTING

100701

Explore the capabilities of computerized accounting. Using ACCPAC as the demonstration software, the course will familiarize the user with the components of an electronic accounting system. Although this course is intended as an introductory overview students would benefit by having some knowledge of fundamental accounting procedures. Course topics include: ACCPAC General Ledger, ACCPAC Accounts Receivable, ACCPAC Accounts Payable, computerized accounting considerations, and the transition from manual to computerized bookkeeping. Familiarity with the IBM PC-XT or compatible is required. Introduction to Computing on the IBM-PC-XT or equivalent. \$130

Wed/Thu May 18/19	PRECEPT	7:00 - 10:00 pm	2 sessions
Mon/Tue May 30/31	PRECEPT	9:00 am - 12:00 noon	2 sessions

MICROCOMPUTER ACCOUNTING WITH ACCPAC MODULE ONE GENERAL LEDGER

100729

Learn the flexibility and ease of computerized bookkeeping using ACCPAC/GL. Learn 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

Thu/Fri June 16/17	PRECEPT	8:30 - 12:30 pm	2 sessions
Mon/Thu July 4/5/6/7	PRECEPT	7:00 - 9:00 pm	4 sessions

MICROCOMPUTER ACCOUNTING WITH ACCPAC MODULE TWO ACCOUNTS RECEIVABLE AND PAYABLE

100749

This is the follow-up course to Microcomputer Accounting 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 be an asset. \$275

Mon-Tue/Thu/Fri June 20/21/23/24	PRECEPT	8:30 - 12:30 pm	4 sessions
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ACCPAC - G/L

100701

You will learn how to use ACCPAC - G/L to set up a G/L system. Specifically, you will learn 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 Apr. 16/23	PRIMA	9:30 am - 4:30 pm	2 weeks
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ACCPAC - A/R

100755

Learn 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

Sun. June 5/12	PRIMA	9:30 am - 4:30 pm	2 weeks
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ACCPAC - ORDER ENTRY/INVENTORY CONTROL

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

Fri. July 8/15	PRIMA	9:30 am - 4:30 pm	2 weeks
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USING ACCPAC-EASY

NEW

100759

This course introduces the new and smaller version of ACCPAC which has combined several modules into a single package to cater to small businesses. The different capabilities in General Ledger, Accounts Receivable and Accounts Payable will be covered. \$150

Fri. May 27/June 3	PRIMA	9:30 am - 4:30 pm	2 weeks
Fri. Aug. 5/12	PRIMA	9:30 am - 4:30 pm	2 weeks

DESKTOP PUBLISHING

INTRODUCTION TO DESKTOP PUBLISHING 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

Tue-Thur May 24/25/26	PRECEPT	7:00 - 9:00 pm	3 sessions
Mon/Tue May 30/31	PRECEPT	1:00 - 4:00 pm	2 sessions
Mon/Tue June 27/28	PRECEPT	9:00 - 12:00 noon	2 sessions
Mon/Tue July 11/12	PRECEPT	9:00 - 12:00 noon	2 sessions
Thu/Fri. Aug. 4/5	PRECEPT	9:00 - 12:00 noon	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

Mon/Tue May 16/17	PRECEPT	8:30 am - 12:30 pm	2 sessions
Thu/Fri June 2/3	PRECEPT	8:30 am - 12:30 pm	2 sessions
Mon/Wed June 20/22/27/29	PRECEPT	7:00 - 9:00 pm	4 sessions
Mon/Tue July 18/19	PRECEPT	1:00 - 5:00 pm	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

Thu/Fri May 19/20	PRECEPT	8:30 - 12:30 pm	2 sessions
Mon/Tue June 13/14	PRECEPT	8:30 - 12:30 pm	2 sessions

DESKTOP PUBLISHING USING PAGEMAKER

100746

This course deals with the exciting application of producing "typeset-quality" documents/forms/flyers without sending them out to a print shop. The widely-used Aldus PageMaker Desktop Publishing System is used. Learn to create textual materials, incorporate graphics with texts and produce "typeset-quality" outputs. A working knowledge of word processing (e.g. WordPerfect) is assumed. \$150

Thu. May 19/26/June 2/9	PRIMA	7:00 - 10:00 pm	4 weeks
Sat. July 23/30	PRIMA	9:30 am - 4:30 pm	2 weeks

DESKTOP PUBLISHING USING VENTURA

NEW

100739

This course deals with the exciting application of producing "typeset-quality" documents/forms/flyers without sending them out to a print shop. The widely-used Xerox Ventura Desktop Publisher is used. Learn to create textual materials, incorporate pictures with texts, work with style sheets and produce "typeset-quality" outputs. A working knowledge of word processing (e.g. WordPerfect) is assumed. \$150

Tues. Apr. 19/26/May 3/10	PRIMA	7:00 - 10:00 pm	4 weeks
Mon. June 13/20/27/July 4	PRIMA	7:00 - 10:00 pm	4 weeks

3. COMPUTER PROGRAMMING

"BASIC" PROGRAMMING FOR BEGINNERS I

100801

"BASIC" is a programming language that is easy to master even for those who have no programming experience. It is commonly used in personal computers, in business and in scientific applications. You will apply "BASIC" using practical real life situations. Each session will contain a lecture and "hands-on" time; each student is guaranteed a terminal that is connected to the Prime computer. (Sat - M. Goard, Tue/Thu A. Chou) \$115

Tue/Thur May 10	LANGARA	7:00 - 9:00 pm	4 weeks
Sat May 7	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 program. (M. Goard) \$115

Sat June 11	LANGARA	9:00 am - 12:00 noon	5 weeks
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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 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 "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

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

Mon-Thu Aug. 2/3/4	PRECEPT	7:00 - 10:00 pm	3 sessions
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UNIVERSAL PROGRAMMING SKILLS (FLOWCHARTING)

100807

This course will benefit the novice programmer or experienced programmer alike. It assumes no previous programming experience and provides concepts which are invaluable to the programmer who doesn't have a firm understanding of "structured" programming. This course will be of most value to an individual programming in "C," Pascal or Basic (structured). The course material deals extensively with programming concepts from inception of the task to development of a universal application profile which will provide a step-by-step source to coding the program in any structured programming language. A unique section on algorithmic development will enhance the users ability to design efficient, "clean" modules which may be used repeatedly to perform fundamental tasks within larger program. Familiarity with the IBM PC is required. A working knowledge of MSDOS/PC-DOS would be of benefit. No previous programming experience is required. Mon-Thu. July 25/26/27/28 PRECEPT 7:00 - 9:00 pm 4 sessions

PROGRAMMING WITH dBASE III/dBASE III PLUS

100808

Learn to set up user-oriented systems and write menus 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. Wuhren) \$115

Sat Mar 26	LANGARA	9:00 am - 4:30 pm	1 session
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OUR LANGARA OFFICE IS BEING RENOVATED

Extensive renovations are taking place to the Langara Campus of Vancouver Community College. During these renovations, the Continuing Education office will be relocated to a temporary facility. Because of these changes, we will be unable to accept IN PERSON registrations at Langara.

For courses held at Langara, you can register three ways:

1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.
2. By PHONE. Charge it to your VISA card. Vancouver Vocational Institute 682-5844 King Edward and Langara Campuses 875-8200 Nursing & Health Education 687-1757
3. In PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.

4. COMPUTER OPERATIONS

GETTING TO KNOW YOUR PC HARDWARE 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. \$105

Sun. May 1	PRIMA	9:30 am - 4:30 pm	1 day
Fri. Aug. 19	PRIMA	9:30 am - 4:30 pm	1 day

HARNESSING THE POWER OF MS-DOS/PC-DOS

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

Thu/Fri May 19/20	PRECEPT	1:00 - 5:00 pm	2 sessions
Tue/Thu June 7/9/14/16	PRECEPT	7:00 - 9:00 pm	4 sessions
Thu/Fri July 14/15	PRECEPT	8:30 - 12:30 pm	2 sessions
Thu/Fri Aug. 11/12	PRECEPT	8:30 - 12:30 pm	2 sessions

HARNESSING THE POWER OF MS-DOS/PC-DOS

100907

MODULE II - BATCH FILE PROGRAMMING

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 program 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

Thu/Fri July 7/8	PRECEPT	8:30 - 12:30 pm	2 sessions
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HARNESSING THE POWER OF MS-DOS/PC-DOS

100905

MODULE III - HARD DISK ORGANIZATIONAL SKILLS

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

Thu/Fri July 21/22	PRECEPT	8:30 - 12:30 pm	2 sessions
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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. (TBA) \$115

Sat May 7	LANGARA	9:00 am - 4:30 pm	1 day
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MS-DOS/PC-DOS AND HARD DISK MANAGEMENT

100908

Increase your DOS skills. Learn to create multi-level file structures, creating and using subdirectories, paths and markers, displaying the directory structure, backing up and restoring files, creating smart commands, building batch files, menus and setting up and using a ram disk. Familiarity with microcomputers and a working knowledge of MS-DOS or PC-DOS is recommended (B. Wuhren) \$115

Sat. June 11	LANGARA	9:00 am - 4:30 pm	1 day
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PC SOFTWARE FOR THE BUSINESS PERSON 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) \$150

Tues. May 10	LANGARA	7:30 - 10:00 pm	5 sessions
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USING PC DOS

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

Sat May 21/28	PRIMA	9:30 am - 4:30 pm	2 weeks
Wed June 1/8/15/22	PRIMA	7:00 - 10:00 pm	4 weeks
Sun July 10/17	PRIMA	9:30 am - 4:30 pm	2 weeks

BATCH FILE PROGRAMMING

100907

Learn 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. \$105

Sat May 14	PRIMA	9:30 am - 4:30 pm	1 day
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MANAGING YOUR HARD DISK EFFECTIVELY

100905

This course explains what to consider in selecting your hard disk and 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. \$105

Sun May 15	PRIMA	9:30 am - 4:30 pm	1 day
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COUNSELLING SKILLS

COUNSELLING SKILLS CERTIFICATE PROGRAM

This part-time certificate program is designed to provide practical counselling skills training for individuals in the volunteer, public and private sectors.

Entry Requirements:

- Grade 12 completion
- Maturity and emotional stability
- Good knowledge of English, both oral and written
- Previous training and/or experience in the social service field
- Satisfactory interview with Program Coordinator

Certificate Requirements:

Satisfactory completion of: four 36-hour courses; Introduction to Counselling Skills, Individual Counselling Skills, Group Counselling Skills, Family counselling Skills; Two 18-hour courses; Community Counselling Resources and Assessment and Referral and a 40-hour practicum. Courses must be taken in listed order.

Evaluation:

Students will be evaluated on the basis of assignments, tests and demonstrated skills.

Length of Program:

One course per term: Five terms - 18 months. Practicum in addition.

Advisory Committee:

Committee members representing employers of staff and volunteers using counselling skills in the volunteer, public and private sectors advise on course content and future directions.

Program Coordinator: Marilyn McClaren

Call 875-8200 for detailed brochure and application form. Next program starts September 1988.

Recommended program application date: Qualified students accepted in order of receipt of application. This new program has had a high response. When September 1988 is filled, you may apply to start in January 1989.

Course fees: 36 hours \$180

18 hours \$90

Practicum T.B.A.

BASIC COUNSELLING SKILLS - STAGE ONE 101801

This course is designed to introduce individuals, volunteers or staff in helping professions to empathetic listening skills that form the foundation of counselling. You will practise Egan's Stage One helping skills which include assessment, problem identification and resource development. 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

Mon. Apr. 11	KEC	7:00 - 10:00 pm
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CREATIVE WRITING

CREATIVE WRITING 102802

Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of interest will be the short story, poetry and certain aspects of journal writing. (Decle) \$70
Tues. May 24 K.E.C. 7:00 - 9:30 pm 7 weeks
OR
Wed. May 25 LANGARA 7:00 - 9:30 pm 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

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. May 4 K.E.C. 7:00 - 9:00 pm 6 sessions
GRANT BUDAY is the author of *The Venetian*, a novel on the life of Marco Polo. He has published both short stories and newspaper articles on travel, and at present teaches part-time at S.F.U.

WRITING SKILLS WORKSHOP 102811

Explore the fundamentals of writing: clear thesis, coherent structure, and clean, appropriate sentence. You approach the writing tasks in stages - taking notes, writing, and revising - and you examine each stage in detail. Weekly writing assignments give you a chance to apply each lesson; in-depth evaluations by the instructor give encouragement and solve individual problems. Enrollment is limited. (Samual) \$55
Tues. May 3 K.E.C. 7:00 - 9:00 pm 6 weeks
Wed. May 4 K.E.C. 7:00 - 9:00 pm 6 weeks

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

WRITING FORMULA ROMANCES 102815

Over 40% of paperback sold are romance novels, but only one of every thousand manuscripts submitted for the market is accepted for publication. Learn the 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 take 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) \$85
Sat. May 28 LANGARA 9:30 am - 3:30 pm 2 sessions

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

ALL-GENRE WRITING WORKSHOP 102830

To write, or not to write... that is the question. To be productive, most writers need the stimulation of meaningful feedback and structure. This workshop provides a forum for people working on short stories, poetry, or novels. Interact with other writers in a supportive critical environment, exchange ideas, learn about marketing, and get skilled one-on-one editorial help. Some meetings will also feature readings and addresses by Vancouver writers. Feel free to bring up to ten pages of work to the first meeting. (Adams) \$120
Tues. May 3 K.E.C. 7:00 - 9:00 pm 12 sessions

MICHELE ADAMS, M.A., has published fiction and has worked as a freelance editor and journalist.

WRITERS CO-OP 102813

Be stimulated by your peers; share success with them. For those who write fairly regularly - attend sessions of script reading & 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. May 9 LANGARA 8:00 - 10:00 pm 8 weeks

WRITING MAGAZINE ARTICLES 102817

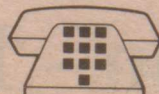
Learn the basics of producing an article from the initial idea to the completed manuscript, as well as a consideration of various markets. No Experience Necessary. (Lekich) \$25
Sat. May 14 LANGARA 9:30 am - 3:30 pm 1 day
JOHN LEKICH is an award winning writer who has written for a number of regional and national publications.



register
3 ways



1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.



2. By PHONE. Charge it to your VISA card.
Vancouver Vocational Institute 682-5844
King Edward and Langara Campuses ... 875-8200
Nursing & Health Education 687-1757



3. In PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.

NOTE Because of renovations, no IN PERSON registrations can be accepted at our LANGARA office.

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 I

A 2-year provincially certified program which prepares graduates to work as supervisors in nursery school and day-care centres for 3 to 5 year old children. Please note: This program is FULL for this coming term. Applications are now being accepted for September 1988.

B. INFANT-TODDLER SUPERVISOR TRAINING

A 1-year program which prepares ALREADY QUALIFIED E.C.E. GRADUATES with the specialized skills and knowledge to supervise infant and toddler group day-care settings. Applications for 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 I. Individual courses/workshops are also open to parents and other interested persons. Please note that this program DOES NOT qualify individuals to supervise in preschool or day-care settings. A brochure which outlines next 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, safety and administration. IN ORDER TO REGISTER IN THIS PROGRAM, APPLICANTS MUST FIRST COMPLETE A 20-HOUR PREREQUISITE COURSE ENTITLED: INTRODUCTION TO FAMILY DAY CARE.

Following this, core courses may be taken in any order. This term, the following courses are offered:

PREREQUISITE: INTRODUCTION TO FAMILY-DAY CARE 103801

This course provides an introduction to a variety of issues related to family day-care. Please note that this course meets 4 Mondays AND 2 Saturdays. (Anslow, Norman, Descantes) \$60
Mon. May 9/16/30 LANGARA 7:00 - 9:30 pm 4 sessions & June 6

Sat. May 14 & June 11 LANGARA 9:30 am - 2:30 pm 2 sessions

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

CORE COURSES:

MANAGING A FAMILY DAY-CARE 103806

The focus in this course is on the business management and administrative aspects of operating a successful family day-care. Topics will include licensing procedures, budgeting, tax issues and parent-care giver-contracts. (Anslow, Norman) \$60

Wed. May 11 - June 15 LANGARA 7:00 - 9:30 pm 7 sessions
Sat. May 14 LANGARA 9:30 am - 2:30 pm 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 10-12 YEAR OLDS
WORKING WITH SPECIAL NEEDS CHILDREN
LEADERSHIP AND ORGANIZATIONAL SKILLS

This term the following core courses will be offered:

WORKING WITH SPECIAL NEEDS CHILDREN **NEW** 150656

This course explores the attitudes, knowledge and skills necessary for successful integration of children with special needs into school age programs. Participants will be introduced to the various types of special needs and offered strategies for planning and adapting experiences. (Musson) \$60
Wed. Apr 6-May 11 LANGARA 7:00 - 10:00 pm 7 sessions
Sat. Apr 30 LANGARA 9:30 am - 3:30 pm 7 sessions

LEADERSHIP AND ORGANIZATIONAL SKILLS **NEW** 150659

This course focuses on the communication skills and leadership styles associated with effective team functioning. It also offers an introduction to administrative procedures such as developing policies, procedures, budgets, fundraising strategies and marketing techniques. (Musson) \$60

Wed. May 11-June 22 LANGARA 7:00 - 10:00 pm 7 sessions
Sat. May 28 LANGARA 9:30 am - 3:30 pm 7 sessions

STEVE MUSSON has co-authored several documents and offered numerous workshops related to school age child care.

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.

CHILDRENS UNDERSTANDING OF DEATH **NEW** 151436

This evening with focus on children's concepts, behaviours and feelings related to death. Through lecture, video presentation and a display of children's art work, you will gain both the knowledge and the confidence to deal more effectively and comfortably with this subject matter. (Watson) \$15
Tues. Apr. 12 LANGARA 7:00 - 10:00 pm 1 session

BEV WATSON: Bev has been an instructor in the ECE Program at Langara and has presented numerous workshops related to this theme and others in the area of child development. Currently Bev is a Child Care Consultant with Community Care Licensing in Vancouver.

SPRING POM-POM PUPPET MAKING 151437

Delight your children, your co-workers and yourself with enchanting pom-pom puppets! You will leave this session with ducks, frogs, and three little pigs puppets in hand and the skills to create more at your leisure. A \$7.00 fee will be collected during the workshop to cover expenses for the materials provided. (Bartnik) \$15
Mon. Apr. 18 LANGARA 7:00 - 10:00 pm 1 session

GWEN BARTNIK: Gwen has been involved in the early childhood field as a preschool and kindergarten teacher and as a teacher trainer. She has offered numerous courses and workshops related to science, math and curriculum activities for young children.

SUBSTANCE ABUSE **NEW** 151439

These 2 sessions will focus on the theme of drug and alcohol abuse. Participants will be introduced to facts and figures about the problem in school and society; suggestions for working with children and parents in a preventative way and strategies or resources for offering effective intervention. \$20
Thur. Apr 21 & 28 LANGARA 7:00 - 9:30 pm 2 sessions

ALCOHOL-DRUG EDUCATION SERVICE staff will lead these sessions and share their expertise in drug and alcohol issues.

CREATIVE ART: CREATIVE CHILDREN **NEW** 151438

Working on themes or festivals often draws us away from fostering creativity in young children. This session will focus on: the definition and values of the creative process; the development of skills and the blending of an art program with a personal philosophy. A slide presentation of children's art will also be included. (Anne) \$15
Tue. Apr. 26 LANGARA 7:00 - 10:00 pm 1 session

ROSSLYN ANNE is an instructor in many early childhood education programs. Currently she is a practising art/play therapist who provides consultative services to day care centres, as well as operating a family day-care in her home.

SPRING-SUMMER POTPOURRI **NEW** 151440

Come join in the fun adventure of an off campus workshop to be held in a "family day-care home." Participate in a "hands on" experience dealing with arts, crafts, songs, cooking, (snack and lunch included) and science all related to spring and summer! These activities will be appropriate for 2-1/2 to 6-year olds. A \$6.00 fee will be collected during the workshop to cover expenses for the materials provided. (Herd/Pattison) \$30
Sat. Apr. 30 9:30 am - 2:30 pm 1 session

PLEASE NOTE - off-campus 11429 - 79A Ave., North Delta, B.C.

SYLVIA HERD has worked with children in a variety of settings; group day-care, out-of-school care and preschool recreation programs. Currently Sylvia operates a family day-care home.

LINDA PATTISON has worked as a volunteer in the elementary school system teaching arts and crafts. Currently Linda is operating a family day care home.

WHO CARES FOR THE CAREGIVER? 151424

As members of the "helping profession," we put a lot of energy into caring for others. But who takes care of us - the caregivers? In this session, we will examine some of the major stresses involved in child care and effective ways to deal with these. You will also be introduced to relaxation skills and the concept of visualization. (Musson) \$15
Mon. May 2 LANGARA 7:00 - 10:00 pm 1 session

STEVE MUSSON has worked with young people in great variety of settings including outdoor education programs, leadership training and school age child care. He is the author of two new and exciting curriculum guides - *New Youth Challenge* and *Working with School Age Children*.

MULTICULTURAL PROGRAM PLANNING **NEW** 151441

How can child care providers meet the needs of English Second Language and/or minority culture children in their groups? How do majority culture children learn about other cultures in their environment? In this workshop participants will explore what multiculturalism means to them and will look at ways to foster positive cross-cultural learning for children in their care. (Fahlman) \$15
Thur. May 12 LANGARA 7:00 - 10:00 pm 1 session

WORKING WITH ENGLISH SECOND LANGUAGE FAMILIES **NEW** 151442

Working with ESL families presents child care workers with new challenges. While some families will understand, accept and adjust well to "sharing the caring" with care providers, others may present new concerns that workers are unaccustomed to handling. Participants in this workshop will practise looking at child care from the ESL parents' point of view, and will learn strategies for successfully handling intake and ongoing communication issues. (Fahlman) \$15
Thur. June 2 LANGARA 7:00 - 10:00 PM 1 session

RUTH FAHLMAN has been coordinator of Preschool Multicultural Services in Vancouver for the past ten years. She has presented numerous workshops and courses on ESL and multiculturalism and is co-author of the book *E.C.E. for a Multicultural Society: A Handbook for Educators*.

ELECTRICAL/ELECTRONICS

ELECTRICAL CODE - INTERMEDIATE 050602

Course is designed for 4th year apprentices and journeyman electricians. (Ball) \$145
Tue/Thur. Apr. 12 V.V.I. 7:00 - 9:30 pm 10 weeks

JACK BALL is a certified electrical inspector as well as a certified "A" Class electrical contractor presently employed by the City of North Vancouver.

ELECTRICAL TQ REFRESHER 050603

Review basic electrical principles, machines and control. Topics are designed to prepare students to write the T.Q. examination. (Denham) \$200
Tue/Thur. Apr. 12 V.V.I. 6:30 - 9:30 pm 12 weeks

FIBRE OPTICS 050712

Rapid changes in the past decade are requiring that your experience with conventional communications must expand to include optical systems as more companies turn to the new technology. This introductory course is designed for technicians, technical sales people, managers and construction maintenance personnel. Learn the components and testing of fibre optic transmission systems and how to identify optical test instruments; the optical wave guide, optical fibres and cables, terminals and system layouts. (Wilk) \$15
Tues. Apr. 19 6:30 - 9:30 pm 8 weeks
BC TEL EDUCATION CTR 1795 Willingdon

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

INTRODUCTORY ELECTRONICS 050706

Learn electronic components, circuits and their functions, as well as an introduction to transistors. Theoretical knowledge is enhanced by laboratory projects. You will be required to purchase or provide some basic tools. (Hein) \$175
Tue/Thur. Apr. 19 V.V.I. 6:30 - 9:30 pm 20 sessions

DIGITAL ELECTRONICS SIMPLIFIED 050703

Designed for the layperson, learn how digital electronic circuits are used. Learn the practical rather than theoretical aspects of circuits. Computers and microprocessors will not be covered. If desired, students may build the heart of an expandable alarm system for use in home or car. Cost of parts will be extra. Prerequisite: Introductory Electronics or equivalent. (Hein) \$175
Mon/Wed. Apr. 18 V.V.I. 6:30 - 9:30 pm 20 sessions

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

CELLULAR RADIO TELEPHONE 050702

Discover the cellular radio system of communication. Learn installation and testing of a mobile receiver. Transceiver circuitry will be explored in depth. Prior knowledge of AM and FM radio required. (Burkhardt) \$100
Mon/Wed. Apr. 18 V.V.I. 6:30 - 9:30 pm 10 sessions

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

DISK DRIVES AND ALIGNMENT 050704

In this popular course you will 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
Thur. June 2 AND V.V.I. 6:30 - 9:30 pm 2 sessions
Sat. June 4 V.V.I. 9:00 am - 3:00 pm

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

BUILD YOUR OWN ROBOT 050701

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

costs include robot parts.

Tues. Apr. 19 V.V.I. 6:30 - 9:30 pm 10 sessions
KARL BROWN is an instructor in the Electronics Department at V.V.I. His recently published article "Build Bert" won Byte magazine's awards for most popular and highest quality article.

VCR REPAIR 050710

An in-depth study of VCRs, theory, maintenance and repair of the most popular brands will be covered. Prerequisite: thorough knowledge of electronics and colour television transmission and reception or the instructor's permission. Students will be required to purchase 3 I.D. cards (\$1.50 each) in order to use test equipment. (Grove-Bomeer) \$135
Mon. Apr. 18 V.V.I. 6:30 - 9:30 pm 15 sessions

DAVID GROVE-BOMEER has worked as a technician in the field of consumer electronics for 30 years.

ENGLISH AND MATH SKILLS IMPROVEMENT

BEGINNERS ESL 103003

This course is designed for beginners who have little or no knowledge of English. Emphasis is upon conversation and listening skills. Basic reading and writing skills are also taught. (Worcester) \$90
Tue & Thur. May 10 LANGARA 6:00 - 8:00 pm 8 weeks

MARIANNE WORCESTER received her B.A. in English and has tutored and taught English for the past 5 years.

INTERMEDIATE ESL 103010

A course for students who have taken BEGINNERS ESL or those whose English is at an intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. (Fera) \$90
Tue./Thur. May 10 LANGARA 8:00 - 10:00 pm 8 weeks

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

CONVERSATIONAL SKILLS IMPROVEMENT I FOR ADVANCED ESL SPEAKERS 103004

Accuracy in speech is an important asset in Canadian society. In this course designed for advanced non-native speakers of English, you strengthen your command of spoken English. You correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You build up your knowledge and comprehension of idioms and colloquialisms, correct pronunciation errors and review grammatical problems. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. \$75
Mon. May 9 (Rosenke) LANGARA 7:00 - 10:00 pm 8 weeks
Wed. May 11 (Ginsberg) LANGARA 6:30 - 9:30 pm 8 weeks

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

DARLENE ROSENKE, B.Ed., M.Ed., has taught advanced ESL and College Prep English for the past 8 years.

CONVERSATIONAL SKILLS IMPROVEMENT II 103005

For students who have already taken Conversational Skills I or already speak English fluently but lack confidence in their oral skills. Also included in the course will be idioms, 2 word verbs, pronunciation, intonation and a grammar review. The course concentrates on oral skills - there will be no writing. (Chang) \$75
Thur. May 12 LANGARA 6:30 - 9:30 pm 8 weeks

CONVERSATIONAL SKILLS IMPROVEMENT III FOR ADVANCED ESL SPEAKERS 103022

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who still lack confidence in their oral skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feedback by the instructor. (Donnelly) \$80
Tues. May 10 LANGARA 6:30 - 9:30 pm 8 sessions

IMPROVING YOUR PRONUNCIATION 103011

This class is designed to search out in some detail, the kinds of pronunciation errors you are making and to offer you the opportunity to correct yourself accurately. Areas included are: vowels and consonants of Canadian English, stress, intonation and linking. This course is for advanced ESL speakers who already have a high degree of fluency. This is not a conversational course. (Pidgeon) \$120
Tue/Thur. May 10 LANGARA 6:00 - 8:00 pm 8 weeks

MICHAEL PIDGEON, B.A., M.A. Linguistics - 14 years' experience teaching English and Linguistics at the university level overseas.

ENGLISH WRITING SKILLS IMPROVEMENT I 103007

Learn to write more fluently, skillfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. (McLwain) \$75
Tues. May 10 LANGARA 6:00 - 8:30 pm 8 weeks

BASIC ESL WRITING SKILLS 103001

A course designed exclusively for ESL students who are already fluent in English but lack basic writing skills. This course includes word usage, spelling, punctuation, grammar and sentence structure. (Corcoran) \$110
Tue/Thur. May 10 LANGARA 7:00 - 9:30 pm 8 weeks

TOEFL PREPARATION 103020

Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. The ten areas diagnosed as the greatest problem areas in English understanding and communication will be the focus. Study strategies will also be discussed. While the course is open to students from an intermediate level and up, a certain level of competency is assumed. (Corcoran) \$145
Mon/Wed. May 9 LANGARA 6:00 - 9:00 pm 8 weeks

LEANNE CORCORAN received her degree in ESL and has taught ESL to adults at UBC and Fraser Valley College.

ENGLISH WRITING SKILLS IMPROVEMENT II 103008

A course designed for those who have taken WRITING SKILLS I or want to become familiar with different types of writing. Learn to develop different paragraph types such as cause/effect, argumentative and comparison/contrast. There will be weekly writing assignments. (McLwain) \$75
Thur. May 12 LANGARA 6:00 - 9:00 pm 8 weeks

ENGLISH UPGRADING & COMPOSITION WRITING 103201

Designed for students at the post-secondary level who require additional training in the fundamental skill of composition writing. Improve writing skills or upgrade your English in order to take the Language Proficiency Index test in July. (Formerly the English Placement Test). This course does not carry transfer credit to other institutions. For ESL and Native Speakers. \$90
Mon/Wed. May 9 LANGARA (Siennicki) 6:00 - 8:00 pm 8 weeks

RESEARCH PAPER AND REPORT WRITING WORKSHOP 103013

Learn research methods, narrowing down the topic, outlining, organizing your data and writing effective essays, papers and reports. You will also learn to "grade" your own papers in advance to insure your efforts will receive good marks. (Hogan) \$25
Sat. May 7 LANGARA 10:00 am - 4:00 pm 1 session

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

ALGEBRA FOR YOU 103402

This intermediate course will cover various algebraic topics which can be varied to suit the needs of the students. Emphasis will be on examples and solutions of problems. (Shuen) \$50
Tues. May 10 LANGARA 7:30 - 9:30 pm 8 weeks

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

CONTINUING EDUCATION CERTIFICATE PROGRAMS

If you need training to get ahead in your job, to broaden your career path or blaze a new one, a Continuing Education Certificate Program is designed specifically to meet your need.

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

Each Certificate Program must meet the following criteria:

1. An established, sanctioned curriculum with a logical grouping of courses.
2. A Program Advisory Committee composed of members with expertise in that

FASHION ARTS

FASHION ARTS CERTIFICATE PROGRAM

This program is designed to provide a comprehensive training, on a part-time basis (evenings), for adults interested in a career in fashion. Planned by experienced educators and a professional advisory committee, the program is taught by experts in each subject.

For brochure and application form, call the Continuing Education office at V.V.I. - 682-5844.

FASHION DESIGN CERTIFICATE

Term One - Fashion Illustration (Hall)
Term Two - Textiles (Mah) : History of Fashion (Sayers)
Term Three - Fashion Design (Hall)

PATTERN MAKING CERTIFICATE

Term One - Block Construction (Hudson)
Term Two - Design Drafting: Theory and Practical (Hudson)
Term Three - Draping (Hudson): Grading (Ramsden)

GARMENT CONSTRUCTION CERTIFICATE

Term One - Industrial Sewing (Blaser)
Term Two - Tailoring (Blaser)
Term Three - Couture Sewing (Mah)

FASHION ARTS CERTIFICATE

Upon successful completion of all the above courses, the student is eligible for a final course

APPLIED CAREER PLANNING combining:

Term Four - Collection Portfolios (Hall)
- Collection Manufacture (Hudson/Mah)
- Fashion Show Production (Richard)
- Career Planning (Various experts)

At the end of this component students present their graduate fashion show.

SALLY HUDSON, N.D.D., A.T.D., is the Fashion Arts Coordinator at Vancouver Community College. She graduated in Fashion at the West of England College of Art and in Education at Bristol University, England.

EVA HALL, B.A., A.T.C., is Coordinator of the Retail Management Department at Capilano College. She graduated in Fashion at St. Martins College of Art and in Education at London University, England.

EVELYN MAH, B.H.E., is a designer under her own label and an active member of the Western Canadian Designers Association. She graduated in Home Economics and Education at the University of British Columbia.

GAYLE RAMSDEN, B.H.E., is the manager responsible for the operation of the computerised systems at Mr. Jax and Surrey Classics, Vancouver. She graduated in Home Economics at the University of Manitoba.

FRANK BLAESER is a designer and master tailor. He trained in Europe and is owner of Townline Tailors, Vancouver.

BENOIS RICHARD is a couturier and a free-lance display and fashion show designer. He graduated from the Institut des Arts Appliques, Montreal.

IVAN SAYERS, B.A., is Curator of History at Vancouver Museum. He graduated in Classical Studies at the University of British Columbia.

OUR LANGARA OFFICE IS BEING RENOVATED

Extensive renovations are taking place to the Langara Campus of Vancouver Community College. During these renovations, the Continuing Education office will be relocated to a temporary facility. Because of these changes, we will be unable to accept IN PERSON registrations at Langara.

For courses held at Langara, you can register three ways:

1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.
2. By PHONE. Charge it to your VISA card.
Vancouver Vocational Institute 682-5844
King Edward and Langara Campuses 875-8200
Nursing & Health Education 687-1757
3. IN PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.

FASHION ARTS NON-CERTIFICATE COURSES

BASIC FASHION ILLUSTRATION

050915

Topics include figure proportions, anatomy, life drawing, the development of croquis figures and experiment with a variety of media. Also an overview of styles of illustration through the ages. Some previous drawing experience desirable but not essential. (Johima) \$75
Sat. April 23 V.V.I. 1:00 - 4:00 pm 6 weeks

FASHION ILLUSTRATION WORKSHOPS

050919

Pre-requisite - Basic Fashion Illustration or equivalent. Live fashion models, male and female, will be provided. A variety of media will be explored. These workshops are geared to the needs of individual students, with an emphasis on the development of a personal style of illustration. (Johima) \$75
Sat. April 23 V.V.I. 9:30 am - 12:30 pm 6 weeks

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

PERSONAL PATTERN MAKING FOR WOMEN - BASIC

050924

Dressmakers. Learn to make your own patterns to your own measurements. You will construct a set of personal Basic Blocks (Slopers) and learn how to draft patterns with a perfect fit ensured. (Zibin) \$150
Sat. April 23 V.V.I. 9:30 am - 12:30 pm 10 weeks

MARGARET ZIBIN is a graduate of the Fashion Arts Program and a freelance pattern maker.

FASHION RETAIL SALES AND MARKETING

102411

Learn the "fashion image" of retail outlets with an overview of customer service and the fashion consumer. Become much more knowledgeable about fashion merchandise to improve your confidence and employability in a retail operation. (Slater) \$75
Tues. April 19 V.V.I. 6:30 - 9:30 pm 6 weeks

ANNE MARIE SLATER is a marketing consultant.

FILM, TELEVISION AND THEATRE

THE BUSINESS OF FILM AND TELEVISION

104101

A thorough overview of the film and television industry from concept to production, with emphasis on local and Canadian activity. Students will examine financing, management and the limitless range of skills employed in film production. (Richardson) \$70
Wed. Apr. 20 V.V.I. 7:00 - 10:00 pm 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. (Stursberg) \$75
Thur. May 5 V.V.I. 6:30 - 8:30 pm 4 weeks

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

CAREERS IN THE FILM INDUSTRY

104102

A general review of career and employment opportunities in the growing B.C. film industry, with emphasis on working conditions, skills required, and professional associations. (Mackie) \$20
Thur. Apr. 28 V.V.I. 7:00 - 10:00 pm 1 session

BILL MACKIE is a freelance TV producer/director with 21 years' experience in television broadcasting and dramatic film production.

VIDEO ENTREPRENEUR WORKSHOP

104105

For those who are involved or wish to get involved in video production for profit. Learn setting up and organizing a video business, marketing your company, renting and/or buying video equipment and choosing formats for production. \$2 fee for booklet. (Cooperstone) \$35
Sat. June 11 LANGARA 10:00 am - 4:00 pm 1 session

EDUCATIONAL AND INDUSTRIAL VIDEO PRODUCTION

NEW 104106

This is an intensive course designed for those interested in learning how to produce industrial/educational video productions. A practical hands-on approach will be co-ordinated with a strong theoretical understanding of all general principles of video production. This course will shift locations to THE STUDIO VIDEO FACILITIES, 1110 Seymour, after the first 2 classes. Course booklet fee of \$15 is not included in price. (Cooperstone) \$95
Tues. May 10 LANGARA 7:00 - 10:00 pm 8 weeks

DAVID COOPERSTONE received his B.A. in Communications at McGill University and is the owner of the Studio Video facilities.

FINANCIAL PLANNING AND INVESTMENT

DOLLARS AND SENSE

NEW

503716

Explore and discuss common attitudes towards money and the way those attitudes affect your day-to-day spending. Realize the difference between wants and needs - establish priorities that are right for you. Discover how to:

- build a personal budget
- set up a banking system
- realize and check credit card abuse
- obtain extra income (Waterton) \$25

Sat. May 7 K.E.C. 9:30 am - 3:30 pm 1 session
PEGGY WATERTON - Budget planner and personal money management consultant.

INTRODUCTION TO FINANCIAL PLANNING

503701

This seminar, which is intended to be taken in conjunction with "Advanced Financial Planning", will help you build a financial program from the ground up. Learn to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies. (Hodgins) \$15
Tues. May 10 K.E.C. 7:00 - 9:30 p.m. 1 session

ADVANCED FINANCIAL PLANNING

503702

Looking for financial independence at an earlier age? Designed to be a logical follow-up to "Introduction to Financial Planning", includes an in-depth review and analysis of your financial affairs with specific emphasis on advanced financial planning techniques in money management, risk management, investment planning and analysis, proven tax planning strategies and retirement planning. (Hodgins) \$25
Tues. May 24 K.E.C. 7:00 - 9:00 p.m. 2 sessions

FINANCIAL INDEPENDENCE IN RETIREMENT

503703

Whether you're presently retired or planning to retire in the future, this 1/2 day seminar should be in your plans. Examine a number of non-financial areas including pre-retirement planning, successful handling of the transition period; analyze your net worth, retirement income needs, government pension plan options, RRSP/RRIF/annuity options, investment strategies and inflation protection. (Hodgins) \$20
Sat. June 11 K.E.C. 9:00 a.m. - 1:00 p.m. 1 session

DOUG HODGINS, B.A., B.Comm., C.E.P. is a Chartered Financial Planner with Hodgins, Leard, Proteau and Assoc.

R.R.S.P.'S - YOUR OPTIONS

503706

Designed to help investors make clear concise decisions concerning optimal growth and safety in their R.R.S.P. Learn the new contribution limits, the investment vehicles that are most advantageous to have inside your R.R.S.P., what investments are allowed in your plan and what to do with your plan at the time of deregistration. (Schindler) \$25
Tues. May 3 K.E.C. 7:00 - 10:00 p.m. 1 session

WOMEN AND INVESTING (AN INTRODUCTION TO THE STOCK MARKET)

503710

Designed for women who want to make conservative investment decisions for themselves yet lack basic knowledge of the stock market and investment terminology. Learn the regulations concerning spousal Registered Retirement Savings Plans and Registered Education Savings Plans. Topics include bonds, preferred shares, common shares, warrants, mutual funds, and financial planning. (Schindler) \$25
Tues. May 10 K.E.C. 7:00 - 10:00 p.m. 1 session

INTRODUCTION TO THE STOCK MARKET

503704

Join the 11% of Canadians who invest in the stock market! Learn market terminology and the various investment vehicles available; bonds, common shares, preferred shares and warrants. Explanations of interest income, dividend income, capital gains and their implications to the investor are included. (Schindler) \$25
Tues. May 17 K.E.C. 7:00 - 10:00 p.m. 1 session

PIA SCHINDLER is an investment broker with C.M. Oliver Co. Ltd. in Vancouver.

CASHING IN YOUR RRSP

503715

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: RRIFs; Annuities; New Budget Rules; Spousal RRSPs; Minimizing Taxes and Maximizing Returns. (Rapaport) \$20
Wed. May 11 LANGARA 7:00 - 9:30 pm 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) \$60
Tues. May 3 LANGARA 7:00 - 9:00 p.m. 6 weeks

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

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. May 7 LANGARA 10:00 am - 4:00 pm 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/Thur April 12 K.E.C. 6:30 - 9:30 pm 6 weeks

FLORAL DESIGN II

250102

Further your knowledge and skills in floral design and the florist industry. Topics include wedding, funeral and seasonal 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/Thur May 24 K.E.C. 6:30 - 9:30 pm 6 weeks

MARGUERITE CASSETTA is the proprietor of a floral design business.

FOOD

FOODSAFE

A program in sanitary food handling.

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: microbiology - foodborne illnesses - personal hygiene and health - serving and dispensing - food protection and preparation - receiving and storing food safely - warewashing and storage methods. \$40
Sat. Apr. 23 V.V.I. 9:00 am - 6:00 pm 1 day

Tues. Apr. 26 V.V.I. 7:00 pm - 10:00 pm 3 sessions
Sat. Apr. 30 V.V.I. 9:00 am - 1:00 pm 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. May 14 V.V.I. 9:00 am - 6:00 pm 1 day
Tues. May 17 V.V.I. 7:00 pm - 10:00 pm 3 sessions
Sat. May 21 V.V.I. 9:00 am - 1:00 pm 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. May 23 LANGARA 8:00 - 10:00 pm 5 weeks

EAST INDIA COOKING

NEW 501010

If you ever wanted to learn the art of East Indian Cooking, this course is for you. Demonstrations will be presented. A variety of main course dishes, vegetables and soups, desserts will be included. (Puri) \$60
Wed. May 18 LANGARA 7:00 - 9:30 pm 6 sessions

ORIENTATION TO CANADIAN APPLIANCES AND COOKING

ORIENTATION TO CANADIAN APPLIANCES AND COOKING

250501

Designed to assist students wishing entry into the VVI Home Support Aide Worker Program who lack basic knowledge of Canadian kitchens and for those already working as home support aides wishing to upgrade their skills. Tuition \$90 plus supplies \$30. Total cost \$120.
Tues. April 12 K.E.C. 6:00 - 9:00 pm 10 sessions

IMPORTANT NOTICE

TO FORMER GRADUATES AND FORMER STUDENTS OF VCC

LANGARA

VVI

KING EDWARD

We cordially invite you to join our new and active Association. The founding members of the Vancouver Community College Alumni Association would welcome your participation.

Name _____

Address _____

Postal Code _____

Phone _____ (Res) _____ (Bus)

Program _____

Month & Year Completed _____

Tell us about yourself _____

Mail to: VCC Alumni Association

1155 E. Broadway

Box 24700, Sta. 'C', Vancouver, B.C. V5T 4N4

A VCC ALUMNI ASSOCIATION PRESENTATION

HOW WILL THE CANADA-U.S. FREE TRADE AGREEMENT AFFECT YOU?

A Forum Sponsored by The Vancouver Community College Alumni Association.

Monday, March 28th, 1988 — 7:30 to 10:00 pm

Langara Campus Theatre, Room A:130

Fee: Any size donation to the Alumni Association

GUEST SPEAKERS

Darcy Rezak: The Managing Director for the Vancouver Board of Trade.

Jim Matkin: The President and C.E.O. of the Business Council of British Columbia

Chris Thomas: Senior Policy Advisor to the Minister for International Trade, now a Barrister & Solicitor at the firm of Ladner Downs.

Martin Toren: Political Science Instructor at Langara Campus, specializing in Canadian Public Policy and Canadian Public Administration.

To register, call 875-1131, local 344.

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.

ASSERTIVENESS TRAINING

200714

Back by popular demand, this course is designed to assist health care workers to identify and practise assertive behaviours. Through structured exercises focusing on work situations, participants will work on enhancing their self confidence and personal power. (S. Cohene, MSW, RSW) \$55
Mon. Apr 11/18/25 V.V.I. 9:00 am - 12:00 noon 3 sessions

INTERPERSONAL COMMUNICATION TECHNIQUES

200703

Health care workers often find themselves in the position of being the "sympathetic ear" for patients who want someone to listen to their thoughts and feelings. The focus of this course is to assist health care workers to develop and enhance their skills in active listening, and develop skills in conflict management when dealing with patients' emotional outbursts and reactions, such as crying, anger, confusion and fear. (Sue Cohene, MSW, RSW) \$55
Tues. May 3/10/17 V.V.I. 9:00 am - 12:00 noon 3 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 services 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.

MEMORY SKILLS TRAINING

20040

This course is for health care workers who deal with older adults with sometimes frustrating memory lapses. Learn to help older adults to understand the processes of memory and aging. Provides step by step training for group leaders on memory skills for older adults experiencing normal memory changes. (G. Levi/K. Gose) \$45
Sat. Apr. 23 V.V.I. 9:00 am - 5:00 pm 1 session

LIFE REVIEW THERAPY

200704

Reminiscing is often regarded as a meaningless wandering of the mind. However, therapeutically guided reminiscence may be used to maintain self esteem, reinforce a sense of identity and integrity, and work through the losses of aging to increase life satisfaction and self acceptance. In this course, health care workers will develop skills in guiding mentally alert older adults through a process of life review. (G. Levi) \$55
Wed. May 11/18/25 V.V.I. 7:00 - 10:00 pm 3 sessions

MEDICATIONS AND THE ELDERLY

200718

This two session seminar is designed for nurses and other interested health care workers who wish to learn more about prescription and non-prescription medications commonly used by the elderly. It focuses on the desirable and undesirable effects of these medications. Case studies will be addressed. (L. Trotter, BSC (pharm)) \$40
Tues. May 31, June 7 V.V.I. 6:30 - 9:30 pm 2 sessions

CROSSING CULTURES

200725

If you are a health care worker interested in learning more about the dynamics of multicultural communication, this course is for you. "Crossing Cultures" is about communications in the context of working with a multicultural clientele. This 3 hour workshop is designed to increase participants' sensitivity to culturally based situations in the work place. Practical skills will be taught for solving communications problems. (M. Wood, PhD) \$25
Tues. May 31 V.V.I. 9:00 am - 12:00 noon 1 session

PREVENTIVE DENTISTRY AND THE ELDERLY

MANAGEMENT SKILLS FOR CONTINUING CARE CERTIFICATE PROGRAM

For administrators in small agencies and department heads in large organizations in the following: mental health boarding homes, community based long term care, long term care facilities, home care, adult day care and home support services.

The following two courses are offered in our Spring section. Courses may be taken individually or as credit toward the Certificate Program. Further courses will be offered in September 1988. For information, call Joanna Ashworth at 685-2802.

PERSONNEL MANAGEMENT 201602

This course provides the student with an overview of fundamental personnel management issues: management/employees rights, scheduling, the labour code, progressive discipline, sick leave control, interpreting collective agreements, policy development. (M. Brown) \$175

Thur. Mar. 24 6:30 - 9:30 pm
Fri/Sat Mar. 25/26 9:00 am - 4:00 pm 3 sessions

FINANCIAL MANAGEMENT 201603

Increase your skill and knowledge in financially managing a continuing care facility/agency. Basic economic principles and accounting functions will be discussed. Budgeting procedures, the management of a provincial agency budget, computer systems and purchasing plans will also be covered. \$275

Wed. Apr. 13/20/27, May 4/11/18 6:30 - 9:30 pm
Fri. Apr. 15 9:00 am - 4:00 pm 7 sessions

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.

CPR AND FIRST AID

To register by phone, call 687-1757.
All classes to be held in Room 156, V.V.I.

WORKERS' COMPENSATION BOARD INDUSTRIAL FIRST AID 202026

This is an advanced course for those persons 19 years and over with a good understanding of English. Students without prior Industrial First Aid training will be required to arrange for a medical examination. Instruction will include: anatomy and physiology, CPR, oxygen therapy, wound treatment, fractures, injuries to joints, eyes, spine, bandaging, immobilization and transport. Those successfully completing the course can work in industry as First Aid Attendants. \$310

M.T.W.T.H.F Apr. 18/29 V.V.I. 9:00 am - 4:30 pm 10 sessions
M.T.W.T.H.F May 16/27 V.V.I. 9:00 am - 4:30 pm 9 sessions
M.T.W.T.H.F June 13/24 V.V.I. 9:00 am - 4:30 pm 10 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

CPR - BASIC CARDIAC LIFE SUPPORT "C" - RECERTIFICATION 202015

To maintain proficiency in CPR and a current certificate at the BCLS "C" level, you require this course. Prerequisite: Must have held a "C" level or equivalent. \$20

Tues. Apr. 26 V.V.I. 6:00 - 10:00 pm 1 session
Wed. June 29 V.V.I. 6:00 - 10:00 pm 1 session

CPR - BASIC CARDIAC LIFE SUPPORT "B" 202020

Topics covered include: one person CPR for adults, children and infants; management of obstructed airways for conscious and unconscious choking victims; risk factors and recognition of heart attack. No previous training in CPR required. \$28

Tue/Thur June 21/23 V.V.I. 6:00 - 10:00 pm 2 sessions

CPR - BASIC CARDIAC LIFE SUPPORT "A" 202001

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

Tue. Apr. 5 V.V.I. 6:00 - 10:00 pm 1 session
Thur. May 5 V.V.I. 6:00 - 10:00 pm 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 management, 2 person CPR for adults, children and infants; 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

Wed/Thur June 1/2/8/9/16 V.V.I. 6:00 - 10:00 pm 5 sessions

RED CROSS STANDARD FIRST AID/ BASIC CARDIAC LIFE SUPPORT "B" 202027

This program is essentially the same as that listed above except CPR training is one person operator for adults, children and infants. \$75

Mon/Wed Apr. 11/13/18/20/25 V.V.I. 6:00 - 10:00 pm 5 sessions

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. \$28

Wed/Thur Apr. 6/7 V.V.I. 6:00 - 9:30 pm 2 sessions
Mon/Tue May 2/3 V.V.I. 6:00 - 9:30 pm 2 sessions
Wed/Thur May 25/26 V.V.I. 6:00 - 9:30 pm 2 sessions
Mon/Tue June 6/7 V.V.I. 6:00 - 9:30 pm 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, including primary and secondary assessments, management of unconscious patients and emergency plans. Prerequisite - completion of BCLS "C" at some time in the past. Certification in BCLS "C" and Red Cross Emergency First Aid provided. \$35

Wed/Thur May 11/12 V.V.I. 6:00 - 10:00 pm 2 sessions
Tue/Wed June 14/15 V.V.I. 6:00 - 10:00 pm 2 sessions

Be A Gracious Host

International Education Homestay Programs

Vancouver Community College invites you to participate in our Homestay Programs. Through these programs, visiting International students come to live in Canadian homes.

Homestay programs are designed to help the students improve their English and become familiar with our culture. The students are keen to participate in family activities, and Host families find the opportunity to live and learn with a foreign student an enriching experience.

Families must be willing to provide: three meals a day, an English-speaking environment, suitable accommodation, and a welcoming atmosphere. Hosts are reimbursed.

Host families are required for the following programs:

S.E.L.P. — Summer English Language Program students from Japan who require Homestay as part of their English language and cultural experience. The program runs July through August with students staying for three-week periods. Families are required to accept two students per session.

International Students — Long-term students in VCC English as a Second Language, High School completion, and University programs. The program runs year-round and students normally stay with families for two-to-eight months. One student per family.

Teacher Institute — For Japanese teachers of English participating in a four-week summer program, offered July-August. Only one student per family.

Bursary Program — French-speaking students from Quebec studying English at VCC for 6 weeks in July and August.

Special Interest — Other short-term groups in a variety of programs require Homestay on a short-term basis.

The Homestay Program is a growing one, with many opportunities for involvement. For more information please call 324-5444.

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) \$160
Mon. April 11 V.V.I. 9:00 am - 4:00 pm 8 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) \$160

Tues. April 12 V.V.I. 9:00 am - 4:00 pm 8 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) \$150

Wed. April 13 V.V.I. 9:00 am - 4:00 pm 8 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

Thur. April 14 V.V.I. 9:00 am - 4:00 pm 4 weeks

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. April 12 V.V.I. 6:30 - 9:30 pm 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.

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. May 10 LANGARA (Hamlin) 6:00-8:00 pm \$75 10 weeks

ARABIC CONVERSATION Level II 501987

Sat. May 14 LANGARA (Hamlin) 9:30-11:30 am \$75 10 weeks

CANTONESE CONVERSATION LEVEL 1501903

Mon. May 9 LANGARA (Tsai) 8:00-10:00 pm 10 weeks

Thur. May 12 LANGARA (Lu) 6:00-8:00 pm \$75 10 weeks

CANTONESE CONVERSATION LEVEL II 501904

Mon. May 9 LANGARA (Tsai) 6:00-8:00 pm 10 weeks

Thur. May 12 LANGARA (Tsai) 8:00-10:00 pm \$75 10 weeks

CANTONESE CONVERSATION LEVEL III 501905

Tues. May 10 LANGARA (Tsai) 6:00-8:00 pm \$75 10 weeks

FRENCH CONVERSATION LEVEL I 501913

Mon. May 9 LANGARA (Visscher) 6:00-8:00 pm 10 weeks

Wed. May 11 LANGARA (Visscher) 8:00-10:00 pm 10 weeks

Thur. May 12 LANGARA (Visscher) 6:00-8:00 pm \$75 10 weeks

FRENCH CONVERSATION LEVEL II 501914

Mon. May 9 LANGARA (Visscher) 8:00-10:00 pm 10 weeks

Tues. May 10 LANGARA (Visscher) 6:00-8:00 pm \$75 10 weeks

FRENCH CONVERSATION LEVEL III 501915

Wed. May 11 LANGARA (Visscher) 8:00-10:00 pm \$75 10 weeks

GERMAN CONVERSATION LEVEL I 501919

Mon. May 9 LANGARA (Schevermann) 8:00-10:00 pm \$75 10 weeks

Wed. May 11 LANGARA (Tjaden) 6:00-8:00 pm 10 weeks

GERMAN CONVERSATION LEVEL II 501920

Mon. May 9 LANGARA (Schevermann) 6:00-8:00 pm \$75 10 weeks

GERMAN CONVERSATION LEVEL III 501921

Tues. May 10 LANGARA (Schevermann) 8:00-10:00 pm \$75 10 weeks

ITALIAN CONVERSATION LEVEL I 501923

Tues. May 10 LANGARA (Visscher) 8:00-10:00 pm \$75 10 weeks

ITALIAN CONVERSATION LEVEL II 501924

Thur. May 12 LANGARA (Visscher) 6:00-8:00 pm \$75 10 weeks

JAPANESE CONVERSATION LEVEL I 501926

Mon. May 9 LANGARA (Gondo) 6:00-8:00 pm 10 weeks

Wed. May 11 LANGARA (Masada) 6:00-8:00 pm 10 weeks

Sat. May 14 LANGARA (Sukioka) 9:30-11:30 am \$75 10 weeks

JAPANESE CONVERSATION LEVEL II 501927

Mon. May 9 LANGARA (Gondo) 8:00-10:00 pm 10 weeks

Wed. May 11 LANGARA (Masada) 8:00-10:00 pm \$75 10 weeks

MANDARIN CONVERSATION LEVEL I 501937

Thur. May 12 LANGARA (Chao) 6:00-8:00 pm \$75 10 weeks

MANDARIN CONVERSATION LEVEL II 501938

Thur. May 12 LANGARA (Chao) 8:00-10:00 pm \$75 10 weeks

MANDARIN CONVERSATION LEVEL III 501939

Sat. May 14 LANGARA (Chao) 9:30-11:30 am \$75 10 weeks

SPANISH CONVERSATION LEVEL I 501949

Mon. May 9 LANGARA (Daudet) 6:00-8:00 pm 10 weeks

Tues. May 10 LANGARA (Daudet) 8:00-10:00 pm 10 weeks

Wed. May 11 LANGARA (Deruiz) 8:00-10:00 pm 10 weeks

Sat. May 14 LANGARA (Daudet) 9:30-11:30 am \$75 10 weeks

SPANISH CONVERSATION LEVEL II 501950

Wed. May 11 LANGARA (Deruiz) 8:00-10:00 pm 10 weeks

Sat. May 14 LANGARA (Deruiz) 9:30-11:30 am \$75 10 weeks

SPANISH CONVERSATION LEVEL III 501951

Tues. May 11 LANGARA T.B.A. 8:00-10:00 pm \$75 10 weeks

THAI CONVERSATION LEVEL I 501990

Wed. May 11 LANGARA T.B.A. 8:00-10:00 pm \$75 10 weeks

UKRAINIAN LEVEL I 501988

Wed. May 11 LANGARA (Datsko) 6:00-8:00 pm \$75 10 weeks

SONGS, TALES AND POEMS OF QUEBEC 503433

This bilingual course will introduce you to the old and new Quebec through its songs, tales and literature and the thoughts that have shaped this unique culture.

(Ce cours bilingue vous conduira au coeur du vieux et du nouveau Québec par l'entremise de ses chansons, ses contes et sa littérature. Explorez les oeuvres et les pensées des auteurs qui ont aidé à former cette unique culture)

Sat. May 7 LANGARA (Samson) 9:30am-4:30 pm 1 session

APRIL 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. Apr. 30 LANGARA (Visscher) 9:30 am-4:30 pm \$20 1 session

SPANISH FOR TRAVELLERS 501981

Sat. Apr. 30 LANGARA (Daudet) 9:30 am-4:30 pm \$20 1 session

GERMAN FOR TRAVELLERS 501982

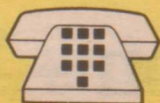
Sat. Apr. 30 LANGARA (Scheuermann) 9:30 am-4:30 pm \$20 1 session



register
3 ways



1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.



2. By PHONE. Charge it to your VISA card.
Vancouver Vocational Institute 682-5844
King Edward and Langara Campuses ... 875-8200
Nursing & Health Education 687-1757



3. In PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.

NOTE Because of renovations, no IN PERSON registrations can be accepted at our LANGARA office.

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) \$55

Thur. May 5 K.E.C. 6:00 - 7:30 pm 8 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) \$35

Thur. May 5 K.E.C. 8:00 - 9:00 pm 8 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) \$55

Wed. May 4 K.E.C. 8:00 - 10:00 pm 8 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

Thur. May 5 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) \$55

Mon. May 2 K.E.C. 8:00 - 10:00 p.m. 8 weeks

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

COMMERCIAL MUSIC

SYNTHESIZER ARTS I 102604

Explore the principles of sound; synthesis of sound; digital sampling of sound, the use of the computer in music; 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) \$65

Mon. May 2 K.E.C. 6:15 - 8:15 pm 8 weeks

SYNTHESIZER ARTS II 102605

ENSEMBLES

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. (Sikora) \$65
Sat. May 7 K.E.C. 10:00 am - 12 noon 10 sessions

RAY SIKORA graduated from West Lake College of Modern Music in Hollywood, California. He has performed with Stan Kenton, Les Elgart, Duke Ellington, and the Boss Brass among others. He has recorded for CTV, CBC, TVT, and the National Film Board.

TEN INSTRUMENTS IN SEARCH OF A COMPOSITION 502536
This is an ideal opportunity to combine composition and improvisation. During the ten weeks of the course, ten students with different instruments will create a piece of music designed solely for the instrumentation of the group. Course content will include aspects of composition, orchestration, and improvisation. Students need not be advanced performers, but should have some reading ability and an open mind. (Harker) \$55
Mon. May 2 K.E.C. 6:00 - 8:00 pm 8 weeks

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) \$35
Tues. May 3 K.E.C. 6:00 - 7:00 p.m. 8 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) \$55
Wed. May 4 K.E.C. 6:00 - 8:00 p.m. 8 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) \$55
Wed. May 4 K.E.C. 8:00 - 10:00 p.m. 8 weeks

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

GUITAR: JAZZ-ROCK IMPROVISATION 502509
Develop solo lines, expand chord vocabulary and jazz-rock rhythms. Prerequisite: knowledge of basic chords (some bar chords) and theory such as major scales. (Jahnke) \$35
Mon. May 2 K.E.C. 8:00 - 9:00 p.m. 8 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) \$35
Mon. May 2 K.E.C. 9:00 - 10:00 p.m. 8 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.

SAXOPHONE: BEGINNERS 502519
Learn proper holding, breathing, tone, and basic playing skills to start you on your way. Bring a music stand. (Diggins) \$35
Wed. May 4 K.E.C. 6:00 - 7:00 p.m. 8 weeks

PIANO

CLASS JAZZ PIANO 502504
Instruction on individual pianos. A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrollment limited to 8 per class. (Harker) \$55
Wed. May 4 K.E.C. 6:00 - 7:00 pm 8 weeks
Wed. May 4 K.E.C. 7:00 - 8:00 pm 8 weeks

CLASS JAZZ PIANO INTERMEDIATE 502531
A continuation of the beginners course, with emphasis on reading, and chording skills. Enrollment limited to 8 per class. (Harker) \$55
Wed. May 4 K.E.C. 8:00 - 9:00 pm 8 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 I FOR BEGINNERS 502517
Class instruction on individual pianos. Learn notation, basic playing skills, and chording techniques. Students should have access to piano for home practice. Enrollment limited to 8 per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. (Greene) \$55
Thur. May 5 K.E.C. 6:00 - 7:00 p.m. 8 weeks
Thur. May 5 K.E.C. 7:00 - 8:00 p.m. 8 weeks

PIANO INTERMEDIATE 502518
Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrollment limited to 8 per class. Seniors discount not available due to limited enrollment. (Greene) \$55
Thur. May 5 K.E.C. 8:00 - 9:00 p.m. 8 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 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 1/2-hour lessons, students from beginner to advanced are welcome. (Auditions may be required to study with certain instructors.)

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

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

VOCAL MUSIC

VOCAL COACHING 502521
Group and private lessons are combined. Develop strength, extension of range and vocal ease in performance. Registration only with instructor's approval. (Brauner) \$130
Wed. May 4 K.E.C. 6:00 - 8:00 pm 10 sessions

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

VOCAL PRODUCTION 502522
Basic singing techniques with emphasis on breathing, support, resonance, and tone quality. Ideal for those singing in a Church or community choir. (Gowans) \$35
Wed. May 4 K.E.C. 6:00 - 7:00 p.m. 8 weeks

ALEX GOWANS received his diploma in Musical Arts from VCC. He currently sings with the Vancouver Chorale, and the Christ Church Cathedral Choir. As a vocal soloist, he was the winner of the 1988 Vancouver Community College Concerto Competition.

NATURAL HISTORY COURSES & TRAVEL TOURS

OKANAGAN NATURAL HISTORY WEEKEND 502807
Explore the pine forests, sage-brush valleys and unique northern desert of the South Okanagan. Trip highlights include mountain goat watching at Keremeos, owling at Okanagan Falls, hiking after big horn sheep at Vaseux Lake and studies of desert flora at the Haines Lease Ecological Reserve. Car pool expenses and accommodation at \$12.00/night (double occupancy) are extra. Instructors: Syd Cannings, David Shackleton, Al Peatt \$50
ORIENTATION: Wednesday, May 4, 1988; 7:30 pm, K.E.C.
TRIP: May 21, 22, 23, 1988

INDIAN ARM NATURAL HISTORY CRUISE 502804
Explore a spectacular natural paradise close to home! Cruise Indian Arm in a 68-foot deluxe motor sailor, ISLAND ROAMER. Ecological studies are planned of Indian River estuary, rain forested islands and the seashore. Accompanying divers will bring up subtidal marine animals for observation. Delicious lunch provided. Aquarium members \$70, non-members \$75.
ORIENTATION: Monday, May 2, 1988; 7:30 pm, K.E.C.
BOAT TRIP: Sunday, May 8, 1988

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 Ninjints 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. Biologist, Dick Cannings, and anthropologist, Marg Holm will accompany tour. Cruise on motor sailor, ISLAND ROAMER. \$1645 (Includes tuition \$150) \$50 deposit at registration. (excludes airfare)
ORIENTATION: Wednesday, June 1, 1988; 7:30 pm, K.E.C.
BOAT TRIP: June 10 - 17, 1988

GULF ISLANDS NATURAL HISTORY SAILING TRIP 502803
Aboard the luxurious yacht, ISLAND ROAMER, cruise the ecological reserves, marine parks, and areas of historic interest in the Gulf Islands. You will start at Canoe Cove and visit Sydney Spit Marine Park. Mandarte Island seabird colony, explore the Discovery Island Lighthouse, observe the rare and unusual coastal plants on Trial Islands ecological reserve and study the richly-laden shores of Race Rocks — just to highlight a few stops! \$360 (Includes tuition \$110)
ORIENTATION: Wednesday, May 11, 1988; 7:30 pm; K.E.C.
BOAT TRIP: May 21 - 23, 1988

WHALES, EAGLES AND TOTEMS 502809
Tour the waters and lands of Johnstone Strait. Enjoy a stimulating introduction to British Columbia's rich and diverse marine life and the unique Kwaguitl Indian culture. Johnstone Strait teems with life at this time of year — seabirds, bald eagles, seals, sea lions, Dall's porpoise, and minke, 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 rain forest, 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)
ORIENTATION: Tuesday, July 5, 1988; 7:30 pm; K.E.C.
TRIP: July 28-31 OR September 1-4, 1988

NATURAL HISTORY FOR WALKERS AND HIKERS 502805
From sea's shore to mountain tops—discover the diversity of B.C.'s life zones. This course is invaluable for outdoorsmen and serves an introduction to key natural history areas of southwestern B.C. Learn about the land forms, life histories of common plants and animals and their ecological associations. Course taught by experienced naturalists through illustrated lectures and field trips to Fraser River Delta; Lighthouse, Cypress and Campbell Valley parks and a lab session at the Vancouver Aquarium. Instructors: Nancy Baron, Syd Cannings and Dick Cannings. \$70
Thur. Apr. 28, May 5/12/19/26 K.E.C. 7:00 - 9:00 pm Mornings
Sat. Apr. 30, May 7/14

MANDARTE ISLAND SEABIRDS 502816
Mandarte Island, located in Haro Strait, supports one of the largest colonies of breeding seabirds in our inland waters. Its over 5,000 inhabitants have been intensively studied for over 50 years. On an all-day field trip led by ornithologist, Alice Cassidy, you'll be able to observe the breeding activities of many species, including pigeon guillemots, gulls, cormorants...and with luck, the island's pair of tufted puffins. Cost covers boat charter. Bring lunch. \$60
ORIENTATION: Wednesday, May 25, 1988; 7:30 pm; K.E.C.
TRIP: Sunday, June 5, 1988

OUR LANGARA OFFICE IS BEING RENOVATED

Extensive renovations are taking place to the Langara Campus of Vancouver Community College. During these renovations, the Continuing Education office will be relocated to a temporary facility. Because of these changes, we will be unable to accept IN PERSON registrations at Langara.

For courses held at Langara, you can register three ways:

1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.
2. By PHONE. Charge it to your VISA card. Vancouver Vocational Institute 682-5844
King Edward and Langara Campuses 875-8200
Nursing & Health Education 687-1757
3. IN PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.



register
3 ways



1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.



2. By PHONE. Charge it to your VISA card. Vancouver Vocational Institute 682-5844
King Edward and Langara Campuses . . 875-8200
Nursing & Health Education 687-1757

NOTE Because of renovations, no IN PERSON registrations can be accepted at our LANGARA office.

STANLEY PARK BEACH WALK 502817
During a two-hour walk along the shores of Stanley Park, you'll be surprised by the richness of life in Vancouver Harbour. This is a chance to learn basic seashore ecology and the identification and natural history of local beach creatures. Wear rubber boots, bring a small bucket and meet at Lumberman's Arch. Leader: Marja de Jong Westman. \$15
Sat. July 2 12:45 - 3:00 pm

SAILING HOWE SOUND/CANADIAN YACHTING ASSOCIATION (CYA) 502818
3 Day Basic Learn to Cruise
This course offers sailing instruction while visiting sites of interest. A comfortable hike is offered, exploring the coast forest on Gambier Island. Observe marine life while cruising in protected waters, aboard a full sized comfortable, luxurious, CYC yacht. All sailing instruction is provided by an Advanced CYA instructor. Course covers: maneuvering under sail and power, basic navigation and many other seamanship skills to complete the CYA Learn to Cruise standard. Bareboat certification is offered on successful completion. Class size is limited, pre-registration required. Orientation class on the Monday prior to departure.
Departure dates:
1) Victoria Day - May 21, 1988; 9:30 am
Return: May 23, 6:30 pm \$295
2) Father's Day - June 17, 1988; 9:30 am
Return: June 19, 6:30 pm \$295
3) Canada Day - July 1, 1988; 9:30 am
Return: July 3, 6:30 pm \$295

Yacht, instructor, sleeping berth, safety gear and food provision with dinner wine is provided. Hotel accommodation is optional at student's expense.
For more information, please call CYA Cruise & Learn (Holiday Adventure Ltd., 439-1191 - Marcus Kerry, or Wayne Deele, VCC, CE - 875-8200.

NATURAL HISTORY TRAVEL TOUR 502816
FOR INFORMATION AND BOOKINGS: Call Great Expeditions 263-1476.

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 a trip to the world's second oldest preserve, the Royal National Park. 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: \$5440 * subject to change (includes tuition of \$555)
TRIP: October 22 to November 12, 1988
LEADER: Biologist, SYD CANNINGS, Curator, Museum of Entomology, U.B.C.

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

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) \$65
Mon. May 2 V.V.I. 7:00 - 9:30 pm 8 sessions
Sat. May 7 V.V.I. 9:30 am - 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) \$80
Wed. May 11 V.V.I. 7:00 - 10:00 pm 8 weeks

TYPING BUSINESS LETTERS 104204
Learn the principle parts, styles, punctuation patterns and proper placement of business letters. You will type several business letters practicing the rules. (Tollstam) \$25
Thu. June 23 V.V.I. 7:00 - 10:00 pm 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 typewriter for business or personal use. There will be no beginner theory; therefore, more emphasis is placed on typing and keyboard skills. (Tollstam) \$50
Thu. May 12 V.V.I. 7:00 - 10:00 pm 5 sessions

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

KEYBOARDING ON COMPUTERS 104206
The objective of this course is to develop keyboarding skill 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 approx. \$29.25. This is a practical course using IBM compatible personal computers. (Hughes) \$125
Mon/Wed May 9/11 LANGARA 7:30 - 10:00 pm 6 sessions

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. The last two lessons are spent on electronic typewriters. Please bring your own typing paper. (Worobetz) \$45
Tues. May 3 V.V.I. 7:00 - 9:00 pm 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 mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. (Hogan) \$55
Sat. May 28 LANGARA 10:00 am - 4:00 pm 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. June 4 LANGARA 10:00 am - 3:00 pm 2 sessions

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) \$55
Sat. May 7 LANGARA 10:00 am - 4:00 pm 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
Tue. Apr. 19 V.V.I. 6:00 pm - 9:00 pm 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
Thur. Apr. 21 V.V.I. 6:00 - 9:00 pm 10 sessions

BUILDING A POWERFUL VOCABULARY **NEW 104213**
No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of on-going study and give a large number of new words and meanings. (Hogan) \$35
Sat. May 14 LANGARA 10:00 am - 4:00 pm 1 session

MEMO AND REPORT WRITING FOR BUSINESS **NEW 104211**
Learn the standard formats for memorandums and reports, and review the modern and powerful language of business writing to get results. (Hogan) \$55
Sat. June 25 LANGARA 10:00 am - 4:00 pm 1 session

SPEED BUILDING FOR SHORTHAND **NEW 104212**
This course will aim at 80 words per minute in your own preferred system of shorthand. Classes will consist of practice dictation at lower speeds with 1 transcription for hand-in per class. There will be preview words for the next class for you to study in your own system. (Hogan) \$45
Tues. May 10 V.V.I. 7:00 - 9:00 pm 6 weeks

BECOMING A SUCCESSFUL SUPERVISOR 100202
Intended for persons who are or are about to become new supervisors. Review of essential skills to deal with this new position and discuss the role of a supervisor, how to delegate, leadership skills, effective people skills and problem solving techniques. Please bring a lunch. (Bradbury) \$30
Sat. May 28 LANGARA 9:00 am - 3:00 pm 1 session

DEALING WITH PEOPLE AND TIME 100203
For those who deal with other people and who must also deal with time restrictions. Focus on being organized and utilizing your capabilities in your career. Topics include communicating effectively, making the most efficient use of your time; handling interruptions; dealing with clients and/or customers. Please bring a lunch. (Bradbury) \$30
Sat. May 14 LANGARA 9:00 am - 3:00 pm 1 session

DONNA BRADBURY has 20 years' experience in business and is currently working as a Coordinator for the training division of a management consulting firm.

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
Thur. May 5 K.E.C. 7:00 - 9:00 pm 4 weeks

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

AN INTRODUCTION TO ZEN MEDITATION 503425
This workshop is set up to teach Zen Meditation to the complete beginner. The initial meditation instruction will be further clarified by talks on different aspects of meditation in daily life and a slide show on Zen training at a Buddhist monastery. Please wear loose clothing and bring a firm cushion. (Glass) \$30
Sat. May 14 LANGARA 9:30 am - 4:30 pm 1 session

GEOFFREY GLASS studied Zen for 7 years in a Buddhist monastery in California and has given workshops and retreats in several cities in Western Canada in recent years.

THE PSYCHOLOGY OF ACHIEVEMENT 503427
Learn how to positively energize yourself using your inner mind. Using a variety of relaxation, imagery, visualization and selfhypnosis 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) \$55
Sat/Sun May 14/15 LANGARA 9:30 - 4:30 pm 2 sessions
OR
Sat/Sun June 4/5 LANGARA 9:30 - 4:30 pm 2 sessions

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

RELATIONSHIPS - MAKING THEM WORK 503413
Two experienced therapists discuss the essential components and dynamics of satisfying long-term relationships. They examine the developmental stages and challenges, including possible breakdown of relationships. (Belisle & Fraser) \$20
Wed. May 18 LANGARA 7:00 - 9:00 pm 1 session

LOUISE BELISLE and MARK FRASER are therapists in private practice.

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. (Bannister) \$50
Mon. May 9 LANGARA 8:00 - 10:00 pm 8 sessions

ROSEMARY BANNISTER has done extensive training at all levels of government and with private industry.

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. May 10 LANGARA 8:00 - 9:00 pm 4 weeks

THE INNER LIFE OF MEN - A MALE POINT OF VIEW **NEW 503428**
Daryl Goldenberg has devoted the past 10 years of his therapy practice to male psychology, destructive relationships and addictions. He will share patterns and meanings he has found. Topics covered will include: the father-wounded son, work vitality, the feminized male and the Atlas syndrome. Your issues, though different, will be welcome. (Goldenberg) \$20
Mon. May 9 LANGARA 7:30 - 10:00 pm 1 session

DARYL GOLDBERG, M.A. in Counselling, is in private practice focusing on men's issues, relationships and spiritual practice in daily life.

INTIMATE RELATIONSHIPS: LOVE, DESIRE AND CONFRONTATION **NEW 503429**
In this day-long workshop, Daryl Goldenberg and Gina Carvalho will facilitate environment for open dialogue between men and women. Participants will look at basic issues such as: trust, freedom and commitment, sexual adequacy, jealousy, why relationships fall apart, how to use anger to get unstuck and keeping relationships fresh once the newness has worn off. This workshop is open to couples or individuals. (Goldenberg & Carvalho) \$30
Sat. June 4 LANGARA 9:30 am - 4:30 pm 1 session

OPENING UP TO YOUR PSYCHIC SELF **NEW 503430**
This course is designed to introduce you to aspects of your psychic self. It is mainly experiential, so come with an open mind and learn simple but very practical techniques to enhance your own psychic energy system. (Forzley) \$55
Tues. May 10 LANGARA 8:00 - 10:00 pm 6 weeks

SELF-ESTEEM AND UNDERSTANDING: HOME IS WHERE WE START FROM 503423
Discuss with two therapists the importance of life experiences that influence feelings about ourselves and how knowledge and self-awareness can build self-esteem and confidence. (Belisle & Fraser) \$20
Wed. June 1 LANGARA 7:00 - 9:00 pm 1 session

VCC Continuing Education - Keeping you in mind.

PHOTOGRAPHY

VISUAL ARTS CERTIFICATE - PHOTOGRAPHY MAJOR

This is a new certificate program offered 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 am - 4:00 pm Tuesday through Saturday. For those unable to register during the day, evening registration will be from 7:00 pm - 9:00 pm on March 22 and 23 only. For information please contact Focal Point at 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. April 11	FOCAL POINT	7:00 - 10:00 p.m.	10 weeks
Tues. April 12	FOCAL POINT	12:30 - 3:30 p.m.	10 weeks
Tues. April 12	FOCAL POINT	7:00 - 10:00 p.m.	10 weeks
Fri. April 15	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. (Brooks, Milligan) \$125

Mon. April 11	FOCAL POINT	7:00 - 10:00 p.m.	10 weeks
Tues. April 12	FOCAL POINT	12:30 - 3:30 p.m.	10 weeks
Tues. April 12	FOCAL POINT	7:00 - 10:00 p.m.	10 weeks
Fri. April 15	FOCAL POINT	7:00 - 10:00 p.m.	10 weeks

DOUG BRONS, C.A.P.I.C., a commercial photographer who specializes in studio and product photography.

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. April 13	FOCAL POINT	7:00 - 10:00 p.m.	10 weeks
Sat. April 16	FOCAL POINT	10:00 a.m. - 1:00 p.m.	10 weeks
Sat. April 16	FOCAL POINT	1:30 - 4:30 p.m.	10 weeks

PRACTICAL DARKROOM 300104

Learn fine quality black and white 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

Thur. April 14	FOCAL POINT	7:00 - 10:00 p.m.	10 weeks
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DAVE SWINNARD, BSc. - Working commercially as an architectural and industrial photographer and also a darkroom specialist.

PEOPLE PHOTOGRAPHY 300107

This course will examine the various concepts employed in the photography of people, whether it be for editorial, advertising, travel, corporate, fine art or just fun. Lighting ratios, metering, controlling contrast and the qualities of light will be covered as well as the photographing of individuals and groups, and the professional ethics of dealing with your subjects. There will be several shooting sessions with models both in and out of the studio. Students must have completed "Intermediate Photography" or equivalent. (D. Gregory) \$175

Wed. April 13	FOCAL POINT	7:00 - 10:00 p.m.	5 weeks
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DOANE GREGORY, C.A.P.I.C., a freelance commercial photographer specializing in people and editorial.

COMMERCIAL PHOTOGRAPHY 300116

This course will give students practical experience in the field of commercial photography with emphasis placed on advertising. Students will be given assignments each stage of which will be followed and guided by a professional art director and photographer. Topics will include: working with clients, art directors and models, composing layouts, and getting the most out of photographic equipment and lighting. Students must have completed "Intermediate Photography" or equivalent. (M. Sheldan and TBA) \$175

Thur. April 14	FOCAL POINT	7:00 - 10:00 p.m.	10 weeks
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MONTY SHELDAN, C.A.P.I.C. - A commercial photographer and graphic designer who specializes in the design and implementation of advertising programs.

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. May 21 and 28	V.V.I.	9:00 am - 4:00 pm	2 days
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KIKU HAWKES - A local photographic artist who specializes in the hand tinting of historical and contemporary black and white photographs.

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. April 23	FOCAL POINT	10:00 a.m. - 4:00 p.m.	Lecture/Demo
Sun. April 24	FOCAL POINT	10:00 a.m. - 4:00 p.m.	Workshop
Sat. May 7	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.

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. April 11	V.V.I.	7:00 - 9:00 pm	10 weeks
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TED AYLES has been working in the Printing Industry for 15 years.

R-2000 TECHNOLOGY

R-2000 WHAT YOUR NEXT HOME COULD BE / HOMEOWNERS 500408

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

Learn:

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

Homes built by trained R-2000 builders receive the R-2000 home identification certificate. \$30

Sat. June 18	K.E.C.	9:00 a.m. - 4:00 p.m.	1 session
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R-2000 WHAT YOUR NEXT HOME COULD BE / BUILDERS 050202

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

- how proven construction techniques and energy-saving equipment 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. May 28	K.E.C.	9:00 am - 5:00 pm	
Sat. June 4	K.E.C.	9:00 am - 5:00 pm	
Sat. June 11	K.E.C.	9:00 am - 5:00 pm	

24 HOURS TOTAL 3 sessions

REAL ESTATE

BUYING A CONDOMINIUM 500701

Introduces new buyers to the financial and legal 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. May 7	K.E.C.	9:00 a.m. - 12:00 p.m.	1 session
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CONDOMINIUM OPERATIONS AND MANAGEMENT 500702

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. May 28	K.E.C.	9:00 a.m. - 12:00 p.m.	1 session
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GERRY FANAKEN - President of a property management company in Vancouver and author of two books on condominium administration.

DEALING IN REAL ESTATE 500703

A thorough examination of all aspects of real estate transactions for residential property, with emphasis on laws, financing, construction and how to determine value. (Harmel) \$65

Thur. Apr. 21	V.V.I.	7:00 - 9:30 pm	7 weeks
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GARY A. HARMEL, BA., LL.B., is a practising lawyer specializing in commercial and real estate law.

TENANT AND PROPERTY MANAGEMENT 500705

For owners of rental houses, single suites and small apartment buildings, learn the essentials of profitable management, tenant screening techniques, good tenant relations and the Residential Tenancy Act. (Pink) \$45

Sat. Apr. 23	V.V.I.	10:00 am - 3:00 pm	1 day
Sat. May 7	LANGARA	10:00 am - 3:00 pm	1 day

LEGAL ASPECTS OF BUYING A HOUSE 502203

Learn to buy a house and avoid common pitfalls in this complicated transaction. Explore the role of the real estate agent, what to look for when signing the interim agreement, understanding mortgages, insurance and closing the deal. (Morris) \$20

Wed. May 25	K.E.C.	7:00 - 9:00 p.m.	1 session
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STEVEN MORRIS is a Barrister and Solicitor, General Litigation practice.

TEN STEPS TO SELLING YOUR OWN HOME 500708

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. (Smail) \$25

Tues. May 3	K.E.C.	7:00 - 10:00 pm	1 session
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DAVID SMAIL is a graduate of the Faculty of Commerce, UBC and works as a local government budget analyst.

CONDOMINIUM BYLAWS, DISPUTES AND ARBITRATION 500706

Strata Corporations establish bylaws and regulations from which disputes arise between owners and the Strata Council or between two or more owners. These can be resolved by arbitration under the Condominium Act. (Collins) \$40

Sat. May 28	K.E.C.	9:30 am - 4:30 pm	1 session
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ANTHONY COLLINS FRICS, C.Arb, FCIArb, is a commercial arbitrator and mediator. He is the principal of PACIFIC RIM ARBITRATION and ALTERNATIVE DISPUTE RESOLUTION.

Please see Building Manager Residential for further courses.



CONTINUING EDUCATION CERTIFICATE PROGRAMS

If you need training to get ahead in your job, to broaden your career path or blaze a new one, a Continuing Education Certificate Program is designed specifically to meet your need.

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

Each Certificate Program must meet the following criteria:

1. An established, sanctioned curriculum with a logical grouping of courses.
2. A Program Advisory Committee composed of members with expertise in that field.
3. Based on an employer, outside agency, or industry standard.
4. A formal procedure for evaluation.

- Building Manager (Residential)
- Business Administration
- Community Based Social Services
- Computer Skills for the Workplace
- Counselling Skills
- Court Interpreting
- Early Childhood Education
- Fashion Arts
- Management of Non-Profit Organizations
- Management Skills for Continuing Care
- Management Skills for Supervisors
- Non-Profit Management
- Recreation Facilities Management
- Sterile Supply Processing Aid
- Substance Abuse
- Teaching English as a Second Language
- Telecommunications Management
- Visual Arts -- Photography Major
- Volunteer Management
- Working With School Age Children

RECREATION

AFRO JAZZ DANCE WORKSHOPS 504020

Planning a Caribbean trip or a visit to Brazil and need to have a good basic knowledge of AFRO Caribbean Dance. Learn Calypso, Mambo, Samba, Tango and exciting dance combinations that can be used for popular music. (Thelma Towns) \$10

Sat. May 14	LANGARA	1:00 - 4:00 pm	1 session
Fri. June 17	LANGARA	6:00 - 9:00 pm	1 session

RELAX AND RELIEVE STRESS 504029

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

Thu. Apr. 21	LANGARA	5:30 - 6:30 pm	5 sessions
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EFFECTIVE CYCLING 504001

Interested in polishing your riding technique and learning the basics of riding your bicycle in traffic? Topics covered - bike size and fit, flat tires, helmets, gearing, emergency maneuvers, and equipment selection - so that bike riding will be more enjoyable and enable you to ride with confidence. One-half of the course time will be spent on-bike on the road. Please bring your bicycle to the first class. Information 873-2384. Instructor: Bicycling Association of B.C. (Text optional) \$65

Sat. Apr. 23	LANGARA	9:00 - 12:00 noon	1 session
Sat. Apr. 23	KEC	6:00 - 9:00 pm	1 session
Tues. Apr. 26	LANGARA	6:00 - 9:00 pm	1 session
Tues. Apr. 26	KEC	6:00 - 9:00 pm	1 session

CHI GONG **NEW** 504033

This is a mild exercise of more than 2000 years of history in China for keeping fit. The exercise taught is called "Da Yan Qi Gong" - literally meaning "Wild Geese Breathing Exercise." Actually there is much more to it! By imitating the postures and movements of the wild geese, students are taught ways to regulate their body and mind, stimulating a strong sensation of "Qi" or vital energy. The course covers the basic 64 postures. (Various) \$40

Mon/Wed May 2	LANGARA	7:00 - 8:00 pm	12 sessions
Mon/Wed May 2	LANGARA	8:00 - 9:00 pm	12 sessions

SHIATSU I 504005

A practical course, with the emphasis on relief of stress and tension using pressure points and gentle stretches to the body's energy flows. Some history and theory of this effective Japanese system of acupressure will be included. Bring a blanket or mat, and be prepared to relax and enjoy yourself. Light lunch included. (Thomas) \$30

Sat. Apr. 9	LANGARA	9:30 am - 4:30 pm	1 day
Sat. May 7	LANGARA	9:30 am - 4:30 pm	1 day
Sat. June 4	LANGARA	9:30 am - 4:30 pm	1 day

SHIATSU II 504006

Completion of this course, in combination with Shiatsu I, will give participants a complete Shiatsu treatment to offer family and friends. Both courses offer self-shiatsu techniques to relax and revitalize. \$30 If students register in both courses, the total cost will be \$55.00

Sat. Apr. 16	LANGARA	9:30 am - 4:30 pm	1 day
Sat. May 14	LANGARA	9:30 am - 4:30 pm	1 day
Sat. June 11	LANGARA	9:30 am - 4:30 pm	1 day

SHIATSU-WORKSHOP (NECK & SHOULDER) 504027

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. Apr. 30	LANGARA	9:30 am - 12:30 pm	1 session
Sat. June 25	LANGARA	9:30 am - 12:30 pm	1 session

SHIATSU-WORKSHOP (BACK TENSION) 504028

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 am - 12:30 pm	1 session
Sat. May 28	LANGARA	9:30 am - 12:30 pm	1 session

SHIATSU-WORKSHOP (WOMEN RELAXATION) 504032

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. May 14	LANGARA	9:30 am - 12:30 pm	1 session
Wed. June 1	LANGARA	7:00 - 10:00 pm	1 session

TAI CHI CHUAN - INTRODUCTION 504007

Learn the venerable art which emphasizes the integration of the mind with the body through developing balance, rhythm, speed, body posture, and coordination of body movements. (Wang) \$70

Sat. May 7	LANGARA	9:30 - 11:30 am	8 weeks
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HATHA-YOGA 504008

Enjoy an evening of exercise and relaxation with Hatha-Yoga. This course is designed to develop flexibility, balance and increase strength. Men and women of all ages welcome. (Kauhausen) \$65.

Tue/Thur May 10	LANGARA	7:00 - 8:30 pm	12 sessions
Tue/Thur June 21	LANGARA	7:00 - 8:30 pm	12 sessions

INTRODUCTION TO SAILING **NEW** 504034

An information evening about sailing. Plan to attend this one evening lecture, film and general discussion. Details on the Canadian Yachting Association (CYA). Certification will be included. For further information call Ron Campsall 984-2259. \$10

Wed. Apr. 27	LANGARA	7:00 - 10:00 pm	1 session
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GOLF

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

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

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

— Courses are held outdoors only!! Location: LANGARA CAMPUS

— Equipment provided. Cost of Range Balls NOT INCLUDED.

SESSION 1

Mon/Wed	May 2	LANGARA	Beginners	5:30 - 7:00 pm	\$40
Mon/Wed	May 2	LANGARA	Beginners	7:15 - 8:45 pm	\$04012
Tue/Thur	May 3	LANGARA	Beginners	5:30 - 7:00 pm	\$04012
Tue/Thur	May 3	LANGARA	Beginners	7:15 - 8:45 pm	\$04012

SESSION 2

Mon/Wed	May 30	LANGARA	Beginners	5:30 - 7:00 pm	\$04012
Mon/Wed	May 30	LANGARA			

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) \$140
Thur. Apr. 28 LANGARA 7:00-10:00 pm 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) \$140
Tues. Apr. 26 LANGARA 7:00-10:00 pm 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. \$140
Mon. Apr. 25 LANGARA Wadsworth 7:00-10:00 pm 13 sessions
Tues. Apr. 26 LANGARA Glass 7:00-10:00 pm 13 sessions
Wed. Apr. 27 LANGARA Badley 7:00-10:00 pm 13 sessions
Thur. Apr. 28 LANGARA TBA 7:00-10:00 pm 13 sessions

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

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

HOW TO MAKE YOUR SMALL BUSINESS PROFITABLE 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. \$140
Tue. Apr. 26 LANGARA Glasser 7:00-10:00 pm 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 for the approx. value: \$40. To be offered in Fall 1988.

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 at the approx. value: \$40.
To be offered in Fall 1988.

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.

FOOD AND BEVERAGE CONTROLS

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
Please call V.V.I. at 681-8111 for specific information.

C) 1 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 course.

RESIDENTIAL DESIGN

INTRODUCTION TO RESIDENTIAL INTERIOR DESIGN PART I 504201

Learn personal expression in functional interiors. Topics include space planning, scaled layouts, the history and development of furniture, style planning and colour theory. Find practical solutions for your residential design projects. (Kennedy) \$55
Thur. May 5 K.E.C. 7:30-9:30 pm 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
Thur. June 9 K.E.C. 7:30-9:30 pm 5 weeks

PATRICK KENNEDY, IDC, Interior design education in London, England. Designer working in Vancouver on residential and commercial projects.

SELF DEFENCE

WOMEN FIGHT BACK PART I 504401

Females aged 12 to 50 learn the skills necessary to protect themselves both verbally and physically in uncomfortable, threatening & dangerous situations. Learn personal safety techniques, daily prevention routines, useful combinations of releases and techniques. (Morningstar) \$25
Sat. May 7 K.E.C. 9:30 am - 4:00 pm 1 session

CATHY MORNINGSTAR is a martial artist who has developed and instructed self-defence courses throughout B.C.

WOMEN'S SELF DEFENSE 504015

An effective system of self-defense for women in public, personal and social situations. Learn awareness, action avoidance and how to deal with harassment. Bring an old cushion. (Miller) \$45
Wed. May 25 LANGARA 6:00-8:00 pm 6 weeks

SMALL BUSINESS

The Federal Business Development Bank and Vancouver Community College are pleased to offer a five week step-by-step program to show you how to start and manage a business. Each course is 6 hours of instruction offered over 2 evenings for 3 hours per night. At \$75 per course or for a total of \$300 for all 5 courses for a saving of \$75. For registration phone 875-8200.

ALL 5 COURSES \$300. 106038

WEEK 1 HOW TO START A BUSINESS 106039

Learn the 7 key steps to developing a business plan for a new enterprise. \$75
Tue/Thu Apr. 19/21 LANGARA 7:00-10:00 pm 2 sessions

WEEK 2 IDENTIFYING AND MARKETING BUSINESS OPPORTUNITIES 106040

Both parts \$75
Part 1: Tuesday - How to Identify Business Opportunities
Starting a successful business frequently centers on finding an opportunity overlooked by others. This seminar will concentrate on how and where to look, sources of information and accessing ideas for new adventures.
Part 2: Thursday - Developing a Market for a New Business
Marketing is the engine that drives your business. Relating customers, products, prices, promotion and distribution to each other is the basis for developing a marketing strategy.
Tue/Thu Apr. 26/28 LANGARA 7:00-10:00 pm 2 sessions

WEEK 3 FINANCIAL STATEMENTS - FORECASTING AND A CASH BUDGET 106043

Both parts \$75
Part 1: Tuesday - Understanding Financial Statements - The Language of Business
Making the right decision depends on your knowledge of financial statements and knowing what to control.
Part 2: Thursday - How to Prepare a Sales Forecast and a Cash Budget
Preparation of an accurate forecast, and using it as a basis for your budget to measure how well the business is doing, and keeping it in line.
Tue/Thu May 3/5 LANGARA 7:00-10:00 pm 2 sessions

WEEK 4 BANKING AND REVENUE CANADA 106041

Both parts \$75
Part 1: Tuesday - How to Win Funds and Influence Your Banker
Communication is a two-way street: from your banker and to your banker. Learn how to present yourself and your financial requests to your best advantage. Understand the criteria a banker needs to make a positive decision - know how to influence him and win your case!
Part 2: Thursday - My Business and Revenue Canada: Tax Tips for Small Business
With a professional accountant and tax advisor, you can learn the basic principles and tips of tax planning and how to reduce or minimize your taxes.
Tue/Thu May 10/12 LANGARA 7:00-10:00 pm 2 sessions

WEEK 5 A CRASHCOURSE IN BOOKKEEPING 106042

These two evenings will explain in easy to understand terms the 5 basic steps of bookkeeping, from recording the transactions to producing financial statements. \$75
Tue/Thu May 17/19 LANGARA 7:00-10:00 pm 2 sessions

SOCIAL SERVICES

COMMUNITY BASED SOCIAL SERVICES CERTIFICATE PROGRAM

This program will improve the skills of social service workers currently employed in the field. Part one of the program focuses on the general skills required by all social service workers. Part two explores the issues, concerns and resources for at-risk social service groups and individuals. Part three is a field practicum consisting of 60 hours of supervised volunteer placement. Instruction consists of 105 hours, held one evening a week for nine months. This program begins in September 1988. For more information call 875-8200. Deadline for applications: June 30, 1988. \$400

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
Sun. May 29 LANGARA 9:00 am - 4:00 pm 1 session

OR
Wed. May 11/18 LANGARA 7:00-10:30 pm 2 weeks

OR
Wed. July 6/13 LANGARA 7:00-10:30 pm 2 weeks

DR. HARRY LENDVOY, Department of Physical Education and Recreation, Langara, B.C. Sports Medicine Council.

B.C. SPORT FIRST-AID II 151215

More in-depth information on sports injuries and related sports medicine topics. (Lendvoy) \$75
Sat/Sun. June 11/12 LANGARA 9:00 am - 4:00 pm 2 sessions

STRENGTH & 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. (Lendvoy) \$35
Sat. June 4 LANGARA 9:00 am - 4:00 pm 1 session

OR
Wed. May 25/June 1 LANGARA 7:00-10:30 pm 2 sessions

OR
Wed. July 20/27 LANGARA 7:00-10:30 pm 2 sessions

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
Sat. June 4 LANGARA 9:00 am - 5:00 pm 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. June 11/12 LANGARA 9:00 am - 5:00 pm 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.

COACHING CERTIFICATION LEVEL I THEORY 151001

A nationally recognized certificate program for coaches. (Various instructors) \$35
Sat./Sun. May 21/22 LANGARA 9:00 am - 4:00 pm 2 sessions
Sat./Sun. July 16/17 LANGARA 9:00 am - 4:00 pm 2 sessions

COACHING CERTIFICATION LEVEL II THEORY 151002

Learn training methods, nutrition, psychology of sport, sport injuries, and skill analysis. Prerequisite: "Level I Coaching". All resource materials supplied. (Various instructors.) \$35
Fri. May 27 LANGARA 7:00-10:30 pm
Sat./Sun. May 28/29 LANGARA 9:00 am - 5:00 pm 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 mean and whether or not vitamin/mineral supplements are useful. (Crawford) \$15
Wed. June 8 LANGARA 7:00-9:00 pm 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. (Lendvoy) \$40
Tue. June 7 LANGARA 7:00-10:00 pm 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. June 15 LANGARA 7:00-10:00 pm 1 session

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

FITNESS LEADERSHIP

FITNESS LEADERSHIP 151209

The increased interest and participation in fitness and sport activities now requires leaders to design more sophisticated and individualized exercise. Theoretical modules include anatomy, physiology, kinesiology, nutrition and exercise medicine. Practical component of course will be provided by Sweat Co. Workout Studios Ltd. You will be eligible to write the BCRA Fitness Leadership exam. (Various instructors) \$100
Wed. May 11/18 LANGARA 6:30-10:30 pm
AND
Sat. May 14/21 9:00 am - 4:00 pm
AND
Sun. May 22/29, June 5/13 2:00-6:00 pm 8 sessions

BACK PAIN AND EXERCISE (IT ONLY HURTS WHEN I MOVE) **NEW** 151221

Introduction to anatomy and biomechanical assessment of the spine. Procedures in prevention and rehabilitation of common back disorders. Of special interest to participants in fitness and sport. Sessions include theory and practical experience. (Walsh) \$25
Wed. June 1 & 8 LANGARA 7:00-10:00 pm 2 sessions

MARI WALSH (Registered Physiotherapist) Manual Therapist at UBC.

MASSAGE IN SPORT AND EXERCISE **NEW** 151222

Exercise and sport participants will benefit from this program. Learn the techniques of self-massage and athletic massage. Bring shorts and loose clothing. For further information, contact Doug Fairweather at 689-9686. \$25
Sat. June 11 LANGARA 9:00 am - 4:00 pm 1 session

DOUG FAIRWEATHER (Registered Massage Therapist) Therapist for National Cycling Team, Instructor at West Coast College of Massage Ther- apy.

BIOMECHANICAL MUSCLE IMBALANCE AND TRAINING ERRORS **NEW** 151223

An analysis of common chronic and recurring injuries in exercise and sport. Emphasis on body alignment and joint stress. Clinical case histories will be discussed. (Stark) \$10
Wed. June 22 LANGARA 7:00-10:00 pm 1 session

DR. STEVEN STARK (Podiatrist), Lower Extremity Biomechanist, Podiatric Sport Medicine Testing and Research.

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
Thur. June 2/9 LANGARA 7:00-10:00 pm

PLUS
Sun. June 5/12 LANGARA 9:00-4:00 pm 4 sessions

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. Maximum enrollment: 25 (Hinkle, House) \$130
Mon. Apr. 18 KEC 7:00-10:00 pm 10 sessions
Tue/Thur Apr. 19 KEC 1:00-4:00 pm 10 sessions
Mon-Fri June 6-10 KEC 9:00 am - 4:00 pm 5 sessions
(15 spaces reserved for Summer School, limited space available)

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.

JENNIFER HOUSE, M.Ed. - Over 10 years' experience in ESL. Primary interests include community-based ESL classes, ESL tutor programs, teacher training and writing.

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. Priority will be given to students enrolling in the ENTIRE Summer program. (Internship takes place in the Fall term.) Deadline for application is April 30, 1988. * \$75-\$200 for a comprehensive program guide. *

GENERAL INFORMATION SESSIONS for anyone interested in the TESL CERTIFICATE PROGRAM

Thursday, April 7, Room 4043, King Edward Campus
10:00 am - 11:30 am OR 1:30 pm - 3:00 pm OR 7:00 pm - 8:30 pm
Pre-registration not required for information sessions.

CORE COURSES OFFERED APRIL TO JUNE 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)

PART II - TEACHING GRAMMAR
Techniques and materials for teaching structure of the English language and the grammatical points covered in Part I. (Bates)

Thur. K.E.C. 7:00-10:00 pm
AND Sat. Apr. 21 K.E.C. 9:30 am - 12:30 pm 16 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 LISTENING & SPEAKING 150817

Concentrates on the techniques and materials to teach oral communication and improvement of listening skills. Use of the language lab as a tool included. (Clark) \$185
Tues. Apr. 19 K.E.C. 7:00-10:00 pm 10 sessions

CHRIS CLARK - an instructor at the Canada Language Centre. Interested in promoting communicative language teaching. She has been involved in teacher training projects throughout the Lower Mainland and is currently publishing, with Carla Pitton, a series of card games for the ESL classroom.

TEACHING WRITING 150813

An overview of approaches to writing and techniques for teaching free, controlled, process/product writing. Includes techniques of revision and editing and assessment of student writing. (Ling, Rothschild) \$185
Mon. Apr. 18 K.E.C. 6:00-9:00 pm 10 sessions

SUE LING, B.A. Hons., Postgrad. Dip. in Ed., M.Ed. 3 years teaching in Malaysia. With VCC since 1972.

DENNIE ROTHCHILD, Honours Baccalaureate, M.A. in progress, has taught ESL at VCC since 1977.

Certificate Program students are reminded that the following must be the last core course taken.

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. Apr. 20 K.E.C. 7:00-10:00 pm 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.

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.

AN INTRODUCTION TO LINGUISTICS FOR THE ESL TEACHER 150823

(This course is designed for the ESL teacher who has never taken a Linguistics course.) Upon completion of this course, students will be able to:

1. understand the main concerns and theoretical bases of several linguistics schools and models
2. evaluate and discuss these models in terms of their applicability and effectiveness in ESL training
3. select and adapt those features of the linguistic models which they find useful
4. organize lesson materials and adapt them to student needs.

Students will be expected to complete several short written exercises during the course. (Pidgion) \$100
Mon. May 9 K.E.C. 7:00-10:00 pm 6 sessions

M. PIDGION, B.A., M.A. Linguistics - 14 years' experience teaching English and linguistics at the university level overseas.

TESTING IN ENGLISH AS A SECOND LANGUAGE 150815

A practical course in testing your students' knowledge of English. You will learn how to use and construct a variety of tests for speaking, listening, reading, writing and grammar. A must for every ESL teacher who wants to know more about testing and assessment. (Gerber, Kennedy) \$120
Wed. Apr. 20 K.E.C. 7:00-10:00 pm 7 sessions

BARBARA GERBER has been teaching English as a Second Language at King Edward Campus since 1974. She has created materials and techniques for grammar instruction and has developed and implemented the Oral Interview Assessment Test for the English Skills Department at KEC. She serves on a college committee to identify and assist special needs students. She is a graduate of Boston University.

PATRICIA KENNEDY, B.A., has taught ESL since 1967; at VCC since 1973. Over the years she has developed a variety of intermediate level assessment tests, has developed tests for the KEC Assessment Centre. In 1985 she coordinated the writing of Listening & Speaking tests for the Canada/China Language Training Centre in Beijing.

TWO DAYS WITH CAROLYN GRAHAM USING THE ARTS IN THE ESL CLASSROOM 150827

A special workshop for ESL teachers with Carolyn Graham, celebrated author of *Jazz Chants* and other works. Guaranteed to be a dynamic and exciting experience, the workshop will explore the use of music, poetry writing and storytelling in the ESL classroom. \$120
Fri & Sat Apr. 15 & 16 K.E.C. 9:00 am - 4:00 pm 2 sessions

CAROLYN GRAHAM is on faculty at the American Language Institute at New York University and a Summer Teaching Fellow at Harvard. A professional musician, she has written several books, including *Jazz Chants*, *Jazz Chants for Children*, *The Electric Elephant* and *Other Stories*, and *Small Talk*. Her work is widely used by ESL teachers in every setting from kindergarten to adult.

(PLEASE NOTE: This workshop may be used towards the elective requirement in the TESL Certificate Program.)

Co-sponsored with the Association of British Columbia Teachers of English as an Additional Language (BCTEAL).

register
3 ways



1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.



2. By PHONE. Charge it to your VISA card.
Vancouver Vocational Institute 682-5844
King Edward and Langara Campuses ... 875-8200
Nursing & Health Education 687-1757



3. In PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.

NOTE: Because of renovations, no IN PERSON registrations can be accepted at our LANGARA office.

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 and adapting to & understanding the way a Japanese institution is organized. (Smith) \$60.
Thur. May 12 K.E.C. 7:00 - 10:00 pm 4 weeks

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

BASIC ENGLISH GRAMMAR 150826

By popular demand, a short course for native English speakers in the basic structure of the English language. Suitable for those with minimal knowledge of English grammar, or who wish to review their English grammar skills. Please note that this course does NOT count as an elective in the TESL Certificate Program. (Pidgeon) \$75
Sat. May 14 K.E.C. 9:30 am - 12:30 pm 4 sessions

M. PIDGEON, B.A., M.A. Linguistics - 14 years' experience teaching English and linguistics at the university level overseas.

TELECOMMUNICATIONS MANAGEMENT

TELECOMMUNICATIONS MANAGEMENT CERTIFICATE PROGRAM

This program offers you the opportunity to enhance your telecommunications knowledge and improve your management skills in this constantly changing field. All course instructors are practising telecommunications professionals providing you, the student, with up-to-date "real life" experience and knowledge. The Telecommunications Management Certificate Program will provide you with a unique combination of technical knowledge and management skills enhancing your potential for leadership in this evolving profession. **NON CERTIFICATE STUDENTS MAY ENROL IN ANY COURSE**

FOR REGISTRATION CALL 875-8200

FOR INFORMATION CALL HAL HOARE AT 875-8200

CERTIFICATE REQUIREMENTS

4 courses completed successfully in not more than 2 years, 6 terms, including:

- Course 1 Telecommunications Management I (Voice) 102201 *
- Course 2 Telecommunications Management II (Voice) 102202
- Course 3 Data Communications 102204
- Course 4 Designing the Integrated Office (BCIT) ADM 245 CRN 81677 **

* Telecommunications Management I (Voice) is a prerequisite for all 3 courses in the Certificate

** Please note this course is offered by BCIT. VCC students who successfully complete this course will receive credit for this course toward the VCC Certificate Program in Telecommunications.

ENTRY REQUIREMENTS

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

EVALUATION

Certificate students shall be evaluated on the basis of assignments, tests, and a final exam. Upon successful completion of all 4 courses, a student may apply for a College Certificate.

SCHEDULING

The three VCC courses in this program are offered in each of the three semesters, September (Fall); January (Winter) and April (Spring).

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) \$195
Thur. Apr. 21 V.V.I. 5:30 - 8:30 pm 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 Woodwards.

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, imple-

menting new systems, management skills, telephone management systems and staff training. (Duncan) \$195
Mon. Apr. 25 K.E.C. 6:30 - 9:30 pm 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 an introduction to packet switching, network management systems and network design criteria including the use of a case study. (Paul) \$235
Tue. Apr. 26 K.E.C. 6:30 - 9:30 pm 10 sessions

GERALD N. PAUL is Communication System Specialist with B.C. Tel. He has also instructed and developed courses in Data Communication Concepts and Networks as well as Multiplexed Services and Datapac I.

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
Thur. Apr. 14 5:30 - 8:30 pm 12 sessions

DOWNTOWN EDUCATION CENTRE (549 Howe St.)
The Designing the Integrated Office course is offered by B.C.I.T. For registration for this course only, call 434-1610.

TRAVEL COURSES AND TOURS

TRAVEL COURSES

CHINA EXPERIENCED 504602

A country so vast and magnificent needs to be experienced! Learn all the essentials of travelling independently or with a tour group. Gain valuable information to plan an itinerary to fit your budget. Slide show and printed guidebook included. (Seto) \$45
Sat. May 7/14 LANGARA 9:30 am - 2:30 pm 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. May 14 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. May 7 LANGARA 9:00 am - 4:00 pm 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. May 4 K.E.C. 7:00 - 9:00 pm 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.

HISTORY AND CULTURE OF INDIA 504619

The course will cover Aryan invasions, Moghul emperors, the caste system, religions, festivals and ceremonies, temples, cremations, sacred cows, Kathakali dancing. The course will be illustrated by slides and personal films narrated by the instructor, Russell Jennings. \$25
Sat. May 28 LANGARA 10:00 am - 3:00 pm 1 session

RUSSELL JENNINGS has spent considerable time travelling the route and has presented travel workshops at numerous colleges and universities as well as at the Robson Square Media Centre.

KENYA EXPLORED 504618

The ultimate African experience. Nowhere else on the continent is such a wide variety of terrain, cultures, and wildlife readily seen. Whether you will be travelling independently or with a tour group, this one-day familiarization course - with extensive slide presentation - will help ensure that your safari of a lifetime is totally successful. \$25
Sat. June 25 LANGARA 10:00 am - 3:00 pm 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, 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 Introduction to Thailand Tour - August 6-20, 1988...2 weeks in Thailand (Bangkok, Pattaya and Northern Thailand)...approx. \$2275

TOUR #2 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 every part of the tour.) Optional return and stopovers in Hong Kong and other Asian cities available. For more information, please call Canada World Travel, Dr. Bob Gallacher, 872-0355.

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 Folklorico. 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. 13 days May 4 - 17, 1988

For more information please call Dr. Bob Gallacher, Canada World Travel, 872-0355

DENNIE ROTHCHILD, V.C.C. instructor and experienced traveller, has been travelling throughout Mexico since 1972 from the American to the Guatemalan border. Dennie has visited most major sites and cities travelling main routes as well as back roads to lesser known locations. Dennie's love for, and expertise on, Mexico will be supplemented by a local guide in Mexico City and lectures by Mexican experts in such fields as museum and archeology.

THE KENYA PHOTOGRAPHIC SAFARI - September 1988

Bring your camera and film to exciting Kenya, where animals fill the African plain. 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 Samburu Game Reserve on the remote North West Frontier District; the Rift Valley, where soda lakes team with millions of pink flamingos; and 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.

Tour cost: \$4575 September 3 - 21 (18 days)

Includes 1 night in Amsterdam. For more information, please call Rebecca Chin, Canada World Travel, 872-0355 or Peter Bennett at 253-4113.

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.

HAWAII SAILING TOUR CANADIAN YACHTING ASSOCIATION (CYA)

The wonderful climate of Hawaii offers exciting sailing in warm tropical waters. Visit the exotic islands of Maui and Lanai. The opportunity to observe Grey and Humpback whales outside the historic whaling town of Lahaina is unsurpassed. Enjoy snorkeling the coral reefs in a protected marine park, hiking, beach combing, wind surfing and a visit to one of the finest marine mammal museums in the world.

Our yacht is especially equipped for cruising in Hawaii and is exceptionally comfortable and safe with many extras provided. Our skipper is a U.S. Coast Guard Captain with many years of experience in Hawaii. For those interested in learning to sail or upgrading skills. Instruction is provided by an Advanced C.Y.A. instructor - also experienced in sailing Hawaiian waters. Four to six hours of sailing per day will allow time for your own interests. You don't have to be an "Old Salt" to come along; many first timers do.

Upon successful completion, you will receive C.Y.A. certification, recognized by bare boat charter/insurance companies locally and internationally - a \$650 value. This puts you in command of your own boat for your next vacation.

Includes air fare, food, sleeping berth aboard and snorkeling gear (you bring the bathing suit). Limited to 8 people.

Free orientation at Langara Campus, 100 West 49th Avenue, Vancouver, June 15, 1988, 7:30 - 9:30 pm, Room A253.

Departure date: December 26, 1988 (8 days)

Return date: January 2, 1989 \$1724 CAN

For more information, call C.Y.A. Cruise & Learn (Holiday Adventures Ltd.), (604) 439-1191 - Marcus Kerry or Wayne Decle, V.C.C., Continuing Education, 875-8200.

MARCUS KERRY has been instructing sailing for the last 8 years, both internationally and locally.

SAILING HOWE SOUND/CANADIAN YACHTING ASSOCIATION 502817

3 Day Basic Learn to Cruise

This course offers sailing instruction while visiting sites of interest. A comfortable hike is offered, exploring the coast forest on Gambier Island. Observe marine life while cruising in protected waters, aboard a full sized comfortable, luxurious, CYC yacht. All sailing instruction is provided by an Advanced CYA instructor. Course covers: maneuvering under sail and power, basic navigation and many other seamanship skills to complete the CYA Learn to Cruise standard. Bareboat certification is offered on successful completion. Class size is limited, pre-registration required. Orientation class on the Monday prior to departure.

Departure dates:

- | | |
|---------------------------------|---------|
| 1) Victoria Day - May 21, 1988 | 9:30 am |
| Return: May 23, 6:30 pm | \$295 |
| 2) Father's Day - June 17, 1988 | 9:30 am |
| Return: June 19, 6:30 pm | \$295 |
| 3) Canada Day - July 1, 1988 | 9:30 am |
| Return: July 3, 6:30 pm | \$295 |

Yacht, instructor, sleeping berth, safety gear and food provision with dinner wine is provided. Hotel accommodation is optional at student's expense.

For more information, please call CYA Cruise & Learn (Holiday Adventure Ltd., 439-1191 - Marcus Kerry, or Wayne Decle, VCC, CE - 875-8200.

INDIA AND NEPAL TOUR

This tour focuses on the history and culture of India and Nepal. Travel is by bus, boat, train and plane. Travel by canal boat through the rice fields near Cochin, encounter bird life and wild elephants at Lake Periyar, explore the bazaars of Delhi, discover the cave temples at Bombay, drink in the beauty of the Taj Mahal, ascend by elephant to the battlements of the Amber Fort, marvel at the mountain scenery while staying on a houseboat at Srinagar, enjoy a sunrise river trip on the Ganges while Hindus perform their devotional rituals, explore the desert fort at Jodhpur, witness the soaring pagodas of Kathmandu and view Mount Everest on a scenic flight. Enjoy a stopover in Hong Kong in both directions.

Tour cost: \$4495 (April 1 - April 25, 1989 (25 days)

Price includes all flights, land transport, first class hotels, breakfasts and dinners.

For more information, please call the tour escorts, Russell and Penny Jennings, telephone 736-0070 or Wayne Decle, V.C.C., Continuing Education, 875-8200.

RUSSELL AND PENNY JENNINGS spent many weeks exploring India and Nepal and have escorted tours to both countries. Also, they have presented India and Nepal in their Continuing Education courses for the V.C.C., Vancouver School Board and Douglas College.

VOLUNTEER SECTOR MANAGEMENT

MANAGERS OF NON-PROFIT ORGANIZATIONS CERTIFICATE PROGRAM

This part-time certificate program is designed to provide management skills training specifically oriented to the needs and concerns of non-profit organizations.

Entry Requirements:

- Grade 12 completion
- Good knowledge of English, both oral and written
- Demonstrated interest and experience in the non-profit sector as a staff member and/or volunteer

Certificate Requirements:

Satisfactory completion of three major courses (each 36 hours):

Introduction to the Non-Profit-Organization (must be taken first), Human Resource Management, Financial Management and Resource Development, and four minor courses (eighteen hours each): Program Planning, Time-Stress Management, Public Relations and Conflict Management

Evaluation:

Students will be evaluated on the basis of participation and assignments. Upon successful completion of all required courses, a certificate will be awarded.

Length of Program:

Each course is offered once between September - June; however, you may take two years to complete the program.

Advisory Committee:

A committee composed of staff and volunteers in the non-profit community advises on the course content and directions.

Program Coordinator: Marilyn McClaren

Call 875-8200 for detailed brochure and application form. Introduction to the Non-Profit Organization (first course) will next be offered in September 1988.

Recommended program application date: before July 29, 1988

Qualified students accepted in order of receipt of application.

Major course fees: \$170 (as of September 1988)

Minor course fees: \$85 (as of September 1988)

Courses offered this term (Priority is given to full program students.):

FINANCIAL MANAGEMENT AND RESOURCE DEVELOPMENT (MAJOR) 101206

The first six sessions of this course will focus on those aspects of financial planning, recording, reporting and evaluation that are essential for sound non-profit management. (Gazzard)

The second six sessions will prepare you to plan, organize, implement, and evaluate a successful fund raising campaign. You will understand your role in the funding process, view your organization in a marketing context and apply basic principles to the development of financial resources. (Wightman) \$150
Wed. Apr. 13 KEC 7:00 - 10:00 pm 12 sessions

NICHOLAS GAZZARD is a writer/instructor with a long and varied background in non-profit management, administration and resource development.

FAYE WIGHTMAN is currently Campaign Director for the United Way of the Lower Mainland.

CONFLICT RESOLUTION (MINOR) 101205

In this course you will examine:

- *Different types and sources of conflict
- *Methods of conflict resolution and problem solving
- *Your own style of conflict resolution

*The process of problem solving in conflict situations (Kalef) \$75
Sat/Fri/Sat June 4, 10, 11 KEC 9:00 am - 4:00 pm 3 sessions

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.

VOLUNTEER MANAGEMENT CERTIFICATE PROGRAM

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

Entry Requirements:

- Grade 12 completion
- Good knowledge of English, both oral and written
- Demonstrated interest and experience in the volunteer sector

Certificate Requirements:

- Attendance at ten full day workshops (one Wednesday per month September - June)
- Volunteer internship of 75 hours under supervision of an experienced coordinator of volunteers.
- Term paper

Evaluation:

Program students will be evaluated on the basis of workshop participation, internship and term paper.

A certificate will be awarded on satisfactory completion of all requirements.

Length of Program:

160 hours over 10 months. (You may take two years to complete.)

Advisory Committee:

An active committee composed of leaders in the volunteer community advise on the content and future directions of this program.

Program Coordinator: Marilyn McClaren

Call 875-8200 for detailed brochure and application form. Next full program starts September 1988. Recommended application date: before July 29, 1988. Qualified students accepted in order of receipt of application.

Certificate Program Fee: \$400 in full or 3 term payments.

Workshops offered this term:

Limited spaces are available in individual workshops for noncertificate students.

MANAGING THE PROGRAM 101402

In this workshop you will examine systems required to manage a volunteer program:

- *Recording and compiling statistics
- *Computers in the non-profit organization
- *Policy and procedures manuals
- *Effective communications in an office setting (Bird)

SECTION I \$45

Wed. Apr. 13 KEC 9:00 am - 3:30 pm 1 session

SECTION II \$45

Wed. Apr. 20 KEC 9:00 am - 3:30 pm 1 session

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

FINANCING THE PROGRAM 101401

This workshop focuses on:

- *The volunteer program budget and budgeting process
- *Recording and monitoring expenses
- *Cash control systems
- *Financial statements
- *Overview of the resource development and fund raising process for volunteer organizations (Gazzard)

SECTION I \$45

Wed. May 4 KEC 9:00 am - 3:30 pm 1 session

SECTION II \$45

ISSUES AND SKILLS FOR LEADERS OF VOLUNTEERS

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

SKILLS FOR SELF HELP GROUPS 101713

This series of workshops is designed for members of self help groups who want to develop their skills in interpersonal communications and group involvement. In addition to instruction, there will be opportunities for group discussion and networking. (Syrette) \$45
Wed. Apr. 13 KEC 6:00 - 9:00 pm 3 sessions

SHARON SYRETTE is an independent trainer/counselant experienced with self-help groups in the area of women's, seniors' and health issues.

INTRODUCTION TO INTERVIEWING SKILLS 101718

In this session you will learn basic communication skills required to interview volunteers.

*Active listening skills
*Open ended questioning
*Establishing a communications flow (Chuback, Piggott) \$15
Wed. May 11 KEC 6:00 - 9:00 pm 1 session

IN-DEPTH INTERVIEWING AND SCREENING 101712

These two workshops are designed for students who have completed Introduction to Interviewing Skills (101718) or have experience interviewing volunteers. You will learn specific interview strategies, screening techniques, including criminal record checks and appropriate placement. Video taped role playing opportunities are available. (Chuback, Piggott) \$30
Wed. May 18 KEC 6:00 - 9:00 pm 2 sessions

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

JUDI PIGGOTT is a former coordinator of volunteers for the Canadian Mental Health.

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, Suite 301 at the Vancouver Volunteer Centre. For workshop details, call 875-9144.

PLANNING AND GOAL SETTING 101603

This course focuses on the three key concepts of strategic planning for not-for-profit organizations: the importance of clear articulation of values, mission, and management principles, the critical nature of environmental analysis, and how these two factors influence strategic goal setting. (M. Pocock, A. LaChaine) \$20
Wed. Apr. 6 Van. Vol. Ctr. 7:00 - 10:00 pm 1 session

ORGANIZING AND GOVERNING THE AGENCY 101602

This course prepares the Board and the individual members to understand their roles and responsibilities so that the group can become effectively informed and organized. (S. MacKinnon) \$20
Wed. Apr. 13 Van. Vol. Ctr. 7:00 - 10:00 pm 1 session

CALL TO ORDER 101613

An evening of tips on how to use meeting time to full advantage. Includes: Setting agendas and preparing for meetings. Role of the chairperson, Methods for minute writing and follow-up action items, Managing group discussion. (B. Brink) \$20
Wed. Apr. 20 Van. Vol. Ctr. 7:00 - 10:00 pm 1 session

MARKETING/FUNDRAISING

Full day opportunity to listen to the experts. This full day workshop is divided into a morning and an afternoon session. You may choose to register for one or both sessions separately.

MARKETING 101612

This workshop presents an overview of the field of marketing, defining the marketing mix and illustrating how board, staff, and program volunteers can help develop and implement a marketing plan for their not-for-profit organization. \$20
Sat. May 14 Location TBA 9:00 am - 12:00 noon 1 session

FUNDRAISING 101608

A major responsibility of not-for-profit boards is to ensure that the organization has adequate resources to carry out its mission. This workshop addresses six major topics: 1) The role of philanthropy in not-for-profit organizations; 2) Diversified funding bases; 3) Fundraising options, strategies and techniques; 4) Fundraising integrated with other activities; 5) Board and staff roles; and 6) Written plans. \$20
Sat. May 14 Location TBA 1:00 - 4:00 pm 1 session

register
3 ways



1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.



2. By PHONE. Charge it to your VISA card. Vancouver Vocational Institute 682-5844
King Edward and Langara Campuses . . . 875-8200
Nursing & Health Education 687-1757



3. In PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.

NOTE Because of renovations, no IN PERSON registrations can be accepted at our LANGARA office.

NATIVE EDUCATION CENTRE COURSES

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 offer a wide variety of continuing education 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.

CALLIGRAPHY

Learn the basics of calligraphy. Calligraphy you can apply to your personal, business life, letterheads—the final touch to a Native design or painting, menu layouts, invitations, greeting cards, silkscreen prints. (P. Stewart) \$45
Wed. Apr. 6 Native Education Ctr 7:00 - 9:00 pm 10 weeks

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. Apr. 4 Native Education Ctr 7:00 - 9:00 pm 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.

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 Wet'Suwet'en and Nishga land claims as well as on a review of the Constitutional conferences on aboriginal rights and self-government. (George) \$50

Thur. Apr. 7 Native Education Ctr 7:00 - 9:00 pm 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. (Arnauld) \$50

Thur. Apr. 7 Native Education Ctr 7:00 - 9:00 pm 10 weeks

ED ARNAULD 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. Apr. 5 Native Education Ctr 7:00 - 9:00 pm 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. Apr. 5 Native Education Ctr 7:00 - 9:00 pm 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. Apr. 5 Native Education Ctr 7:00 - 9:00 pm 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.

CEDAR - GREAT PROVIDER

A presentation with sketching, demonstration, hands-on display, showing how cedar has enriched the North West Coast Indian Peoples' lives, from cradle to grave. (H. Stewart) \$15

Wed. Apr. 6 Native Education Ctr 7:00 - 9:00 pm 1 session

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

Thur. Apr. 7 Native Education Ctr 7:00 - 9:00 pm 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

Thur. Apr. 7 Native Education Ctr 7:00 - 9:00 pm 10 weeks

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

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 to make these delicious foods and treat your friends to a traditional Native Indian dinner. All materials included. Class size limited to 6. (August) \$60

Mon. Apr. 4 Native Education Ctr 7:00 - 9:00 pm 6 weeks

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

NORTHWEST COAST WEAVING/KNITTING

A hands-on approach to learning and doing various Native weaving and knitting projects. Learn to design and make different projects that will make excellent gifts for friends, families or yourself. All materials included. (Baker) \$65

Tues. Apr. 5 Native Education Ctr 7:00 - 9:00 pm 10 weeks

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 use micro computers for business or pleasure. (Thomas) \$100

Mon. Apr. 4 Native Education Ctr 7:00 - 9:00 pm 10 weeks

DEBRA THOMAS is a Shuswap Indian from the Kamloops area and is teaching micro computers at the Native Education Centre.

SPANISH LEVEL 1

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) \$50

Wed. Apr. 6 Native Education Ctr 7:00 - 9:00 pm 10 weeks

NELSON RODRIGUEZ is a Chilean who has lived in Canada since the early 1970's. He has taught Spanish at La Quena Coffee House and at the Native Education Centre. He presently works for Oxfam Canada.

PREPARING FOR THE G.E.D.

An intensive preparation program for adults interested in writing for the G.E.D. Grade 12 equivalency examination. All five G.E.D. test areas will be covered during the classes. (Prince) \$15

Mon. Apr. 4 Native Education Ctr 7:00 - 9:00 pm 10 weeks

OUR LANGARA OFFICE IS BEING RENOVATED

Extensive renovations are taking place to the Langara Campus of Vancouver Community College. During these renovations, the Continuing Education office will be relocated to a temporary facility. Because of these changes, we will be unable to accept IN PERSON registrations at Langara.

For courses held at Langara, you can register three ways:

1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.
2. By PHONE. Charge it to your VISA card. Vancouver Vocational Institute 682-5844
King Edward and Langara Campuses 875-8200
Nursing & Health Education 687-1757
3. In PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.



Summer IN THE CITY

ART

BRING A BOX LUNCH AND A FRIEND **NEW** 500130

This is a one day intensive portraiture workshop where you are the one to choose your model. (If for some reason the person you wish to draw is not available, please bring a photograph). Ask for supply list when registering and don't forget that lunch. (Kowalek) \$25

Sat. June 25 LANGARA 9:30 am - 3:30 pm 1 session

COLOUR, COLOUR, COLOUR **NEW** 500131

Allow your drawings to become awash with colour at this special weekend drawing workshop. Varying mediums will be used (ask for supply list when registering) and many fresh and enjoyable drawing exercises will be done. Please bring a lunch. (Marshall) \$50

Sat. June 25 and Sun. June 26 LANGARA 9:30 am - 3:30 pm 2 sessions

SUNLIGHT - SUNBRIGHT 500132

Explore the exciting effects of light on various subjects. Using a variety of media such as pencil, charcoal, pastel and watercolour, the class will focus on shadow construction, shading techniques and the many effects possible showing various kinds of light. Come and enlighten yourself. Bring a lunch. Sat. June 18 LANGARA 9:30 am - 3:30 pm 1 session

WATERCOLOUR WEEKEND 500133

Spend a lovely relaxing weekend painting with watercolours. Understand the special considerations which need to be taken when using this delicate medium outdoors. Learn to translate the colours of shadows in a lush summer landscape. Ask for supply list when registering. Bring a lunch and meet at Langara campus. (Kowalek) \$50

Sat. July 9 and Sun. July 10 LANGARA 9:30 am - 3:30 pm 2 sessions

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 conception to completion. Learn to silkscreen fabrics from T-shirts to yardage. The workshop includes: construction of a silkscreen, designing images and patterns, stencil methods, how to set up a 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. July 9 CLOTHWORKS 132 Powell St. 8:00 - 3:00 pm 1 session

Sat. July 16 CLOTHWORKS 132 Powell St. 8:00 - 3:00 pm 1 session

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

CAREER AND EMPLOYMENT

"SPEAK UP" - HOW TO PROJECT WITHOUT STRAIN 103037

If you are often asked to "speak up," if you strain your throat when trying to be heard, or if your voice fades away easily, then this course is for you. We build confidence in your voice by enhancing the connections between body, breathing and voice to strengthen your breath support, breath control and resonance so you can project assertively, not loudly. (Coleman) \$75

Sat. July 16 V.V.I. 10:00 am - 1:00 pm 3 sessions

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

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. July 9 K.E.C. 9:30 am - 4:30 pm 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. July 16 K.E.C. 9:30 am - 1:30 pm 1 session

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

COMPUTERS

COMPUTER SKILLS FOR THE WORKPLACE CERTIFICATE PROGRAM

COMPUTER SKILLS is a comprehensive training program for first-time computer users. It is particularly suited to the working person encountering computers in the workplace for the first time. The program builds computer confidence in the progression from novice user to advanced user with a high level of competence with computers and microcomputer software products. The program is based on the educational premise that people learn best by doing. Each course is taught in a microcomputer laboratory equipped with IBM PC's and the most popular business application software products.

NON CERTIFICATE STUDENTS may enroll in any courses without meeting certificate requirements.

For information and registration, call 875-8200.

CERTIFICATE REQUIREMENTS:

8 courses completed successfully in not more than 5 years, 15 terms, consisting of:

CSW1 Introduction to Computing Concepts, a prerequisite for the certificate.

CSW3 Introduction to Programming

CSW4 Word Processing Using Wordperfect 4.2

or

CSW4A Word Processing Using Microsoft Word

CSW5 Using Dbase III Plus

CSW6 Using Lotus 1-2-3

CSW7 Accounting Using Accpac

or

CSW7B Accounting Using Bedford

AND any two other CSW courses (electives)

COURSE CREDIT

Credit for previously completed introductory computer courses will be considered for CSW1. No previous credit will be considered toward another CSW course. Application for exemption must be made in writing and include a transcript of the class previously taken. This request should be mailed to Vancouver Community College, Continuing Education Office, Langara Campus, 100 West 49th Avenue, Vancouver, B.C. V5Y 2Z6.

ENTRY REQUIREMENTS:

No formal educational requirements are necessary.

COURSES:

All courses are three hours, one evening per week, for five weeks. All courses are offered at our Langara Campus. There is an optional one hour of computer lab time before each class.

CSW1 - INTRODUCTION TO COMPUTING CONCEPTS 100501

Introduces the components and basic structure of computers. Demystifies what a computer can do. Gives an overview of the most common applications of microcomputers. CSW1 is the foundation course to all other courses. \$175

Mon. July 11 LANGARA A210 7:00-10:00 pm 5 weeks

CSW3 - INTRODUCTION TO PROGRAMMING 100503

Introduces the basic concepts of computer programming. The students will learn how a problem can be formulated and implemented via a programming language. Turbo Pascal will be used for illustration. Prerequisite CSW1. \$175

Tue. July 12 LANGARA A210 7:00-10:00 pm 5 weeks

CSW6A - ADVANCED LOTUS 1-2-3 100511

Students will learn the advanced features and enhancement products of Lotus 1-2-3. This course is a continuation of CSW6. Prerequisite CSW6. \$175

Sat. July 30/Aug 6 LANGARA A210 9:00 am - 5:00 pm 2 weeks

CSW7 - ACCOUNTING USING ACCPAC 100513

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. \$175

Sat. July 9/16 LANGARA A216 9:00 am - 5:00 pm 2 weeks

CREATIVE DEVELOPMENT

YOUR CREATIVE POWER 103036

Get to know your unique creative process. How does it work? What can you do to tap into it more often? How can you inspire it in others? By exploring the stages of the Creative Process, we find doorways through blocks to the source of your unlimited potential. (Enkin) \$20

Sat. July 9 K.E.C. 9:30 am - 12:30 pm 1 session

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

CREATIVE WRITING

WRITING FORMULA ROMANCES 102815

Over 40% of paperbacks sold are romance novels, but only one of every thousand manuscripts submitted for the market is accepted for publication. Learn the 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 take 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) \$85

Sat. July 23 K.E.C. 9:30 am - 3:30 pm 2 sessions

WRITING SKILLS WORKSHOP 102811

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

Mon/Wed July 11,13 K.E.C. 7:00 - 9:00 pm 6 sessions

18,20,25,27

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

CREATIVE WRITING ON GRANVILLE ISLAND 102802

FINANCIAL PLANNING AND INVESTMENT

DOLLARS AND SENSE **NEW** 503716

Explore and discuss common attitudes towards money and the way those attitudes affect your day-to-day spending. Realize the difference between wants and needs - establish priorities that are right for you. Discover how to:

- build a personal budget
- set up a banking system
- realize and check credit card abuse
- obtain extra income (Waterton) \$25

Sat. July 16 K.E.C. 9:30 am - 3:30 pm 1 session
Sat. July 23 K.E.C. 9:30 am - 3:30 pm 1 session

PEGGY WATERTON - Budget planner and personal money management consultant.

INTRODUCTION TO FINANCIAL PLANNING 503701

This seminar, which is intended to be taken in conjunction with "Advanced Financial Planning", will help you build a financial program from the ground up. Learn to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies. (Hodgins) \$25

Sat. July 9 K.E.C. 9:00 - 11:30 am 1 session

ADVANCED FINANCIAL PLANNING 503702

Looking for financial independence at an earlier age? Designed to be a logical follow-up to "Introduction to Financial Planning", includes an in-depth review and analysis of your financial affairs with specific emphasis on advanced financial planning techniques in money management, risk management, investment planning and analysis, proven tax planning strategies and retirement planning. (Hodgins) \$25

Sat. July 16 K.E.C. 9:00 - 11:30 pm 1 session

FINANCIAL INDEPENDENCE IN RETIREMENT 503703

Whether you're presently retired or planning to retire in the future, this 1/2 day seminar should be in your plans. Examine a number of non-financial areas including pre-retirement planning, successful handling of the transition period; analyze your net worth, retirement income needs, government pension plan options, RRSP/RRIF/annuity options, investment strategies and inflation protection. (Hodgins) \$25

Sat. July 23 K.E.C. 9:00 - 11:30 am 1 session

DOUG HODGINS, B.A., B.Comm., C.E.P. is a Chartered Financial Planner with Hodgins, Leard, Proteau and Assoc.

LANGUAGES IMMERSION COURSES

These two week intensive immersion programs (16 class hours - July 18/28, 1988) are designed to develop fluency as quickly as possible.

LEVEL 1 FRENCH CONVERSATION 501913

M.T.W.Th July 18 LANGARA (Visscher) \$60 6:00 - 8:00 pm

GERMAN CONVERSATION 501919

M.T.W.Th July 18 LANGARA (Scheuermann) \$60 6:00 8:00 pm

SPANISH CONVERSATION 501949

M.T.W.Th July 18 LANGARA (Daudet) \$60 8:00 10:00 pm

LEVEL 2 FRENCH CONVERSATION 501914

M.T.W.Th July 18 LANGARA (Visscher) \$60 8:00 10:00 pm

GERMAN CONVERSATION 501920

M.T.W.Th July 18 LANGARA (Tjeden) \$60 6:00 8:00 pm

SPANISH CONVERSATION 501950

M.T.W.Th July 18 LANGARA (DeRuiz) \$60 6:00 8:00 pm

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) \$65

Mon/Wed. July 4/6 V.V.I. 7:00 - 10:00 pm 2 weeks

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. The last two lessons are spent on electronic typewriters. The last two lessons are spent on electronic typewriters. Please bring your own typing paper. (Worobetz) \$45

Tue/Thur July 5/7 V.V.I. 7:00 - 10:00 pm 2 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 mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. (Hogan) \$55

Sat. July 9 LANGARA 10:00 am - 4:00 pm 1 session

PHOTOGRAPHY

VISUAL ARTS CERTIFICATE - PHOTOGRAPHY MAJOR

This certificate program being offered by the CE Division, is 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 am - 4:00 pm Tuesday through Saturday. For those unable to register during the day, evening registration will be from 7:00 pm - 9:00 pm on June 22 only. For information please contact Focal Point at 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 & Wed June 27 FOCAL POINT 7:00 - 10:00 p.m. 5 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. (Milligan) \$125

Mon & Wed June 27 FOCAL POINT 7:00 - 10:00 p.m. 5 weeks

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

Tue & Thur June 28 FOCAL POINT 7:00 - 10:00 p.m. 5 weeks

DAVE SWINNARD, BSc. - Working commercially as an architectural and industrial photographer and also a darkroom specialist.

PEOPLE PHOTOGRAPHY 300107

This course will examine the various concepts employed in the photography of people, whether it be for editorial, advertising, travel, corporate, fine art or just for fun. Lighting ratios, metering, controlling contrast and the qualities of light will be covered as well as the photographing of individuals and groups, and the professional ethics of dealing with your subjects. There will be several shooting sessions with models both in and out of the studio. Students must have completed "Intermediate Photography" or equivalent. (D. Gregory) \$175

Tue/Thur June 28 FOCAL POINT 7:00 - 10:00 p.m. 5 weeks

DOANE GREGORY, C.A.P.I.C., a freelance commercial photographer specializing in people and editorial.

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. July 9 FOCAL POINT 10:00 a.m. - 4:00 p.m. Lecture/Demo

Sun. July 10 FOCAL POINT T.B.A. Fieldtrip

Sat. July 23 FOCAL POINT 10:00 a.m. - 4:00 p.m. Lecture/Critique

PETER BENNETT - Freelance photojournalist with assignments not only nationally but internationally.

SINGING IN THE SUMMER

Join us this summer for one of two choral workshops held at the King Edward Campus of the College. Both courses will be held during the first two weeks of July.

VOCAL JAZZ WORKSHOP: JULY 4 to JULY 15 502539

Join the section leaders of VCC's Soundwave Jazz Choir, Director Peter Taylor, and guest clinicians to develop your choral jazz technique and repertoire. The two week session will run daily Monday to Friday, with a performance at the end of the session. Private lessons will also be available for those who choose.

Daily sessions will concentrate on sectionals in the mornings, with full choir rehearsals in the afternoons.

Brochures and applications will be available April 1. Deadline for registration is June 10. \$100.

CHORAL WORKSHOP: JULY 5, 6, 7, 12, 13, 14 502540

Under the direction of Gerald Van Wyck, Director of Choral Activities for VCC, this workshop will take place over six evenings.

Participants will work in vocal sections, and as a large choir. Students will also be given a choice of vocal production, or music reading classes, to improve their choral skills. Private and semiprivate vocal instruction will also be available for those who choose.

Brochures and applications will be available April 1. Deadline for registration is Jun 10. \$55

TRAVEL COURSES AND TOURS

TRAVEL COURSES

DISCOVERIES ALONG THE NILE RIVER 504620

This course follows the Nile River in Egypt, Sudan and Uganda. Explore pyramids, temples and Tutankhamen's tomb. Traverse deserts, swamps and jungles. Visit farmers, a camel market and a festival. Witness cult dancing of a dervish sect. View wildlife along Uganda's Victoria Nile.

The course will be illustrated by slides and personal films narrated by the instructor, Russell Jennings. \$25

Sat. July 23 LANGARA 10:00 am - 3:00 pm 1 session

RUSSELL JENNINGS has spent many weeks travelling the route on two separate occasions. He has presented talks at various colleges and universities as well as at Robson Square Media Centre.

ONE-DAY TRAVEL WRITING SEMINAR 103035

This course will focus on development of story ideas, drafting, editing and marketing. Through writing exercises and discussion of each other's work, the participant can expect to realize significant progress toward completion of one story. Work in progress is highly advised, though not essential (Buday) \$45

Sat. July 16 K.E.C. 9:30 am - 3:30 pm 1 session

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 SFU.

TRAVEL TOURS

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 Introduction to Thailand Tour - August 6-20, 1988... 2 weeks in Thailand (Bangkok, Pattaya and Northern Thailand)... approx. \$2275

TOUR #2 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 every part of the tour.) Optional return and stopovers in Hong Kong and other Asian cities available. For more information, please call Canada World Travel, Dr. Bob Gallacher, 872-0355.

THE KENYAN PHOTOGRAPHIC SAFARI - September 1988

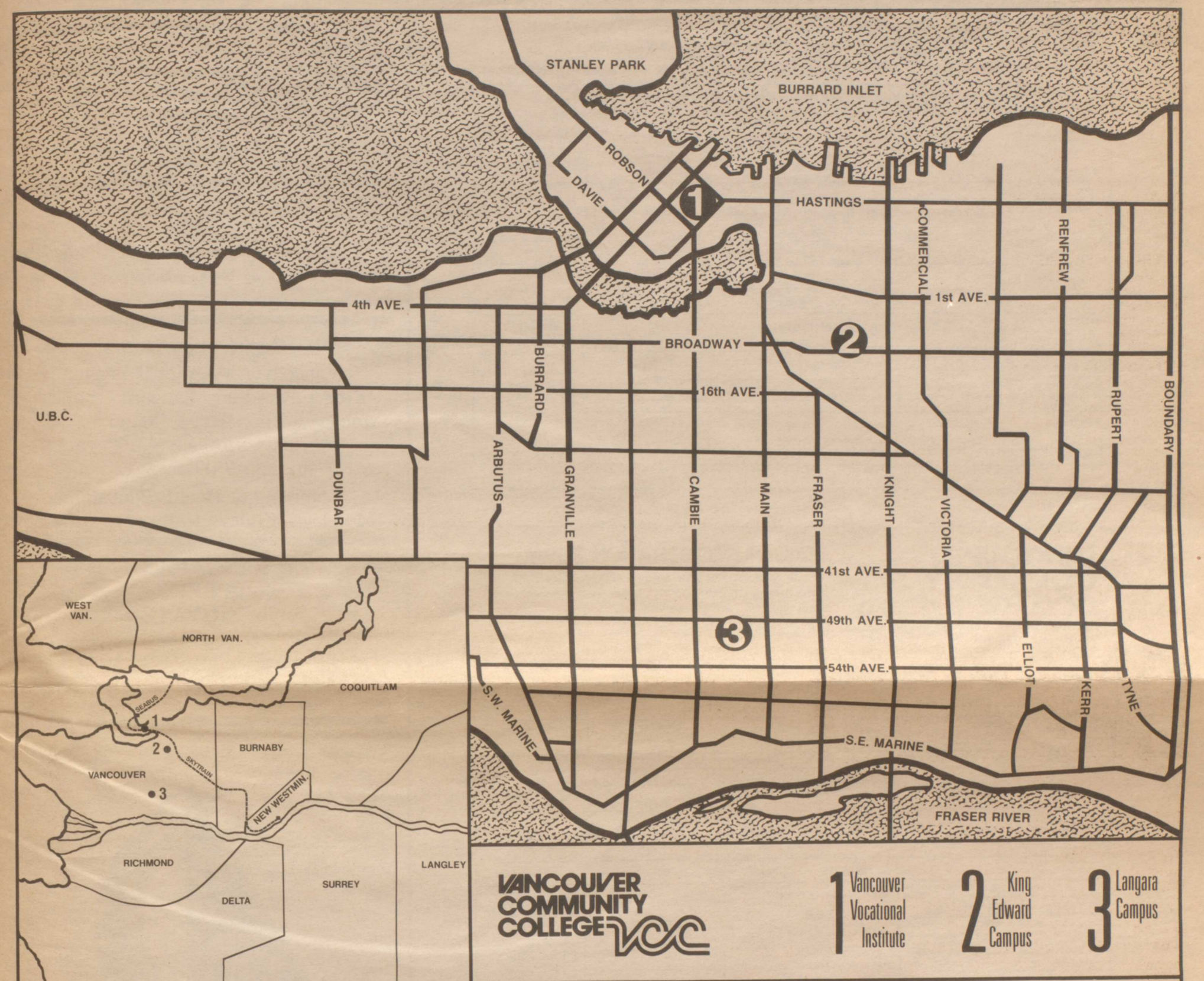
Bring your camera and film to exciting Kenya, where animals fill the African plains. Soak up sun on tropical beaches. Experience Swahili culture, little changed in hundreds of years.

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 Samburu Game Reserve on the remote North West Frontier District; the Rift Valley, where soda lakes team with millions of pink flamingos; and 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.

Tour cost: \$4575 September 3 - 21 (18 days) Includes 1 night in Amsterdam. For more information, please call Rebecca Chin, Canada World Travel, 872-0355 or Peter Bennett at 253-4113.

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.

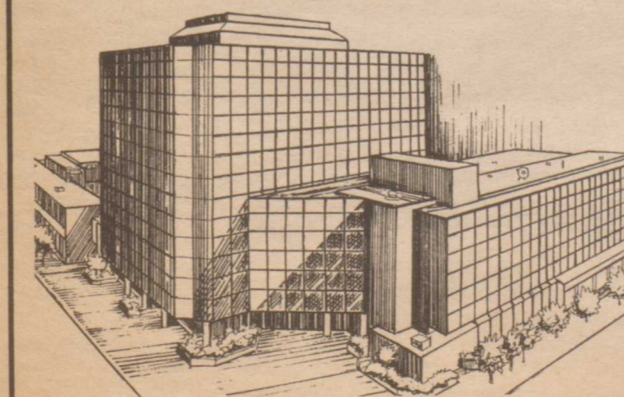
VCC — WE'RE EASY TO REACH



WE'RE ACCESSIBLE: Wherever you live in the Greater Vancouver area, you'll find the main campuses of Vancouver Community College easy to get to.

Vancouver Vocational Institute 250 W. Pender

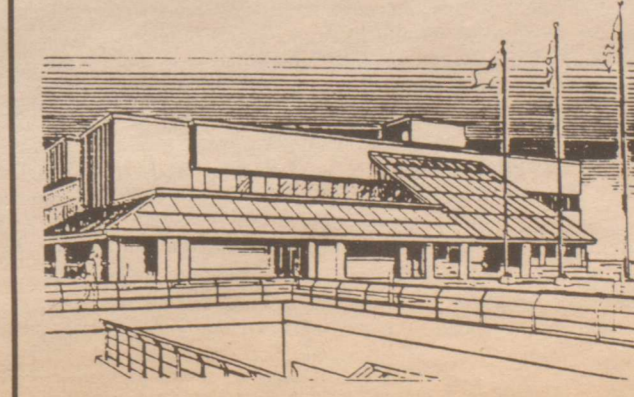
Board any bus to downtown Vancouver or Skytrain to Stadium Station.



IF YOU'RE COMING BY BC TRANSIT

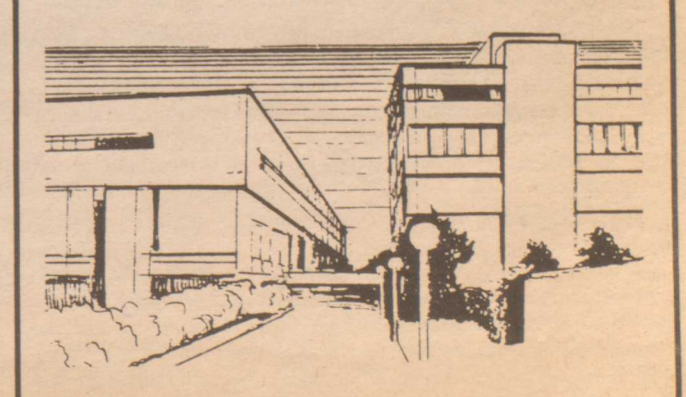
King Edward Campus 1155 E. Broadway

Board #9 bus for east/west service or #22 bus for north/south service from downtown. Skytrain connection to #9 bus at Broadway Station.



Langara Campus 100 W. 49th Ave.

Board #49 bus for east/west service or #15 and #3 buses for north/south service from downtown. Skytrain connections at Main Street Station (#3) and Metrotown Station (#49).





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 _____



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AMOUNT ENCLOSED
 Do not send cash!
☐ Money Order
☐ Cheque ☐ VISA

Signature _____ Date _____

HOW TO REGISTER — 3 WAYS —



1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or VISA information.



2. By PHONE. Charge it to your VISA card.
 Vancouver Vocational Institute682-5844
 King Edward and Langara Campuses .875-8200
 Nursing & Health Education687-1757

3. In PERSON. At VVI and King Edward Campuses only. Pay by cheque, cash or VISA.



Registration Hours

Vancouver Vocational Institute,
 King Edward and Langara Campuses
 Monday - Thursday: 9:00 am - 8:00 pm
 Friday: 9:00 am - 3:00 pm
 Saturday: 9:00 am - 12 noon
 Nursing & Health Education
 Monday - Friday: 10:00 am - 3:00 pm

OUR LANGARA OFFICE IS BEING RENOVATED

Extensive renovations are taking place to the Langara Campus of Vancouver Community College. During these renovations, the Continuing Education office will be relocated to a temporary facility. Because of these changes, we will be unable to accept IN PERSON registrations at Langara.



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 designated 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 AND COURSE CANCELLATIONS

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College Continuing Education Division before the 2nd session of the class. Requests for refunds must state reasons and be accompanied by your receipt.

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. 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 waiver shall not apply to computer courses at off-campus locations, to travel or natural history tours or to wine courses.
3. 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.