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CONTINUING EDUCATION

FALL 88

VANCOUVER COMMUNITY
COLLEGE
Continuing Education
calendar - Fall '88

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For
VANCOUVER
COMMUNITY
COLLEGE 

DIRECTOR'S MESSAGE

The Adult Learner — That's You!



We've got you!
The more than 700 courses that you'll find in these pages have been specifically designed to respond to the needs and interests of Adult Learners. And in the category of Adult Learners, we include all adults.

A study conducted by the Ontario Institute for Studies in Education demonstrated that the average adult engages in seven learning projects of 100 hours annually. Surprised? Don't be.

A 'learning project' is defined as any deliberate effort to gain and retain knowledge and skill. So whether you buy a book that explains how to handle your finances, or you attend an employer-sponsored seminar to improve your productivity or increase your work skills, or if you ask a knowledgeable friend to show you how to install kitchen cabinets, you are engaged in a learning project.

You are an adult learner.

At Vancouver Community College, the Continuing Education Division exists to serve your needs. We have been providing adult education for over 20 years with one of the largest and most comprehensive programs in Western Canada. 25,000 adult learners come to us every year.

In designing our programs, we stay in touch with your needs. We are constantly developing new programs that reflect the changes in business and technology. We seek out the best instructors — proven leaders in their fields.

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.

We've got you! You've got us! Richard M. Pearce

VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

- Dr. Richard Pearce: 875-8200 Director
- Gail Rechester: 875-8200 Associate Director, Program Services
- Fred Wylie: 875-8200 Associate Director, Financial & Administration
- Dr. Ian Andrews: 324-5342 Program Director, International Education
- Jan Kotaska: 687-1570 Program Director, Nursing & Health
- Paul Sinnott: 875-8200 Communications Officer

PROGRAM COORDINATORS

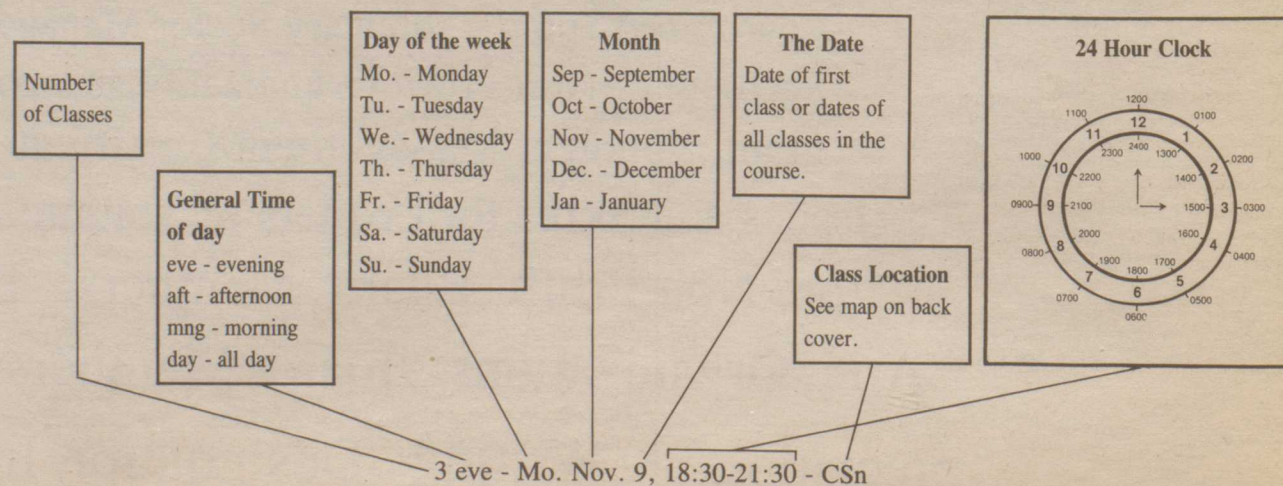
- Maryann Bird: 875-8200 Teaching English as a Second Language
- Barbara Bolding: 687-1757 Sterile Supply Processing Aide
- Silvana Carr: 324-5521 Court Interpreting
- Gyda Chud: 324-5521 Early Childhood Education
- Wayne Deale: 875-8200 Humanities, Investment, Design, Real Estate, Travel, Creative Development, Advertising, Writing, Recreation, Wine
- 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
- Vince Kreiser: 324-5276 Recreation Facilities Management
- Jackie Larkin: 682-5844 Electronics
- Harry Lendvov: Sports Science
- David Lim: 681-8111 Commercial Art
- Bernie Lyon: 324-5322 Art
- Marilyn McLaren: 875-8200 Voluntary Sector/Non-Profit Organizations, Counselling Skills
- Pru Moore: 687-1757 Employee Health Promotion
- Donald Oakes: 682-5844 Floral Design, Gemology, Conservation of Heritage Buildings
- Brian Pink: 682-5844 Foodsafe, Building Manager Residential
- Valerie Peters: 324-5342 International Education — Homestay
- Irene Poskitt: 324-5323 Calligraphy
- Leanne Quirk: 324-5322 General Interest
- Peter Scales: 685-2802 C.P.R. and Industrial First Aid
- Terry Smith: 875-8220 Music
- Marion Stedman: 685-2893 Post Basic Nursing
- Jill Tyndale: 875-8200 TESL, Social Services
- Elizabetha Visscher: 324-5323 Languages

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Your Guide to the Calendar

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Advertising

The Practical and Profitable Marketing Series

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, when, 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 Saturdays in a studio setting at Creative City Studios. Each session may be taken separately for a fee of \$95. For registration phone 875-8200.

Week 1 — Print Advertising (102420)

Some publications are made up of more than 80% advertising. Your ad could get lost in the shuffle. Learn how to make your advertising stand out. This one day seminar leads you through the elements of design and provides you with some understanding of the production elements necessary to make your advertising pay. \$95

1 day - Sa. Oct 15, 09:00-14:30 - CCS

Week 2 — Brochures (102421)

Brochures can be an effective and valuable element in your communication strategy to customers, staff and distribution channels when done correctly. Learn how to design, specify and supervise the production of the brochure to maximize the results of this marketing tool. \$95

1 day - Sa. Oct 22, 09:00-14:30 - CCS

Week 3 — Flyers and Direct Mail (102422)

Flyers and Direct Mail need not be junk mail. These media are used by some of the world's most sophisticated marketing companies with great success. Learn how to design, specify and supervise the production of these materials to ensure your communications communicate and not end up in the circular file. \$95

1 day - Sa. Oct 29, 09:00-14:30 - CCS

Week 4 — Promotions and Special Events (102423)

Special events should be special for both your organization and the public. Good promotions attract interest and sales. Learn how to maximize the results of your promotion with good planning, design and implementation. Learn how to control costs and yet attract attention so that your promotion accomplishes what you want it to. \$95

1 day - Sa. Nov 05, 09:00-14:30 - CCS

Week 5 — Design and Production of Store Windows (102424)

The store window is potentially one of the most valuable promotion tools available to the retailer, but often it is viewed as a necessary evil. Learn how to turn this problem into a profitable promotion opportunity. This one day seminar, hosted by Joachim Bill who was responsible for thousands of European windows, takes you through 25 different aspects of window display from the design to materials, to tools, to budgeting and control. \$95

1 day - Sa. Nov 12, 09:00-14:30 - CCS

Week 6 — Planning, Budgeting and Controlling Your Promotion (102426)

One large advertiser once said, "I know we waste half our advertising budget — the trouble is, I don't know which half." Learn how to plan, budget and control your promotion so that you know what your promotion should achieve. You will see how many of the techniques will help eliminate those surprises which result from poor planning design and execution. \$95

1 day - Sa. Nov 19, 09:00-14:30 - CCS

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.

Larry Sherwood brings more than 20 years' marketing experience to these seminars. Larry has worked in the media, in one of Canada's largest ad agencies, in the Marketing Department of a large oil company and as Director of Marketing for the preeminent fast food company in North America.

Archaeology

Introduction to Archaeology (505601)

Learn about excavation and survey techniques, human evolution, B.C. Archaeology and the rise of civilization in various areas of the world. Gain from the instructor's recent research in China, as well as her field work in B.C., Israel, Europe and Washington State. There will be slides and hand-outs. Coverage of specific world areas will reflect the interests of the class. (Underhill) \$65

6 eve - Tu. Oct 11, 19:30-21:30 - Lan

Ann P. Underhill, M.A., is a Ph.D. candidate in the Department of Anthropology and Sociology, UBC, specializing in Asian Archaeology.

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

10 eve - We. Sep 21, 19:30-21:30 - Lan

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

10 eve - Th. Sep 22, 19:30-21:30 - Lan

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

Decorative Painting (500125)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$70

10 eve - Mo. Sep 19, 18:00-20:00 - Lan

Decorative Painting Level II (500134)

Learn how to replicate Sicilian marble, expand upon antiquing techniques and learn advanced faux finishes. Some colour theory. Ask for list of supplies when registering. (Skemp) \$70

10 eve - Mo. Sep 19, 20:00-22:00 - Lan

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

10 eve - Tu. Sep 20, 19:30-21:30 - Lan

Neil Wedman is a professional artist who works on large format historical drawings. He recently had a highly successful show 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. (Kowalek) \$70

10 eve - Tu. Sep 20, 19:30-21:30 - Lan

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. (Kowalek) \$70

10 eve - Th. Sep 22, 19:30-21:30 - Lan

Watercolour Level I (500112)

Learn to stretch paper, lay washes and use the exciting & challenging medium of watercolour. Beginners welcome. (Kowalek) \$70

10 mng - Sa. Sep 24, 09:30-11:30 - Lan

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. (Kowalek) \$70

10 mng - Sa. Sep 24, 12:00-14:00 - Lan

Hele Kowalek 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.

Greeting Card Workshop (500105)

Everything you need to know to design your own cards for Christmas, birthdays, thank you notes, etc. Print making methods, commercial printing, watercolour, calligraphy and more. Ask for supply list when registering. (Various instructors) \$25

1 day - Su. Oct 02, 09:30-15:30 - Lan

Freelancing — Getting Started (500126)

Want to freelance but don't know where to start or exactly how to present yourself and your artwork? Come to this short helpful session for tips on finding your way in the freelance world. (Lyon) \$15

1 eve - Mo. Sep 19, 19:30-21:30 - Lan

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) \$80

1 day - Sa. Oct 01, 08:00-15:00 - Cwo

1 day - Sa. Oct 22, 08:00-15:00 - Cwo

1 day - Sa. Oct 29, 08:00-15:00 - Cwo

1 day - Sa. Nov 19, 08:00-15:00 - Cwo

Elliot Drobner is a silk screen printer and designer who operates Clothworks Ltd. in Vancouver.

Fabric Painting Techniques Part I (500135)

This workshop is designed for those who want to learn how to create their own "art wear" or to learn how to paint on fabric. Workshop will focus on brush painting techniques, how to transfer designs to fabric, how to create stamps and stamp on fabric. (Waters) \$45

1 day - Sa. Oct 22, 09:00-15:00 - FFS

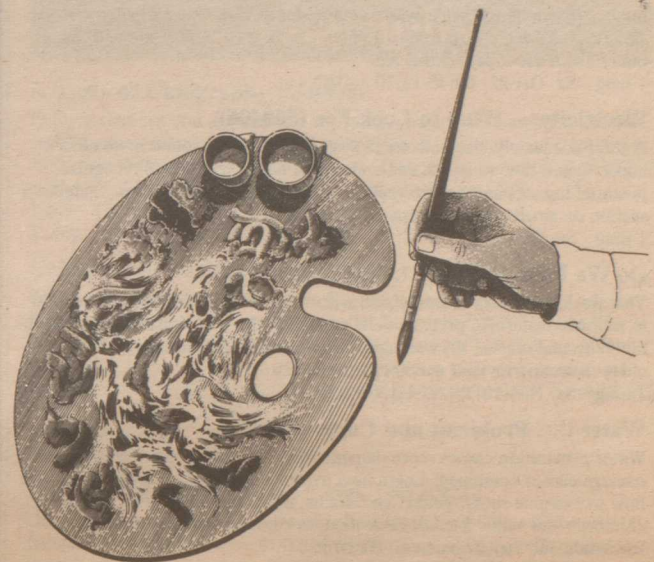
Fabric Painting Techniques Part II (500136)

This workshop is designed as a follow-up to Fabric Painting Techniques Part I. Workshop will focus on fish printing, 3-D printing, dye spraying, effects with salt and finger painting on fabric. (Waters) \$45

1 day - Sa. Oct 29, 09:00-15:00 - FFS

J. Waters is a Vancouver fabric designer and painter.

For both workshops participants must bring either a T-shirt, or some other article of clothing or housewear in white or pastels in cotton or polycotton blends, a piece of corrugated cardboard 2" bigger all the way around than the T-shirt or clothing, a pair of rubber gloves (Part II only), manicure scissors (Part I only). Brushes, paints, practice fabric, stencil material, sponges, stamp material, fish, dyes, and salt will be supplied. Part II can be taken without taking Part I.



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 Vancouver Community College — Continuing Education Certificate Program is designed specifically to meet your need.

Representatives of your 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 evaluation.

- Building Manager (Residential)
- Business Administration
- Community Based Social Services
- Computer Skills for the Workplace
- Counselling Skills
- Court Interpreting
- Designation in Writing (Certificate Pending)
- Early Childhood Education
- Fashion Arts
- Management Skills for Supervisors
- Management of Non-Profit Organizations
- Non-Profit Management
- Property Management
- Recreation Facilities Management
- Substance Abuse Program
- Teaching English As A Second Language
- Telecommunications Management
- Visual Arts — Photography Major
- Volunteer Management
- Working with School Aged Children

Building, Construction, Renovations and Home Repair

Owning a Healthy House — A Series

Finding out after you move into your new house that things are not as you thought can be both frustrating and expensive. This series is designed to give you an overview of the problems involved in buying, repairing or renovating a new or older home.

Buying a Healthy House (500402)

Learn how to do a complete house inspection, including assessment of the physical condition for defective or sub-standard construction, deterioration or poor maintenance. (Best) \$20
1 mng - Sa. Oct 15, 09:30-12:30 - KEC

Basic Plumbing Techniques (500401)

A reliable plumbing supply is often taken for granted. Find out what to look for in the supply and drain-waste-vent systems. Examine various problem situations and learn how to handle them. Includes a look at the various materials in use today. (Best) \$20
1 mng - Sa. Oct 22, 09:30-12:30 - KEC

Electricity — What to Look For (500406)

A safe, adequately-sized electrical system is often not found in an older home. Learn how to assess and understand house wiring and recognize potential hazards and how to replace outlets, switches and plugs. Includes a section on small appliance repairs. (Best) \$20
1 mng - Sa. Oct 29, 09:30-12:30 - KEC

Do We Paint or Paper (500403)

This workshop looks at wall construction and includes information on how to estimate materials, prepare walls and apply the wall finish. Covers patching holes and cracks, drywall taping and sanding and plaster repairs. Includes a section on wall panelling. (Best) \$20
1 mng - Sa. Nov 12, 09:30-12:30 - KEC

Water . . . Problems and Cures (500407)

Water penetration causes more damage to the average home than all other damage causes combined. Learn how to look for potential trouble areas and how to examine roofs, gutters and drains, including flashing on skylights, chimneys and vents. Includes a section on concrete repair and a look at insulation and vapour barriers. (Best) \$20
1 mng - Sa. Nov 19, 09:30-12:30 - KEC

Renovations That Pay (500405)

Some expensive home improvements actually reduce the value of your home. This workshop will help you to understand what works and what doesn't, and why. Includes a look at assessing the potential market value of your house in both its present and altered state. (Best) \$20
1 mng - Sa. Nov 26, 09:30-12:30 - KEC

Gerry Best is an independent, licenced renovations contractor with over 19 years' experience on the lower mainland. He specializes in doing residential renovations and finishing carpentry.

Building Construction Estimating (050201)

Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field. \$105
10 eve - We. Sep 21, 18:30-21:30 - VVI



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. (Robinson) \$135
5 day - Sa. Sep 24, 09:00-16:00 - VVI

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. (Robinson) \$135
5 day - Sa. Nov. 5, 09:00-16:00 - VVI

Dave Robinson is a building maintenance contractor and instructor with 17 years' experience in the cleaning business.

Contract Cleaning and Estimating (250403)

A necessity for all in the business cleaning and maintenance industry. Update your skills in bidding on new contracts and revising existing contracts. Learn measurement of quoted areas, specifications, job efficiency standards, equipment requirements, norms and evaluations, quoting on job sites and on blueprints, insurance and bonding. (Den Daas) \$135
5 day - Sa. Sep 24, 09:00-16:00 - VVI

John Den Daas is an instructor in the Building Service Worker Program at V.V.I. with 34 years' experience in the contract cleaning business.

Building Service Management (250404)

Designed for supervisors in building services. Update on state-of-the-art cleaning materials and equipment. Learn floor finishes and maintenance, purchasing, budgeting, rentals, costing of square footage, supervision and motivation of staff. (Vickery) \$135
10 eve - We. Sep 21, 18:30-21:30 - VVI

Bill Vickery is Director of Building Services at Vancouver General Hospital.

Sales Training — Building Services Industry (250405)

Prepare for a successful sales career and learn fundamental sales communication skills. Learn techniques for the sales approach, needs analysis, presentation and demonstration, how to close a sale and time and territory management. (Kennedy) \$135
10 eve - Mo. Sep 19, 19:00-22:00 - VVI

Bert Kennedy is a professional sales trainer and a principal of Executive Development Services.

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 I. (Building Service Management may be accepted in place of BSW-I 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 landlording 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. \$95
8 eve - Tu. Oct 04, 19:00-21:30 - VVI

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. \$95
8 eve - Mo. Oct 03, 19:00-21:30 - VVI

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 registration at Langara.

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

2. By PHONE. Charge it to your MasterCard or 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 with cheque, cash or charge card.

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. \$95
8 eve - Th. Sep 29, 18:30-21:00 - VVI

Building Service Worker — Level 1 (250401)

Learn general cleaning and floor maintenance. A theoretical course in preparation for the hands-on Level II. Explore types of soils, sweeping methods and equipment, types of cleaners, germicides and disinfectants, washroom and window cleaning, floor machines and servicing specialty areas. (Parent) \$135
5 day - Sa. Sep 24, 09:00-16:00 - VVI

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) \$30
1 eve - Th. Oct 06, 19:00-22:00 - VVI

Carroll MacLean is Operations Manager for L & C Management Ltd.

Managing Residential Tenancies (500705)

For owners of rental houses, single suites and small apartment buildings. Learn tenant screening techniques, handling evictions, dispute resolution, good tenant relations and the Residential Tenancy Act. (Pink) \$45
1 day - Sa. Sep 24, 09:00-15:30 - VVI
1 day - Sa. Oct 15, 09:00-15:30 - Lan

Brian Pink, B.A. is a Program Coordinator with Continuing Education.

Basic Plumbing Workshop (109005)

Learn about residential plumbing, materials and tools. The instructor will demonstrate common repair procedures for toilets, faucets, pipes and drains, with an explanation of tools and supplies. Handouts included. (Best) \$45
2 eve - We. Oct 5, 19:00-22:00 - VVI

Jerry Best is a residential renovations contractor with 18 years' experience on the Lower Mainland.

Fridge and Stove Repair (109006)

Learn the basic operation and repair of household fridges and stoves. Students will learn to identify common problems and how to perform basic repairs. Use of voltage and OHM meters included. (Archambault) \$45
1 day - Sa. Oct 15, 09:00-15:00 - VVI

Pierre Archambault is an owner of JPA Appliances with several years' experience in the appliance repair trade.

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 Accounting Students

There will be common midterm and final exams for Accounting 1115 and 2215.

Midterm Accounting 1115 Oct 31 19:00-22:00 hours

Midterm Accounting 2215 Nov 01 19:00-22:00 hours

Final Accounting 1115 Dec 12 19:00-22:00 hours

Final Accounting 2215 Dec 13 19:00-22:00 hours

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
13 eve - Mo. Sep 19, 19:00-22:00 - Lan (Wadsworth)

13 eve - Tu. Sep 20, 19:00-22:00 - Lan (Glass)

13 eve - We. Sep 21, 19:00-22:00 - Lan (Badley)

13 eve - Th. Sep 22, 19:00-22:00 - Lan (Giles)

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.

Joe Giles, 10 years' teaching experience at Langara and SFU; also teaches for the Society of Management Accountants.

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. Prerequisite: Standing of "C" or higher for entry into Accounting 3321. \$140
13 eve - Tu. Sep 20, 19:00-22:00 - Lan (Badley)

13 eve - Th. Sep 22, 19:00-22:00 - Lan (Mahden)

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

Accounting 3321 (102003)

Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, concepts of present value, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets, current liabilities and long-term liabilities. Prerequisite: Standing of "C" or higher in Accounting 2215. (Jeyakumar) \$140
13 eve - We. Sep 21, 19:00-22:00 - Lan

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. (Jeyakumar) \$140
13 eve - Mo. Sep 19, 19:00-22:00 - Lan

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

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, Methuen. (Sheinin) \$140
13 eve - We. Sep 21, 19:00-22:00 - Lan

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. (Schachter) \$140
13 eve - Mo. Sep 19, 19:00-22:00 - Lan

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. (Schachter) \$140
13 eve - Wed. Sep 21, 19:00-22:00 - Lan

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. (TBA) \$140
13 eve - We. Sep 21, 19:00-22:00 - Lan

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) \$175
13 eve - Tu. Sep 20, 19:00-22:00 - Lan

13 eve - Th. Sep 22, 19:00-22:00 - Lan

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

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. (Sheinin) \$140 13 eve - Mo. Sep 19, 19:00-22:00 - Lan

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. (Kay) \$140
13 eve - Tu. Sep 20, 19:00-22:00 - Lan

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)

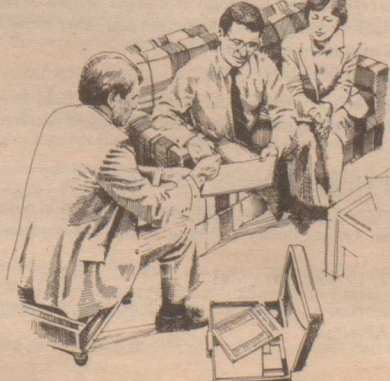
Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. The focus will be on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training. (Kelly) \$140
13 eve - Tu. Sep 20, 19:00-22:00 - Lan

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. (Glasser) \$140
13 eve - Tu. Sep 20, 19:00-22:00 - Lan
13 eve - We. Sep 21, 19:00-22:00 - Lan

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) \$45
1 day - Sa. Oct 22, 09:00-15:00 - Lan
1 day - Sa. Oct 29, 09:00-15:00 - Lan

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) \$45
1 day - Sa. Oct 15, 09:00-15:00 - Lan

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
1 eve - Th. Sep 15, 19:00-22:00 - Lan
1 mng - Sa. Sep 17, 09:30-12:30 - Lan

Calligraphy: Beginners Italic Level 1 (050301)

An easy fun beginning in the basic skills of italic writing with the edged pen! This practical, yet beautiful style develops into fast, legible handwriting which looks so good! It can be used for everyday handwriting (letters), note taking or for more formal uses — invitations, gift cards, posters etc. Instructor will advise the modestly priced supply requirements. (Poskitt) \$45
8 eve - Tu. Sep 20, 19:30-21:30 - Lan
8 eve - Th. Sep 22, 17:30-19:30 - Lan
8 mng - Sa. Sep 24, 09:30-11:30 - Lan

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
8 eve - Th. Sep 22, 19:30-21:30 - Lan

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) \$40
1 day - Sa. Oct 15, 09:00-16:00 - KEC
1 day - Sa. Oct 22, 09:00-16:00 - KEC

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

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) \$40
1 day - Sa. Oct 15, 09:30-16:30 - KEC
1 day - Sa. Oct 22, 09:30-16:30 - KEC

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) \$25
1 day - Sa. Oct 29, 09:30-13:30 - KEC

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

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. script-writing will all be explored. (Janeszewski) \$70
6 eve - Tu. Oct 11, 19:00-21:00 - KEC

Laura Janeszewski — Since graduating with a B.F.A. in Theatre, Laura has been actively engaged as a performer-writer in live theatre, film, television, radio, stand-up comedy and improvisation.

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
8 eve - Mo. Sep 26, 20:00-22:00 - Lan

Lori Dungey is a five-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 (503431)

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
1 day - Sa. Oct 22, 09:30-16:30 - Lan



IMPORTANT NOTICE

TO GRADUATES AND FORMER STUDENTS OF VANCOUVER COMMUNITY COLLEGE

We cordially invite you to join our active Association. The founding members of the Vancouver Community College Alumni Association 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

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
8 eve - Mo. Sep 19, 19:00-22:00 - VVI

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 principles of composition and design to prepare cartoons for reproduction. Demonstrations and assignments. (Metzger) \$95
10 eve - Th. Sep 22, 19:00-22:00 - VVI

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
10 eve - Mo. Sep 19, 19:00-22:00 - VVI

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

Drawing, Basic (050407)

Learn to use pencils, charcoal, pen and brush, and pen and ink. Tone, line, texture, shape, and composition are studied through the use of still life and figure drawing studies. Bring soft charcoal stick, newsprint and manila paper to the first session. Registration fee includes the cost of models. (Babcock) \$80
8 eve - Tu. Sep 20, 19:00-22:00 - VVI

Painting Basic — Watercolour (050412)

Develop the skills necessary to paint in watercolours or render architectural illustrations. Materials and techniques used in traditional and contemporary watercolour paintings are studied. Still life, figure, and landscape are studied with the use of line and washes, colour and tone, composition and perspective. Bring ink, Chinese brush and newsprint to first class. Fee includes model costs. (Babcock) \$80
8 eve - We. Sep 21, 19:00-22:00 - VVI

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

Sell Your Art! (050418)

Learn to prepare the marketing techniques, visual presentations, and a general study of the psychology of marketing commercial art and printing. (P. Jakubke) \$30
2 eve - Tu. Sep 27, 19:00-22:00 - VVI

Pamela Jakubke is president of an art consulting firm which markets and renders fine art. She is also involved in the publishing of art posters and limited edition prints.

Graphic Design — An Introduction (050408)

Examine the problems of design layout, rendering, lettering and the theory of advertising. This is a course with emphasis on creativity and is considered the basic level of the graphic design series. (N. Jakubke/Lim) \$95
10 eve - Th. Sep 22, 19:00-22:00 - VVI
10 mng - Sa. Sep 24, 09:30-12:30 - VVI

Mr. Jakubke works for West Graphika Ltd., one of Vancouver's major art studios.

Graphic Design —

Printing and Production Techniques (050409)

For photographers and artists wishing to expand their knowledge in graphic design by studying lettering, design layout and the theory of printing. Emphasis is on the actual printing process as it relates to graphics. This is a course with emphasis on graphic theory, and is considered the advanced level of the Graphic Design Series. (Lim) \$110
10 eve - We. Sep 21, 18:30-22:00 - VVI

Paste-Up and Assembly Techniques (050414)

Learn two techniques for paste-up and assembly: rubber cement and wax. Cleanliness, speed and efficiency are stressed. Class projects range from a simple mechanical to a full-page colour ad. Experience in graphic design essential. (Lim) \$95
10 eve - Tu. Sep 20, 19:00-22:00 - VVI

Portfolio Presentation (050417)

Professional artists rely on their portfolio as a major selling device. Analyze methods of presentation, composition of content and other important factors. Bring your subject matter for analysis. (Lim) \$25
2 eve - Mo. Sep 26, 19:00-22:00 - VVI

Mr. D. Lim has worked 12 years in the graphic design field as an Art Director, a Corporate Packaging Designer and at present is a freelance Graphic Designer.

Illustration for Graphic Design (050410)

Explore a wide range of illustration techniques as applied in advertising and various print media. Colour theory and basic design are covered. (Kirkaldy) \$55
6 eve - Tu. Sep 27, 19:00-22:00 - VVI

E. Kirkaldy has worked 8 years in the graphic design and illustration field in both B.C. and Alberta.

Drawing, Advanced (050406)

If you have some basic drawing and want to move to the next stage of development, learn perspective, structure, anatomy and style. Both models and still objects are used. Registration fee includes the cost of models. (Sen) \$80
8 eve - Tu. Sep 20, 19:00-22:00 - VVI

Painting, Advanced (050413)

Some sound experience in elementary painting is a prerequisite to this course. Emphasizes the continued study of forms and of anatomy with painting from the draped and nude figure. Fee includes model costs. Prerequisite: elementary painting experience. (Sen) \$80
8 eve - Th. Sep 22, 19:00-22:00 - VVI

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

Anatomy for the Artist/Illustrator (050422)

This course will assist artists and illustrators in creating more realistic and 3-dimensional figures by a detailed study of anatomy as it relates to drawing bones and muscle structure. Skeletal bones and slides will be used as teaching aids, and life drawing from a model will be part of each session. (Finlay) \$95
8 eve - Mo. Sep 19, 19:00-22:00 - VVI

Perspective Drawing and Rendering (050415)

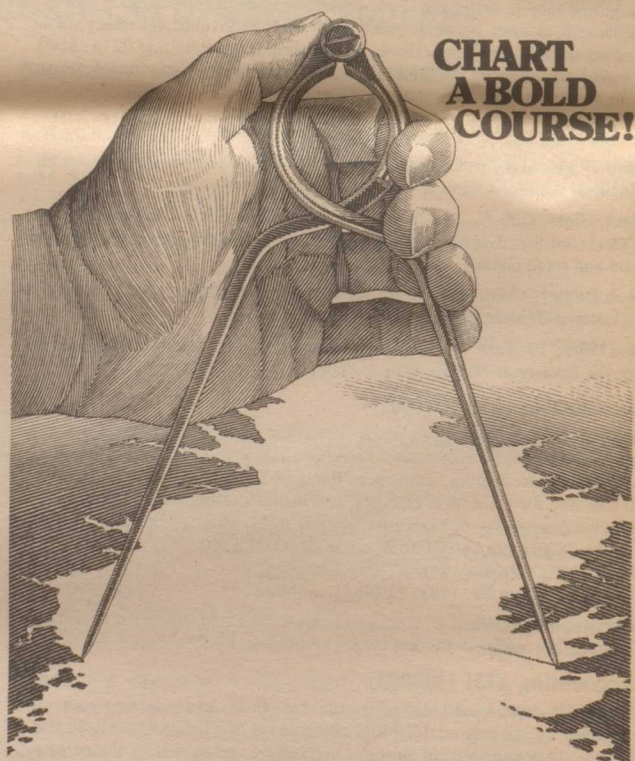
Designed for Architects, Interior Designers, Draftsmen and the general public who are interested in learning the practical class applications of perspective drawing. You will learn plan perspective, photo perspective, shadows and reflections, perspective sketching, and simple rendering in pencil and ink. You will be required to purchase some drafting equipment. (Some drafting ability required.) (Finlay) \$110
10 eve - Th. Sep 22, 18:30-22:00 - VVI

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

Drawing on the Right Side of the Brain (050405)

A drawing course specifically designed for the faint-hearted - for those who have always believed that they just can't draw. Learning to access the right brain, drawing becomes a stress-free, enjoyable - creative process. (Hamilton) \$70
8 eve - We. Sep 21, 19:00-22:00 - VVI

Ms. Hamilton, B.A., University of British Columbia; studied Art at Vancouver School of Art, Shrewsbury School of Art, Shropshire, England; Camden Art Centre, London, England.



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 Acpcac 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:

Most courses are three hours, one evening per week, for five weeks. Some courses are also offered on Saturday mornings. 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

5 eve - Mo. Sep 19, 19:00-22:00 - Lan
5 eve - Tu. Sep 20, 19:00-22:00 - Lan
5 eve - We. Sep 21, 19:00-22:00 - Lan
5 mng - Sa. Oct 08, 09:00-12:00 - Lan

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

5 eve - Th. Oct 27, 19:00-22:00 - Lan
5 eve - Mo. Oct 31, 19:00-22:00 - Lan

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 at three off-campus locations: Precept, Computer Station and the VCC/CE Microcomputer Lab in the Oakridge Centre.

Our New Computer Lab

V.C.C. Oakridge Computer Lab is our newest microcomputer training lab. Here you will learn to operate state-of-the-art computers with the most advanced software available.

The computers are all AT's having 80286 CPU's and a minimum of one megabyte of memory. Every student will have a personal workstation and classes will be limited to twelve, to allow more personal contact with the instructor.

Laser printers have also been included for the benefit of desktop publishing classes.

Best of all, this comfortable air conditioned lab is located in the heart of Oakridge Centre, where you'll discover ample free parking, familiar restaurants and dozens of convenient shops and services.

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
5 eve - Tu. Sep 20, 19:00-22:00 - Lan
5 mng - Sa. Sep 24, 09:00-12:00 - Lan
5 eve - Tu. Oct 25, 19:00-22:00 - Lan

CSW4B — Advanced WordPerfect (100520) **New**

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features will cover math columns, indexing, statistical typing, long document preparation and much more. Prerequisite CSW4. \$175
5 eve - We. Oct 26, 19:00-22:00 - Lan

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
5 eve - Th. Sep 22, 19:00-22:00 - Lan
5 eve - Tu. Oct 25, 19:00-22:00 - Lan

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
5 eve - Mo. Sep 19, 19:00-22:00 - Lan
5 eve - We. Oct 26, 19:00-22:00 - Lan
5 eve - Mo. Oct 31, 19:00-22:00 - Lan

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
5 eve - Mo. Sep 19, 19:00-22:00 - Lan
5 eve - Mo. Oct 31, 19:00-22:00 - Lan

CSW7B — Accounting Using Bedford (100507)

Shows how to use Bedford Integrated Software to set up a complete set of books. G/L, Payroll, Jobcost, A/R, A/P, and inventory will be covered. Prerequisite CSW1. \$175
5 eve - We. Sep 21, 19:00-22:00 - Lan

CSW9 — DOS Operating System (100509)

Teaches the student how to control and make the most effective use of the IBM/PC's via the DOS Operating System. The various commands, directory structure, CONFIG.SYS, AUTOEXEC, BAT plus various utilities will be covered. Technical information on disk organization, batch file programming, BIOS will also be discussed. Prerequisite CSW1. \$175
5 mng - Sa. Oct 29, 09:00-12:00 - Lan

CSW12 — Local Area Network (LAN) (100518)

Shows how the various PC's in your office can be connected ("networked") together for data sharing and electronic mail. The popular Novell network system will be used for illustration. The various commands will be covered. Prerequisite CSW9. \$175
5 eve - Th. Oct 27, 19:00-22:00 - Lan

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
VCC/CE Microcomputer Lab - Oakridge Centre North Tower,
320 - 650 West 41st Avenue
Registration and information — 682-5844

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. V.C.C. Langara classes have a maximum of 20 students. Classes at the VCC/CE Microcomputer Lab (Oakridge Centre) permit a maximum of 12 students. Precept has a maximum of six students per class.

Course participants at Precept Computer Station and the VCC/CE Microcomputer Lab receive a comprehensive reference/study guide and a course disk containing study materials and examples as part of the course fee.

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.

1. Introduction to Computers

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 dBASE III. \$145
(The computers at Oak are IBM-AT's with hard disk drives.)

1 day - Th. Sep 08, 09:00-17:00 - CSn
1 day - Sa. Sep 10, 09:00-17:00 - CSn
3 eve - Mo. Sep 12, 18:30-21:30 - CSn
3 eve - We. Sep 14, 18:30-21:30 - CSn
1 day - Su. Sep 18, 09:00-17:00 - CSn
1 day - Sa. Sep 24, 09:00-17:00 - CSn
1 day - We. Sep 28, 09:00-17:00 - CSn
1 day - Su. Oct 02, 09:00-17:00 - CSn
1 day - Sa. Oct 08, 09:00-17:00 - CSn
1 day - We. Oct 12, 09:00-17:00 - CSn
3 eve - Mo. Oct 17, 18:30-21:30 - CSn
2 mng - Mo./Tu. Oct 17, 09:00-12:30 - Oak
2 eve - We./Th. Oct 19, 18:30-22:00 - Oak
1 day - Sa. Oct 22, 09:00-17:00 - CSn
1 day - We. Oct 26, 09:00-17:00 - CSn
2 mng - Fr./Sa. Oct 28, 09:00-12:30 - Oak
2 eve - Mo./Tu. Oct 31, 18:30-22:00 - Oak
3 eve - Mo. Nov 07, 18:30-21:30 - CSn
2 eve - We./Th. Nov 09, 18:30-22:00 - Oak
1 day - Sa. Nov 12, 09:00-17:00 - CSn
1 day - We. Nov 16, 09:00-17:00 - CSn
1 day - Sa. Nov 26, 09:00-17:00 - CSn
2 eve - Mo./Tu. Nov 28, 18:30-22:00 - Oak
3 eve - Mo. Nov 28, 18:30-21:30 - CSn
1 day - Fr. Dec 02, 09:00-17:00 - CSn
2 mng - Mo./Tu. Dec 05, 09:00-12:30 - Oak
1 day - Sa. Dec 10, 09:00-17:00 - CSn
2 eve - We./Th. Dec 14, 18:30-22:00 - Oak
1 day - Su. Dec 18, 09:00-17:00 - CSn

Introduction to Computing on the IBM PC-XT and Compatibles (100608)

Gain some proficiency with an IBM PC-XT or compatible microcomputer. The course content assumes no previous experience with computers, and intends to provide the novice computer user with a basic understanding of computers and their use. Learn to use a microcomputer through straight forward 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 \$145
2 aft - Mo./Tu. Sep 12, 13:00-17:00 - Pre
4 eve - Mo./We. Sep 12, 19:00-21:00 - Pre
2 aft - Th./Fr. Sep 15, 13:00-17:00 - Pre
2 mng - Mo./Tu. Oct 03, 08:30-12:30 - Pre
2 aft - Th./Fr. Oct 13, 13:00-17:00 - Pre
4 eve - Tu./Th. Nov 01, 19:00-21:00 - Pre
2 aft - Mo./Tu. Nov 07, 13:00-17:00 - Pre
2 mng - Mo. Tu. Nov 28, 08:30-12:30 - Pre
2 mng - Th./Fr. Dec 01, 08:30-12:30 - Pre
2 aft - Mo./Tu. Dec 05, 13:00-17:00 - Pre

2. Computer Applications

Word Processing

Introduction to Wordperfect 5.0 (100710)

Learn fundamental WordPerfect operations: creating and editing documents, printing, moving/copying text, formatting, search/replace and more. \$145 (Langara - \$115)

1 day - Su. Sep 11, 09:00-17:00 - CSn
3 eve - Tu. Sep 13, 18:30-21:30 - CSn
1 day - Tu. Sep 20, 09:00-17:00 - CSn
1 day - Sa. Oct 01, 09:00-17:00 - CSn
3 eve - Tu./We./Th. Oct 11, 18:30-21:30 - Oak
1 day - Th. Oct 13, 09:00-17:00 - CSn
2 aft - Mo./Tu. Oct 24, 13:00 - 17:00 - Oak
3 eve - Th. Oct 27, 18:30-21:30 - CSn
1 day - Sa. Oct 29, 09:00-17:00 - CSn
1 day - Sa. Oct 29, 09:00-16:30 - Lan
2 aft - Mo./Tu. Oct 31, 13:00-17:00 - Oak
1 day - Su. Nov 06, 09:00-17:00 - CSn
3 eve - We. Nov 16, 18:30-21:30 - CSn
1 day - Sa. Nov 19, 09:00-17:00 - CSn
2 aft - Mo./Tu. Nov 21, 13:00-17:00 - Oak
1 day - We. Nov 23, 09:00-17:00 - CSn
1 day - Su. Nov 27, 09:00-17:00 - CSn
3 mng - Mo./Tu./We. Nov 28, 09:00-12:00 - Oak
2 aft - Mo./Tu. Dec 05, 13:00-17:00 - Oak
3 eve - Tu. Dec 06, 18:30-21:30 - CSn
1 day - We. Dec 07, 09:00-17:00 - CSn
1 day - Sa. Dec 17, 09:00-17:00 - CSn
3 mng - Mo./Tu./We. Dec 19, 09:00-12:00 - Oak

Intermediate Wordperfect 5.0 (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. \$145

1 day - Tu. Sep 13, 09:00-17:00 - CSn
3 eve - Tu. Oct 04, 18:30-21:30 - CSn
1 day - Su. Oct 16, 09:00-17:00 - CSn
2 mng - Fr./Sa. Oct 21, 09:00-12:30 - Oak
3 eve - Tu. Nov 15, 18:30-21:30 - CSn
1 day - Th. Nov 24, 09:00-17:00 - CSn
1 day - Su. Dec 04, 09:00-17:00 - CSn
2 eve - Mo./Tu. Dec 12, 18:30-22:00 - Oak

Word Processing With WordPerfect Module One (100710)

Learn word processing concepts using WordPerfect as the demonstration program. Complete coverage of fundamental word processor 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. \$145

2 aft - Mo./Tu. Sep 19, 13:00-17:00 - Pre
4 eve - Mo./We. Sep 26, 19:00-21:00 - Pre
2 mng - Th./Fr. Oct 06, 08:30-12:30 - Pre
4 eve - Mo./We. Nov 14, 19:00-21:00 - Pre

Word Processing with WordPerfect Module Two (100735)

This is the follow-up course to Word processing 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. \$145

2 aft - Th./Fr. Oct 20, 13:00-17:00 - Pre
4 eve - Mo./We. Dec 05, 19:00-21:00 - Pre

Advanced WordPerfect (100747)

Students will learn to prepare copy for desktop publishing. They will also be introduced to setting up various document files for other more advanced routines. Experience with WordPerfect is required. \$145

2 mng - We. Th. Oct 19, 09:00-12:30 - Oak
2 eve - Mo. Mo. Tu. Nov 07, 18:30-22:00 - Oak

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. \$145

1 day - Fr. Sep 09, 09:00-17:00 - CSn
1 day - Tu. Nov 01, 09:00-17:00 - CSn

Introduction to MS-Word (100724)

Learn fundamental MS-Word operations: creating and editing documents, printing, moving/copying text, transferring text between documents, formatting, search/replace and more. \$145

3 mng - Tu./We./Th. Oct 11, 09:00-12:00 - Oak
2 aft - Mo./Tu. Oct 17, 13:00-17:00 - Oak
1 day - We. Oct 19, 09:00-17:00 - CSn
3 mng - Th./Fr./Sa. Nov 03, 09:00-12:00 - Oak
2 aft - Mo./Tu. Nov 14, 13:00-17:00 - Oak
3 mng - Mo./Tu./Wed. Nov 21, 09:00-12:00 - Oak
2 aft - We./Th. Nov 30, 13:00-17:00 - Oak
1 day - Th. Dec 01, 09:00-17:00 - CSn
3 mng - Th./Fr./Sa. Dec 15, 09:00-12:00 - Oak
1 day - Th. Dec 22, 09:00-17:00 - Oak

Intermediate MS-Word (100763)

Students will learn more advanced operations and commands for Word: preparing text and math columns, various merge routines, more sort routines, use of a Thesaurus, spell-checking routines, macros and transferring text between documents. Experience with MS-Word is required. \$145

2 mng - We./Th. Oct 26, 09:00-12:30 - Oak
2 mng - Fr./Sa. Nov 18, 09:00-12:30 - Oak
2 eve - We./Th. Dec 07, 18:30-22:00 - Oak

Advanced Ms-Word (100728)

Students will learn to prepare copy for desktop publishing. They will also be introduced to setting up various document files for other more advanced routines. Experience with MS-Word is required. \$145

2 mng - Mo./Tu. Oct 24, 09:00-12:30 - Oak
2 mng - Mo./Tu. Nov 07, 09:00-12:30 - Oak



Introduction to Word Processing with Microsoft Word (100724)

Learn the operational features, limitations, and functions of Microsoft WORD, one of the most powerful, flexible, and popular word processing packages available for your IBM PC-XT or compatible microcomputer. The course will concentrate on getting users productive as quickly as possible, and then expanding their proficiency. As part of our ongoing commitment to education in the rapidly developing field of computerized publishing, Introduction to Microsoft WORD will set you on the path to faster, more proficient use of your microcomputer as a writing, reporting, and publishing tool. Familiarity with the IBM PC-XT or compatible is required. Introduction to Computing on the IBM PC-XT or equivalent. Touch typing not required. \$145

2 mng - Th./Fr. Sep 22, 08:30-12:30 - Pre
4 eve - Tu./Th. Oct 04, 19:00-21:00 - Pre
2 mng - Mo./Tu. Oct 17, 08:30-12:30 - Pre
4 eve - Mo./We. Oct 31, 19:00-21:00 - Pre
2 aft - Th./Fr. Dec 15, 13:00-17:00 - Pre

Advanced Word Processing 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 Word processing 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. \$145

2 aft - Mo./Tu. Oct 31, 13:00-17:00 - Pre
4 eve - Tu./Th. Dec 06, 19:00-21:00 - Pre

Introduction to Medical Office Computer Billing — Dialog (100768)

Designed for those who wish to become familiar with medical computer billing and computer operations. Previous computer knowledge is not required. This course will introduce you to DIALOG, basic patient registry, how to set up files, basic billing procedures, data sheets, remittance procedures and how to communicate with MSP. A knowledge of recordkeeping and medical terminology would be helpful. \$165

2 day - Sa. Oct 15, 09:00-15:00 - VV1
2 day - Sa. Nov 05, 09:00-15:00 - VV1
2 day - Sa. Nov 26, 09:00-15:00 - VV1

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. \$145

1 day - We. Sep 14, 09:00-17:00 - CSn
3 eve - We. Oct 05, 18:30-21:30 - CSn
1 day - Fr. Oct 07, 09:00-17:00 - Oak
1 day - Fr. Oct 14, 09:00-17:00 - CSn
2 aft - We./Th. Oct 19, 13:00-17:00 - Oak
1 day - Su. Oct 30, 09:00-17:00 - CSn
2 aft - We./Th. Nov 09, 13:00-17:00 - Oak
1 day - We. Nov 09, 09:00-17:00 - CSn
2 aft - Th./Fr. Nov 24, 13:00-17:00 - Oak
3 mng - Th./Fr./Sa. Dec 01, 09:00-12:00 - Oak
1 day - Tu. Dec 06, 09:00-17:00 - CSn
1 day - We. Dec 07, 09:00-17:00 - Oak
2 aft - Mo./Tu. Dec 12, 13:00-17:00 - Oak

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. \$145

1 day - Sa. Oct 01, 09:00-17:00 - Oak
3 eve - Mo./Tu./We. Nov 14, 18:30-21:30 - Oak
2 aft - Th./Fr. Dec 15, 13:00-17:00 - Oak

Advanced dBase III Plus (100764)

Learn programming in dBase III Plus. The major statements in command-file processing are introduced and you will create a menu-driven business system. You will also learn how to exchange data between dBase III compiler and Lotus and word processing software. An introduction to compilers using "Clipper" will conclude your advanced studies. Prerequisite: Intermediate dBase III Plus or approval from the instructor. \$130

2 eve - Mo./Tu. Oct 24, 18:30-21:30 - Oak
2 eve - Mo./Tu. Nov 21, 18:30-21:30 - Oak

Using dBase III Plus Data Base Management System Module One (100705)

Learn data base management systems as an organizational reference tool. dBase III Plus will be used to demonstrate the powerful, flexible capabilities of data base management systems with specific emphasis on analyzing record and memory requirements, creating a data base, entering information. Familiarity with the IBM PC-XT or compatible is required. Introduction to Computing on the IBM PC-XT or equivalent. \$145

2 aft - Mo./Tu. Oct 24, 13:00-17:00 - Pre

Using dBase III Plus Data Base Management System Module Two (100734)

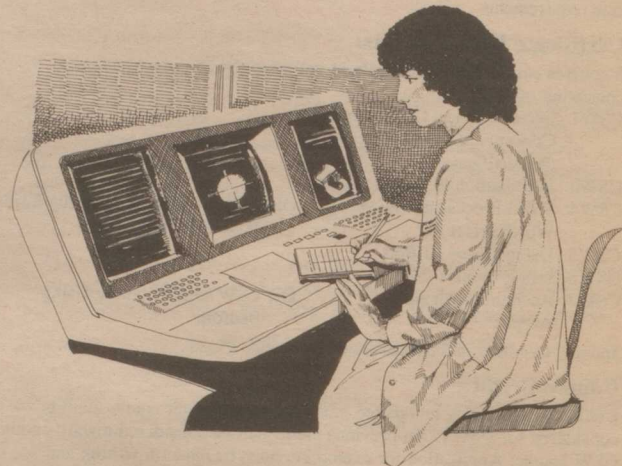
This is the follow-up course to Using dBase III Plus Data Base Management System Module One. Course topics include: reports, input screens, expanding files, custom labels and more. A student edition of dBase III Plus is included in the course fees. Familiarity with the IBM PC-XT or compatible is required. Introduction to Computing on the IBM PC-XT or equivalent. \$145

2 aft - No./Tu. Nov 21, 13:00-17:00 - Pre

dBase III/dBase III Plus Essentials (100706)

Acquire the knowledge to create, edit and display a database, add, delete and change records in the database, search for records using simple and compound criteria, perform arithmetic functions, sort and index records, create reports and mailing labels and set up a command file to automate repetitive tasks. (F. Wuhrer) \$115

1 day - Sa. Dec 03, 09:00-16:30 - Lan



Intermediate Lotus 1-2-3 (100712)

Lotus 1-2-3 graphing, database functions and intermediate spreadsheet concepts are explored. Database functions including sorting, finding and extracting records are covered. As well, additional spreadsheet functions such as extracting and combining sheets, windowing and protecting cells are included. \$145

1 day - Fr. Sep 23, 09:00-17:00 - CSn
2 mng - Mo./Tu. Oct 03, 09:00-12:30 - Oak
3 eve - Th. Oct 06, 18:30-21:30 - CSn
2 eve - Mo./Tu. Oct 17, 18:30-22:00 - Oak
1 day - Fr. Oct 21, 09:00-17:00 - CSn
2 mng - Mo./Tu. Nov 14, 09:00-12:30 - Oak
2 eve - We./Th. Nov 23, 18:30-22:00 - Oak
1 day - We. Nov 30, 09:00-17:00 - CSn
2 eve - Mo./Tu. Dec 05, 18:30-22:00 - Oak
3 eve - Th. Dec 08, 18:30-21:30 - CSn
1 day - Fr. Dec 09, 09:00-17:00 - CSn

Spreadsheets/Graphs

Lotus 1-2-3 Spreadsheets and Graphs (100714)

Learn to construct and modify spreadsheets and produce graphs. Become familiar with the LOTUS keyboard and screen display and use the commands to set up and format a worksheet, insert columns and rows, enter and copy formulas using relative and absolute addressing, copy and move ranges, save and load complete and partial worksheets, print worksheets, produce several different graphs with grids, titles and labels. (F. Wuhrer) \$115

1 day - Sa. Oct 22, 09:00-16:30 - Lan

Electronic Spreadsheets (Lotus 1-2-3) (100711)

You will learn essential spreadsheet concepts and terminology and fundamental LOTUS 1-2-3 creation, editing and printing commands. Coverage of fundamental spreadsheet design considerations will ensure effective use of available memory and ease of modification. You should have a working knowledge of the IBM PC-XT microcomputer Introduction to Computing the IBM PC-XT or equivalent. \$145

2 aft - Th./Fr. Oct 27, 13:00-17:00 - Pre

Advanced Spreadsheet Skills (Lotus 1-2-3 Macros) (100716)

For those who have some prior experience with LOTUS 1-2-3 and would like to expand their knowledge of its more sophisticated features. The course takes a practical approach to developing LOTUS 1-2-3 as a modeling tool. Numerous design aids and spreadsheets will be supplied to the student on the course disk. Familiarity with the IBM PC-XT or compatible is required. Introduction to Computing on the IBM PC-XT or equivalent. \$145

2 mng - Th./Fr. Nov 24, 08:30-12:30 - Pre

Introduction to Lotus 1-2-3 (100711)

Lotus 1-2-3 is a powerful combination of spreadsheets, graphics and database functions. Learn Lotus 1-2-3 concepts and terminology, spreadsheet creation, editing and printing. Extensive hands-on practice included. \$145

3 eve - Th. Sep 15, 18:30-21:30 - CSn
1 day - Sa. Sep 17, 09:00-17:00 - CSn
1 day - We. Sep 21, 09:00-17:00 - CSn
1 day - Sa. Sep 25, 09:00-17:00 - CSn
1 day - Th. Oct 06, 09:00-17:00 - CSn
1 day - Sa. Oct 15, 09:00-17:00 - CSn
1 day - Su. Oct 23, 09:00-17:00 - CSn
3 eve - We. Oct 26, 18:30-21:30 - CSn
1 day - Sa. Nov 05, 09:00-17:00 - CSn
1 day - Th. Nov 10, 09:00-17:00 - CSn
3 eve - Th. Nov 17, 18:30-21:30 - CSn
1 day - Su. Nov 20, 09:00-17:00 - CSn
1 day - Sa. Dec 03, 09:00-17:00 - CSn
3 eve - We. Dec 07, 18:30-21:30 - CSn
1 day - Th. Dec 08, 09:00-17:00 - CSn
1 day - Su. Dec 11, 09:00-17:00 - CSn

Intermediate Lotus 1-2-3 (100712)

Lotus 1-2-3 graphing, database functions and intermediate spreadsheet concepts are explored. Database functions including sorting, finding and extracting records are covered. As well, additional spreadsheet functions such as extracting and combining sheets, windowing and protecting cells are included. \$145

1 day - Fr. Sep 23, 09:00-17:00 - CSn
2 mng - Mo./Tu. Oct 03, 09:00-12:30 - Oak
3 eve - Th. Oct 06, 18:30-21:30 - CSn
2 eve - Mo./Tu. Oct 17, 18:30-22:00 - Oak
1 day - Fr. Oct 21, 09:00-17:00 - CSn
2 mng - Mo./Tu. Nov 14, 09:00-12:30 - Oak
2 eve - We./Th. Nov 23, 18:30-22:00 - Oak
1 day - We. Nov 30, 09:00-17:00 - CSn
2 eve - Mo./Tu. Dec 05, 18:30-22:00 - Oak
3 eve - Th. Dec 08, 18:30-21:30 - CSn
1 day - Fr. Dec 09, 09:00-17:00 - CSn

Advanced Lotus 1-2-3 (100716)

Advanced Lotus 1-2-3 instruction has been designed for individuals who want to put the full power of 1-2-3 to work. This course covers the development of detailed macros. A good working knowledge of Lotus 1-2-3 is a prerequisite. Bring your own work for practice. \$145

2 mng - We./Th. Oct 05, 09:00-12:30 - Oak
2 mng - We./Th. Nov 16, 09:00-12:30 - Oak
2 eve - We./Th. Nov 30, 18:30-22:00 - Oak

Lotus 1-2-3 Data Management and Macros (100715)

This course concentrates on the data management abilities of Lotus and Macros. Learn how to use Lotus 1-2-3 to manage your businesses' data base and extract information. Students must have completed a course in Lotus 1-2-3 spreadsheets before taking this course. (F. Wuhrer) \$115

1 day - Sa. Nov 05, 09:00-16:30 - Lan

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

2 eve - Tu./Th. Sep 13, 19:00-22:00 - Pre
2 mng - Th./Fr. Sep 15, 09:00-12:00 - Pre
2 mng - Th./Fr. Oct 27, 09:00-12:00 - Pre
2 mng - Mo./Tu. Nov 07, 09:00-12:00 - Pre

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. Familiarity with the IBM PC-XT or compatible is required. Introduction to Computing on the IBM PC-XT or equivalent. A working knowledge of fundamental bookkeeping skills would be an asset. \$275

4 eve - Tu./Th. Sep 20, 19:00-22:00 - Pre
4 aft - Mo./Tu./Th./Fr. Nov 14, 13:00-16:00 - Pre
4 mng - Th./Fr. Dec 08, 09:00-12:00 - Pre

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 General Ledger, Receivables and Payables 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. (B. Wuhrer) \$115

1 day - Sa. Nov 19, 09:00-16:30 - Lan

Introduction to Bedford (100702)

Learn how to set up a chart of accounts, as well as customer, vendor and payroll files. Students will also learn how to integrate each of the modules (Receivables, Payables and Payroll), and how to properly process data and correct errors. \$145

3 eve - Mo./Tu./We. Oct 03, 18:30-21:30 - Oak
2 aft - Fr./Sa. Oct 14, 13:00-17:00 - Oak
3 mng - Mo./Tu./We. Oct 31, 09:00-12:00 - Oak
2 aft - Mo./Tu. Nov 07, 13:00-17:00 - Oak
2 aft - Sa./Su. Nov 26, 13:00-17:00 - Oak
3 mng - Th./Fr./Sa. Dec 08, 09:00-12:00 - Oak
3 mng - Mo./Tu./We. Dec 12, 09:00-12:00 - Oak

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 word processing concepts and applications. Touch typing is not required. \$190

2 mng - Th./Fr. Sep 29, 08:30-12:30 - Pre
2 mng - Mo./Tu. Oct 24, 08:30-12:30 - Pre
2 aft - Th./Fr. Nov 24, 13:00-17:00 - Pre
2 aft - Mo./Tu. Dec 12, 13:00-17:00 - Pre

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 word processing concepts and applications. Touch typing is not required. \$190

2 mng - Mo./Tu. Sep 26, 08:30-12:30 - Pre
2 mng - Th./Fr. Oct 20, 08:30-12:30 - Pre
2 aft - Mo./Tu. Nov 28, 13:00-17:00 - Pre
2 aft - Th./Fr. Dec 08, 13:00-17:00 - Pre

PageMaker for the IBM — Introduction (100746)

Learn the basic concepts and commands of PageMaker, plus mouse handling, use of clip art and PC Paint software. Finished projects include a business display ad, a one-page advertising flyer and a business form. \$165

2 aft - We./Th. Oct 05, 13:00-18:00 - Oak

2 aft - We./Th. Oct 26, 13:00-18:00 - Oak

2 aft - We./Th. Nov 02, 13:00-18:00 - Oak

2 aft - Sa./Su. Nov 19, 13:00-18:00 - Oak

3 mng - Th./Fr./Sa. Nov 24, 09:00-12:30 - Oak

2 aft - Fr./Sa. Dec 01, 13:00-18:00 - Oak

2 aft - Sa./Su. Dec 17, 13:00-18:00 - Oak

PageMaker for the IBM — Intermediate (100766)

This course will cover text handling in depth, using both PageMaker and Microsoft Word. Projects include an annual report, a three-panel brochure, as well as matched stationery and business card design. Completion of the introductory course or experience with PageMaker is required. \$165

2 aft - We./Th. Oct 12, 13:00-18:00 - Oak

2 aft - Th./Fr. Nov 17, 13:00-18:00 - Oak

2 aft - Th./Fr. Dec 08, 13:00-18:00 - Oak

2 aft - We. Dec 14, 13:00-18:00 - Oak

PageMaker for the IBM — Newsletter (100767)

This course combines all the skills of the previous two levels and introduces the finer points of PageMaker, multiple page documents and design techniques. The completed project is a four-page newsletter. Prerequisite: Intermediate level course or prior approval from the instructor. \$130

2 mng - Fr./Sa. Oct 14, 09:00-12:00 - Oak

2 eve - We./Th. Nov 02, 18:30-21:30 - Oak

2 eve - Mo./Tu. Dec 19, 18:30-21:30 - Oak

3. Computer Programming

"BASIC" Programming for Beginners I (100801)

"BASIC" as a programming language that is easy to master even for those who have no programming experience. It is commonly used in personal computers, in business and in scientific applications. You will apply "BASIC" using practical real life situations. Each session will contain a lecture and "hands-on" time; each student is guaranteed a terminal that is connected to the Prime computer. (M. Goard) \$120

12 eve - Tu./Th. Sep 20, 19:00-21:00 - Lan
8 mng - Sa. Sep 24, 09:00-12:00 - Lan

Introduction to Programming — Modula-2 (100815)

Modula-2, a successor to PASCAL although designed for systems programming is a true general purpose language. Modula-2 provides an excellent support environment for large multiple-programmer projects as well as concurrent programming. Students will have access to the Prime computer to complete programming assignments. Students must have some prior programming knowledge. (H. Kashani) \$100

8 eve - Mo./We. Oct 17, 19:00-21:30 - Lan

"C" Language Programming (100802)

"C" is an elegant high level programming language that is gaining in popularity. Students must have some programming knowledge. Programming assignments will be completed outside class on your own personal computer or by accessing the Prime computer. \$100

8 eve - Mo./We. Sep 19, 19:00-21:30 - Lan

4. Computer Operations

Harnessing the Power of MS-DOS/PC-DOS — Module I — Getting Started (100902)

Module one is designed to introduce the user to the basic concepts and components of MS-DOS/PC-DOS, define the functions that the operating system performs, and familiarize the user with installation procedures and fundamental commands. Module 1 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. \$145
2 aft - Th./Fr. Sep 22, 13:00-17:00 - Pre
4 eve - Mo./We. Oct 17, 19:00-21:00 - Pre
2 mng - Th./Fr. Nov 03, 08:30-12:30 - Pre

Harnessing the Power of MS-DOS/PC-DOS — Module II - Batch File Programming (100907)

Learn the power and flexibility of batch file processes and hard disk optimization in MS-DOS/PC-DOS. The emphasis will be on creating and maintaining an automated, efficient system through comprehensive use of batch programs and the application of DOS utility programs (provided with course materials.) 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, turnkey menu selection systems and hard disk performance analysis and optimization. Familiarity with operation of an IBM PC-XT or compatible and a working knowledge of MS-DOS/PC-DOS is required. \$145

2 aft - Th./Fr. Oct 06, 13:00-17:00 - Pre
4 eve - Tu./Th. Nov 15, 19:00-21:00 - Pre
2 mng - Th./Fr. Nov 17, 08:30-12:30 - Pre

MS-DOS/PC-DOS Introduction (100903)

Learn to operate any model of the IBM PC or compatible computer efficiently. Exercises will show you the purpose of DOS, how to use the keyboard, load DOS, format, label and copy diskettes, manage files, automatically load application programs and create root and sub-directories. No previous experience with computers is necessary and touch typing skills are not required. (F. Wuhner) \$115

1 day - Sa. Oct 01, 09:00-16:30 - Lan

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. Wuhner) \$115

1 day - Sa. Oct 15, 09:00-16:30 - Lan

Buying a Computer System for Your Business (100610)

Purchasing a computer system can be a confusing and time consuming process. This program is designed to teach you the process and show you the steps that will make this major decision easier to make with more effective results.

Session topics include:

1. Computer needs and wants
2. Applications to be implemented
3. Feasibility
4. Detailed computer requirements
5. Process of requesting information and/or proposal
6. Application software options and requirements, costs and pros and cons
7. Package/customized solution
8. Custom development solution
9. Hardware required for proposed software solution
10. Operating systems and languages
11. Communications
12. Other uses/benefits available from a computer system
13. Implementation plans and strategies

Who should attend?

Individuals from small to medium size businesses who have not yet computerized, as well as individuals from business that have one or more PC's that no longer meet the company's needs. This seminar will be most beneficial for owners, general managers, controllers and financial officers and those responsible for administrative and financial operations.

Participants will be asked to complete and submit in advance, before September 30, 1988, a profile of themselves, their company, present MIS/DP status and present objectives/goals for MIS/DP. \$195

2 day - Sa. Oct 29/Nov 05, 09:00-16:00 - KEC

Hugh Lefebvre, MBA — Finance/Accounting and CDP Certification has extensive practical experience in data processing and management information systems. Hugh has over 18 years of experience in the computer field. For detailed course outline please contact Hal Hoare at 875-8234.

For registration contact 875-8200.

Conservation of Heritage Buildings

This is a new area of instruction this term, designed for people interested in the conservation of our heritage buildings, specifically architects, drafters, designers, craftsmen, policy makers, and the general public. Courses offered will be in four areas:

1. Introduction to Heritage Conservation
2. Investigation and Recording of Heritage Buildings
3. Planning a Heritage Conservation Project
4. Managing a Heritage Conservation Project

1. Introduction to Heritage Conservation

Introduction to Architectural Heritage (051401)

This course introduces the importance of heritage conservation, the terminology and the motivation for authenticity. Students will learn about the social, cultural and economic influences on Canadian architecture and will begin to survey locations containing buildings of heritage potential in greater Vancouver. (Vidners/Luxton) \$100

9 eve - Mo. Sep 19, 19:00-21:00 - VV1

Styles of Architectural Heritage

This course studies architectural styles including Queen Anne, Tudor, Georgian, Craftsman, Italianate, Art Deco, Carpenter Gothic, Romanesque, Moderne, Classical Revival and Chinese. Students will learn to recognize similarities and differences in 19th and 20th Century vernacular buildings and their ornamentation. Course includes a field trip on Saturday, Nov. 12. (Vidners/Luxton) \$140

9 eve - We. Sep 21, 19:00-21:00 - VV1

Valda Vidners and Don Luxton of Foundation Group Ltd. are heritage consultants. They are both architecture graduates and have worked on many heritage projects from building inventories, municipal management plans, building design guidelines and restoration projects.

Counselling Skills

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. You will participate in counselling role plays as both a helper and as a client. This process will require self-disclosure and self-exploration. You can expect to do 3 hours per week in reading and work book assignments. 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. (Approximate book cost \$60) (Burrows, Rykers) \$75

6 eve - Mo. Sep 19, 19:00-22:00 - KEC - Burrows

6 eve - Th. Sep 22, 19:00-22:00 - KEC - Rykers

Sharon Burrows (M.A. Counselling Psychology) is a counsellor in private practice working with women, couples and families.

Joanne Rykers (M.A. Counselling Psychology) is a counsellor in an employee assistance program and works with individuals and couples.

Basic Counselling Skills - Stage Two (101803)

This course is designed for individuals, volunteers and staff in helping professions who want to improve their basic counselling skills. You will practise advanced accurate empathetic listening skills, immediacy, challenge and problem solving techniques. You will participate in counselling role plays as both a helper and a client. This process will require self disclosure and self exploration. You can expect to do 3 hours per week in reading and workbook assignments. This course is not part of the counselling skills certificate program. Text and workbook: Egan, The Skilled Helper. (Approximate book cost \$60) Pre-requisite: Basic Counselling Skills Stage One. (Burrows) \$75

6 eve - Mo. Nov 07, 19:00-22:00 - KEC

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.

Creative Development

Unlocking Creative Potential (102823)

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

1 eve - Mo. Oct 31, 19:00-22:00 - KEC

The Self to Self Connection:

A Co-Creative Relationship (102833)

Creativity springs forth effortlessly from a solidly built connection with yourself. We all long to feel at home with our "selves" but rarely take the time to find out who we really are. True creativity demands a leap into the very Boldness of your own Being! When you are in alignment with your self, anything is possible. (Enkin) \$20

1 eve - Mo. Oct 17, 19:00-22:00 - KEC

Work and Love: The Passionate Pair! (102834)

Are you doing what you love? Are you loving what you do? This evening empowers you to harness and direct your creative energy. When you bring work and love together, you create a dynamic duo that infuses your life with vitality and enthusiasm. Are you ready to accept the challenge of making your life work for you? (Enkin) \$20

1 eve - Mo. Oct 03, 19:00-22:00 - KEC

Peri Enkin is a Creativity Consultant and Counsellor in private practice. She facilitates seminars and ongoing workshops on the creative process.

Inventions (102824)

This course will acquaint inventors (everyone from laymen "tinkerers" to engineers) with all facets of independent inventing as freelancer. The course will be directed at providing a general overview of all facets of the new product development and commercialization process. Topics to be covered will include creativity, characteristics of innovative individuals, how to generate good ideas, evaluating your invention, patenting and marketing. (Kecala) \$40

5 eve - We. Sep 28, 18:00-20:00 - Lan

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

Book Art

Book Collecting — Hidden Treasures of the Present and the Past (503436)

This series brings together book collectors and book collectors-to-be. Well-known antiquarian book dealers and collectors will explore the art of developing a collection through dealers, second-hand book shops and auctions. You will have a chance to meet rare book collectors and learn how they "got started, their triumphs and defeats." Coordinated by J. MacIntosh, Colophon Books. \$50

6 eve - Th. Oct 06, 19:30-21:00 - VV1



Court Interpreting

Court Interpreting Certificate Program

This certificate program was developed at VCC, Continuing Education, in direct response to the needs of the courts. Since 1979 it has graduated seven classes of trained court interpreters. This part-time program enables bilingual persons to obtain the specific knowledge and skills of the trained court interpreter, as well as an excellent preparation for other interpreting jobs. Acquire theoretical and practical training in the areas of interpreting techniques, terminologies and procedures. If you have a very good knowledge of English and another language, turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts. \$545 (textbooks included)

48 eve - Tu./Th. Sep 27/Apr 6, 19:00-22:00 - Lan

Eligibility:

Entrance into the course will be determined by a language proficiency examination prior to registration.

Application Deadline:

Sep 10, 1988. Late applications will be considered subject to space availability. For more information call 324-5322 or 261-6635.

Silvana E. Carr, Ph.D., has been coordinator of the Court Interpreting Program at V.C.C. since 1982, and lectures in Italian at U.B.C.

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 the coming year. Applications will now be accepted for September 1989.

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. 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.

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) \$65

4 eve - Mo. Sep 19/26/Oct 03/17, 19:00-21:30 - Lan

2 day - Sa. Sep 24/Oct 22, 09:30-14:30 - Lan

Rosie Anslow, Karen Norman and Isolde Descantes are all long-experienced family day-care providers and well respected in the community for their expertise in this area.

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.

Talk to Me:

Language Development in Young Children (151409)

This course will familiarize you with normal speech and language development in young children; how to facilitate it and how to identify speech, language and hearing disorders. (C. Perel, M. Christie) \$40

3 eve - Th. Sep 15, 19:00-22:00 - Lan

Karen Perel and Margaret Christie have graduate degrees in speech pathology and have worked with young children in a variety of settings. They have offered a number of successful workshops in our program for parents, caregivers and teachers.

Workshop on Interpretation (150108)

Deal with different interpreter roles and various types of interpreting (community, court, escort and conference), as well as the ethics and professional standards of each. Concentrate on active participation in practical, down-to earth strategies to deal with the demands of consecutive and simultaneous interpretation. This is a unique opportunity for Vancouver interpreters, educators and students of interpreting to benefit from the expertise of a dynamic and innovative teacher. Continental breakfast and lunch included. (Schweda Nicholson) \$60

1 day - Su. Oct 16, 09:00-16:30 - UGC

Application deadline: October 6, 1988

For further information, call Dr. S. Carr at 261-6635 or 324-5323.

Nancy Schweda Nicholson, Ph.D., is the Director of the Center for Interpretation and Translation, University of Hawaii and Chair of the American Translators Association Committee on Interpretation. She has published extensively on the theory, training and evaluation of consecutive and simultaneous interpretation.



Prevention of Sexual Abuse (151445) **New**

This session will cover a brief history and overview of sexual abuse. Themes will include the inter-generational chain of abuse, understanding the concept of the "victim behind the victim" and the implications of sexual abuse for the family. The primary emphasis will be on prevention through education. (McWilliams, Bell) \$15

Joy McWilliams is the Coordinator of the Sexual Assault Recovery Anonymous (SARA) Society. As such, she is a writer, trainer and facilitator of programs for sexual abuse victims. Barb Bell is the marketing representative for SARA prevention/educational materials.

Together, they have authored a manual for working in the childhood area.

Fall-Winter Potpourri (151446) **New**

Join in the fun and participate in a "hands-on" workshop which will offer you arts, crafts, songs, cooking and science activities related to Fall and Winter themes. Ideas will be appropriate for children from 2-1/2 to 6 years old. A \$5 fee will be collected at the session to cover snack, lunch and materials. (Pattison, Herd) \$30

1 day - Sa. Oct 15, 09:30-14:30 - Lan

Lynda Pattison and Sylvia Herd have worked with young children in a variety of settings. Presently, both are operating family day cares and are also involved in training other family care providers.

Art Fun For Fives (151447) **New**

Be 5 years old again for an evening and experience challenging art activities that will delight this inquisitive age group. Wear casual clothes and be prepared to have fun. (Lyon) \$15

1 eve - Tu. Oct 18, 19:00-21:30 - Lan

Bernie Lyon is Program Coordinator for the Arts and Crafts area of Continuing Education, VCC. She is a successful graphic artist, illustrator and cartoonist and has worked with young children in several settings.

Creative Drama With Fives! (151448) **New**

With rich imaginations, an inner sense of wonder and few inhibitions, young children are naturals for the world of drama. This session will offer you practical suggestions for beginning a creative drama program and building a bridge between drama and education. (Levenstein) \$15

1 eve - Mo. Nov 14, 19:00-22:00 - Lan

Marla Levenstein has a Bachelor of Fine Arts degree in Theatre from University of Victoria. She has worked with young children in nursery school and community centre programs as well as the Vancouver Youth Theatre.

Child Abuse: Birth - Six years (151443) **New**

This session will focus on the basic needs of children, how we can meet these needs and what happens when these needs are not being met. Topics will include family dynamics and special needs of abusive families, handling disclosures, legal responsibilities, community resources and prevention. (Holgate) \$25

1 day - Sa. Nov 05, 09:30-14:30 - Lan

Elaine Holgate has worked as an elementary school teacher, teacher-trainer and educator in child abuse prevention programs. She is presently involved in clinical counselling through the Red Cross Child Abuse Prevention Program.

Child Abuse: 6-12 Year Olds (151444) **New**

This session will address the same themes as noted in the course above, but with a focus on the school age child. (Holgate) \$25

1 day - Sa. Nov 19, 09:30-14:40 - Lan

Electric/Electronics

Electrical Code — Intermediate (050602)

Course is designed for 4th year apprentices and journeyman electricians. (Ball) \$155
20 eve - Tu./Th. Sep 20, 19:00-21:30 - VVI

Jack Ball is a certified electrical inspector as well as a certified "A" class electrical contractor presently employed by the City of North Vancouver.

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) \$125

8 eve - Tu. Sep 20, 18:30-21:30 - BTE

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. (Johnson) \$190

20 eve - Tu./Th. Sep 20, 18:30-21:30 - VVI

Larry Johnson is an instructional assistant in V.V.I.'s electronics program.

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

20 eve - Mo./We. Sep 19, 18:30-21:30 - VVI

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) \$110

10 eve - Mo./We. Sep 19, 18:30-21:30 - VVI

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. Students attend classes on both dates listed below. (Johnson) \$45

1 eve - We. Oct 19, 18:30-21:30 - VVI

1 day - Sa. Oct 22, 09:00-15:00 - VVI

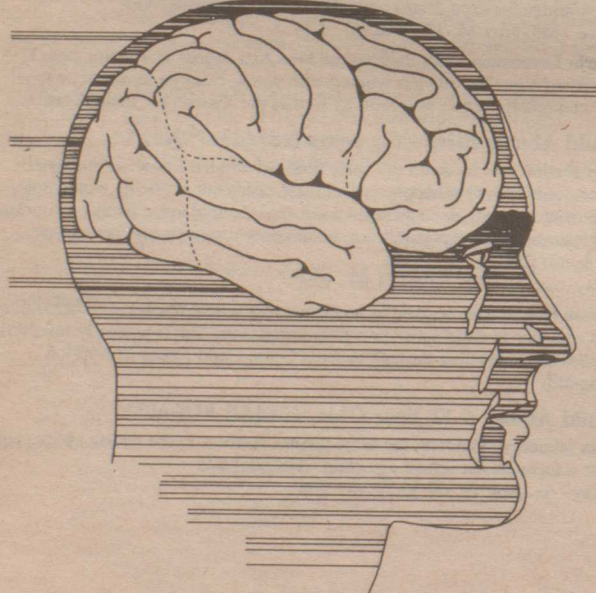
Larry Johnson is an instructional assistant in V.V.I.'s electronics program.

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. (Brown) \$165

10 eve - Mo. Sep 19, 18:30-21:30 - VVI

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.



English and Math Skills Improvement

An evaluation/information session will be held on Thursday, September 15 at Langara Campus from 18:00-21:00 for all students interested in any English Skills Improvement course.

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) \$110
20 eve - Mo./We. Sep 26, 18:00-20:00 - Lan
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. (Ferera) \$130
24 eve - Tu./Th. Sep 27, 20:00-22:00 - Lan

Nora Ferera received her degree in English and French and has taught in Africa, Israel and Canada.

Advanced ESL (103018)

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

20 eve - Mo./We. Sep 26, 18:00-20:00 - Lan

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

Advanced Canadian English Pronunciation (103019)

A course for people with Cantonese, Mandarin, Japanese, Malaysian or Thai background who wish to improve their pronunciation. The sessions cover the short and long vowels, diphthongs, and consonants, as well as practice in readings, conversation, and impromptu speaking. Pronunciation booklet is included and tapes can be purchased as desired. Each participant should speak English fluently. (Coleman) \$115
6 mng - Sa. Sep 24, 09:30-12:30 VVI
6 mng - Sa. Nov 5, 09:30-12:30 VVI

6 mng - Sa. Nov 5, 09:30-12:30 VVI

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. \$80
12 eve - Mo. Sep 26, 18:00-20:00 - Lan (Rosenke)
12 eve - We. Sep 28, 20:00-22:00 - Lan (Corcoran)

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

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) \$80

12 eve - Th. Sep 29, 18:00-20:00 - Lan

Carolyn Chang, B.A., Cert. TESL, is a native of Vancouver who has tutored and taught ESL both overseas and locally.

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. Limited Enrolment. (Ginsberg) \$130
12 eve - Tu. Sep 27, 18:30-21:30 - Lan

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.

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

16 eve - Tu./Th. Sep 27, 18:30-20:00 - Lan

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. \$85
12 eve - Mo. Sep 26, 20:00-22:00 - Lan (Corcoran)
12 eve - Tu. Sep 27, 18:00-20:00 - Lan (McIlwain)

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

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

English Writing Skills Improvement II (103008)

An extension of Writing Skills I, but open to all interested students. You will study expository, descriptive and narrative writing, examine different paragraph types, and learn to develop ideas and arguments in your writing. Special attention will be given to logical construction and individual difficulties. There will be in-class writing and some homework assignments. Text: "Writing from the Inside" by Walter Sullivan and George Core. (McIlwain) \$85
12 eve - Tu. Sep 27, 20:00-22:00 - Lan

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

Effective Communication for ESL Business People (103038) **New**

This English course for foreign business people with advanced English skills focuses on oral and written communication as used in business practice. By the end of the course, you will be able to understand and use common business terms, prepare business letters, memoranda and reports, make effective use of the telephone, give a formal oral presentation and conduct yourself in meetings. Limited enrolment. (MacArthur) \$200
10 eve - Th. Sep 29, 18:30-21:30 - Lan

Lori Lee-MacArthur has done graduate work in ESL and Adult Education and has taught ESL to adults for 8 years.

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
24 eve - Mo./We. Sep 26, 18:00-20:00 - Lan

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

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. (Formerly the English Placement Test). This course does not carry transfer credit to other institutions. For ESL and Native Speakers. \$100

16 eve - Mo./We. Sep 19, 18:00-20:00 - Lan (Sienniki)

16 eve - Tu./Th. Sep 20, 18:00-20:00 - Lan (Ciarniello)

Selective Reading and Study Skills (103014)

Increase your reading efficiency through variable reading techniques for different purposes. Learn study skills such as managing your study time, organizing your course material, listening and note-taking, previewing text chapters and books and outlining. (Hogan) \$25
1 day - Sa. Sep 17, 10:00-16:00 - Lan

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
1 day - Sa. Sep 24, 10:00-16:00 - Lan

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

Algebra Basic (103402)

This course similar to Math 10/11 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
8 eve - We. Sep 28, 19:30-21:30 - Lan

Owen Shuen is a Professional Engineer and has taught Math and Physics for 15 years.



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 (Mah)
Term Two Tailoring (Mah)
Term Three Couture Sewing (Mah)

Fashion Arts Certificate

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

New Day-time Fashion Arts Non-Certificate Courses

Call 682-5844 to register and request a supply list.

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. (Cleland) \$80
6 mng - Sa. Sep 17, 09:00-12:00 - VVI

Fashion Illustrator 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. (Cleland) \$80
6 aft - Sa. Sep 17, 13:00-16:00 - VVI

Dana Cleland graduated in Fashion Merchandising and Fashion Design. She designs under her own label and is an active member of the Western Canadian Designers and Fashion Association.

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 make patterns for simple dresses, blouses, skirts and/or pants. (Zibin) \$160
10 mng - Tu. Sep 20, 09:00-12:00 - VVI
10 aft - We. Sep 21, 13:00-16:00 - VVI

Personal Pattern Making for Women — Intermediate (050927)

Pre-requisite: Personal Pattern Making for Women — Basic. Dressmakers — more practice in making your personal patterns. You will construct a set of Tailored Blocks from your Basic Blocks and add more variety to your patterns. (Zibin) \$160
6 mng - Sa. Sep 17, 09:00-12:00 - VVI

Margaret Zibin is a graduate of the Fashion Arts Program and a free-lance pattern maker.

Dressmaking — Basic (050928)

For beginners who want to learn the basics of garment construction. Instruction includes understanding, fitting and alteration of commercial patterns, principles of pattern layout and basic construction techniques. You will make finished garments during this course. Pattern, fabric and supplies should be purchased after the first session. (Mah) \$160
10 aft - Mo. Sep 12, 13:00-16:00 - VVI
10 mng - Tu. Sep 20, 09:00-12:00 - VVI

Dressmaking — Advanced (050929)

Pre-requisite: Previous courses and experience in dressmaking. For experienced sewers who want to gain greater confidence and expertise in couture methods. Instruction includes fitting and couture construction techniques, with illustrated hand-outs for these methods. You will create "haute-couture" garments during this course. Fabric and supplies should be purchased after the first session. (Mah) \$160
10 mng - We. Sep 21, 09:00-12:00 - VVI
10 aft - We. Sep 21, 13:00-16:00 - VVI

Hand Tailoring (050930)

Pre-requisite: Previous courses and experience in dressmaking. For experienced sewers who want to gain confidence and expertise in hand tailoring methods. Instruction includes tailoring principles and techniques, with illustrated hand-outs. You will produce, and appreciate the exceptional quality of, a hand-tailored jacket or coat. (Mah) \$160
10 mng - Th. Sep 22, 09:00-12:00 - VVI

Evelyn Mah, B.H.E., is a designer and couturier under her own label. She graduated in Home Economics and Education at the University of British Columbia.

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) \$80
6 eve - Tu. Sep 27, 18:30-21:30 - VVI

Anne Marie Slater is a marketing consultant.

History of Fashion Lectures (050914)

Lectures on the development of fashion. Rococo to Empire; Gothic to Hoops; The Age of the Bustle; Belle Epoch to King Tut; The Jazz Age to the New Look. Slides, fashion plates and actual costumes from the instructor's collection will be presented. Drop-ins welcome. \$8/session. (Sayers) All lectures \$35
5 eve - We. Oct 26, 18:30-20:30 - VVI



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
8 eve - We. Sep 21, 19:00-22:00 - VVI

Ed Richardson is a principal in Ricardson, Rosati Productions Ltd. He has thirty years' experience in the film and television industry in Canada, England and Australia.

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
1 eve - Th. Sep 29, 19:00-22:00 - VVI

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
1 day - Sa. Nov 19, 10:00-16:00 - Lan

Educational and Industrial Video Production (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) \$130
10 eve - Tu. Sep 27, 19:00-22:00 - Lan

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

Video Entrepreneur (102414)

For those who are involved or wish to get involved in video production for profit. Learn setting up and organizing a video business, marketing your company, renting and/or buying video equipment and choosing formats of production. Produce a video. \$10 for booklet. (Cooperstone) \$100
8 eve - We. Oct 19, 19:00-22:00 - KEC

Financial Planning and Investment

Dollars and Sense (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) \$30

1 day - Sa. Oct 15, 09:30-15:30 - KEC

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) \$20

1 eve - Tu. Oct 18, 19:00-21:30 - KEC

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) \$30
1 eve - Tu. Oct 25, 19:00-21:30 - KEC

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) \$30
1 mng - Sa. Nov 05, 09:00-13:00 - KEC

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) \$30
1 eve - Tu. Oct 25, 19:00-22:00 - KEC

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) \$30
1 eve - Tu. Nov 01, 19:00-22:00 - KEC

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) \$30
1 eve - Tu. Oct 18, 19:00-22:00 - KEC

Pia Schindler is an investment broker with C.M. Oliver Co. Ltd. in Vancouver.

Post R.R.S.P. Workshop (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) \$30
1 eve - We. Oct 26, 19:00-22:30 - KEC

Mutual Funds — How They Work (503719)

Today, more and more people are investing in mutual funds both inside and outside their R.R.S.P.'s. This seminar will give you a good understanding of what mutual funds are, how they work and how they are affected by different market cycles and interest rate changes. Strategies on how to use mutual funds to reduce your taxes and how to receive tax free income will be discussed. (Rapaport) \$25
1 mng - Sa. Oct 15, 10:00-12:00 - KEC

Bonnie Rapaport is a financial planner with Great Pacific Management Co. Ltd. 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) \$65
6 eve - Tu. Oct 11, 19:00-21:00 - Lan

Ken Tang is a stock broker with Continental Securities 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 yield will be discussed throughout the course. Some of the topics will include: capital gains exemptions, the dividend tax credit, the bond market, common and preferred stocks, warrants and options. (Waters) \$40
2 day - Sa. Oct 15, 10:00-16:00 - Lan

Investment Strategies Using Options (503720)

Increase your understanding of where option trading fits into investment portfolios. Learn how hedged strategies fit into the pro-active management of your investment portfolio. Investment strategies using options will show you how to reduce investment losses in falling markets and improve returns as well. (D. Smail, G. Trafford) \$50
4 eve - We. Oct 19, 19:00-21:30 - KEC

Geoffrey Trafford and David Smail are Investment Management Specialists with Levesque, Beaubien, a national brokerage firm.

Introduction to Estate Planning (503721)

Learn how estate planning can be integrated with overall financial planning to protect your capital and ensure your family is adequately provided for. Using "real life" examples, this course explains how to establish your estate planning goals, steps in estate planning, and how to use trusts to shelter your investments from tax. Each participant will complete a basic personal estate plan. \$25
1 eve - We. Oct 26, 19:30-21:30 - KEC

Edi Smithies — Portfolio Manager, Vice President, Pemberton Investment Management.



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) \$240
12 eve - Mo./We. Sep 19, 18:30-21:30 - KEC

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) \$240
12 eve - Mo./We. Nov 7, 18:30-21:30 - KEC

Marguerite Cassetta is the proprietor of a floral design business.

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 registration at Langara.

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

2. By PHONE. Charge it to your MasterCard or 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 with cheque, cash or charge card.

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 student 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. 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.

Food

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) \$55
5 eve - Mo. Sep 26, 20:00-22:00 - Lan

Orientation to Canadian Appliances and Cooking (250501)

Designed to assist students who lack basic knowledge of Canadian kitchens and cooking. This course will assist those working as home support aides and nannies wishing to upgrade their skills. Tuition \$90 plus supplies \$30. Total cost \$120.
10 eve - Mo. Sep 19, 18:00-21:00 - VVI

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
1 day - Sa. Sep 24, 09:00-18:00 - VVI
3 eve - Tu. Sep 27, 19:00-22:00 - VVI
2 day - Sa. Oct 15, 09:00-13:00 - VVI

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
1 day - Sa. Oct 29, 09:00-18:00 - VVI
3 eve - Tu. Oct 25, 19:00-22:00 - VVI
2 day - Sa. Nov 19, 09:00-13:00 - VVI

Employers may arrange for in-house training by contacting Mr. Brian Pink at 682-5844.

Health

These courses will be of interest to health care workers, social workers, and/or family care givers.
For phone registration, call 687-1757.

Depression and Other Mood Disorders (201024)

The Canadian Mental Health Association is cosponsoring this popular series with the college. Family members and friends learn about the nature of mood disorders, the treatment options available and how to cope with a family member with a mood disorder. Workshop leaders include a psychotherapist, psychologist, psychiatrist, family member, mental health worker and a member of Vancouver Police-Car 87. \$25 single, \$40 couple.
3 eve - Tu. Oct 25, 19:30-21:30 - KEC

Sterile Supply Processing Aides — Theory Only (201502)

Part-time course offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (B. Bolding) \$200
9 eve - Mo./Th. Oct 13, 16:30-19:30 - VVI

Good Health is Good Business — Developing and Managing Employee Health Promotion

This new program will be of interest to people working in occupational health and safety, human resource development and training, and the health and fitness industries. Through lecture, group activities, media and brief assignments, the program will give you the tools you need to design, administer and evaluate cost effective health promotion programs in the workplace, with or without on-site facilities.

Foundations of Employee Health Promotion (203301)

(M. Collis, J. Kirby, P. Lee) \$150
2 day - Fr./Sa. Oct 07, 09:00-16:00 - VVI
and
2 eve - Tu. Oct 11, 19:00-22:00 - VVI

Martin Collis is co-author and editor of The Fitness Canada "Guidelines for Fitness — Lifestyle and the Workplace" published in 1987. He is in great demand for his entertaining and informative lectures in the fields of employee health promotion, fitness and human performance.

Research and Development of Health Promotion (203302)

(T. Barnes, S. Chernov, M. Clarke, B. Crompton, J. Kirby) \$150
7 eve - Tu. Oct 25, 19:00-22:00 - VVI

John Kirby is Manager, Workplace Programs with the B.C. Ministry of Health. His background and current position provide him an excellent overview of workplace health promotion and fitness programs, resources and consultants in B.C. today.

Implementing Employee Health Promotion (203303)

(S. Chernov, B. Crompton, P. Moore) \$110
1 day - Tu. Jan 17, 09:00-16:00 - VVI
and
3 eve - Tu. Jan 24, 19:00-22:00 - VVI

Barbara Crompton is founder, owner and executive director of the Fitness Group, one of B.C.'s premier fitness facilities. She has developed and managed health promotion programs in some of B.C.'s best known private and public corporations.

Health Promotion Topic Workshops

Participants can attend any or all of ten one-day workshops to be offered from January to April 1989. Each workshop will be on a topic often included in health promotion programs. They will provide an overview of the subject, ideas for appropriate teaching strategies, resources in the Lower Mainland plus evaluation criteria for resources.

Workshop topics are:

- Health Assessment
- Stress Management
- Smoking Cessation
- Physical Fitness and Nutrition*
- Weight Management
- Alcohol and Drug Abuse Prevention
- CPR and Choking
- Back Care
- Fatigue
- Cancer Prevention

Substance Abuse Certificate Program

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. Basic counselling skills are a prerequisite.

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. It is also recommended that students pick up and become familiar with the reading material at least one week in advance of the course. 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. \$325
10 day - Mo./Tu./We./Th./Fr. Sep 12-23, 08:30-15:30 - VVI
10 day - Mo./Tu./We./Th./Fr. Oct 24-Nov 04, 08:30-15:30 - VVI
10 day - Mo./Tu./We./Th./Fr. Dec 05-16, 08:30-15:30 - VVI

Workers' Compensation Board Industrial First Aid — Pro Course (202033)

This 40 hour program is designed specifically for "B" or higher ticket holders. Due to the compressed nature of the program, students must complete all written assignments prior to the course. Entry into the program is contingent upon an interview with the course instructor. \$265
5 day - Mo./Tu./We./Th./Fr. Oct 03-07, 08:30-17:30 - VVI
5 day - Mo./Tu./We./Th./Fr. Nov 21-25, 08:30-17:30 - VVI

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. \$38
2 eve - Tu./We. Nov 01-02, 18:00-22:00 - VVI
2 eve - Mo./Tu. Nov 28-29, 18:00-22:00 - VVI

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 completed a "C" level or equivalent within 2 years of taking this course. \$20
1 eve - We. Sep 14, 18:00-22:00 - VVI
1 eve - Th. Oct 20, 18:00-22:00 - VVI

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. \$32
2 eve - Th. Sep 15-22, 18:00-21:45 - VVI

CPR — Basic Cardiac Life Support "A" (202001)

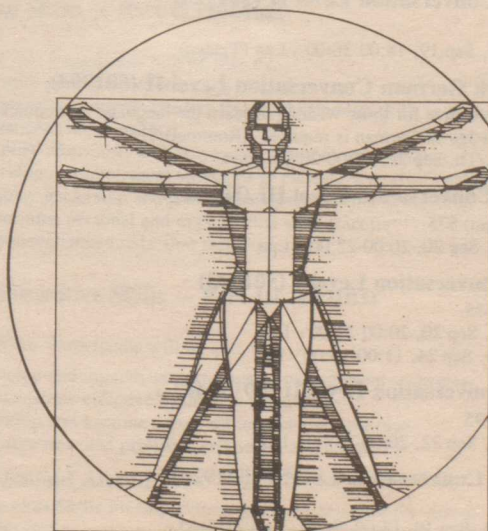
You will learn one person adult CPR, treatment for a conscious and unconscious choking victim, and identification of heart attacks and guides to healthy heart living. No previous CPR experience is necessary. \$20
1 eve - Mo. Sep 12, 18:00-22:00 - VVI
1 eve - Th. Oct 06, 18:00-22:00 - VVI

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. Prerequisite: Completion of "A" level BCLS CPR or equivalent. \$82
5 eve - Mo./Tu. Sep 26-Oct 11, 18:00-22:00 - VVI
5 eve - Tu./We./Th. Dec 06-15, 18:00-22:00 - VVI

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. No prerequisites. \$80
5 eve - Tu./We./Th. Nov 08-16, 18:00-21:45 - VVI



Red Cross Child Safe (202024)

A revolutionary 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 as well as accident prevention. \$34-
2 eve - We. Oct 15-22, 18:30-22:00 - VVI
2 eve - Tu./Th. Oct 25-27, 18:30-22:00 - VVI
2 eve - Mo. Nov 14-21, 18:30-22:00 - VVI
2 day - Sa. Dec 03-10, 10:00-14:00 - VVI

First Aid for Dental Staff — Part I & II (202004)

This two part program is designed to update the emergency first aid skills of dental staff. The first part covers new CPR techniques (providing BCLS "C" recertification). The second part provides 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.
Part I \$20, Part II \$20
2 eve - Mo./Th. Oct 31-Nov 03, 18:00-22:00 - VVI
2 eve - Mo./We. Dec 05-07, 18:00-22:00 - VVI

Jewellery

Gemmology

Professional Gemmology — Year One (051109)

In cooperation with the Canadian Gemmological Association (an affiliate of the Gemmological Association of Great Britain). We are proud to offer this 2-year program that leads to a Diploma in Gemmology and a Fellowship in the Canada Gemmological Association.

This course covers the scientific and aesthetic aspects of gemmology. A wide variety of gemstones will be studied ranging from the familiar diamond, ruby, sapphire and emerald, to andalusite, benitoite, iolite and zoisite. Jade, pearls, coral and the non-crystalline gemstones will also be studied.

Students will also learn about crystallography, chemical, optical and physical properties; the nature of colour; identification of gemstones, using instruments such as the refractometer, spectroscope, dichroscope, polariscope and microscope; the differentiation between natural and synthetic and imitation stones.

The second year of the course includes opportunities for laboratory sessions with instrumentation and provides a collection of crystals and cut stones available for study.

The Canadian course in gemmology is a serious and intensive professional course and requires a considerable amount of home study, weekly written papers and comprehensive final examinations. It should not be undertaken by anyone who is not prepared to work diligently and consistently toward a professional diploma which is equivalent in standing to any in the world. The passing mark is 67% in all examinations.

Prerequisites:

- 1) High School graduation.
- 2) Good knowledge of English.
- 3) In some cases the requirement for High School graduation may be waived if students have had some years of work experience in the field of jewellery or gemstones.

Tuition — Year One — \$750

Tuition includes student membership in the CGA, all course notes and examination fees. Tuition fee is expected upon acceptance to the program.

Additional costs include required textbooks and some equipment (approximate cost \$100 first year). A Lab Fee of \$150 will be charged in January for the Winter term.

Schedule:

Classes are held Tuesday evenings beginning September 20 from 18:30-21:30 at VVI. The course is 90 hours in length. There will be a break at Christmas and in April.

The second year will begin in September 1989 and will require 2 evenings per week.

Examination:

The examination on the work of the preliminary year will be held on the Tuesday of the third week of June and will consist of a 3 hour examination both morning and afternoon.

To apply, please contact the CE office at VVI by calling 682-5844.

Instructor:

Eric Martine-Leyland G.G., F.G.A., C.P.J.A. Mr. Leyland has 12 years' experience as a goldsmith and jewellery designer and seven years' experience as a gemmologist. He holds the Gemmological Association of Great Britain Diploma, is a graduate gemmologist with the Gemological Institute of America and is a senior member of the Canadian Professional Jewellery Appraisers Association.

Jewish Language Arts

Hebrew classes will follow the Habet U'Shma method of instruction utilizing audio-visual techniques of language instruction. All courses begin the week of October 10. \$55/person, \$25/student, \$90/couple.

For further information contact Daniella Givon or Betty Nitkin at 266-9111. For registration call 875-8200.

Aleph (501601)

For those with no previous knowledge of Hebrew. Learn simple Hebrew conversation, reading and writing. (Eaton, Hofman, Shem-Tov)
10 mng - Tu. Oct 11, 09:15-11:30 - JCC
10 eve - Tu. Oct 11, 19:30-21:30 - JCC
10 eve - Th. Oct 13, 19:30-21:30 - JCC

Aleph Plus (501609)

A continuation of Aleph level Hebrew for students with elementary skills. (Nest)
10 eve - Tu. Oct 11, 19:30-21:30 - JCC

Bet (501602)

A continuation of Aleph level Hebrew for students with elementary skills, a knowledge of Hebrew alphabet and basic conversation. Will begin at Chapter 6 of text. (Shem-Tov)
10 eve - Tu. Oct 11, 19:30-21:30 - JCC

Gimmel (501605)

Intermediate Hebrew conversation, reading and writing. Will begin at Chapter 8 in text. (Fox)
10 eve - Tu. Oct 11, 19:30-21:30 - JCC

Dalet (501604)

Advanced Hebrew. Will begin at Chapter 11 in text. (Hofman)
10 eve - Th. Oct 13, 19:30-21:30 - JCC

Chug (501603)

A conversation class for those at an advanced level of Hebrew wishing to practise and expand their skills. Volume II of Habet U'Shma. (Halabe)
10 eve - Th. Oct 13, 19:30-21:30 - JCC

Yiddish for Beginners (501618)

This course will focus on basic conversation, reading and writing. (Jaffe)
10 eve - We. Oct 12, 19:30-21:30 - JCC

The Vancouver Institute of Adult Jewish Studies is co-sponsored by the Canadian Jewish Congress, the Canadian Zionist Federation, the Vancouver Jewish Community Centre, Vancouver Community College — Continuing Education.

Jewish Studies

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

All classes are held at the Jewish Community Centre, 950 West 41st Avenue. Call 875-8200 to pre-register.

Lecture Series

Rising from the Ashes: Judaism after 70 CE (501619)

A course in Jewish history, covering the period following the destruction of the 2nd Temple. The course which has been developed by Everyman's University, Israel, focuses on the importance of this period in Jewish history and its effect on the religious, social and communal patterns of Judaism through to the present. A new and exciting method of learning through Distance Education is offered by the Institute for this course. (Lokshin)
\$50/person, \$25/student, \$90/couple.
8 eve - We. Oct 12, 20:00-21:30 - JCC

The Middle East Political Labyrinth (501620)

Take hold of the thread and follow Dr. Gal-Or in the maze of Middle Eastern politics. Special attention will be given to the Israeli Political system including an analysis of the upcoming elections to be held in November. (Dr. Gal-Or) \$50/person, \$25/student, \$90/couple
8 eve - Mo. Oct 17, 20:00-21:30 - JCC

Dr. Gal-Or is a visiting professor from the Department of Political Science, University of Haifa.

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.

Not sure which level you should take? Come to our Langara Campus, Saturday, September 17 at 10:00 for an assessment of your level.

Arabic Conversation Level I (501901)

(Hamlin) \$75
10 eve - Mo. Sep 19, 18:00-20:00 - Lan

Arabic Conversation Level II (501987)

(Hamlin) \$75
10 mng - Sa. Sep 24, 09:30-11:30 - Lan

Cantonese Conversation Level I (501903)

\$75
10 eve - We. Sep 21, 20:00-22:00 - Lan (Tsai)
10 eve - Th. Sep 22, 18:00-20:00 - Lan (Lu)

Fast-Track Cantonese Level I (501995)

An intensive course for those wishing to learn the language more quickly. Beginner level. (Tsai) \$150
20 eve - Mo./Th. Sep 19, 18:00-20:00 - Lan

Cantonese Conversation Level II (501904)

\$75
10 eve - Mo. Sep 19, 20:00-22:00 - Lan (Tsai)
10 eve - Th. Sep 22, 20:00-22:00 - Lan (Tsai)
10 mng - Sa. Sep 24, 09:00-11:00 - Lan (Law)

Cantonese Conversation Level III (501905)

(Tsai) \$75
10 mng - Tu. Sep 20, 18:00-20:00 - Lan

French Conversation Level I (501913)

\$75
10 eve - Mo. Sep 19, 18:00-20:00 - Lan (Visscher)
10 eve - Tu. Sep 20, 20:00-22:00 - Lan (Hassaine)
10 eve - We. Sep 21, 18:00-20:00 - Lan (Visscher)
10 eve - Th. Sep 22, 18:00-20:00 - Lan (Visscher)
10 mng - Sa. Sep 24, 09:00-11:00 - Lan (Visscher)

French Conversation Level II (501914)

\$75
10 eve - Mo. Sep 19, 20:00-22:00 - Lan (Visscher)
10 eve - Tu. Sep 20, 18:00-20:00 - Lan (Visscher)
10 eve - Th. Sep 22, 20:00-22:00 - Lan (Hassaine)
10 mng - Sa. Oct 08, 09:00-11:00 - Lan (Billotte)

French Conversation Level III (501915)

(Visscher) \$75
10 eve - We. Sep 21, 20:00-22:00 - Lan

German Conversation Level I (501919)

\$75
10 eve - Mo. Sep 19, 20:00-22:00 - Lan (Rommel)
10 mng - Sa. Sep 24, 09:00-11:00 - Lan (Tjaden)

Fast-Track German Conversation Level I (501991)

intensive course for those wishing to learn the language more quickly. Beginners level. (Scheuermann) \$150
20 eve - Tu./Th. Sep 20, 20:00-22:00 - Lan

German Conversation Level II (501920)

\$75
10 eve - Mo. Sep 19, 18:00-20:00 - Lan (Tjaden)

Fast-Track German Conversation Level II (501994)

An intensive course for those wishing to learn the language more quickly. Basic knowledge of German is required. (Rommel) \$150
20 eve - Tu./Th. Sep 20, 18:00-20:00 - Lan

German Conversation Level III (501921)

(Scheuermann) \$75
10 eve - Tu. Sep 20, 20:00-22:00 - Lan

Italian Conversation Level I (501923)

(Visscher) \$75
10 eve - Tu. Sep 20, 20:00-22:00 - Lan
10 mng - Sa. Sep 24, 11:00-13:00 - Lan

Italian Conversation Level II (501924)

(Visscher) \$75
10 eve - Th. Sep 22, 20:00-22:00 - Lan

Japanese Conversation Level I (501926)

\$75
10 eve - Mo. Sep 19, 18:00-20:00 - Lan - (TBA)
10 eve - We. Sep 21, 18:00-20:00 - Lan - (Masuda)
10 mng - Sa. Sep 24, 09:30-11:30 - Lan - (Tsukioka)

Japanese Conversation Level II (501927)

\$75
10 eve - Mo. Sep 19, 20:00-22:00 - Lan - (TBA)
10 eve - Th. Sep 22, 20:00-22:00 - Lan - (Masuda)
10 mng - Sa. Sep 24, 09:30-11:30 - Lan - (Masuda)

Japanese Conversation Level III (501928)

(TBA) \$75
10 eve - Tu. Sep 20, 18:00-20:00 - Lan

Mandarin Conversation Level I (501937)

(Chao) \$75
10 eve - Th. Sep 22, 18:00-20:00 - Lan

Mandarin Conversation Level II (501938)

(Chao) \$75
10 eve - Th. Sep 22, 20:00-22:00 - Lan

Mandarin Conversation Level III (501939)

(Chao) \$75
10 mng - Sa. Sep 24, 09:30-11:30 - Lan

Portuguese Conversation Level I (501945)

\$75
10 mng - Th. Sep 22, 20:00-22:00 - Lan (TBA)

Spanish Conversation Level I (501949)

\$75
10 eve - Mo. Sep 19, 18:00-20:00 - Lan (Daudet)
10 eve - Tu. Sep 20, 20:00-22:00 - Lan (Daudet)
10 eve - We. Sep 21, 20:00-22:00 - Lan (Deruiz)
10 mng - Sa. Sep 24, 09:30-11:30 - Lan (Daudet)

Fast Track Spanish Conversation (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. (Deruiz) \$150
20 eve - Tu./Th. Sep 20, 20:00-22:00 - Lan

Spanish Conversation Level II (501950)

(Deruiz) \$75
10 eve - We. Sep 21, 18:00-20:00 - Lan
10 eve - Sa. Sep 24, 09:30-11:30 - Lan

Spanish Conversation Level III (501951)

(Wainberg) \$75
10 eve - Tu. Sep 20, 20:00-22:00 - Lan

Thai Conversation Level I (501990)

(Placzek) \$75
10 eve - We. Sep 21, 18:00-20:00 - Lan

Thai Conversation Level II (501993)

(P. Placzek) \$75
10 eve - We. Sep 21, 18:00-20:00 - Lan

Ukrainian Level I (501988)

(Datsko) \$75
10 eve - We. Sep 21, 20:00-22:00 - Lan

Ukrainian Level II (501989)

(Datsko) \$75
10 eve - Th. Sep 22, 18:00-22:00 - Lan

Chinese Language (Mandarin) and Arts for Children and Adults

A new program co-sponsored with the Vancouver First Mandarin School

All courses will be taught by qualified and experienced instructors from the Vancouver First Mandarin School. There will be two semesters: September 10 to January 21 and February 11 to June 24. No previous experience required.

Registration:

- At KEC
- All students from 4 years old and up will be accepted
- All students will be assigned to the appropriate class at registration time
- The fee for all courses is \$50 per semester, unless otherwise indicated
- All language courses are taught at KEC on Saturdays 09:30-12:00 beginning September 10
- Each course is 16 sessions

Courses may also be offered on Saturday afternoons if there is sufficient demand.

Chinese classes will follow Chuyin and Pinyin methods of instruction, utilizing audio-visual techniques of language instruction. Emphasis is on Chinese reading, writing and conversational skills.

Chinese Folk Dance \$40 (505711)

16 aft - Sa. Sep 10, 12:00-13:00 - KEC

Kung Fu \$40 (505712)

16 aft - Sa. Sep 10, 12:00-13:00 - KEC

Chinese Painting \$40 (505713)

16 aft - Sa. Sep 10, 12:00-13:00 - KEC

Mandarin:

Nursery Level (505701)
Kindergarten Level (505702)
Grade One (505703)
Grade Two (505704)
Grade Three (505705)

Grade Four (505706)
Grade Five (505707)
Grade Six (505708)
Adult (505709)
Conversation (505710)

Law

Legal Aspects of Buying a House (502203)

Learn to buy a house and avoid common pitfalls in this complicated transaction. Topics are: the role of the real estate agent, what to look for when signing the interim agreement, understanding mortgages, insurance and closing the deal. (Morris) \$25
1 eve - We. Oct 05, 19:00-21:00 - KEC

Steven Morris is a barrister and solicitor, general litigation practice.

Called as a Witness (502208)

What experiences await you if you are called as a witness in court? This course will prepare you for the occasion through presentation and discussion of the various capacities in which you may be called, direct examination and cross-examination; court procedures and etiquette; witness' demeanour in giving evidence, and how to refresh your memory; judge's comments and jurisdictions. Walk into the courtroom with confidence and foreknowledge. \$25

1 eve - Mo. Sep 26, 19:00-22:00 - Lan
1 eve - Mo. Nov 21, 19:00-22:00 - Lan

Ian Guthrie is a Barrister and Solicitor in General Litigation practice.

Management

Buying a Computer System for Your Business (100610)

Purchasing a computer system can be a confusing and time consuming process. This program is designed to teach you the process and show you the steps that will make this major decision easier to make with more effective results.

Session topics include:

1. Computer needs and wants
2. Applications to be implemented
3. Feasibility
4. Detailed computer requirements
5. Process of requesting information and/or proposal
6. Application software options and requirements, costs and pros and cons
7. Package/customized solution
8. Custom development solution
9. Hardware required for proposed software solution
10. Operating systems and languages
11. Communications
12. Other uses/benefits available from a computer system
13. Implementation plans and strategies

Who should attend?

Individuals from small to medium size businesses who have not yet computerized, as well as individuals from business that have one or more PC's that no longer meet the company's needs. This seminar will be most beneficial for owners, general managers, controllers and financial officers and those responsible for administrative and financial operations.

Participants will be asked to complete and submit in advance, before September 30, 1988, a profile of themselves, their company, present MIS/DP status and present objectives/goals for MIS/DP. \$195
2 day - Sa. Oct 29/Nov 05, 09:00-16:00 - KEC

Hugh Lefebvre, MBA - Finance/Accounting and CDP Certification has extensive practical experience in data processing and management information systems. Hugh has over 18 years of experience in the computer field.

For detailed course outline please contact Hal Hoare at 875-8234.

For registration contact 875-8200.

Communication

Communication and Human Relations for Business (102838)

Effective communication is much more than the process of speaking clearly. It is the transmission and reception of ideas, feelings and attitudes — verbally and non-verbally. This course is recommended for anyone who works with others. It is especially recommended for those who have an interest in enhancing their value in their organizations. (Hunter) \$130 (18 hours of instruction offered over three Fridays)
3 day - Fr. Sep 30/Oct 28/Nov 25, 09:00-15:00 - KEC

Val Hunter, a consultant in Organizational Development, lectures throughout Western Canada using leading edge theory, story-telling, humour and creative learning techniques to assist participants to improve their communication and human relations skills.

For detailed program outline, contact Hal Hoare at 875-8234.

For registration, call 875-8200

Human Resources

A Human Resource Management Series

Improve your management skills with these practical seminars that deal directly with the issues faced every day on the job. As a manager or supervisor you face the challenge of finding, hiring and keeping winners. Learn how to build a co-operative, motivated and competent team of winners. "Hands on" techniques based on sound theoretical principles will provide you with the skills you require. A seminar manual and lunch is included in the tuition fee. For a brochure and more information, call Marion Stedman — 685-7423.

The series of five seminars is available at the reduced fee of \$625. (203214)

Finding and Hiring Winners (203209)

You will be challenged to look beyond traditional methods of recruiting and assisted in developing techniques and strategies that will find winners for your organization. You will learn to develop an effective selection profile, to use your time wisely when screening and interviewing, to recruit in the right place for the right person and to get new employees off on the right foot. \$140
1 day - Th. Sep 29, 08:30-16:00 - UGC

Keeping your Winners (203210)

Losing the best people is a critical and costly issue for companies. In this seminar you will be challenged to look beyond traditional methods for developing staff loyalty. Learn what winners are looking for and how to provide it. Emphasis is placed on developing practical, cost-effective solutions to the problems identified. \$140
1 day - Fr. Sep 30, 08:30-16:00 - UGC

Building a Successful

Customer Service Team (203211)

What does it cost to lose or win a customer? Learn to develop strategies for dealing with difficult customers and to teach your staff those same strategies. You will learn how to motivate your staff to provide good service and develop a customer-oriented team. \$140
1 day - Fr. Oct 21, 08:30-16:00 - UGC

Dealing with Difficult Employees (203212)

The focus is on developing and practicing skills that will allow a manager to deal in a fair, objective and effective way with all staff in a variety of difficult situations. You will learn to establish performance contracts, to remain in control when employees play games, to handle performance and discipline problems and to keep emotions out of employee discussions. \$140
1 day - Fr. Nov 18, 08:30-16:00 - UGC

Getting your Message Across (203213)

Communication between management and staff, among staff and between company personnel and customers, suppliers or the public is important. You will learn how communication directly affects the success of any organization, how to motivate staff to communicate effectively and how to deal with sensitive and difficult situations. \$140
1 day - Fr. Dec 02, 08:30-16:00 - IGC

Mr. John Watt is a Human Resource specialist and trainer with over twenty years of experience in all areas of Human Resource Management. John has assisted hundreds of managers and employees in successfully dealing with the many issues that ensure an organization's human resources work effectively as individuals and as part of a team. These "real-life" experiences are the basis of the philosophy and techniques used in John's seminars. John has presented his seminars regularly for the Institute of Canadian Bankers and the Center for Continuing Education at McMaster University, Hamilton, Ontario.

Management Skills for Supervisors

Management Skills for Supervisors Provincial Certificate Program

Offered in cooperation with The Ministry of Advanced Education and Job Training and The British Columbia Business Council.

Program Goal:

To provide comprehensive realistic up-to-date supervisory management training in three parts:

Interpersonal Skills — Part I
Group Skills — Part II
Administrative Skills — Part III

Interpersonal Skills — Part I (100101)

\$350

Objectives: Participants will be able to:

1. Demonstrate effective use of verbal and non-verbal communication skills
2. Conduct organized interviews
3. Implement decision-making methods in individual and group situations
4. Utilize appropriate assertiveness techniques
5. Create win/win decision-making one on one and in groups

Group Skills — Part II (100102)

\$350

Objectives: Participants will be able to:

1. Identify personal leadership style
2. Demonstrate appropriate and flexible leadership skills in sync with situational requirements
3. Identify motivators and demotivators within work groups
4. Develop and implement strategies to enhance a motivational climate
5. Display leadership and group participatory skills in meetings
6. Determine personal and organization stress factors
7. Implement stress reduction techniques

Administrative Skills — Part III (100103)

\$350

Marketing

Sales and Marketing

The easiest access to a marketing career is through Sales. In the revenue-cost equation of business, sales produce revenue. For this reason, sales people tend to be well positioned to be noticed, rewarded and to be offered promotion and advancement. These courses are designed to up-date sales professionals and those looking at selling, in the most recent skills and strategies that work in today's marketplace.

For registration call 875-8200. For information call Dr. Thomas Kelly at 681-5321 or 522-0141.

Street Smarts — A Mini Course in Marketing (102416)

The competitive 80's are bringing Marketing into sharp focus as the significant survival skill. Sales and Marketing professionals are well paid to produce results. Bring the four Marketing "P's" together into a rewarding career future. (Kelly) \$60

3 eve - We. Sep 21, 19:00-22:00 - Lan

Communicating Effectively — Sales and Marketing (102402)

Saying it smoothly, persuasively and effectively to produce results — is what this course is all about. Learn how to help your client to take down his/her screen of resistance, and to share with you. A real asset to people planning to enter Sales and Marketing — a 'must' for the professionals. (Kelly) \$50

1 day - Sa. Sep 24, 09:00-16:00 - Lan

Making Objections Work For You (102405)

Taking conflict and arguments out of your selling world. Handling objections so that they help you to get what your customer and you want. Build a smooth harmonious presentation. (Kelly) \$30

1 eve - We. Oct. 12, 19:00-22:00 - Lan

Closing the Sale — Getting Paid (102401)

Closing the sales and getting good decisions are what make the big pay cheques. Make the difference between the amateurs and the pros in selling. Join the Winners' Circle! (Kelly) \$50

1 day - Sa. Oct 1, 09:00-16:00 - Lan



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 registration at Langara.

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

2. By PHONE. Charge it to your MasterCard or 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 with cheque, cash or charge card.

Services Marketing

This program is a practical, hands-on guide to building and implementing a services marketing program/strategy. Course content will include an introduction to services marketing for first-timers, as well as fine tuning tips for more seasoned practitioners.

Who Should Attend?

1. Owners/Managers of small service business selling non-tangible products like fitness, travel and leisure activities, investment and financial advice, computer services including programming and repair, maid and domestic services, advertising and public relations, environmental consultants, the hospitality industry and temporary staffing services.

2. Individuals in medium to large service firms who have recently taken on the task of developing and/or coordinating the marketing function within their organizations.

What Can You Expect?

- A practical, hands-on approach to learning
- To learn how to plan and develop a sample marketing plan
- To teach the steps in developing a services marketing program
- Real life examples of marketing theory put into practice
- Handouts that illustrate examples of methods and techniques used in services marketing
- An instructor who has 10 years' experience in marketing and public relations with 4 years as Marketing Manager in a services industry for a national investment firm

An initial, required three-hour introductory session provides an overview of this six-day, three-part program.

Total package price \$485. A saving of \$40 from actual price of \$525. Introductory class and all 3 parts \$485. (102428)

Introduction to Services Marketing (102429)

- a) Why services marketing?
- b) The lingo of marketing
- c) The elements of building a services marketing strategy
- d) How to translate strategy into profitable action steps
- e) Introduction to segmentation and target marketing.

\$45

1 mng - Sa. Sep 24, 10:00-13:00 - Lan

Part 1: Building a Services Market Research Program (102430)

- a) The elements of market research
- b) Secondary research on a shoestring
- c) Doing original research
- d) Analyzing and using your data.

\$160

2 day - Sa. Oct 01/08, 10:00-16:00 - Lan

Part 2: Going From Idea to Reality — Getting it to Work (102431)

- a) Charging up the troops through internal marketing
- b) Tips on client marketing that work
- c) Pre-testing and post-launch fine tuning
- d) Demarketing

\$160

2 day - Sa. Oct 15/22, 10:00-16:00 - Lan

Part 3: Promoting Your Marketing Ideas (102432)

- a) What do you have to say and to whom
- b) How to get your message out in print
- c) The fundamentals of advertising
- d) The power of publicity

\$160

2 day - Sa. Oct 29/Nov 05, 10:00-16:00 - Lan

Total package price \$485. A saving of \$40 from the actual price of \$525.

Carla Furlong, MBA University of Calgary, with over 10 years' experience in Marketing and Public Relations, including four years as Marketing Manager and Associate, Vice-President of a national investment firm. Carla is nearing completion of her first book tentatively titled "Marketing Money" and is active as a Marketing Consultant.

For detailed program outlines call Hal Hoare at 875-8234.

For registration call 875-8200.



Music

Appreciation and Theory

Jazz Improvisation (102611)

An in-depth study of the relationship between scales and chords, utilizing the jazz 'short-hand' approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution. Also included will be an analysis of several standards, blues, and contemporary jazz works. Students must be able to read music, and have a knowledge of all major scales. (Keenan) \$65

10 eve - Th. Sep 22, 18:00-19:30 - KEC

Jazz Theory (102612)

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) \$45

10 eve - Th. Sep 22, 20:00-21:00 - KEC

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) \$75

10 eve - We. Sep 21, 20:00-22:00 - KEC

Norman Stanfield received his M.Mus. from U.B.C. He is a specialist in ethnomusicology.

Music Theory (102613)

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. \$75

10 eve - Tu. Sep 20, 20:00-22:00 - KEC

Enjoying Classical Music — A Painless Approach (502537)

Vancouver composer Brian Tate performs, demonstrates and discusses popular classical music. The course requires no musical knowledge or experience — just your own ears! Combining his extensive musical knowledge with a lively sense of humour, Mr. Tate covers music from the baroque, classical, romantic, and contemporary periods on compact discs and tapes, with ongoing demonstrations from the piano. The course also includes at least one live performance from a guest artist. (Tate) \$85

10 eve - Mo. Sep 19, 19:00-21:00 - VVI

Brian Tate received his musical training at UBC. Since his graduation he has become one of British Columbia's most successful composers. He has written several movie and television soundtracks, in addition to having numerous commissions for choral works.

Commercial Music

Synthesizer Arts I (102604)

Explore the principles of sound; synthesis of sound; digital sampling of sound, the use of the computer in music; and work towards computer composition by the end of the course. All materials will be supplied by the instructor, including synthesizers, drum machines, and computers. \$85

10 eve - Th. Sep 22, 18:00-20:00 - KEC

Synthesizer Arts II (102605)

Expand upon the basic tools of sound synthesis learned in Synthesizer Arts I; Synth patch creation and voice management by computer and/or cassette interface, digital sampling and storage of sounds, programming and interfacing of drum machines with computer software and multi-track computer composition with MIDI. \$85

10 eve - Th. Sep 22, 20:00-22:00 - KEC

Synthesizer Arts III (102610)

Semi-private instruction in the computer lab. Class size will be limited to three. Further instruction in programming and interfacing, and multi-track composition with MIDI. \$140

10 eve - Tu. Sep 20, 18:00-20:00 - KEC

Live Sound Engineering (102606)

A comprehensive course in mixing sound for live choirs, instrumental groups, bands and other musical ensembles. Focus on setting up a sound system, signal flow, mike placement, and how to get good sounds. Special instruction on setting up a stage monitor mix, along with the use of outboard gear such as equalizers, compressors, crossovers, and digital delays. \$85

10 eve - Tu. Sep 20, 21:00-23:00 - KEC

Producing a Record (102602)

An in-depth look into the music production business — acoustics, microphones and tapes, multi-track recording, recording sessions with overdubs, mixdown, recording mastering and pressing, song writing, producing and music law. Classes held at Andromeda Studios, 1304 Seymour Street, Vancouver, B.C. Register at K.E.C. (G. Lindberg) \$200

10 eve - Tu. Sep 20, 19:00-22:00 - And

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. Two sessions available. (Sikora) \$75

10 eve - We. Sep 21, 17:30-19:30 - KEC

10 aft - Sa. Sep 24, 14:00-16:00 - KEC

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, ITV, 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) \$75

10 mng - Sa. Sep 24, 10:00-12:00 - KEC

Women's Swing Choir (502523)

If you enjoy singing for the sake of singing, this is the choir for you. The choir's repertoire is drawn from Broadway Musicals, Pop and some Jazz. Piano, bass and drums needed as well. (Roberts) \$75

10 eve - Tu. Sep 20, 18:00-20:00 - KEC

Women's Vocal Ensemble (502524)

A choral ensemble for the more experienced choir member or vocalist. All musical styles will be explored and emphasis on Pop and Jazz. Small ensembles will be open to those interested. Entrance by audition. Piano, bass and drums are also needed. (Roberts) \$95

25 eve - Tu. Sep 20, 20:00-22:00 - KEC

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) \$45

10 eve - Tu. Sep 20, 18:00-19:00 - KEC

Flute II (502506)

For those who have previously complete Flute I, or can play up to two octaves. Some ensemble work. Bring your flute and music stand. (Cory) \$45

10 eve - Tu. Sep 20, 19:00-20:00 - KEC

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) \$75

10 eve - We. Sep 21, 18:00-20:00 - KEC

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) \$75

10 eve - We. Sep 21, 20:00-22:00 - KEC

Guitar Ensemble (502534)

For those who have completed the intermediate guitar course, or players with reading skills, to play with others of similar ability. Duos, trios and large ensemble. Emphasis will be on improving your reading ability and technique. Bring your guitar and a music stand. (MacDermot) \$75

10 eve - Mo. Sep 19, 18:00-20:00 - KEC

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. Pre-requisite: knowledge of basic chords (some bar chords) and theory such as major scales. (Jahnke) \$45

10 eve - Mo. Sep 19, 20:00-21:00 - KEC

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) \$45

10 eve - Mo. Sep 19, 21:00-22:00 - KEC

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) \$45

10 eve - We. Sep 21, 18:00-19:00 - KEC

Saxophone: Intermediate (502520)

'Brush up' or improve your reading ability. Also, some solo lines and riffs will be analyzed for playing and jamming in rock, blues, and jazz idioms. The class is a continuation of Saxophone Beginners; however, students with some background will be accepted. Bring a music stand. (Diggins) \$45

10 eve - Wed. Sep 21, 19:00-20:00 - KEC

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) \$70

10 eve - We. Sep 21, 19:00-20:00 - KEC

10 eve - We. Sep 21, 20:00-21:00 - KEC

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) \$70

10 eve - We. Sep 21, 21:00-22:00 - KEC

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

Piano 1 for Beginners (502517)

Class instruction on individual pianos. Learn notation, basic playing skills, and chording techniques. Students should have access to piano for home practice. 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) \$70

10 eve - Th. Oct 6, 18:00-19:00 - KEC

10 eve - Th. Oct 6, 19:00-20:00 - KEC

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) \$70

10 eve - Th. Oct 6, 20:00-21:00 - KEC

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 (102614)

Group and private lessons are combined. Develop strength, extension of range and vocal ease in performance. Registration only with instructor's approval. (Mon. - Newman, Wed. - Brauner) \$135

10 eve - Mo. Sep 19, 18:00-20:00 - KEC

10 eve - We. Sep 21, 18:00-20:00 - KEC

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

Carol Brauner studied voice and vocal pedagogy in Austria, United States, and Canada. She has been with the V.C.C. Continuing Education Program since 1980, and is a member 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) \$50 10 eve - We. Sep 21, 18:00-19:00 - KEC

Alex Gowans received his diploma in Musical Arts from VCC. He currently sings with the Vancouver Choral, 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

Fall 1988

For information and booking call Brigitte Kirmis at 875-8200.

Courses coordinated by Marja de Jong Westman

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 and studies of wintering waterfowl at Vaseux Lake. \$85

Carpool expenses and accommodation at \$15/night (double occupancy) are extra. Instructor: David Shackleton, Steve Cannings

Orientation: We. Nov 2, 21:30 - KEC

Trip: Nov 11/12/13

Indian Arm Natural History Cruise (502804)

Explore a spectacular natural paradise close to home! Cruise Indian Arm in a 68 foot deluxe motor sailer, Island Roamer. Ecological studies are planned of Indian River estuary, rainforested islands and the seashore. Accompanying divers will bring up subtidal marine animals for observation. Delicious lunch provided. Aquarium members \$85, non-members \$85.

Orientation: We. Oct 19, 21:30 - KEC

Boat Trip: Sa. Oct 22

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 and close to 500,000 pairs of seabirds nest here each year. The human history is of great importance and the remnants of decaying Haida poles at Ninistints are protected as world treasures. The rugged mountain scenery, giant Sitka spruce and cedar forests,

Natural History Travel Tours

For information and booking call Great Expeditions 263-1476.

Ecuador and Galapagos

A tour to these world treasures is being planned for the Fall of 1989. Call Fraser MacLean at Great Expeditions for further information — 263-1476.

Natural History and Prehistory Tour of Arizona

Arizona, with its fascinating prehistory and diverse flora and fauna, is one of the world's most exciting places in North America to visit. You will see some of the world's most spectacular scenery: painted deserts, breath-taking canyons, alpine forests, petrified forests and meteor craters. Our explorations start with the Grand Canyon, Meteor Crater and the prehistoric cliff dwellings of Canyon de Chelly. Then it's on to Tucson to visit the famous Sonora Desert Museum, Saguaro National Monument, Madera Canyon and the beautiful Spanish Mission of San Xavier del Bac. We cap off the tour with a three day stay in a biological field station in the Chiricahua Mountains, an outlier of the Mexican Sierra Madre. And...travel in Arizona's May is blessed with good weather, blooming wildflowers and plentiful bird life. \$1870 (subject to change) includes tax-deductible tuition \$580. Apr 19-29, 1989

Leaders:

Naturalist, Dick Cannings; Curator Cowan Vertebrate Museum, UBC. Anthropologist, Margaret Holm; Education Curator, Anthropology Museum, UBC.

Australia — A Natural History Tour

Experience the diversity of Australia's northern tropics and central desert on this exciting tour, specifically designed for the curious naturalist. You'll seek out platypus, koalas, kangaroos, nocturnal marsupials, crocodiles, up to 400 species of birds and other fascinating denizens of this isolated and unique continent.

- Sydney — Lyrebirds in the world's second oldest preserve, the Royal National Park
 - Alice Springs — the spectacular desert life of the "red center"
 - Ayers Rock and the Olgas — aboriginal cave sites and wedge-tailed eagles
 - Kakadu National Park — crocodiles and tropical billabongs
 - Lone Pine Koala Sanctuary — delightful koalas
 - Lamington National Park — mountain trails amidst tree ferns and orchids
 - Heron Island — reef-walking, snorkelling, nesting sea turtles
 - Atherton Tablelands — platypus and brush turkeys
 - Green Island and Michaelmas Cay — seabirds, giant clams and stingrays
 - Cairns and Kuranda — train through mountain jungle
- \$5440 (includes tax-deductible tuition \$555)

Cost includes airfare, accommodation, most meals and resource biologists. Oct 22-Nov 12, 1988

* Expo arrangements can be made

Orientation: We. Sep 28, 21:30 - KEC

Leader: Syd Cannings, Naturalist, Curator of Spencer Entomological Museum, UBC.

Manitoba's Spring Birds — from the Prairies to the Tundra

Spring brings a flood of birds back to the prairies and forests of central Canada, and southern Manitoba's position between eastern and western faunas gives it the most diverse inland bird life in North America for a few short weeks. This tour will spend five days exploring the prairies, marshes and forests of southern Manitoba, including Riding Mountain National Park, where moose, bison and elk are possibilities as well as a host of boreal forest birds. We will then go north for five days in Churchill, on the shores of Hudson Bay and at the edge of the Arctic Tundra. Here we hope to see Ross and Little gulls, eider, ptarmigan, jaegers and other Arctic specialties. This trip promises to be a fabulous experience for anyone interested in natural history. \$1995 (includes tax-deductible tuition of \$540) Dates: May 31-Jun 9, 1989

Leaders: Dick Cannings, Curator, Cowan Vertebrate Museum, UBC. Bonnie Chartier, Churchill Wilderness Encounters

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

Sailing Howe Sound/ Canadian Yachting Association (CYA) (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. \$295

Orientation: 1 eve - Mo. Oct 03, 19:00-21:00 - KEC, Room 4043

Departure date:

Thanksgiving weekend

Sa. Oct 08

Su. Oct 09

Mo. Oct 10

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.

Office and Administrative Skills

Keyboarding for Computer (104206)

This course is designed for people who want to learn how to keyboard at a minimum keyboarding speed of 25 words per minute with zero errors using the touch method. Using the "Keyboarding for the Information Processor" software and textbook, the student will complete 24 lessons in which the alphabetic keyboard, the numeric keyboard, and the symbolic keyboard are presented. Keyboarding skills are based first on the development of good techniques. Emphasis is then placed on building speed. The text used will be "Keyboarding for the Information Processor," Sharon Burton and Ralph Holloway. (Hughes) \$115

6 eve - Mo./We. Sep 19/21, 19:30-22:00 - Lan

Typing — Beginners (104401)

Learn touch typing of letters, symbols/numbers, centering, tabulation, and business letters. Please bring your own typing paper. (Worobetz & Tollstam) \$65

8 eve - Mo. Sep 19, 19:00-21:30 - VVI

8 mng - Sa. Sep 24, 09:30-12:00 - VVI

Typing — Keyboarding (104404)

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. Theory such as tabulating and centering, etc. will not be taught. Therefore more emphasis is placed on typing and keyboard skills. (Tollstam) \$60

6 eve - Th. Sep 22, 19:00-22:00 - VVI

Ann Tollstam — former executive secretary who has taught all levels of typing for the past 9 years.



Speed Building Typing (104402)

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

8 eve - We. Sep 21, 19:00-22:00 - VVI

Typing Business Letters (104403)

Learn the principle parts, styles, punctuation patterns and proper placement of business letters. You will type several business letters practicing the rules. (Tollstam) \$25

1 eve - Th. Nov 17, 19:00-22:00 - VVI

Typing — Advanced (104405)

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

6 eve - Tu. Sep 20, 19:00-21:00 - VVI

Peggy Worobetz is a former executive secretary with 20 years' experience in the educational field.

Effective Communication for ESL Business People (103023)

This English course for foreign business people with advanced English skills focuses on oral and written communication as used in business practice. By the end of the course you will be able to understand and use common business terms, prepare business letters, memoranda and reports, make effective use of the telephone, give a formal oral presentation and conduct yourself in meetings. Limited enrollment. (MacArthur) \$200

10 eve - Th. Sep 29, 18:30-21:30 - Lan

Writing Dynamic Business Letters (104406)

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

1 day - Sa. Nov 19, 10:00-16:00 - Lan

Grammar Review for Secretaries (104407)

Review points of grammar, punctuation, capitalization, spelling and conventions for word processing. Bring your questions and concerns to share in this workshop. (Hogan) \$40

2 day - Sa. Oct 29/Nov 5, 10:00-15:00 - Lan

Management Skills for Secretaries and Office Workers (104412)

This workshop is designed for people who are responsible for a large portion of secretarial/clerical/managing functions in both large and small offices. The focus of this workshop is on creating win-win situations while increasing achievement of A-1 business priorities. You will have the opportunity to build your skills in the areas of time management, communication, problem solving, coping with stress. (Shaffer) \$65

1 day - Sa. Nov 19, 10:00-16:00 - Lan (Shaffer) Meetings (104413)

Meetings (104413)

This will be a dynamic, interactive session focusing on leading and being a member of a successful, action-oriented meeting. By the conclusion of the session, you will be familiar with the role and responsibilities of the chairperson and the active, contributing member. Specific content will include such topics as preparation of agenda, communication skills and leadership styles. (Shaffer) \$55

1 day - Sa. Oct 15, 10:00-16:00 - Lan (Shaffer)

Telephone Etiquette (104408)

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. (Schaffer) \$55

1 day - Sa. Oct 29, 10:00-16:00 - Lan

Sherrilee Schaffer is a dynamic, energetic individual who is highly qualified in Human Resource Development. Her expertise helps participants bridge the gap of training to reality in transferring concepts to knowledge to actual skills that can be used in today's work environment. Sherrilee is a graduate of the University of Ottawa and has studied at the University of Victoria, McMaster and University of British Columbia. Sherrilee currently works as a Management Consultant and Trainer in Vancouver.

Introduction to Payroll (Manual & Computerized) (104409)

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

10 eve - Tu. Oct 4, 18:00-21:00 - VVI

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

Introduction to Bookkeeping (104410)

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

10 eve - Th. Oct 6, 18:00-21:00 - VVI

Building a Powerful Vocabulary (104411)

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

1 day - Sa. Oct 15, 10:00-16:00 - Lan

Memo and Report Writing for Business (104414)

Learn the standard formats for memorandums and reports, and review the modern and powerful language of business writing to get results. \$55

1 day - Sa. Nov 26, 10:00-16:00 - Lan

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) \$45

1 day - Sa. Oct 22, 09:00-15:00 - Lan

1 day - Sa. Oct 29, 09:00-15:00 - Lan

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) \$45

1 day - Sa. Oct 15, 09:00-15:00 - Lan

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

Communication and Human Relations for Business (102838)

Effective communication is much more than the process of speaking clearly. It is the transmission and reception of ideas, feelings and attitudes — verbally and non-verbally. This course is recommended for anyone who works with other. It is especially recommended for those who have an interest in enhancing their value in their organizations. (Hunter) \$130 (18 hours of instruction offered over three Fridays)

3 day - Fr. Sep 30/Oct 28/Nov 25, 09:00-15:00 - KEC

Val Hunter, a consultant in Organizational Development, lectures throughout Western Canada using leading edge theory, story-telling, humour and creative learning techniques to assist participants to improve their communication and human relations skills. For detailed program outline, contact Hal Hoare at 875-8234.

For registration, call 875-8200.

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) \$45

4 eve - We. Oct 12, 19:00-21:00 - Lan

4 eve - We. Oct 17, 19:00-21:00 - KEC

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

Self-Hypnosis — The Psychology of Achievement (503427)

Learn how to positively energize yourself using your inner mind. Using a variety of relaxation, imagery, visualization and self-hypnosis 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

2 day - Sa./Su. Oct 15/16, 09:30-16:30 - Lan

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

1 eve - Th. Oct 13, 19:00-21:00 - Lan

Louise Belisle and Mark Fraser are therapists in private practice.

Trace Your Family Tree (503414)

You will complete a personal research plan, utilizing libraries, institutions, obvious and obscure sources and finding aids. Learn to solve special problems relating to the country of your "Roots." Extensive hand-out materials with basic information and filing system will be supplied. Bring a lunch. (Leduc) \$25

1 day - Sa. Oct 29, 09:30-16:30 - Lan

Adrienne Leduc is the author of "On the Trail of Ancestor Antoine" and other genealogical articles.

Defensive Living —

Resistance to Favourable Change (503436)

"I want to move and take that job opportunity but..." "I really want to take up therapy so as to be honest and gutsy with my desires and feelings, but..." "I know I should leave my marriage, but..." Most people start off strong, but then weaken, rejecting the kind of life experiences they desire on a deep level. Instead, unconsciously maintaining their defenses becomes the focus of their life. The dimensions of defensive living we'll be addressing are: compulsive/repetition, withholding, relying on fantasy, bonds (destructive ties), playing victim. Dr. Robert Firestone's book, "The Fantasy Bond" will be referred to. (Goldenberg) \$30

2 eve - We./Th. Sep 26/27, 19:30-22:00 - Lan

Public Speaking for the Terrified (503424)

In a relaxed environment, gain confidence and learn to speak publicly through group participation. Control the jitters, dispel that fear! Emphasis on the practical. (Goodey) \$65

10 eve - Tu. Sep 27, 19:30-21:30 - Lan

Ron Goodey has 21 years' experience in office management and six years in Toastmasters International.

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) \$65

8 eve - Mo. Sep 26, 19:00-22:00 - Lan

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

4 eve - Tu. Sep 20, 20:00-21:00 - Lan

The Inner Life of Men — A Male Point of View (503428)

Deryl 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

1 eve - Mo. Oct 03, 19:00-22:00 - Lan

Intimate Relationships —

Love, Desire and Confrontation (503429)

In this day-long workshop, Deryl Goldenberg and Jina Carvalho will facilitate an environment for open dialogue between men and women. The subjects usually covered are: dealing with frustrations and desires, keeping relationships fresh once the newness wears off, how to use anger to get unstuck, not losing your "I" to the "We." This discussion and experiential workshop is open to individuals and couples. Please bring a cushion. (Goldenberg and Carvalho) \$35

1 day - Sa. Oct 01, 09:30-16:30 - Lan

Deryl Goldenberg and Jina Carvalho are married and raising a son. They have been leading groups and working together for ten years. Both are therapists in private practice, where Jina has focused more on women's issues and Deryl on men's.

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

1 eve - Th. Nov 24, 19:00-21:00 - Lan

Self-Hypnosis and Beyond (503434)

Learning how to use self-hypnosis, visualization and imagery techniques is just the first step in developing your mind. This course teaches ways to access the deeper layers of your mind as a catalyst for personal growth. Wear loose, comfortable clothing and bring an open mind. Self-Hypnosis-The Psychology of Achievement is a recommended pre-requisite. (Forzley) \$55

2 day - Sa. Oct 01/02, 10:00-16:00 - Lan

Astronomy (503401)

This course takes you on a descriptive and visual tour of the Cosmos. Topics include: the sun and planets, stars, novae and supernovae, things that go flash in the night, the meaning of relativity, the future of the universe, life beyond earth and inside the black hole. There will also be 3 field trips to the UBC Observatory, the HR MacMillan Planetarium and the Dominion Observatory near Victoria. (Travel costs not included in fees.) (Van Luven) \$120

8 eve - Tu. Oct 04, 18:00-20:00 - Lan

Bill Van Luven, B.A., M.F.A., studied astronomy at UBC and has been presenting and producing shows at the HR MacMillan Planetarium for 12 years. He is a member of the Royal Astronomical Society of Canada.

Relationship Issues for

Gays and Lesbians (503435) **New**

As gays and lesbians, we face unique challenges in our relationships. This talk will be of interest to those of you who wish to explore ways of working through difficulties and deepening your relationships. It will also be of value to those of you asking the question, "Why am I not in a relationship?" (Templeton) \$20

1 eve - Mo. Oct 03, 19:30-22:00 - Lan

Cathy Templeton, M.Sc., has extensive experience in counselling gays and lesbians, both individually and relationship counselling. She has had extensive experience counselling men who have tested HIV positive.

Book Collecting —

Hidden Treasures of the Present and the Past (503436)

This series brings together book collectors and book collectors-to-be. Well-known antiquarian book dealers and collectors will explore the art of developing a collection through dealers, second-hand book shops and auctions. You will have a chance to meet rare book collectors and learn how they "got started, their triumphs and defeats." Coordinated by J. MacIntosh, Colophon Books. \$50

6 eve - Th. Oct 06, 19:30-21:00 - VVI

Photography

The following courses may be taken either for general interest or for credit towards the Visual Arts Certificate Program Photography Major. For further information see below or contact Focal Point at 224-3636 between 11:00-16:00 hours, Tuesday - Saturday, starting September 6, 1988.

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) \$130

10 eve - Mo. Sep 19, 19:00-22:00 - FP

10 aft - Tu. Sep 20, 12:30-15:30 - FP

10 eve - Tu. Sep 20, 19:00-22:00 - FP

10 eve - Fr. Sep 23, 19:00-22:00 - FP

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. (Brons, Milligan) \$145

10 eve - Mo. Sep 19, 19:00-22:00 - FP

10 aft - Tu. Sep 20, 12:30-15:30 - FP

10 eve - Tu. Sep 20, 19:00-22:00 - FP

10 eve - Fr. Sep 23, 19:00-22:00 - FP

Getting the Most from Custom Labs (300119) **New**

This seminar will teach the student how to get the most out of custom processing labs. Subjects to be covered will include: how labs work, what standards they work to, and how to get the best results from them. Basic colour theory, the colour wheel, colour filtration and colour correction. Also covered will be the principles of both C-41 and E-6 processing. Students will tour a custom processing lab and see how they operate. Common problems from both the lab's and customer's point of view will be discussed. All of this giving the student a much better understanding of how the processes work, enabling them to obtain the best results from their lab. (Chin) \$75
2 day - Sa. Oct 15/22, 10:00-16:00 - FP

Phillip Chin — A photographer currently working for a local newspaper.

Restoring Old Photographs (300118) **New**

Learn to restore copies of old, torn or faded photographs. Although colour prints will be covered, the emphasis will be on black and white. Some prints will be supplied, but students will be expected to provide several copy prints of their own. N.B. This course does not cover airbrushing. Some materials to be purchased by the student. (Jensen) \$130
10 eve - Th. Sep 22, 19:00-22:00 - VVI

Mary Jensen, B.A., P.P.O.C. — A professional portrait photographer and retoucher working independently.

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, starting September 6, 1988. For those unable to register during the day, evening registration will be from 7:00 pm - 9:00 pm on September 6 and 7 only. For information please contact Focal Point at 224-3636, during the above noted times.

Property Management

Property Management Certificate Program

Property Management is a comprehensive training program designed to provide participants with the concepts, techniques, knowledge and skill necessary to perform as a Professional Property Manager. This program is officially recognized by PAMA; the Association of Professional Residential Property Managers. Participants who successfully complete this program will receive a designation from PAMA.

For information call Program Coordinator, Chuck Dunn at 324-5511.

For registration call 875-8200.

Non-Certificate students may enroll in any course without meeting certificate requirements.

Certificate Requirements:

Students must complete the following 12 courses in no more than 6 years:

Property Management 1415
Property Management 2415
Property Management 3415
Real Estate Law 1325
Real Estate Appraisal 1118 Part 1
Real Estate Appraisal 1118 Part 2
Micro Economics 1222
Macro Economics 1221
Computer Applications in Business 2000
Real Estate Marketing 1420 *
or Managing Through People 1000
Accounting 1115
Communications 1115

* Pending approval from the Real Estate Council of B.C.

Entry Requirements:

Participants must have completed Grade 12 and be proficient in English.

Transfer Credit:

Transfer credit for previously completed courses will be considered for Accounting 1115, Communications 1115, Micro Economics 1222 and Macro Economics 1221 where students have received a grade higher than 65%.

Advisory Committee:

The program is subject to an ongoing review through the counsel of a select committee of property management professionals and those in related fields.

Power Boating

SINBAD School of Seamanship, 1805 Maritime Mews, Granville Island, 688-1195 offers

BASIC POWER BOATING

Learn basic navigation and boathandling; simplified international collision regulations; personal and vessel safety; and VHF radio procedure to DOC standard. \$200

4 eve - Tu./Th. 19:00-22:00

1 day - Sa. 08:00-17:00

New course begins every 2 weeks.

Coastal Navigation

Review basic navigation, aids to navigation and international collision regulations. Learn heavy weather handling; slipping and coming alongside in adverse conditions; maintenance of hull and engine; and international code. \$125

5 eve - Mo. 19:00-22:00

1 day - Sa. 08:00-12:00

New course begins every 6 weeks

FOR INFORMATION AND REGISTRATION CALL 688-1195



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) \$25
1 mng - Sa. Oct 15, 09:00-12:00 - KEC

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) \$25
1 mng - Sa. Oct 29, 09:00-12:00 - KEC

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
7 eve - Th. Sep 22, 19:00-21:30 - VVI

Gary A. Harmel, B.A., LL.B., is a practising lawyer specializing in commercial and real estate law.

Managing Residential Tenancies (500705)

For owners of rental houses, single suites and small apartment buildings, learn tenant screening techniques, handling evictions, dispute resolution, good tenant relations and the Residential Tenancy Act. (Pink) \$45
1 day - Sa. Sep 24, 09:00-15:30 - VVI
1 day - Sa. Oct 15, 09:00-15:30 - Lan

Brian Pink, B.A. is a Program Coordinator with Continuing Education.

Legal Aspects of Buying a House (502203)

Learn to buy a house and avoid common pitfalls in this complicated transaction. Explore the role of the real estate agent, what to look for when signing the interim agreement, understanding mortgages, insurance and closing the deal. (Morris) \$25

1 eve - We. Oct 05, 19:00-21:00 - KEC

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. \$35 (Small)
1 eve - Mo. Oct 17, 19:00-22:00 - KEC
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 Vancouver Community College — Continuing Education Certificate Program is designed specifically to meet your need.

Representatives of your 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 evaluation.

- Building Manager (Residential)
- Business Administration
- Community Based Social Services
- Computer Skills for the Workplace
- Counselling Skills
- Court Interpreting
- Designation in Writing (Certificate Pending)
- Early Childhood Education
- Fashion Arts
- Management Skills for Supervisors
- Management of Non-Profit Organizations
- Non-Profit Management
- Property Management
- Recreation Facilities Management
- Substance Abuse Program
- Teaching English As A Second Language
- Telecommunications Management
- Visual Arts — Photography Major
- Volunteer Management
- Working with School Aged Children

Recreation/Sports/Leisure

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) \$25
5 eve - Fr. Oct 7, 17:30-18:30 - Lan

Chi Gong (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) \$50

10 eve - We. Sep 14, 18:30-20:00 - Lan

10 eve - We. Sep 14, 20:00-21:30 - Lan

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 acupuncture will be included. Bring a blanket or mat, and be prepared to relax and enjoy yourself. Light lunch included. (Thomas) \$30
1 day - Sa. Sep 24, 09:30-16:30 - Lan
1 day - Sa. Oct 29, 09:30-16:30 - Lan
1 day - Sa. Dec 03, 09:30-16:30 - Lan

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

1 day - Sa. Oct 01, 09:30-16:30 - Lan

1 day - Sa. Nov 05, 09:30-16:30 - Lan

1 day - Sa. Dec 10, 09:30-16:30 - Lan

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) \$15

1 mng - Sa. Oct 15, 09:30-12:30 - Lan

1 mng - Sa. Nov 12, 09:30-12:30 - Lan

1 mng - Sa. Dec 17, 09:30-12:30 - Lan

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) \$15

1 mng - Sa. Oct 22, 09:30-12:30 - Lan

1 mng - Sa. Nov 19, 09:30-12:30 - Lan

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
8 mng - Sa. Oct 01, 09:30-11:30 - Lan

Coaching Certification Level I Theory (151001)

A nationally recognized certificate program for coaches. (Various instructors) \$35

2 day - Sa./Su. Sep 17/18, 09:00-16:00 - Lan

3 eve - Mo./We./Mo. Sep 26/28/Oct 03, 18:30-22:30 - Lan

2 day - Sa./Su. Nov 19/20, 09:00-16:00 - Lan

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) \$45

1 eve - Fr. Sep 23, 18:30-22:30 - Lan

plus 2 day - Sa./Su. Sep 24/25, 09:00-17:00 - Lan

1 eve - Fr. Oct 28, 18:30-22:30 - Lan

plus 2 day - Sa./Su. Oct 29/30, 09:00-17:00 - Lan

1 eve - Fr. Nov 25, 18:30-22:30 - Lan

plus 2 day - Sa./Su. Nov 26/27, 09:00-17:00 - Lan

Nutrition & Physical Activity . . . or Can You "Eat To Win" (151202)

Learn how (or if) nutrient needs change with increased activity levels, the special role of carbohydrate, pre-event meal and whether or not vitamin/mineral supplements are useful. (Crawford) \$15
1 eve - Th. Nov 17, 19:00-21:00 - Lan

Sue Crawford, School of Kinesiology, Simon Fraser University.

Sports Psychology (151203)

Learn psychological techniques to assist in attaining top performances. Topics include motivation, self-talk, imagery and relaxation. (Cox) \$20
1 eve - Th. Nov 24, 19:00-22:00 - Lan

Dr. David Cox, Department of Psychology, Simon Fraser University.

Back Pain and Exercise

(It Only Hurts When I Move) (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
1 day - Sa. Nov 12 - 09:00-16:00 - Lan

Mari Walsh (Registered Physiotherapist) Manual Therapist at UBC.

Massage In Sport and Exercise (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

1 day - Sa. Nov 19, 09:00-16:00 - Lan

Doug Fairweather (Registered Massage Therapist) Therapist for National Cycling Team, Instructor at West Coast College of Massage Therapy.

Recreation Facilities Management

Recreation Facilities Management Certificate Program

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

For registration and information, call 875-8200. Program Coordinator - Vince Kreiser — 324-5276.

Entrance Requirements

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

Certificate Requirements

Level I Students must successfully complete the 5 core courses in 3 years (9 terms).

Level II Students must successfully complete Level I, the 9 supporting courses and the 1 elective course in 7 years (21 terms).

A) 5 core courses:

Recreation Facilities Management Fundamentals 1170 (104301)

An introduction to the theory, process and application of recreation and leisure services management with specific reference to facilities operations. Course also includes an introduction to recreation philosophy, ethics, standards, organization and programs. (Kreiser) \$140
13 eve - Mo. Sep 19, 19:00-22:00 - Lan

Recreation Facilities Management Maintenance 1270 (104303)

Develop an understanding of facility maintenance including its interrelationships with labour relations, legal liability and the day to day operation of a recreational facility. Prerequisite: REC 1170 (or approval of coordinator). \$140
To be offered in Winter 1989

Recreation Facilities Management Program Planning 1168 (104304)

Develop the competencies necessary to be an effective program planner, organizer, implementer, designer and program evaluator. Prerequisite REC 1170 (or approval of coordinator). \$140
13 eve - Tu. Sep 20, 19:00-22:00 - Lan

Arena Operation — 1160 (104302)

Learn the fundamentals of operating an artificial ice skating arena. The course is offered through the Recreation Facilities Association of B.C. In addition to college credits, the successful students will qualify for separate certification by the Association. To be offered in Spring 1989. Call Len Bjola in Sooke — 1-642-6311 for information.

Pool Operations — 1150 (104305)

Learn the fundamentals of successful pool operation including health legislation, pool design, sanitation of pool water, facility maintenance and energy management. This course is offered through the B.C. Recreation and Parks Association. In addition to college credits, the successful students will qualify for separate certification by the Association. To be offered in January/February 1989 over two weekends. \$155

B) 9 Supporting Courses:

Communications 1115 (102007)

Develop your business writing skills through memos, letters and reports. Learn effective speaking and listening techniques through one-to-one and group interactions and oral presentations. Prerequisite: English 12 or equivalent. \$140 TBA
13 eve - We. Sep 21, 19:00-22:00 - Lan

Sales and Marketing 2000 (102102)

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. (Kelly) \$140
13 eve - Tu. Sep 20, 19:00-22:00 - Lan

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

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises learn how various computer applications; word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. (Tollstam) \$175

13 eve - Tu. Sep 20, 19:00-22:00 - Lan

13 eve - Th. Sep 22, 19:00-22:00 - Lan

Ken Tollstam is a C.A. with 5 years' teaching experience on micro computers using LOTUS, DOS, dBASE and word processing software.

Biomechanical Muscle Imbalance and Training Errors (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) \$15

1 eve - We. Nov 23, 19:00-22:00 - Lan

Dr. Steven Stark (Podiatrist), Lower Extremity Biomechanist, Podiatric Sport Medicine Testing and Research.

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

13 eve - Tu. Sep 20, 19:00-22:00 - Lan

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

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
13 eve - Mo. Sep 19, 19:00-22:00 - Lan (Wadsworth)
13 eve - Tu. Sep 20, 19:00-22:00 - Lan (Glass)
13 eve - We. Sep 21, 19:00-22:00 - Lan (Badley)
13 eve - Th. Sep 22, 19:00-22:00 - Lan (Giles)

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.

Joe Giles, 10 years' teaching experience at Langara and SFU; also teaches for the Society of Management Accountants.

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
13 eve - Tu. Sep 20, 19:00-22:00 - Lan
13 eve - We. Sep 21, 19:00-22:00 - Lan

Alan Glasser, B.Sc., manages an independent pharmacy and has 6 years' teaching experience.

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 Winter 1989. \$145

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.

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 approximate value: \$40) To be offered in Winter 1

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) \$60
5 eve - We. Oct 05, 19:30-21:30 - KEC

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) \$60
5 eve - We. Nov 09, 19:30-21:30 - KEC

Patrick Kennedy IDI, IDC. Interior design education in London, England. Designer working in Vancouver on residential and commercial projects.



Self Defence

Women Fight Back Part I (504401)

Females aged 12 to 50 learn the skills necessary to protect themselves both verbally and physically in uncomfortable, threatening & dangerous situations. Learn personal safety techniques, daily prevention routines, useful combinations of releases and techniques. (Morningstar) \$25
1 day - Sa. Oct 22, 09:30-16:00 - KEC

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

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 registration at Langara.

1. By MAIL. Fill in a Registration Form on the back page and send it in with your cheque or charge card information.
2. By PHONE. Charge it to your MasterCard or 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 with cheque, cash or charge card.

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 on 2 evenings for 3 hours per night. At \$60 per course or for a total of \$250 for all 5 courses for a saving of \$50. For registration phone 875-8200. All 5 courses \$250 (106038)

Week 1

How to Start a Business (106039)

Running your own business doesn't have to be just wishful thinking — it's all in the planning. Learn the 7 key steps to developing your successful new business. \$60

2 eve - Tu./Th. Sep 20/22, 19:00-22:00 - Lan

Week 2

Identifying and Marketing Business Opportunities (106040)

Both parts \$60

Part 1: Tuesday — Finding Business Opportunities
Starting a successful business frequently centers on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures.

Part 2: Thursday — Marketing and Advertising
Marketing is the engine that drives your business. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan. Learn how to answer the questions to create effective advertising: the when, where, what and how.

2 eve - Tu./Th. Sep 27/29, 19:00-22:00 - Lan.

Week 3

Financial Statements —

Forecasting and a Cash Budget (106043)

Both parts \$60

Part 1: Tuesday — Understanding Financial Statements
Making the right decisions depends on your knowledge of financial statements and how to read them and what to control.

Part 2: Thursday — Forecasting and Cash Budgeting
Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line.

2 eve - Tu./Th. Oct 04/06, 19:00-22:00 - Lan

Week 4

Bookkeeping from Start to Finish (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. \$60

2 eve - Tu./Th. Oct 11/13, 19:00-22:00 - Lan

Week 5

Banking and Your Business Plan (106041)

Both parts \$60

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 request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.

Part 2: Thursday — Developing Your Business Plan and Strategy
Developing your business plan includes all of the factors to create a successful venture — markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. How to create your business character to stand out in the haze of competition.

2 eve - Tu./Th. Oct 18/21, 19:00-22:00 - Lan

Social Services

Community Based Social Services Certificate Program (150401)

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, plus the practicum. Program starts January 1989. Entry requirements: Grade 12 completion, maturity and emotional stability; good physical health; current experience in the social service field; a successful interview. Applications are now being accepted. Deadline: October 31, 1988. A comprehensive program guide and application form are available by calling 875-8200. \$400 plus practicum \$75

Special Education

Learning About Disabilities (010303)

For people wishing to learn about hearing or visual impairment, hearing, learning or physical disability, mental handicap and mental illness. Learn causes, how to help and relate, adaptations, mobility and services available. Introduction is a prerequisite for one other session. Introduction and 1 session \$30. Total course \$80.
13 eve - Tu. Sep 20, 19:00-21:00 - KEC

Schedule:

Introduction	Sep 20
Visual Impairment	Sep 27/Oct 4
Hearing Impairment	Oct 11/Oct 18
Mental Handicap	Oct 25/Nov 1
Learning Disability	Nov 8/Nov 15
Mental Illness	Nov 22/Nov 29
Physical Disability	Dec 6/Dec 13

Each session will be taught by an expert in that field of disability.

Computer Awareness for Parents and Professionals in Special Education (010301)

Focuses on hardware and software used in special education. The course is designed for professionals or parents of the handicapped who have limited knowledge of computers and their applications to special education. Emphasis will be on basic computer literacy in a hands-on environment. (Reid) \$55

5 eve - We. Sep 21, 19:00-21:00 - VVI

Terri Reid is the instructor of the VVI Career Awareness Program.

Human Sexuality and the Mentally Handicapped (010311)

Many caregivers working with people with mental handicaps find they lack adequate information and resources to respond to the sexual concerns of their clients. This course is designed to enhance the worker's comfort level, knowledge and skills in dealing with human sexuality. Underlying the course is the understanding that caregivers who have integrated their own attitudes and feelings about sexuality and have received accurate information are best equipped to deal with their client's sexual concerns. (Avery) \$80

8 eve - We. Sep 21, 19:00-21:00 - VVI

Wayne Avery is the Adult Special Education Support Coordinator at VVI.

Telecollege



Fall is back-to-school time. Personal enrichment and new knowledge can be gained by studying with the convenience of television.

Telecollege offers texts and study guides to help you make the most of your studying time. Courses may include:

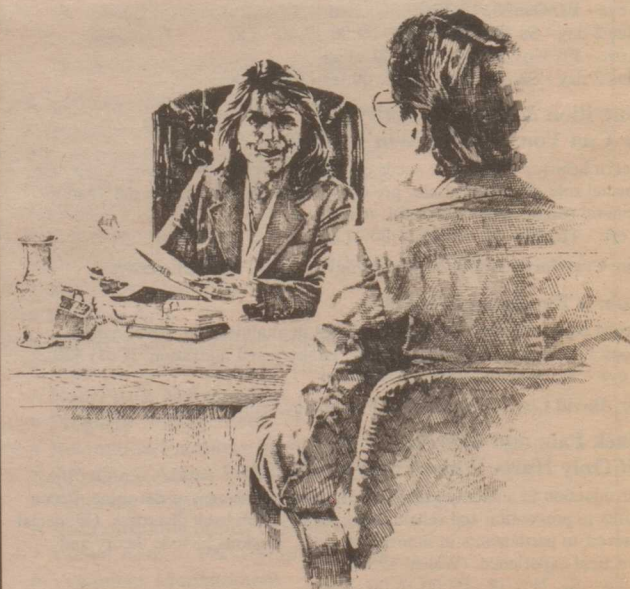
- AC Circuits (basic electricity)
- Contemporary Health Issues
- Earth Explored (physical geology)
- Energy Efficient Housing
- Faces of Culture (anthropology)
- Growing Years (child to adult)
- Introducing Biology (human biology)
- Beyond the Mechanical Universe
- New Computer Literacy
- Planning your Retirement
- Sci-Fi, Media and Literature
- Sociology
- Starting a Business
- Chinese Brush Painting

These telecourses are broadcast on the Knowledge Network.

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

Telecollege
100 West 49th Avenue
Vancouver, B.C.
V5Y 2Z6

324-5520 or
Toll-free 1-800-972-0379



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

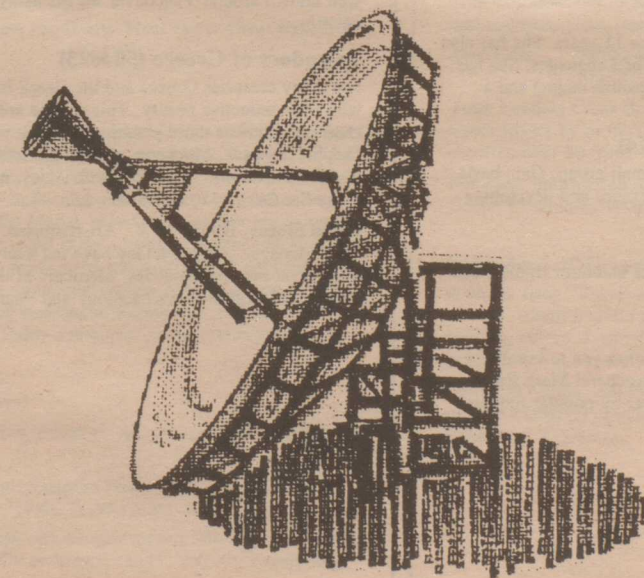
The three VCC courses in this program are offered in each of the three semesters, September (Fall); January (Winter) and April (Spring).

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

10 eve - Th. Sep 29, 17:30-20:30 - VVI

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



Telecommunications Management II (Voice) (102202)

Building on what was learned in the first voice course, participants will learn about PBX systems, network and exchange services, traffic analysis, design criteria, telephone set and switch features, financial planning and analysis, negotiating vendor contracts, implementing new systems, management skills, telephone management systems and staff training. (Duncan & Peyton) \$195

10 eve - Mo. Sep 26, 18:30-21:30 - KEC

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

10 eve - Mo. Sep 19, 18:30-21:30 - KEC

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.

12 eve - Th. Sep 15, 17:30-20:30 - DEC

The Designing the Integrated Office course is offered by B.C.I.T. For registration for this course only, call 434-1610 or 687-4666.



IMPORTANT NOTICE

TO GRADUATES AND FORMER STUDENTS OF VANCOUVER COMMUNITY COLLEGE

We cordially invite you to join our active Association. The founding members of the Vancouver Community College Alumni Association 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

Teaching English as a Second Language

An Overview of Teaching ESL (150802) (Formerly ESL Teaching Techniques)

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 \$150

5 day - Fr./Tu./We./Th./Fr. Sep 2/6/7/8/9, 09:00-16:00 - KEC (House)
10 aft - Mo. Sep 19, 13:00-16:00 - KEC (Hinkle)
10 eve - Mo. Sep 19, 19:00-22:00 - KEC (House)
10 eve - We. Sep 21, 19:00-22:00 - KEC (Hinkle)

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.

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 successful completion of the program.

Entry requirements:

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

* 875-8200 for a comprehensive program guide *

General Information Sessions for anyone interested in the TESL Certificate Program, September 7, 1988, 13:30-15:00 or 18:30-20:00

Pre-registration not required for information sessions.

Core Courses Offered September — December 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.

Grammar Review (150810)

A review of English grammar covering parts of speech, basic sentence patterns, clauses and phrases, realizing intuitive knowledge and finding new insights. (Hawes) \$115

4 eve/4 mng - Th./Sa. Sep 8, 19:00-22:00/09:30-12:30 - KEC

Lorna Hawes, M.A. Linguistics — Taught Linguistics at U.B.C. Presently teaching Linguistics, ESL and Writing at V.C.C. Langara.

Teaching Grammar (150822)

Techniques and materials for teaching structure of the English language and the grammatical points covered in Part I. (Bates) \$115

8 mng - Sa. Oct 15, 09:00-12:00 - KEC

Susan Bates, B.A. Hons. — Has 10 years' experience teaching ESL, and is currently working on her first book, "The Grammar Package," which is being developed to accompany the course she teaches in this program.

Teaching Pronunciation (150812)

Learn methods and techniques for teaching pronunciation. Topics include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Pidgeon) \$195

10 eve - We. Sep 21, 19:00-22:00 - KEC

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

Teaching Reading (150818)

Acquire competency and knowledge in reading skills and their special function in the ESL adult classroom. Through this you will be able to adapt the skills to various ESL levels. (TBA) \$195

10 eve - Tu. Sep 20, 19:00-22:00 - KEC

An Orientation to Teaching English in Japan (150801)

You will discuss all aspects of living & working as a language teacher in Japan — where and how to look for work in Japan, an introduction to living Japanese style, adapting to & understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student. (Smith) \$65

4 eve - Th. Oct 20, 19:00-22:00 - KEC

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. Highly recommended for prospective students for the TESL program who feel that their knowledge of grammar could be improved. Please note that this course does NOT count as an elective in the TESL Certificate Program. (Pidgeon) \$100

6 mng - Sa. Sep 24, 09:30-12:30 - KEC

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

The following 4 courses may be taken as electives in the Certificate Program in Teaching English as a Second Language to Adults.

Testing in English as a Second Language (150815)

A practical course in testing your students' knowledge of English. Learn 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) \$130

7 eve - Th. Sep 22, 19:00-22:00 - KEC

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.

New Language — New Culture (150821)

Culture is a way of being, feeling and thinking and language is a means of communicating culture. Therefore, when you teach a language, you are also "teaching" culture. An understanding of your students' cultural backgrounds, along with an awareness of particular difficulties encountered when faced with a new culture, can enhance your job as a language instructor. This course will explore the inter-relationship between language and culture as a basis for effective instruction. (Dosanjh, Mumick, Thomson) \$130

7 eve - We. Sep 21, 19:00-22:00 - KEC

Raminder Dosanjh, B.A., B.Ed., has over 5 years' ESL teaching experience at KEC. She is a B.C. delegate to the Organization of Immigrant and Visible Minority Women of Canada.

Guninder Mumick, B.A., M.A. English, M.A. International Communication, is a cross-cultural consultant, community volunteer and is presently the Multicultural Health Educator for the Vancouver Health Department.

Lesley Thomson has taught E.S.L. at K.E.C. for 11 years. She has also taught Spanish and French at the Berlitz School of Languages. She has travelled extensively. She has a B.A. (French/Spanish major) and a Teaching Certificate from U.B.C.

ESL Tutor Training Workshop (150814)

Learn to tutor ESL students one-on-one, or in small group. Gain basic training in assessing language needs, planning lessons and developing activities for students. (Rabinowitz) \$60

2 day - Sa. Oct 22, 09:00-16:00 - KEC

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

Active Learning Workshop (150816)

A drama-based approach to education which teaches you to involve students totally in the learning process. For all teachers! Mark Rittenberg, of Harvard University returns to Vancouver by popular request. Spaces are limited. (Rittenberg) \$130

1 eve/2 day - Fr./Sa./Su. Nov 25,

18:00-22:00/09:00-17:00/09:00-15:00 - KEC

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

2 day - Sa. Oct 22, 09:30-14:30 - Lan

Marie Seto, MA, ARW, has travelled throughout China, Taiwan and Hong Kong independently. She escorts the VCC, Continuing Education China 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

1 mng - Sa. Oct 01, 09:30-14:30 - Lan

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)

Mysterious Burma (504621) **New**

A land whose door remains all but closed! You will receive an introduction to this mysterious land — background information on where to go and what to see. Help and advice will be given to aid you with Burma's "inevitable" problems. Slide presentation included. (Flack) \$20

1 mng - Sa. Oct 15, 09:30-14:30 - Lan

Geoff Flack has travelled extensively in Burma and acts as the tour leader for Continuing Education's Thailand and Burma educational 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

2 day - Sa. Oct 29, 09:00-16:00 - Lan

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) \$70

6 eve - We. Oct 12, 19:00-21:00 - KEC

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.

The Civilization of Egypt Both Past and Present (504622)

This course will examine the history and archaeology of the Pharonic age. Particular attention will be paid to the religions of the ancients and will compare and contrast this to the important influence of Islam and Christianity in modern day Egypt. With the aid of slides and video, the customs and lifestyles will be shown. We will also discuss the possible future role of this incredible country. (C. Boycott) \$25

1 day - Sa. Oct 29, 10:00-15:00 - Lan

Chris Boycott runs his own tour operation. He has been leading trips for many years and has a great deal of knowledge about Egypt. He is well known around Vancouver for his many slide shows about the country.

Splendors of Greece (504623)

For many centuries Greece and the Greek Isles have enchanted travellers for their seductive beauty. This art and archeology series is for armchair travellers or those planning a trip. It will take you to Athens, Delphi, Olympia, Mycenae, and the glorious isles of Santorini, Crete, Rhodes and others. Illustrated with slides, music and travel tips. \$20

1 day Sa. Oct 22, 10:00-15:00 - Lan

Karin Storey, B.Ed., M.A., Art Historian. George Storey, P.Eng., Tour Manager. Together they have led many successful college tours to Mediterranean rim countries. Members of the Mediterranean Institute: American Institute of Archaeology and Pharos, a Hellenic Society.

Los Angeles Art Treasures (504624)

Our sister city has collections of masterpieces that rival the best anywhere. This course will present a series of excellent reproductions from European galleries with commentaries to explain their enduring appeal throughout the western world. Focus will then shift to Los Angeles collections, their stories, their illustrious benefactors, their special features and astonishing treasures. (Parminter) \$40

2 mng - Sa. Oct 29, 09:30-12:30 - Lan

Alfred Parminter, PhD., a former art teacher, has missed few great masterpieces in his extensive travels. He ranks Los Angeles second only to London for the quality, quantity and variety of priceless artifacts.

Inside Mexico — A Travel Workshop (504625)

The land of beauty and contrast welcomes you with friendly people, breathtaking scenery, fabulous archaeological sites and intriguing culture/history. You will learn how to do and see it all — solo, or with a group. The focus on Western Mexico — includes slides, photos, crafts, travel planning, financial tips, basic social history and possible travel itinerary. Also, mini Spanish lesson and valuable possible contacts and travel bibliography. \$20

1 mng - Sa. Oct 22, 10:00-13:00 - Lan

Teresa Sheward has travelled extensively throughout Western Mexico and has an intimate knowledge of Mexican culture, having spent her childhood in Potzcuaro, Michoacan. She holds a degree in Anthropology and is presently employed at the Museum of Anthropology at UBC



Travel Tours

China: Traditions and Transitions

A Study Tour of Taiwan, Hong Kong and China
June 10 — July 2, 1989

Our journey begins in the Republic of Taiwan, formerly known as Formosa. We visit the capital, Taipei, and drive down island through the famed Taroko Gorge to Lishan and on to beautiful Sun Moon Lake. A brief stop in Hong Kong allows us to take in the sights and bustle of a truly cosmopolitan and international seaport city.

Beijing, capital of the People's Republic of China, will be the first of six China cities visited. Highlights will include the Great Wall, Ming Tombs, the Forbidden City and Temple of Heaven. Our second stop will be Xian, the start of the historical Silk Route and home of the terra cotta army. We visit the seaport city of Shanghai next, one of the world's largest cities. A day excursion to the garden city of Suzhou will be a highlight. From Shanghai, the tour continues to scenic Guilin, with a cruise on the Li River to the quaint village of Yangshuo. Our China tour concludes with a brief stop in Xiamen in Fujian Province. Most of the early settlers of Taiwan migrated from this beautiful province.

We return to Hong Kong before winding home with Japan Airlines. The tour will be escorted by Marie Seto. The emphasis throughout will be on the revered traditions of one of the world's oldest nations and the transitions that have taken place during the centuries. Tour includes airfare, accommodation, most meals, land transportation and pre-tour orientation sessions. Approximate cost \$4200

For more information, please call Genny MacLean at Great Expeditions, 263-1476.

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

Apr 1-Apr 25, 1989 (25 days)

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

* Free travel lecture/slide presentation titled "Exploring India from North to South, Tu. Nov 1, 19:00-21:30 - KEC, Room 4056

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.

Thailand and Burma Tour (Fall 1989)

Escape the cold November rains and come with us to the exotic lands of Thailand and Burma. Join VCC — Continuing Education's Thailand and Burma Tour (Fall 1989). Two weeks will be spent touring Thailand, a third week (optional) will be spent in Burma. Thailand, the "Land of Smiles" awaits you. Visit Bangkok and share the excitement of this great Asian city. Forget Canada's winter as you soak up the sun on the beaches of the Gulf of Siam. The Ruins of Ancient Sukhothai and Ayutthaya wait you. Explore the bazaars of Chiang Mai, famous for its handicrafts. Visit mysterious Burma, a land whose doors remain all but closed. Thrill to the Golden Flory of the Shwedagon Pagoda. Experience the lure of the East as you explore the markets of Rangoon and Mandalay. Visit Pagan, one of the true wonders of Asia. An amazing deserted city of fabulous pagodas and temples on the banks of Irrawaddy. Trip includes air fare (major carrier), hotels, land transportation and the services of an experienced guide. Optional return and stopovers in Hong Kong and other Asian cities available. Thailand (2 weeks Oct 30 to Nov 13) \$2237 Approximate

Burma (1 week optional Nov 13-20) \$750 Approximate

Geoff Flack — VCC instructor, has made over 20 trips to Thailand and has personally visited every part of the tour.

For more information please call Canada World Travel, Dr. Bob Gallacher, 872-0355 or Wayne Decle, VCC, 875-8200.

Los Angeles Art Treasures

March 8-14, 1989

A combined fun and fine art focus makes for a memorable visit to our famous sister city. The viewing of numerous celebrated paintings and insights into the art of filmmaking will enrich and entertain. The tour includes leisurely visits to:

1. The Huntington Library and garden complex to see one of the world's greatest collection of British portraiture including the "Blue Boy" and "Pinky."
2. The J. Paul Getty replication of a Roman villa replete with art objects that are the envy of collectors everywhere.
3. The ever expanding Los Angeles county art museum and its neighbour, the unique George C. Pace Museum.
4. The prestigious North Simon Gallery in Pasadena.
5. The Universal Film Studios.
6. The ultimate portrait in the Disney Museum in Disneyland.
7. Outstanding California homes that have become classics in our time.

Includes: Return airfare, all hotel accommodation at the Hyatt Wilshire, land transportation and all admissions. Approximate cost \$1200 Cdn.

For more information, please call Genny MacLean, Great Expeditions, 263-1476 or Wayne Decle, VCC, 875-8200.

Egypt — "In Search of Pharaohs"

This study tour, lasting 15 days focuses on Egypt past and present. See the *Tutankhamun* exhibitions, wonder at the *Pyramids* and enigmatic Sphinx. View the beauty of Aswan with its numerous sites, including a trip to the colossal statues of Ramses II at Abu Simbel. Trek by donkey to the Valley of the Kings (those who prefer may travel by taxi), located on the western side of the Nile in Luxor. While in Luxor, you can also enjoy the splendour of the temples of Karnak and Luxor. Wander at leisure in the fascinating bazaars and local villages, bargain hunting is a joy.

The last three days are spent on the Red Sea at a beautiful spot known as Hurgada, where we will hire a boat and go snorkeling in the astounding coral waters, a delightful experience.

This tour includes adventure, historical interest and cultural involvement. A variety of transport is used, including: private bus, first class sleeper train, local train, ferries, caleesh (horse drawn cart), donkey and camel.

Free Orientation Session:

Mo. Jan 16, 1989, 19:00-21:00 - Lan

Tour cost includes airfare, transfers, ground transportation, hotel accommodation based on twin share, breakfasts, sightseeing, local guides where necessary, tour leader throughout.

Tour cost does not include taxes, insurance, items of a personal nature, optional excursions, meals except as stated.

Tour Cost: \$2800 per person approximately
Mar 27-Apr 11, 1989

Tour Leader: Chris Boycott has planned and led trips worldwide and is a tour leader by profession. His specialty is Egypt, where he has escorted over 20 trips.

For more information, contact Chris Boycott — 732-9922 or Wayne Decle, Continuing Education — 875-8200.

Splendors of Greece

A Greek Isles "Travel and Learn" tour is planned for May 1989. It will include Athens and the glorious islands of Santorini, Crete, Rhodes and possibly others. Cost will be available in early December in time to give yourself or your loved one an exciting Christmas gift.

For more details, call tour leaders Karin or George Storey, 922-0689 to receive a detailed brochure, or Wayne Decle, VCC — Continuing Education, 875-8200.

Focus on Mexico

Apr 19-May 2

Experience the real Mexico. Join us on our second educational tour as we focus on archaeology, history and culture of this land of contrasts. The ancient wonder of Teotihuacan, colonial highland cities steeped in history, miles of beaches under tropical sunshine and the warm smiling Mexican people all combine to make this a rewarding and exciting tour.

We fly directly to Mexico City to visit the pyramids of Teotihuacan, various museums including the Museum of Anthropology, the floating gardens of Aztec times, the Ballet Folklorico and much more. Leaving the capital, we travel west to explore the charming colonial towns in the State of Michoacan. Next, we head west and south through the "hot country" to Ixtapa beach for three days of relaxation in the land of sun and palm trees, then on to Taxco, the rustic silver capital of Mexico. We return to Mexico City via Cuernavaca, "the City of Eternal Spring."

Tour includes expert tour leader, Mexican guides, airfare, accommodation, museum entrances and coach travel between cities. Meals are extra. Approximate cost \$1550

Teresa Sheward, tour leader, has travelled extensively through Western Mexico and has an intimate knowledge of Mexican culture, having spent her childhood in Patzcuaro, Michoacan. She holds a degree in Anthropology and is currently employed at the Museum of Anthropology at UBC.

For more information, please call Genny MacLean at Great Expeditions, 263-1476 or Wayne Decle, VCC-CE — 875-8200.

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.

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. \$295

Orientation: Mo. Oct 03, 19:00-21:00, KEC, Room 4043

Voluntary Sector Management

Introduction to Volunteer Management (101601)

This course is sponsored by the Vancouver Volunteer Centre in co-operation with Vancouver Community College, Continuing Education. You will learn the basic management skills required by a coordinator of volunteers. The ten evening sessions will enable you to examine and practise the organizational and human relations skills you need to co-ordinate a successful volunteer program. Instructors are experienced coordinators and/or trainers in volunteerism. (Various instructors) \$120 1 eve - We. Sep 14, 19:00-22:00 - VVC

For detailed outline and registration call 875-8200.
For information call Roy Crowe, 875-9144.

Location: Vancouver Volunteer Centre, 3102 Main Street

Training Skills (101430)

These workshops are designed to help managers, coordinators and volunteers in non-profit agencies learn how to make their instruction more relevant, stimulating and understandable. You may be comfortable with the content you are presenting but need assistance with instructional skills. There will be opportunities for you to practise the skills you learn. Limited to 15 people. (R. Kalef) \$100 2 day - Fr./Sa. Sep 16/17, 09:00-16:00 - KEC

Reva Kalef, M.Ed. (Adult Education) is an accomplished master trainer who has led hundreds of workshops in the voluntary, public and private sectors.

Grant Applications: Steps to Success (101431)

In this workshop designed for staff and volunteers of non-profit organizations you will examine the grant application process, funding sources, components of an application and putting the proposal package together. A more in-depth workshop will be held in the Winter term. (F. Wightman) \$25 1 mng - Sa. Oct 15, 09:30-12:30 - KEC

Faye Wightman is Campaign Director for the United Way of the Lower Mainland.

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 comprised 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: \$420 in full or 3 term payments.

Limited spaces in individual workshops: \$45

Information Meeting Voluntary Sector:

We. Sep 07, 13:00-14:00 or 19:00-20:00, Room 4043, KEC

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.

Recordkeeping for Directors of Volunteers (101719)

What information do you need to collect to ensure the effectiveness of your volunteer program? You will identify the forms, procedures and records that make up a recordkeeping system and learn how to manage the system to benefit yourself, your agency and your volunteers. (J. Piggott) \$15 1 eve - Th. Sep 22, 18:00-20:30 - KEC

Stress Management for Directors of Volunteers (101720)

Are you working with a large number of individuals, staff, volunteers and clients, and doing a wide range of different activities on varying schedules? Learn to identify the symptoms of stress, to understand its sources and to implement stress reduction strategies. (J. Piggott) \$15 1 eve - Th. Sep 29, 18:00-20:30 - KEC

Judi Piggott is an experienced coordinator of volunteers for the Canadian Mental Health Association and trainer of volunteer management.

Seniors as Volunteers (101721)

Today's seniors have unique abilities, experiences and skills to contribute to your program. You will share information about tapping the potential of seniors as volunteers, how best to involve them in valuable work and how to design volunteer jobs that seniors will want to do. (B. McDonald, J. MacFaden) \$30 2 eve - We. Oct 5, 18:00-20:30 - KEC

Betsy McDonald is a retired community worker and adult educator. **Jean MacFaden** is coordinator of the West End Seniors' Network.

Planning Your Volunteer Training (101722)

A vital and stimulating volunteer training program will both help your agency deliver its program more effectively and provide opportunities for your volunteers to learn and grow. You will identify the training needs within your organization, learn basic adult education techniques, plan an overall training program and develop and critique a workshop outline that you can use. (J. Chuback) \$45 3 eve - Th. Oct 13, 18:00-20:30 - KEC

Josie Chuback is the Manager of Human Resources for the Boys' and Girls' Clubs of Greater Vancouver.



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 current 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 Resolution.

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.

Recommended program application date: before July 29, 1988

Qualified students accepted in order of receipt of application.

Major course fees: \$170

Minor course fees: \$ 85

Information Meeting Voluntary Sector:

We. Sep 7, 13:00-14:00 or 19:00-20:00 Room 4043 — KEC

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 outline and registration call 875-8200.

For more information call Sally Hamel at 875-9144.

The Effective Use of Committees (101606)

You will learn the purpose of committees, how to develop job descriptions for committee members, and how to divide the workload effectively. (J. Piggott) \$20 1 eve - Tu. Nov 01, 19:00-22:00 - VVC

Effective Meetings — for the "Chair" (101617)

As a chairperson you will learn the skills necessary to: manage discussion, have your own issues dealt with and methods to use to follow up action items. Come and share your concerns with other chairpersons. (R. Rawnsley) \$20 1 eve - Tu. Nov 08, 19:00-22:00 - VVC

Resource Development (101615)

You will be able to identify the nuts and bolts of a fundraising campaign. This workshop examines funding sources and presentation methods. (S. Varvarikos) \$20 1 eve - Th. Nov 17, 19:00-22:00 - Richmond Location TBA

Problem Solving/Decision Making (101604)

You will learn to use the decision making process to effectively solve problems and deal with change. (M. Murray) \$20 1 eve - Tu. Nov 15, 19:00-22:00 - VVC

Planning and Goal Setting (101603)

Learn to develop long and short term plans. Discuss ways to assign responsibilities for board/staff and evaluate this process. (J. Harvey) \$20 1 eve - Tu. Nov 22, 19:00-22:00 - VVC

Training For Arts Organizations' Board Members

Call to Order: Meeting Procedure (101613)

You will learn the skills necessary to chair a successful meeting and to expedite meetings through agenda setting, writing useful minutes and managing discussion. (B. Brink) \$20 1 eve - Tu. Oct 04, 19:00-22:00 - VVC

Financial Management —

Not Just for Treasurers (101616)

Learn how to monitor and report on your organization's finances. Reading and interpreting financial statements is crucial for you as a board member. (G. Storey) \$20 1 eve - Tu. Oct 11, 19:00-22:00 - VVC

Wine Appreciation

For the past six years VCC King Edward Campus has led the way with the most diversified wine appreciation courses in the Northwest. This year will not be any different. Paul Warwick, a member of The Society of Wine Educators, will lead you through many great and interesting courses. Paul will be teaching on Mondays, Tuesdays and Thursdays at KEC. As well, Paul is a Celebrity Chef and cook book author and brings this experience to class to enhance your knowledge on wine and food. On Wednesday nights at Langara Campus, Debra Kohut, a Society of Wine Educators member, will also teach courses. Join us both with a good palate and an enjoyment of wine and food.

Introduction to Wine Appreciation (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, various types and production methods; effect of soil, climate and man; proper reading of labels; purchasing, storing, caring and serving, and getting the best value for your money. Tasting each session with wines chosen from the major wine countries of the world. Light snack served. \$65 4 eve - Tu. Sep 20, 19:30-21:30 - KEC 4 eve - We. Sep 21, 19:30-21:30 - Lan 4 eve - Tu. Jan 17, 19:30-21:30 - KEC 4 mng - Sa. Jan 21, 10:00-12:00 - Lan

The Great Australian Wine Tasting (505204)

One of the overlooked quality wine-producing countries of the world. Taste wines from South Australia's Barossa, Clare and the Adelaide Hills, the Hunter, Coonawarra and from Victoria and New South Wales. A definite Must for a true wine drinker. \$25 1 eve - Th. Sep 29, 19:30-21:30 - KEC 1 eve - Tu. Mar 21, 19:30-21:30 - KEC

Advanced Wine Appreciation (505202)

This course is designed for those who want to know more about the intricacies of wine. Participants will gain an increased understanding of the importance of balance, acidity and finish, and smell and taste of red, white and sparkling wines. Limited to 25 students. \$45 2 eve - Mo. Oct 3/17, 19:30-21:30 - KEC 2 eve - Th. Jan 26, 19:30-21:30 - KEC

The Wines of the Okanagan — 87 Vintage, The Best Ever (505200)

Over the past number of years the wines of B.C. have improved at an increasing rate. This course leads you through the valley and serves you the medal winners of the finest wines ever made in B.C.'s history — "the 1987 vintage." I think this tasting will convince you we can produce quality wine in B.C. Light snack served. \$20 1 eve - Th. Oct 13, 19:30-21:30 - KEC

The Challenge Series — The Chardonnay (505207)

Chardonnay, the King of white wines, from the soft, delicate Champagne to the powerful, rich Corton Charlemagne, is the white wine grape of Burgundy. Look forward to comparing wines from all points of the globe and deciding which one you think is the best. Light snack served. \$25 1 eve - Tu. Oct 18, 19:30-21:30 - KEC 1 eve - Th. Mar 16, 19:30-21:30 - KEC

Rose and Blush Wines (505233) **New**

Rose and/or Blush wines have become very popular over the last year, mainly because of their versatility and in most cases, their light body. If you enjoy white wines, you will undoubtedly enjoy the "roses." They are wines that can be consumed on their own or with food. Join us for a fun tasting that is bound to make you "blush." Light snack served. \$25 1 eve - We. Oct 19, 19:30-21:30 - Lan

Bargain Wines of the World —

A Guide to Inexpensive Wines (505213)

There are some great wines out there at bargain prices on the liquor store shelves. But you have a hard time keeping up with all of the bargains. Taste and compare some of those wines, red or white. Light snack served. \$20 1 eve - Mo. Oct 24, 19:30-21:30 — KEC

Wines of France — Cote Du Rhone (505234) **New**

The area that is probably the oldest organized area in France. It has the biggest wines and some of the most powerful smooth wines. Come travel down the Rhone past Cote Rotie, St. Joseph, Chateauneuf du Pape. Their famous grape, the Syrah, the Marsanne, the Grenache and many more. The home of the Hermitage is a great reminder of the wines that are forgotten for the time, but I hope not forever. \$25 1 eve - Tu. Oct 25, 19:30-21:30 - KEC

The Noble Wines of Italy (505212)

From the top of its boot to the tip of her toe, Italy produces some of the finest wine in the world and at rock bottom prices. Don't pass this without joining us in tasting Barolos, Amorane, Gavi, just to name a few. Travel through Piedmont, Veneto, Tuscany and enjoy their wines. Light snack served. \$45 2 eve - Th. Oct 27, 19:30-21:30 - KEC

The Great White Wines of the World (505214)

Chardonnay, Gewurztraminer, Riesling, Sauternes, these wines will give you the most pleasure you can get from white wines. Come and compare and enjoy the difference between these great white wines, some of the same grape, but from different countries. A special event. \$25 1 eve - Tu. Nov 1, 19:30-21:30 - KEC

Wines of the Pacific Northwest (505235) **New**

Just south of the border you will find some very good and interesting wines being produced in Washington and Oregon. Enjoy an evening exploring and sampling the wines from these two states and learn about the wineries that produce them. \$25 1 eve - We. Nov 2, 19:30-21:30 - Lan

The Challenge Series —

Alsace on Gewurztraminer (505218)

Alsace has made the Gewurztraminer so perfectly, so spicy and so different from any other country. Don't be too hasty to choose. Take your time and enjoy a wine that is winning over more people every day. (This is my favourite because of its complexity.) There will be wine from USA, Australia, New Zealand, Canada, Germany, Italy and some surprises, and of course France. Light snack served. \$25 1 eve - Mo. Nov 7, 19:30-21:30 - KEC

A Guide to Entertaining with Wine (505236) **New**

Home entertaining can be a most rewarding experience, but if you are not well prepared it can be a nightmare. Learn how to plan and set-up for a wine tasting or open house. Covered in this session will be information on glassware, the amount of wine and the varieties needed, cooling of the wine, food suggestions and a planning schedule to make home entertaining more enjoyable and less stressful for the host or hostess. The wines for the session will be selected to compliment the foods being served and vice versa. \$25 1 eve - We. Nov 09, 19:30-21:30 - Lan 1 eve - We. Feb 22, 19:30-21:30 - Lan

The Secret of Spain —

Sherry Dry to Sweet (505237) **New**

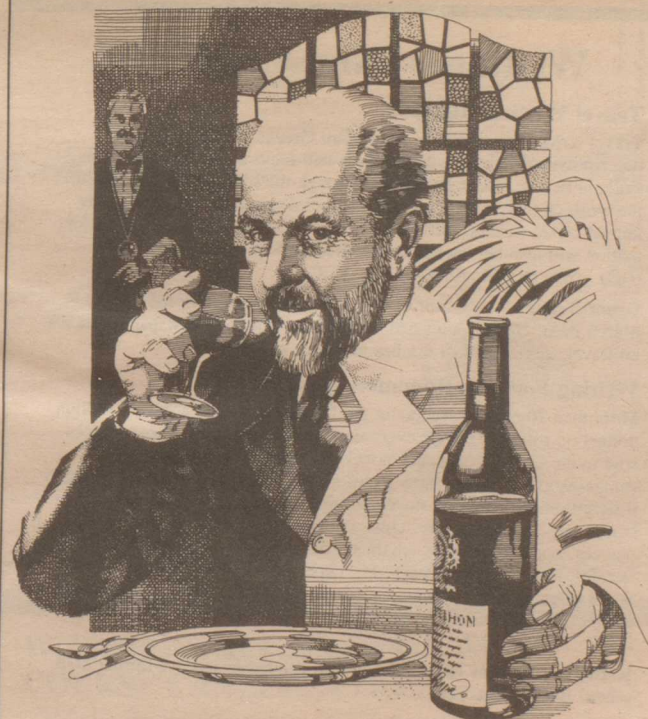
Jim Forbes, a true authority on Spanish wines and an educator will be my special guest to lecture on "Spanish Sherries." This will include Montilla, Malagas, Fino, Amontillado and India's. It promises to be a memorable evening. Don't miss it. Hot nuts and snack will be served. \$20 1 eve - Th. Nov 10, 19:30-21:30 - KEC

The California Wine Experience (505205)

A special evening featuring Paul's extensive knowledge of the wine of the Napa, Sonoma and other areas. Having just returned, he will have some new and great wines bought just for this tasting. See you there. \$25 1 eve — Tu. Nov 15, 19:30-21:30 - KEC

A Night with Beaujolais and a Horizontal Tasting of Cru's (505217)

The Gamay grape makes the most fun wine in the world. This night you will have many nouveaux with special food of Beaujolais. Then to make the night even better, we will enjoy Premier Cru Beaujolais wines from at least six communes, so come to enjoy these wines. \$20 1 eve - Mo. Nov 21, 19:30-21:30 - KEC



The QMP Wines of Germany's Mosel and Rhine (505230)

Today people are lost in dry white wine and think any sweetness is not in. This course will show you the great wines of Germany from their dry to their sweet. Fresh, flinty wines from the Mosel and rich, round wines from the Rhine. QMP means the best. Don't miss it. \$20 1 eve - Th. Nov 24, 19:30-21:30 - KEC

The Challenge Series —

The Cabernet Sauvignon (505210)

This grape probably produces the best red wine in the world. France, California, Australia or maybe??? Which is the best? A must for wine lovers. \$30 1 eve - Tu. Nov 29, 19:30-21:30 - KEC 1 eve - Th. Mar 23, 19:30-21:30 - KEC

The Wines of France — Burgundy (505209)

The wines of the Chardonnay and Pinot Noir produce the great wines of Burgundy. Wines from Chablis, Cote d'Or, the Chalonaise, Macon will tickle your palate. Served with snack, it is a special treat. \$30 1 eve - Th. Dec 1, 19:30-21:30 - KEC

39th and Cambie Shopping Spree (505201)

A tour of the premier wine store in the province with BCLDB wine consultants. They will show you the new products and answer all your questions. The tour will be followed by a tasting. Just the time of year to be making those special purchases. Snack will be served. Meet at the store. \$15 1 eve - Mo. Dec 5, 18:45-20:45 1 eve - Tu. Dec 6, 18:45-20:45

The Challenge Series — Sauvignon Blanc (505223)

Robert Mondavi coined the name Fume Blanc, which he borrowed from a French wine. Sauvignon Blancs from all over the world will compete in this challenge. From smokey to fruity, you will taste them all and decide which is best — French, Australian, Californian, or a surprise country. See you there. \$25 1 eve - Th. Feb 9, 19:30-21:30 - KEC

The Wines of France — Bordeaux (505208)

Enjoy what are probably the greatest red wines in the world. From the Medoc, St. Emilion to Sauternes and Pomerol. Taste the Cabernet Sauvignon, Merlot, Sauvignon Blanc that makes this area famous. French cuisine snack will be served. \$30 1 eve - Tu. Feb 14, 19:30-21:30 - KEC

Unusual Wines of the World (505238) **New**

Chile, Bulgaria, Hungary, Lebanon, Israel, just to name a few of the most overlooked wine producing countries in the world. Come and explore a whole new area of wine enjoyment. All of these countries produce some very fine wines, so why not give them a try. I think you will be pleasantly surprised. \$25 1 eve - We. Feb 15, 19:30-21:30 - Lan

The Challenge Series — The Regal Riesling (505225)

There are many names for the Riesling grape, but it is truly the Queen of Grapes. Come and see what makes a grape produce wine of great quality from anywhere in the world. From bone dry to honey sweet, it will show you complexity. Don't be put off by its fruitiness — just sign up. \$20 1 eve - Th. Feb 16, 19:30-21:30 - KEC

Wines and Food — How to Match Them (505226)

There are some wines that don't go with food. We will attempt to answer those obvious questions and show the sensations. This seminar will allow the interchange and analysis of the rights and wrongs of food and wine. There will be a number of wines that will be paired up with the right and wrong foods. This type of seminar was made famous by Barbara Lang, Food Consultant at Inglenook Winery in the Napa Valley. \$20 1 eve - Tu. Feb 21, 19:30-21:30 - KEC

The Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Nebbiolo, Chianti, Hermitage and, of course, Port. These, to name a few, are the best wines in the world. Taste and compare and make your own decision. Sign up early so there won't be any disappointment. Light food will be served. \$30 1 eve - Th. Feb 23, 19:30-21:30 - KEC

Dessert, Wines and Their Desserts (505219)

Luscious, honeyed, sweet wines, a lot of people don't understand them. They definitely have a place in our food world. These wines come from all corners of the globe. They will please and excite you. The gourmet desserts served with the wines will make your mouth water. Join us for a low calorie night! \$30 1 eve - Tu. Feb 28, 19:30-21:30 - KEC

Beer: The International Variety at Your Fingertips (505227)

An evening with beer, drunk blind, where you have the chance to compare over 20 beers, ales and stouts. German, French, American, Aussie, New Zealand, Japan and English, just to name a few. A blind tasting taste off of ten lagers will be one of the features of the night. Snack food will be served half way through to zest your palate. The price is right. Join us. \$20 1 eve - Th. Mar 2, 19:30-21:30 - KEC

Wines of France — The Midi and Alsace (505239)

The Midi, the bulk producing area of France, has erupted into a good wine area and you will be surprised at their wines. Don't turn up your nose. Alsace, the romantic region among the Vosges mountains, produces remarkable wine that is so dry, crisp and so drinkable. The name of the grape on the label is their best. But don't take my word for it, come and try for yourself. A snack will be served. \$20 1 eve - Tu. Mar 7, 19:30-21:30 - KEC

Champagne and Port —

What a Match! (505240) **New**

The wine of Champions and the wine of the Upper Class, these two wines are so different, but they have a common thread — quality and class. We will tour Champagne and taste some true wines of that region and some not from that region. We will visit the Duoro Valley and see how wonderful Port is made and drink some of its lovely juices. This will be a fun course. Light snack served. \$25 1 eve - Tu. Mar 14, 19:30-21:30 - KEC

California Wine Tour —

Napa, Sonoma and San Francisco (505231)

Join us for a five day weekend tour of the Napa and Sonoma Valleys with a visit and stay in San Francisco. At least 10 wineries, most meals and transportation included. June 4-8, 1989. \$800-\$1000 deposit.

Designation In Writing Program (Certificate Pending)

The Designation in Writing Program is an integrated diploma program that offers participants the opportunity to develop, build upon and hone their writing skills. Students will work through a syllabus designed to move them naturally from training in the basics to a variety of more advanced courses in three areas: creative writing, professional writing and business writing.

Participants will generally begin the program with the most junior course. The Writing Skills Workshop and will then move into a self-designed program, completing a total of 75 course hours to receive the final Certificate of Completion.

Non-certificate students may enrol in any course. For information call Wayne Decle — 875-8200. For registration call 875-8200.

Entry Requirements:

It is recommended that all participants in the certificate program start by completing The Writing Skills Workshop or demonstrate in an interview that this level has been achieved.

Evaluation:

Program students shall be evaluated on the basis of assignments, participation and course projects. Upon successful completion of designated program requirements, students may apply for the Designation of Writing Certificate.

Courses (available Fall 1988)

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. (Samuel) \$85
6 eve - Tu. Oct 11, 19:00-21:30 - KEC
6 eve - We. Oct 12, 19:00-21:30 - KEC

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

Creative Writing I — An Introduction (102802)

Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of concentration will be the short story, poetry and journal writing and keeping. (Decle) \$85
6 eve - Tu. Oct 18, 19:00-21:30 - KEC
6 eve - We. Oct 19, 19:00-21:30 - Lan

Wayne Decle — English Literature and Creative Writing; presently works as a program developer and instructor at VCC-CE.

Creative Writing II —

Writing and Marketing the Short Story (102830)

"Selling is the final step in the creative process" — explore all the steps in the development of a short story. You will read from works-in-progress and receive valuable feedback. Participants will work toward producing their own complete edited and polished piece of fiction. Also, students will examine marketing strategies that will help work reach its audience. (Adams) \$85
6 eve - We. Oct 19, 19:00-21:30 - KEC

Michele Adams, M.A. has published fiction and has worked as a freelance editor and journalist.

Professional Writing I —

Reviews and How to Write Them (102835)

Learn methods and techniques which will enable you to understand and master the theory and purpose of writing reviews. Practical considerations such as style, format, the nature of the reviewers audience and constraints imposed by specific media will be examined. The majority of course time will be devoted to workshop activities. (Samuel) \$85
6 eve - Th. Oct 13, 19:00-21:30 - KEC

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

Business Writing I —

Correspondence: Making Words Work For You (102836)

In the Information Age, language is power. This course will help you to effectively communicate in business settings. Topic areas include letters of complaint, query and request — appropriate structures and professional presentation will be stressed. Participants will sharpen their psychological skills, discovering how to convey bad news without alienating customers or losing business and how to write letters that get results. Learn to convey your message by mastering the principles of clarity, conciseness and diplomacy. (Dubanski) \$85
6 eve - We. Oct 19, 19:00-21:30 - KEC

R. Dubanski, M.A., is a Communications Instructor and a freelance writer. His business background has given him a firsthand understanding of the importance of developed communication skills.

Further courses under development for January 1989.



Writing — Non-Certificate

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) \$70
6 eve - We. Oct 12, 19:00-21:00 - KEC

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 Formula Romances (102815)

More than 20 million readers in the USA alone spend almost 2 million dollars on romance novels every day. Forty percent of all paperbacks sold in the USA are romance novels. Learn how to write category romances as a business: how to get started, do market research, identify different lines, plan your novel, submit your manuscript, deal with an editor and complete a sale. This two-day workshop gives tips on plot devices, opening chapters, character development, dialogue and writing tasteful, romantic love scenes. For experienced writers and novices. Some prior reading of recent category releases is helpful but not essential. Bring a clipboard, paper, pen and bag lunch. (Garner) \$85
2 day - Sa. Oct 22/29, 09:30-15:30 - Lan

Kathy Orr-Garner has published four romances and is a former high school English Teacher.

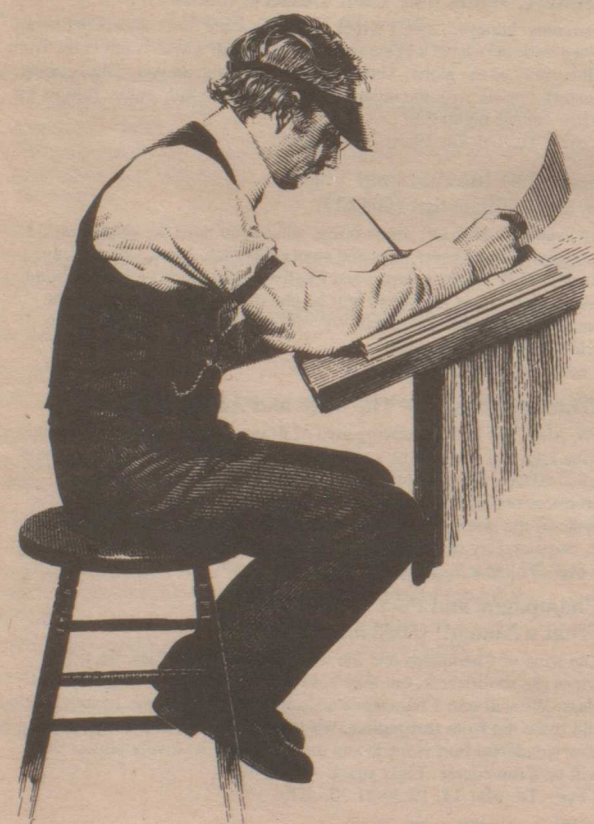
Writers Co-op (102813)

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
10 eve - Mo. Sep 19, 20:00-22:00 - Lan

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
1 day - Sa. Oct 22, 09:30-15:30 - Lan

John Lekich is an award winning writer who has written for a number of regional and national publications.



Capilano College

Fashion Industry Workshops

Presented jointly by Capilano College and The Western Canadian Fashion and Designers Association

Bright Lights, Grand Designs

Designing and constructing costumes for theatre and film. Learn about the realities of creating illusion through wardrobe — from concept to the big performance. \$105 (tax deductible) 1 day - Sa. Oct 15, 09:30-16:00 — Capilano College, North Vancouver

Success By Design

Starting Your Own Fashion Business

Combining creative talent with sound business strategies to become a successful fashion entrepreneur. This course is a must if you're contemplating a career in fashion.
October 20: "Ready ..." Financing, staff and supplier management, computer aided design, sales, preparing a business plan.
October 27: "Get Set ..." Panel discussion with three local designers who have faced the challenge and are winning.
November 3: "Go!" Preparing a media and promotion plan, choosing a sales agent and assessing national trends.

Thursdays: 19:00-22:00

October 20/27/November 03

Capilano College, North Vancouver

Register for individual sessions (\$40 per session) or for series

(\$105 — tax deductible)

(There are no discounts on any of these Capilano College Extension courses.)

Capilano College — Educational Travel

Summer Workshops in France '89 Enjoy Painting and Drawing and French Language workshops in a medieval village overlooking valleys rich in orchards, vineyards and fields of giant sunflowers. June, July or August 1989. Optional week in Paris for museums and river tour.

\$1,550 (subject to change) for 19-day residential workshop. (For \$100 extra attend both workshops). Cost includes tuition, accommodation, food, wine/beer, three excursions, loan of sketching easels and stools, loan of personal cassette player (language students only), guide services in Paris.

Not included: Travel Montalgut-le-Blanc return (air/rail/taxi/bus), all expenses in Paris (except guide services), insurances, personal laundry.

For brochure/information:

Paul or Babette Deggan — 986-0082

Capilano College. Joy Smith — 984-4907

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.				Please TYPE or PRINT. Note: Only one student may register on this form. Put additional registrations on a sheet of paper.				S.I.N. _____							
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Signature _____								Date _____							

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

- has applied for permanent residency and is designated as such by the Federal Government;
- is a member, or direct dependent of a member, of the diplomatic corps;
- 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. Request 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.

HOW TO REGISTER — 3 WAYS —

Now with the added convenience of Mastercard. Now you can register with either VISA or MASTERCARD

1. By MAIL. Fill in Registration Form (at left) and send it in with your cheque or charge card information. Sorry, NO POST-DATED CHEQUES.

Mail to:

VANCOUVER COMMUNITY COLLEGE
Continuing Education
1155 E. Broadway, Box 24785, Station 'C'
Vancouver, B.C. V5T 4N4

2. By PHONE. Charge it to your MasterCard or 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 with cheque, cash or charge card.

REGISTRATION HOURS

Vancouver Vocational Institute
and
King Edward Campuses
Monday - Thursday: 09:00 - 20:00
Friday: 09:00 - 15:00
Saturday: 09:00 - 12:00

Nursing and Health Education
Monday - Friday: 10:00 - 15:00

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.

SENIORS

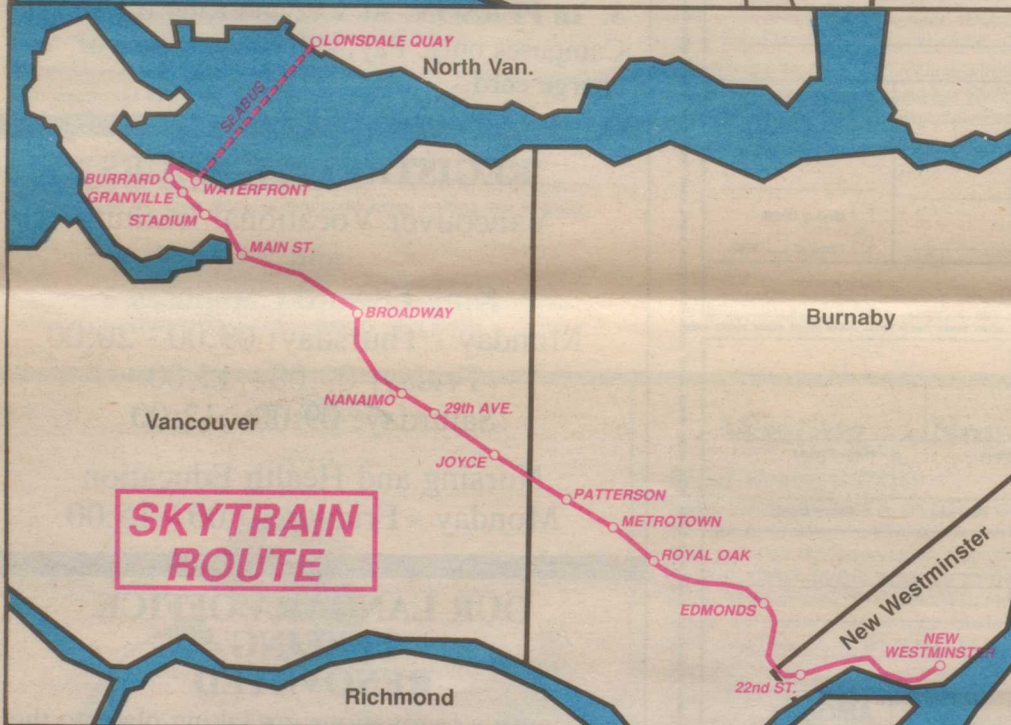
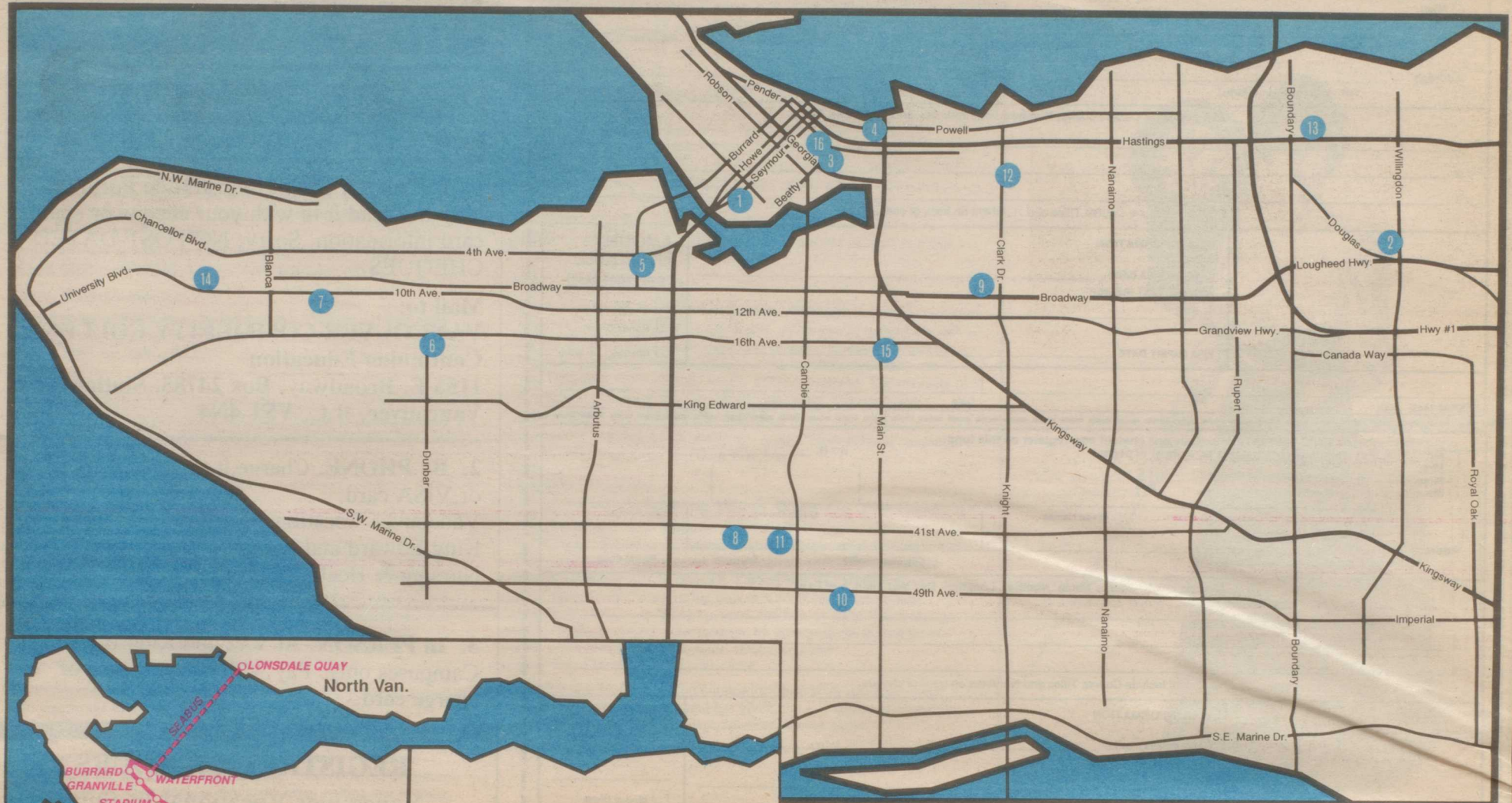
The course fees of all permanent residents of British Columbia, 65 years of age or older, shall be waived subject to the following:

- The waiver of course fees shall not include the waiver of materials or equipment rentals.
- A fee waiver shall not apply to computer courses at off-campus locations, to travel or natural history tours or to wine courses.
- 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.

VCC — WE'RE EASY TO REACH



Vancouver Community College Class Locations - LEGEND

- 1 And - Andromeda Studios, 1304 Seymour St.
- 2 BTE - BC Tel Education Centre, 1795 Willingdon, Burnaby
- 3 CCS - Creative City Studio, #306 - 560 Beatty St.
- 4 Clw - Clothworks, 132 Powell St.
- 5 CSn - Computer Station, 2130 Burrard St.
- 6 FFS - Festive Fabric Studio, 3210 Dunbar St.
- 7 FP - Focal Point, 4474 W. 10th Ave.
- 8 JCC - Jewish Community Centre, 950 W. 41st Ave.
- 9 KEC - King Edward Campus, 1155 E. Broadway
- 10 Lan - Langara Campus, 100 W. 49 Ave.
- 11 Oak - VCC Oakridge Shopping Centre, Cambie & 41st
- 12 Pre - Precept Computer Skills, 735 Clark Dr.
- 13 Pri - Prima Training Centre, #207 - 3900 E. Hastings, Burnaby
- TBA - to be announced
- 14 UGC - University Golf Club, University Boulevard
- 15 VVC - Vancouver Volunteer Centre, #301 - 3102 Main St.
- 16 VVI - Vancouver Vocational Institute, 250 W. Pender

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.



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).

