

VANCOUVER  
COMMUNITY  
COLLEGE 

# CONTINUING EDUCATION



FALL  
1989





# Earn a Certificate

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 needs.

Representatives of industry and the professions help plan these programs for adults who want to get 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. A Program based on an employer, outside agency, or industry standard.
  4. A formal procedure for evaluation.

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

## Vancouver Community College Continuing Education

• Acting Director  
Gail Rochester: 875-8200

• Acting Associate Director, Program Services  
Bob Lajoie: 875-8200

• Associate Director, Finance & Administration  
Fred Wylie: 875-8200

### Program Coordinators

- Art, General Interest  
Bernie Lyon: 324-5322
- Business Administration  
Gordon Clough: 324-5511
- Business, Computers,  
Telecommunications  
Hal Hoare: 875-8200
- C.P.R. and Industrial First Aid  
Sarah Rogers: 685-2802
- Commercial Art  
David Lim: 682-5844
- Community Based Social  
Services Program  
Lynda Dassuk: 875-8200
- Computer Skills  
Cornelius Constantinescu: 324-5511
- Counselling Skills  
Joanne Rykers: 875-8200
- Court Interpreting  
Silvana Carr: 324-5521
- Early Childhood Education  
Gyda Chud: 324-5521
- Electronics  
Bill McBride: 681-8111

- English Skills Improvement  
Leanne Quirk: 324-5322
- Family Day Care  
Rosie Anslow: 324-5323
- Fashion Arts  
Sally Hudson: 682-5844
- Floral Design, Gemmology, Special  
Education, Conservation of Heritage  
Buildings  
Donald Oakes: 682-5844
- FOODSAFE, Building Manager  
Residential, Computers  
Brian Pink: 682-5844
- Humanities, Investment, Design, Real  
Estate, Travel, Creative Development,  
Advertising, Writing Program  
Wayne Deale: 875-8200
- International Education - Homestay  
Valerie Peters: 875-8235
- Languages  
Patricia Martin: 324-5322
- Music  
Terry Smith: 875-8220
- Nursing and Health, Substance Abuse  
Sheila Stickney: 685-2893

- Office and Administration  
Ann Tollstam: 682-5844
- Photography - Focal Point  
Walter Evans: 224-3636
- Property Management  
Chuck Dunn: 324-5511
- Recreation, Sports, Leisure  
Bob Andersen: 324-5253
- Small Business, Telecommunications  
Management  
Peggy Worobetz: 875-8200
- Sterile Supply Processing Aide  
Barbara Bolding: 687-1757
- Teaching English as a Second  
Language  
Jennifer House: 875-8200
- TESL, Modern Languages  
Brenda Pengelly: 875-8200
- Voluntary Sector/Fund Raising, Social  
Services, Counselling Skills  
Marilyn McClaren: 875-8200
- Volunteer Management  
Brenda Reynolds: 875-8200

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## Advertising

### Public Relations and Advertising for Entrepreneurs (102406)

Building a thriving business means standing out in a crowd! Get noticed and strengthen your competitive position by learning about the tools of public relations and advertising. Effective communication is the key to better business, and public relations offers more efficient use of the entrepreneur's dollar than any other promotional method. This one-day workshop will provide an overview of public relations, publicity, media relations and advertising as essential ingredients in your marketing mix. (Lerner) \$45  
2 eve - We, Oct 18, 19:00-22:00 - Lan

Harriett Lerner is a partner, marketing services, for Ron Einblau and Associates, a full service management and marketing consulting practice.

## Archaeology

### The History and Archaeology of the Indians of the Northwest Coast (505602) \*\*New\*\*

This course offers an introduction to the study of Northwest Coast Native peoples and their cultural traditions. It will explore their prehistory, history and present-day situations that combine both the traditional and modern life styles. Slides and films will be shown throughout the course to provide a visual appreciation of their rich heritage.

6 eve - Th, Oct 19, 19:00-21:00 - Lan

Lorraine Littlefield is a Ph.D. candidate at the University of British Columbia whose speciality is Northwest Coast Native peoples.

### A History of Nautical Archaeology - What is Nautical Archaeology? (505603) \*\*New\*\*

This course will briefly answer the question by reviewing the accomplishments of archaeologists working underwater. From the Late Bronze Age wrecks in the Mediterranean to the ships of exploration excavated in the Caribbean, nautical archaeology has provided its own answers to many archaeological and historical puzzles. By way of slides and discussion these contributions will be examined, taking into consideration the unique problems along with the advantages of underwater excavation, and its potential for the future. (Moore) \$45

4 eve - Tu, Sep 19, 19:30-21:30 - Lan

Charles Moore is an archaeologist who has spent a season on the underwater excavation at Port Royal, Jamaica as well as assisting in research for three Mediterranean and one Caribbean shipwreck.

## 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) \$75

10 eve - We, Sep 20, 19:30-21:30 - Lan

Bernie Lyon is a cartoonist/illustrator whose work has appeared in Vancouver newspapers and magazines.

### 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) \$75

10 eve - Th, Sep 21, 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.

### 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) \$75

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

Neil Wedman is a professional artist who works on large format historical drawings. Last year he had a highly successful show at the Vancouver Art Gallery and has recently received a VIVA award.

### Anatomy for the Artist/Illustrator (050422)

(For details see Commercial Art)

8 eve - We, Sep 20, 19:00-22:00 - VVI

### Cartooning, Basic (050403)

(For details see Commercial Art)

8 eve - Th, Sep 21, 19:00-22:00 - VVI

### Decorative Painting - Extended (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shell and more. Beginners can achieve very professional results. Supply list given at first class. Please note this class has been extended to 35 hours. (Skemp) \$125

10 eve - Mo, Sep 18, 18:00-21:30 - 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.

### Painting Realism (500127)

Explore the issue of realism and its function in art. Explore a variety of techniques and approaches to achieve realism in drawing and painting. Learn shadow construction, basic perspective, colour and shading methods. (Kowallek) \$75

10 eve - Tu, Sep 19, 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 results. All levels welcome. (Kowallek) \$75

10 eve - Th, Sep 21, 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. (Kowallek) \$75

10 mng - Sa, Sep 23, 09:30-11:30 - Lan

### Watercolour Level II (500113)

Designed for those who have basic instruction in the art of watercolour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowallek) \$75

10 aft - Sa, Sep 23, 12:00-14:00 - Lan

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

### Portfolio Presentation (050417)

(For details see Commercial Art)

2 eve - Mo, Sep 18, 19:00-22:00 - VVI

### Greeting Card Workshop (500105)

Why not make your own greeting cards this year? In this one day workshop you will learn and practise new skills for producing your own cards. Instruction will be given in hand printing, Gocco printing, commercial printing, calligraphy, watercolour and more! Beginners welcome. (Various) \$35

1 day - Su, Oct 15, 09:30-14:30 - Lan

### Hands and Faces (500138) \*\* New \*\*

A fun course with emphasis on energetic contemporary methods of drawing hands and faces (including masks). Soft pencils, charcoal, chalks and other media will be used. Beginners welcome. (Stokvis) \$75

10 mng - Sa, Sep 23, 09:30-11:30 - Lan

### Sunday Afternoon Painting (& Drawing) (500139) \*\* New \*\*

Relax on Sunday afternoons. Paint and draw from still life subjects as well as photographs. Some exercises will be given, especially concerning shading, as well as lights and darks. Lots of freedom of choice concerning subject matter, but no oils please. Supply list given on first day. (Stokvis) \$90

8 aft - Su, Sep 24, 13:00-16:00 - Lan

Susan Stokvis - a graduate of Emily Carr College of Art, paints and draws in many mediums. Her work has been purchased by private collectors.



...at no particular moment can I find the necessary resting place from which to understand my life backwards... (see Photography Page 25)

### 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, pen, scissors, small artist's paint brushes, wide masking tape, graphic artist's pen (rapidograph). (Drobner) \$90

1 day - Sa, Oct 14, 08:00-15:00 - Clw

1 day - Sa, Oct 28, 08:00-15:00 - Clw

1 day - Sa, Nov 18, 08:00-15:00 - Clw

1 day - Sa, Dec 02, 08:00-15:00 - Clw

Elliot Drobner is a silk screen printer and designer who operates Clothworks Ltd. in Vancouver, telephone 669-0127.

### 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 and how to create and use stencils. (Waters) \$45

1 day - Sa, Oct 21, 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 - Su, Oct 22, 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 18" x 24", 4 green garbage bags, 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.

## Astronomy

### 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 Dominion Observatory near Victoria. (Travel costs not included in fees) (Van Luven) \$120

9 eve - Tu, Sep 19, 19:00-21:00 - 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.



## YOUR SATISFACTION GUARANTEED - MY PERSONAL GUARANTEE

Continuing Education  
Vancouver Community College  
1155 E. Broadway  
Box 24785, Station 'C'  
Vancouver, B.C. V5T 4N5

Dear Prospective Student:  
As the Director of Continuing Education, I have a definite interest in your satisfaction with our courses.

If, at the completion of your course, you are not satisfied with the return on your investment of money and time, simply write to me at the above address, telling me why you are dissatisfied, and your tuition fee will be refunded -- in full. No questions asked.

Sincerely

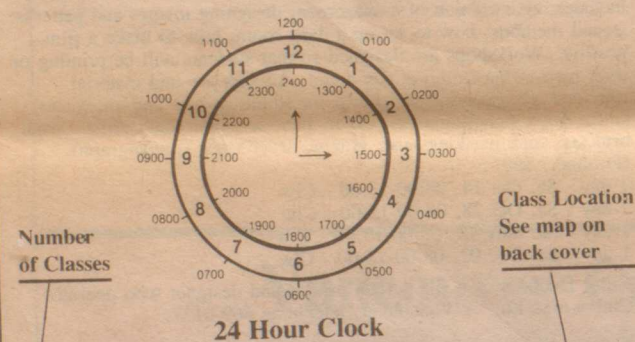
*L. Gail Rochester*

Gail Rochester  
Director of Continuing Education

### The Small Print:

1. "Completion of your course" means that you have fulfilled any attendance requirements, completed all assignments or practicums, and received a minimum pass grade in any examinations.  
2. "Tuition Fee" applies only to the tuition portion of your fee. This does not cover any expenses for books, course materials or meals. It applies only to the tuition portion of travel tours.

## Your Guide to the Calendar



3 eve-Mo May 9 18:30-21:30 CSN

General Time of day	Day of the week	Month	The Date
eve - evening	Mo. - Monday	Sep - September	Date of first class or dates of all classes in the course.
aft - afternoon	Tu. - Tuesday	Oct - October	
mng - morning	Wed. - Wednesday	Nov - November	
day - all day	Th. - Thursday	Dec - December	
	Fr. - Friday	Jan - January	
	Sa. - Saturday		
	Su. - Sunday		

Cover design and illustrations by Bernie Lyon.  
Writing outlines by Wayne Decle.

## How to Register 4 ways

**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 4N5

## 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 14, 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 eve - We. Oct 18, 19:00-22:00 - 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 21, 09:30-12:30 - KEC

### Doors, Floors, Walls and Ceilings (500404)

Learn weather stripping, latches, deadbolts, doorbells and buzzers. Also included will be information on flooring, carpet and tiles (vinyl, asphalt and clay). (Best) \$20  
1 day - We. Oct 25, 19:00-22:00 - KEC

### Do We Paint or Paper? (500403)

Course explores estimation, preparation and application including information on panelling and patching cracks and holes in plaster and gypoc. (Best) \$20  
1 day - Sa. Oct 28, 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 eve - We. Nov 01, 19:00-22:00 - 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 04, 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. (Wilkinson) \$95  
10 eve - We. Sep 27, 18:30-21:30 - VVI

Rob Wilkinson graduated from the B.C.I.T. Building Technology Program and has worked in the area of estimating and commercial project coordination for 12 years. Mr. Wilkinson brings 10 years of teaching experience to his subject area.

## 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 23, 09:00-16:00 - VVI

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

### 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. (Clarke) \$135  
5 day - Sa. Nov 04, 09:00-16:00 - VVI

Don Clarke is a part-time Building Service Worker instructor with several years' experience in the cleaning profession.

### Building Service Management (250404)

Intended for building supervisors and others who wish to advance in the building service field, this course will explore basic supervisory and building management skills including purchasing, budgeting, inventory control, scheduling and motivation of staff. Floor types and the care of powered equipment will also be covered. (Vickery) \$135  
10 eve - We. Oct 04, 18:30-21:30 - VVI

Bill Vickery is Director of Building Services at Vancouver General Hospital. Mr. Vickery has taught at VCC and BCIT for fifteen years.

### 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 \$135  
10 eve - Starting January 1990 - VVI

This unique sales course has been developed in cooperation with the Canadian Sanitation Supply Association (CSSA). The primary purpose of this course is to offer professional development to those engaged in selling sanitation supplies and services. For more information, or to place your name on a wait list, please contact Brian Pink at 682-5844.



...what does the instructor mean visual language...? how can language be visual...  
(see Art Page 3)

## Registration Hours

Langara Campus  
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

## Business

## Business Administration Certificate Program

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

### Accounting 2215 (102002)

Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, intercorporate investments, statements of changes in financial position and analysis of financial statements. Preparation for Accounting 3321 and Accounting 3421. Prerequisite: Standing of "C" or higher for entry into Accounting 3321. \$150  
13 eve - Tu. Sep 19, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Sep 21, 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, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets and current liabilities. Prerequisite: Standing of "C" or higher in Accounting 2215. (Jeyakumar) \$150  
13 eve - We. Sep 20, 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.

### 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. (TBA) \$150  
13 eve - Th. Sep 21, 19:00-22:00 - Lan

Anthony Marsha, Ph.D. (Philosophy) teaches Critical Thinking for Simon Fraser University and has developed seminars for the University of British Columbia and VCC in philosophy and creative procedures.

### Business 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) \$150  
13 eve - Mo. Sep 18, 19:00-22:00 - Lan

### Business 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) \$150  
13 eve - We. Sep 20, 19:00-22:00 - Lan

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

### Canadian Organizational Perspectives 1000 (102005)

Gain a broad perspective of the structure of a business enterprise operating within the Canadian economic and social environment. Students will focus on achieving accountability and the value-for-money concept in the public, private and voluntary sectors of our economy. A key task will be to develop a mission statement for an organization of their choice. (Sheinin) \$150  
13 eve - Mo. Sep 18, 19:00-22:00 - Lan

### Communications 1115 (102007)

Designed to improve interpersonal skills. Develop the skills of clear speaking and active listening in a variety of work-related situations. Activities and assignments will require you to work in small groups to solve problems, work in pairs to interview for employment, and work individually to speak to a group. Prerequisite: Successful completion of the LPI exam. Price includes a \$25 non-refundable fee to write the exam. Please call 324-5322 to register. (Sturmanis) \$175  
14 eve - Tu. Sep 12, 19:00-22:00 - Lan (TBA)

### Communications 1118 \*\*New\*\* (102016)

This course is designed to prepare students to compose business correspondence. Training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes and employment correspondence. Price includes a \$25 non-refundable fee to write the Language Proficiency Exam. Pre-requisite: Successful completion of the LPI Exam. Please call 324-5322 to register. \$175  
14 eve - Tu. Sep 12, 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. A knowledge of typing is recommended for this course. (Tollstam) \$185  
10 mng - Sa. Sep 16, 09:00-13:00 - Oak  
13 eve - We. Sep 20, 19:00-22:00 - Lan  
13 eve - Th. Sep 21, 19:00-22:00 - Lan

Tollstam, CA, 5 years' teaching experience on micro computers using Lotus, DOS, DBASE and WORD PROCESSING software.

### Managing for Organizational Effectiveness 2000 (102010)

Gain an understanding of the requirements for achieving organizational effectiveness through performance. The processes of strategic management and planning will be applied to the managerial functions of organizing, planning, leading and controlling. Prerequisite for this course is Canadian Organizational Perspectives 1000. (Sheinin) \$150  
13 eve - We. Sep 20, 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) \$150  
13 eve - Mo. Sep 18, 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) \$150  
13 eve - Tu. Sep 19, 19:00-22:00 - Lan  
13 eve - Th. Sep 21, 19:00-22:00 - Lan

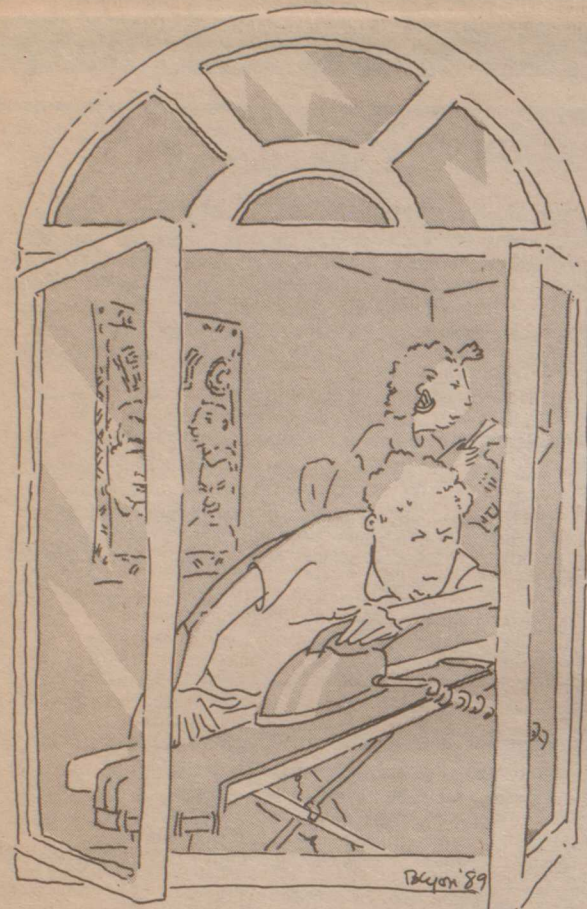
Thomas Kelly, Ph.D., President of Corporate Communications, a Sales and Marketing Consultant and former Vice-President of Admiral Corporation.

### Advanced Marketing 3000 (102017) \*\*New\*\*

Gain an understanding of the concept of strategic marketing and the establishment of a strategic framework for marketing management decisions. Learn to apply strategic marketing concepts to actual corporate decisions. By utilizing specific real world case studies to illustrate concepts, focusing on lectures, student presentations, in class exercises and class discussions, participants will be involved in hands on learning as individuals and in groups. Prerequisite: Sales and Marketing 2000 (102012) or an equivalent introductory marketing course. \$175  
13 eve - We. Sep 20, 19:00-22:00 - Lan (Furlong)

Carla Furlong, MBA University of Calgary - 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.





...what is implied by every act of creation is first of all an act of destruction...  
(see Creative Development Page 14)

## Leadership Skills for Business

### Principles of Leadership - Learning to Lead — Module 1 (102843)

Leadership is more than providing direction. It is the ability to establish and manage a comfortable work climate in which people can be self-motivated and creative as the result of a shared vision. You are encouraged to attend, prepared for an interactive experience, including practical and theoretical components promoting the development and refinement of responsible leadership. Your focus will include: the steps to leadership behaviour, leadership and creativity, how to get the job done, factors to consider when delegating, contracting for results, criticism and the demotivation cycle.

At the completion of this 6-hour, 1 day course you should be able to:

1. Understand the theory of leadership and its practical workplace implications
2. Analyze and evaluate the effectiveness of your present approach to leadership and management
3. Develop a plan to improve your personal leadership abilities
4. Strategize on the implementation of enhanced leadership techniques in your present work environment.

All materials, including handouts and lunch are provided. (Hunter) \$125

1 day - We. Sep 27, 09:00-15:00 - TBA

### Principles of Leadership - Supervision — Module 2 (102840)

The supervisory role is a necessary organizational function that calls for responsibility and competence. Most supervisors land in the role without preparation for the problems that occur in the complex relationships they find themselves managing daily. Some supervisors find it difficult to make the transition from peer/follower to accountable leader. This one-day survey of the supervisory role will illuminate the function of the supervisor in his or her organization by preparing participants to examine and improve his or her interpersonal style and relationships; leadership style; leader/follower relationship and conflict, and collaboration style. Topics include: the role of the supervisor; the supervisory cycle - planning, organizing, implementing and control; styles of leadership; behaviour vs. attitude and group dynamics. All materials, including handouts and lunch are provided. (Hunter) \$125

1 day - We. Oct 11, 09:00-15:00 - TBA

### Principles of Leadership - Delegation Module 3 (102841)

In making the transition from non-supervisor to supervisor, the knowledge of effective delegation theory and techniques are essential. This module defines supervision as "getting the job done through the active support of others." Understanding delegation as a tool of leadership is the focus of this one-day leadership primer. Come prepared for a hands-on approach, theory, and discussion that will support you to delegate confidently by preparing non-supervisory staff for the supervisory role of delegating as well as strengthening the supervisory skills for those participants presently assessing their effectiveness in delegating tasks. Participants will further explore the leader/follower relationship in organizations. Topics include

leadership; aspects of delegation, factors affecting delegation, contracting for results, constructive criticism, demotivation cycle and skills for resolving conflict. (Hunter) \$125  
1 day - We. Oct 25, 09:00-15:00 - TBA

### Principles of Leadership - Effective Communication - Module 4 (102838)

Communication is the key to success in business. Progressive employers and their employees know that effective communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and nonverbally. This course is recommended for individuals whose results depend on the effective actions of others and who choose to interact in a more productive way. At the completion of this 18-hour, 3-day course you should be able to:

1. analyze co-workers communication patterns and respond more effectively in a work environment.
  2. speak with clarity to enhance the accuracy and speed of workplace communication.
- (Hunter) \$295  
(18 hours of instruction offered over three Wednesdays)  
3 day - We. Nov 01/22/Dec 06, 09:00-15:00 - TBA

**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.

### Principles of Leadership - Team Building — Module 5 (102844)

Building a team from a diverse group of employees is never easy. A key leadership role - team building, is essential in developing an

environment in which open communication and a shared vision can, when combined, result in a startling increase in productivity. Your effectiveness as a leader will in fact be determined by your understanding and practise of good team dynamics. This one-day survey course will introduce you to the importance of team building, the characteristics of effective and ineffective teams, the process of team building, including timing, the managers role, team building techniques and resolving team problems. All materials, including handouts and lunch are provided. (Dixon) \$125  
1 day - We. Nov 15, 09:00-16:00 - TBA

**Lise Dixon, B.A.**, former Bank Manager and Training and Development Consultant for Royal Trust and Bank of Montreal; currently working with Vancouver and B.C. companies in course development and training.

### Principles of Leadership - Managing Conflict and Change - Module 6 (102842)

The bottom line to the success of any people manager, supervisor, or leader is that individual's ability to keep communication channels open, managing change and the conflicts that result from change, as they occur. You are encouraged to attend this one-day conflict management session with a workplace conflict in mind. Your focus will be centred around your issue as you collaborate with others and explore conflict management strategies. Participants will examine the following topics: achievement model, feedback cycle, influencing through positive communication, analyzing performance problems and the change process. All materials, including handouts and lunch are provided. (Hunter) \$125  
1 day - We. Nov 29, 09:00-15:00 - TBA

For detailed program brochure and registration, call 875-8200.

## Management Skills for Supervisors Certificate Program

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

### Management Skills for Supervisors Provincial Certificate Program

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

Each Part I, II and III can be taken independently, or all 3 parts to be eligible for the Provincial Certificate.

#### Interpersonal Skills - Part I (100101) \$400

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) \$400

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) \$400

Objectives: Participants will be able to:

1. Develop and implement performance management strategies
2. Demonstrate effective business writing skills
3. Develop and institute a goal setting/achievement plan
4. Manage time and priorities efficiently and effectively

Registration for all 3 parts in the same group is \$1200 — Course #100105.

#### Who Should Attend?

Management Skills for Supervisors has been designed for current and

future managers and supervisors in any occupation in the private, public and non-profit sectors.

#### Format:

The program is a 12 day participant centered opportunity offered in three four-day modules.

Training techniques utilize individual, small and large group experiences and lectures using the participants actual work experiences in groups of no more than 25 participants.

#### Certification:

Participants that complete all three parts, Interpersonal Skills, Group Skills and Administrative Skills qualify to receive the provincial certificate from the Ministry of Advanced Education and Job Training and endorsed by the Business Council of British Columbia.

#### Trainer:

**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.

For information call 875-8200.

For registration and invoicing call Lynda Boothby, 875-8200.

Schedule for January 1989 - June 1989

All sessions from 08:30-16:30. The location for Fall, Winter and Spring, Groups A, B, and C respectively, have not been determined. Specific information will be provided at the time of registration.

Fall 1989

Group A - Part I Sep 26-29, Interpersonal Skills  
Part II Oct 17-20, Group Skills  
Part III Nov 21-24, Administrative Skills

Winter/Spring 1990

Group B - Part I Jan 30-Feb 02, Interpersonal Skills  
Part II Feb 20-23, Group Skills  
Part III Mar 20-23, Administrative Skills

Group C - Part I Mar 27-30, Interpersonal Skills  
Part II April 24-27, Group Skills  
Part III May 15-18, Administrative Skills

## The Office Administration Certificate Program (Certificate Pending)

The Office Administration Certificate Program has been designed for those who are in a clerical or administrative role, and for those who are new or returning to the workplace. The courses will focus on technology in the office, communication skills both written and verbal, organization concepts and practices, traditional and electronic information as well as records management. Students graduating from this program will be able to function effectively as Administrative Support Staff in the changing office environment.

For information call Program Coordinator, Anne Tollstam at 682-5844.

For registration call 682-5844.

Non-certificate students may enrol in any course.

#### Certificate Requirements:

Students must complete the following core courses and electives within 4 years.

Core Courses

Document Formatting/Keyboarding 1000 (104501)

Administrative Procedures & Technology Level I 1115 (104502)

Administrative Procedures & Technology Level II 1215 (104503)

Communications 1118 (102016)

Computer Applications in Business 2000 (102008)

Advanced WordPerfect 1210 (100520)

Introduction to the Organization—Management Concept & Practices 1315 (104507)

Elective Courses

Either:

Communications 1115 (102007)

Or Both:

Desktop Publishing 1800 (100516)

Accounting for the Non-Accountant 1415 (104510)

#### Entry Requirements:

Participants must have completed Grade 12, keyboarding speed of 20

## Non-Certificate Courses

#### 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  
12 eve - We. Sep 20, 19:00-21:30 - VVI

#### Typing - Keyboarding For Beginners (104404)

Learn to touch type the alpha numeric keyboard on an electronic typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating, centering and letters will not be taught. Therefore more emphasis is placed on typing and keyboard skills. (Textbook to be purchased at VVI Bookstore prior to first session.) (Tollstam) \$60  
6 eve - Th. Sep 21, 19:00-22:00 - VVI  
6 mng - Sa. Sep 16, 09:30-12:30 - VVI

#### Typing - Speed Building (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. Textbook provided in class. (Tollstam) \$70  
6 eve - We. Sep 20, 19:00-22:00 - VVI

#### Formatting Business Letters (104403)

Brush up your skills. Join us in this 3-hour workshop and learn how to set up professional style letters by reviewing current up-to-date styles, punctuation patterns and proper margin settings. You will type letters on the electronic typewriter. (Tollstam) \$25  
1 mng - Sa. Nov 25, 09:30-12:30 - VVI

**Anne Tollstam** is an instructor with 12 years' experience teaching all levels of typing and has an executive secretarial background.

#### Introduction to Payroll (Manual & Computerized) (104409)

For small business owners and personnel who wish to learn how the new income tax rules effect payroll preparation. Learn how to prepare hourly and salaried payroll. In addition, this course will cover payroll law, payroll deductions, record maintenance, T4 preparation and government reports. Students will learn both manual and computerized payroll preparations. (Halsey) \$100  
8 eve - Tu. Sep 19, 18:30-21:30 - VVI

#### 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. (Halsey) \$100  
8 eve - Th. Sep 21, 18:30-21:30 - VVI

words per minute or completion of either Typing-Keyboarding or Speed Building Courses.

#### Advisory Committee:

The program is subject to an ongoing review through the counsel of a select committee of Office Administration Support Professionals and those in related fields.

This Certificate Program is being offered for the first time this fall. Courses not shown will be available for the winter session.

#### FALL TERM 1989

#### Document Formatting/Keyboarding 1000 (104501) \*\*NEW\*\*

Learn how to turn ordinary text into business documents. Topics will include formatting business documents, memoranda, tables, various styles of business correspondence incorporating special features, minutes, reports and various business forms. Prerequisite 20 wpm or completion of either Keyboarding or Speed Building Course. (Textbook to be purchased at V.V.I. Bookstore prior to first session.) (TBA) \$100  
8 eve - Mo. Sep 18, 19:00-22:00 - VVI

#### Administrative Procedures & Technology Level I 1115 (104502) \*\*NEW\*\*

This course is designed to provide the student with the skills and knowledge necessary to meet the challenges of today's rapidly changing automated integrated office. Topics will include organization and people, productivity, time management and automated workstation environments. You will also learn the various methods of capturing, storing and retrieving information. (Henderson) \$80  
6 eve—Tu. Sep 19, 18:30-21:30—VVI

**Anita Henderson** is an experienced instructor and office administrator who has taught workshops to company personnel on office technology.

#### Simplifying Financial Terminology (104415)

This 6-hour workshop will assist the non-accountant in understanding financial and accounting terminology, to read and understand statements/reports. Background experience in accounting is not required. (Halsey) \$40  
1 day - Sa. Sep 30, 10:00-16:00 - VVI

**Margaret Halsey** is a CGA with a background in teaching accountants and non-accountants. She has her own successful Accounting Practice specializing in accounting, administration and computers.

#### Job Search Techniques (104416)

Are you the receptionist, secretary or office worker dissatisfied with your present job? If so, this course is intended to help you find the employment you desire. You will learn the many facets of networking - how to pursue the hidden job market, successful interviewing skills and professional resume preparation with the appropriate covering and thank you letters. (Chisholm) \$40  
1 day - Sa. Oct 21, 10:00-16:00 - Lan

**Norma Chisholm** has a background in Human Resources and Relocation Counselling. She brings to VVI experience in helping people identify their skills and pursue employment goals in an office environment.

#### Medical Terminology I (104417) \*\*New\*\*

This program approaches the medical language through the study of word parts, prefixes, stems and suffixes. The students will review case histories and be introduced to symptomatic, diagnostic and surgical terms with the appropriate abbreviations. This course is the first half of a two part course designed for people currently working, or would like to work, in the medical field and for those who require medical terminology to enrol in the Ward Clerk Program. (Textbook to be purchased from Langara bookstore.) (Rogers) \$95  
10 eve - Tu. Sep 19, 18:30-21:30 - Lan

**Natalie Rogers** has wide experience in the field of medical terminology. She has taught English and Medical Terminology for various colleges. She is the author of "Surgery: Yes or No?" and the book "Farewell Fatigue".

#### Shorthand Skill and Speed Building (104418) \*\*New\*\*

Increase your shorthand speed and transcription techniques using any shorthand style or speed writing skill. This course is intended to help increase your present speed and refresh "rusty" shorthand. Minimum present speed should be approximately 40 wpm or permission from instructor. Please bring a shorthand note pad. (Sherlock) \$60  
8 eve - Tu/Th Sep 19/21, 19:00-21:00 - VVI

**Mildred Sherlock** is an instructor with 11 years' experience teaching computer, shorthand and office procedure courses and has 15 years' practical secretarial experience.

## Business English for Today's Workplace

For detailed program outline, contact Anne Tollstam at 682-5844. For registration call 682-5844 or 324-5322.

Polish your Business English Skills! The following 4 workshops are 6 hours in duration and are offered on 4 Saturdays. Enrol

individually at the regular price of \$50.00 or register for all 4 courses for a total of \$175.00 - a savings of \$25.00.

#### ALL 4 COURSES (104419) \$175

Grammar Review for Productive Business Writing

Building a Powerful Vocabulary

Writing Dynamic Business Letters

Effective Memo and Report Writing

#### Grammar Review for Productive Business Writing (104407)

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

1 day - Sa. Sep 30, 09:30-15:30 - Lan

#### 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 (Marchand)

1 day - Sa. Oct 14, 09:30-15:30 - 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 feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. (Marchand)

1 day - Sa. Oct 28, 09:30-15:30 - Lan

#### Effective Memo and Report Writing (104414)

Learn the standard formats for memoranda and reports, and review the modern and powerful language of business writing to get results. (Marchand)

1 day - Sa. Nov 18, 09:30-15:30 - Lan

**Jeannette Marchand** has a Master of Education Degree in Industrial and Vocational Education and 12 years teaching experience in Business Education and Micro Computer Applications. She has conducted several on-the-job training seminars for business and industry.

## 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. (Bradbury) \$45

1 day - Sa. Oct 14, 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. (Bradbury) \$45

1 day - Sa. Oct. 21, 09:00-15:00 - Lan

**Donna Bradbury** has 20 years' experience in business and is currently working as a facilitator for the training firm of Baker, McCullough.

## Sales and Marketing

#### An Introduction to Marketing (102434)

The central focus of your business is Marketing! Should you wish to position yourself for the big jobs, the big money, the big sense of self worth - Marketing is where you should be. Wherever you work in business today - this course will enhance your Street Smarts - give you the big opportunities - at a bargain price. This course covers all aspects of marketing through lectures, case studies and evaluations. Textbook to be purchased: "Marketing Your Product," Gray & Cyr, Self Help (\$12.95) available at Langara Bookstore. (Kelly) \$95  
6 eve - We. Sep 20, 19:00-22:00 - Lan

**Thomas Kelly** - a professional in the Sales and Marketing field. His experience also includes many years as an instructor in this area.

#### Selling Successfully (102435)

This comprehensive course covers all aspects of Sales for any sales field whether wholesale, manufacturer, industrial, or service representative sales. This course will equip you with the basic skills and knowledge necessary to function successfully as a sales person. Areas explored:

- How to search out the prospect you want to deal with
- How to do a pre-approach
- How to approach a client
- How to organize a successful presentation
- How to handle objections
- How to close the sale
- How to service the client

The course model will be in the form of lectures, roleplaying, videos, out-of-class projects, and class presentations: An action-oriented course to give you the ability to sell in your chosen field of interest. (Rigby) \$165  
13 eve - Tu. Sep 19, 18:30-21:30 - Lan

**Inga Pratt** - B.Ed., has 11 years' teaching experience, including Sales, Marketing and Business Management. Other experience includes seven years in Sales as a life insurance agent and several years' experience operating her own business. She is currently working as an independent broker.



## Small Business Management Certificate Program (Certificate Pending)

This program is designed for small business owners/operators and potential supervisors in their 2 - 3 years of operation who would now benefit from instruction in order to ensure continued success/survival. Funding assistance may be applied for at CEIC.

Non-certificate students may enrol in any course.

For registration call 324-5323.

For information call Peggy Worobetz at 875-8200.

### Certificate Requirements

Students must complete the following 10 courses in no more than 9 sessions, 3 years.

1. Understanding Your Small Business
2. Finance - Survival Skills
3. Payroll/Bookkeeping - Manual and computerized OR Marketing/Selling Skills
4. Supervision for a Small Business Owner
5. You, Your Business and the Law
6. Small Business Renewal
7. How to Get Your Point Across (Communication 1118 - Business Administration Certificate Program - 102016)
8. Introduction to Computing Concepts (CSW1 - Computer Skills for the Workplace Certificate Program - 100501)
- 9 & 10. Two computer courses of your choice from the Computer Skills in the Workplace Certificate Program (Prerequisite: Introduction to Computing Concepts - CSW1)

Certificate Program students must take courses 1 to 6 inclusive in the order listed. The remainder of the courses may be taken at your discretion.

### Level I Certificate

- Understanding Your Small Business
- Finance - Survival Skills
- Payroll/Bookkeeping - Manual and Computerized OR Marketing/Selling Skills
- Introduction to Computing Concepts
- How To Get Your Point Across

### Level II Certificate

- (Level I must be completed before entering Level II)
- Supervision For A Small Business Owner
- You, Your Business and the Law
- Two computer courses from CSW
- Small Business Renewal

### Entry Requirements

Students must be proficient in reading and writing English.

### Evaluation

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

### Fall Term 1989

#### Understanding Your Small Business (106501)

This course will give an overview introduction to the Small Business Management Certificate Program and the relationship of the courses within the program. It will also provide the adult learner with an opportunity for group cohesion. (Wong) \$75  
4 eve - Mo/We. Sep 25, 19:00-22:00 - Lan  
4 eve - Mo/We. Oct 23, 19:00-22:00 - Lan

**Richard Wong** - A dynamic instructor with many years' experience operating his own small business as well as instructing and course writing. Presently the Senior Account Manager with the Bank of Montreal

#### Finance - Survival Skills (106502)

This course covers the major financial management components of a business venture from a small business scale and perspective. It is designed for people who are presently in a small business setting and wish to demystify financial survival skills. (TBA) \$165  
12 eve - Mo/We. Oct 11, 19:00-22:00 - Lan

**Robert Baron, M.B.A., C.G.A.** has 15 years of financial management experience both as a small business owner/consultant and in private industry.

## Small Business

The Federal Business Development Bank and Vancouver Community College are pleased to offer two 5-week step-by-step programs.

### Program 1 - How to Start a Business

This program shows 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 \$70 per course or for a total of \$275 for all 5 courses for a saving of \$75.

### Program 2 - Marketing for Small Business

Designed for existing owner/operators and new entrepreneurs, this program deals with how to successfully market a small business. Each course is 6 hours of instruction offered on 2 evenings for 3 hours per night. At \$70 per course or for a total of \$275 for all 5 courses for a saving of \$75.

For registration phone 875-8200.

For information call Peggy Worobetz at 875-8200.

### Program 1

#### How to Start a Business

All 5 courses \$275 (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. \$70

2 eve Tu/Th. Sep 19/21, 19:00-22:00 - Lan

#### Week 2

##### Identifying and Marketing Business Opportunities (106040)

Both parts \$70

### 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. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan.

### Part 2: Thursday - Marketing and Advertising

Learn how to answer the questions to create effective advertising; the when, where, what and how, by concentrating on the market, media and message.

2 eve - Tu/Th. Sep 26/28, 19:00-22:00 - Lan

#### Week 3

##### Financial Statements - Forecasting and a Cash Budget (106043)

Both parts \$70

### 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 03/05, 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. \$70

2 eve - Tu/Th. Oct 10/12, 19:00-22:00 - Lan

#### Week 5

##### Financing and Business Strategy (106041)

Both parts \$70

### 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 17/19, 19:00-22:00 - Lan

#### Program 2

##### Marketing for Small Business

All five courses \$275. (106045)

#### Week 1

##### Introduction to the Total Marketing Concept/Learning About Markets (106046)

Both parts \$70

### Part 1: Tuesday - Introduction to Marketing and the Total Product Concept

Successful marketing begins with a well thought out market plan. Explore the elements of the marketing mix, learn how to understand the needs and wants of the customer and how to pinpoint the factors affecting marketing plans.



...oh to be at V.C.C. in the Fall...!  
(see Travel courses Page 30)

### Part 2: Thursday - Learning About Markets

Investigate segments and target markets, customer profiles and various sources of information and data. Learn how to "Do It Yourself Market Research" - surveys, questionnaires, focus groups.

2 eve - Tu/Th. Oct 24/26, 19:00-22:00 - Lan

#### Week 2

##### Pricing and Product/Service Mix (106047)

Both parts \$70

### Part 1: Tuesday - Pricing - "The Bridge Between Costs and Marketing."

Proper pricing is one factor that will ensure success. Price and values, markups, discounts, demand based pricing, pricing policies, guarantees, warranties and perceived value are discussed in this course.

### Part 2: Thursday - Your Product/Service Mix

Does your product have eye appeal? Both a good image and packaging are important for a successful product. Product life cycle and marketing goods vs. services are also covered in this class.

2 eve - Tu/Th. Oct 31/Nov 02, 19:00-22:00 - Lan

#### Week 3

##### Communicating to Your Market (106048) \$70

Sell your product wisely. Weigh advertising vs. promotion. Consider the objectives set, planning your advertising, developing your image, good writing copy, using media and support services and efficient implementation of your promotion.

2 eve - Tu/Th. Nov 07/09, 19:00-22:00 - Lan

#### Week 4

##### Effective Use of Publicity, Non Paid Ads and Sales Promotions (106049)

Both parts \$70

### Part 1: Tuesday - Publicity and Non Paid Ads

Good promotion can come through publicity and non paid ads. Learn the ins and outs of getting articles written and included in publications, developing press releases, understanding the media and how to look for newsworthy items on your business.

### Part 2: Thursday - Sales Promotions

This course covers the four main points of sales promotions:

- 1) ideas and opportunities
- 2) in-store promotions and mailout ideas
- 3) point of purchase, and
- 4) using direct mail effectively.

2 eve - Tu/Th. Nov 14/16, 19:00-22:00 - Lan

#### Week 5

##### Personal Selling Skills and Your Market Plan (106050)

Both parts \$70

### Part 1: Tuesday - Personal Selling Skills for Retail and Outside Sales

Find out what makes a top notch sales person, tips on closing sales and customer service.

### Part 2: Thursday - Develop and Monitor Small Business Marketing Plans

Now your marketing plan and objectives are in place, learn how to monitor results, keep an eye on competition, look for new opportunities and markets.

2 eve - Tu/Th. Nov 21/23, 19:00-22:00 - Lan

## ONE-DAY SEMINARS

### Winning Strategies for Women (106051)

Success in business can depend on the ability to negotiate effectively, yet women are often apprehensive about this aspect of business, despite the fact that negotiation is part of their personal lives. This seminar focuses on winning strategies which lead to successful negotiations. Designed and presented by the Federal Business Development Bank, this 6 hour course will be valuable for women entrepreneurs or other women who wish to improve their communication and negotiation skills. Topics include: Assertiveness, Effective Communication, Planning a Negotiation, Negotiation, Dealing With Tricky Tactics. (Williams) \$75

1 day - Sa. Oct 14, 09:00-16:00 - Lan

**Pam Williams** - Owner/manager of a business which she founded called "Au Chocolat."

### How to Start Your Home Based Business (106052)

This information-packed 7 hour seminar aimed at existing and future home based business entrepreneurs lays the groundwork for business planning and business startup. Through instruction, discussion, case studies and audiovisuals, you will be taken through a self-evaluation process, understand the elements of and the process required to complete a comprehensive business plan. You will understand how to forecast your revenues and expenses, deal with your banker, accountant, professionals and government, decide what form of organization to choose, what direction to take your marketing, keep your employees happy and productive, become familiar with regulations for business and much more! (Davies) \$80

1 day - Sa. Oct 28, 09:00-16:30 - Lan

**Joy Davies** is a Vancouver based consultant/lecturer. Her experience includes many years of ownership experience from home based to thriving commercial establishments.

### How To Be Successful In Your Own Import/Export Business (106053)

In this information-packed 7 hour seminar you will learn practical step-by-step instructions on starting and operating your own part-time/full time import/export business. Whether you just want to import or export, or you are already in the business, you will learn many success tips, strategies and tactics. Learn how to benefit from free trade opportunities, provincial and federal government programs to assist you, how to find and market products, and much more. Seminar includes handout material. (Gray) \$95

1 day - Sa. Oct 14, 09:00-16:30 - Lan

**Douglas Gray** - a lawyer and author of several bestselling books, including "The Complete Canadian Small Business Guide" and the forthcoming book "Home Inc.: The Canadian Home-Based Business Guide" (McGraw Hill).

## How to be a Great Trainer

### HOW TO BE A GREAT TRAINER (100150)

This 3 day course will provide you with a fast and effective way to learn training skills that work! You will have the opportunity to practise the art of effective training in a supportive, coaching environment. Class size will be limited to 14 participants to ensure personal attention.

Training occurs in a wide variety of settings and may involve full-time responsibilities or perhaps only the occasional workshop. Whatever the needs of your organization, one fact remains the same to invest wisely!

### Who Should Attend

This is a course designed for anyone who is involved in working with adult learners full-time, part-time, or occasional trainers from business, education, government or non-profit organizations.

### Course Objectives

By the end of this course, you should be able to:

- 1) explain special considerations when working with adult learners
- 2) explain the importance of and strategies for establishing conducive learning environments
- 3) identify possible instructional styles
- 4) explain the characteristics of a motivating instructor and motivational strategies
- 5) explain and demonstrate a variety of instructional techniques
- 6) explain the concept of evaluation and evaluation strategies
- 7) explain common instructional challenges and strategies for effectively handling them
- 8) demonstrate improved one-to-one and group training

### Instructor Information

Reva Kalef, M.Ed., is a dynamic and responsive trainer who is considered to be one of the best in the field. She has over 10 years' experience in training, course design, and consultation with business, education, government and non-profit organizations.

**Fall Schedule:** 08:30-16:30, October 19, 20 and November 3, 1989

**FEES:** \$295 per person

**LOCATION:** To be announced

For further information contact 875-8200.

## Calligraphy

### A Taste of Calligraphy (050305)

Glimpse into the world of calligraphy while creating your own thank-you note, invitation, etc. See your own handwritten message transformed into something wonderful through the use of calligraphy. Everything you need is provided except you buy the felt pen - supply on hand. (Poskitt) \$25  
01 mng - Sa. Sep 16, 09:00-12:00 - 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) \$55  
08 mng - Sa. Sep 23, 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) \$55  
08 eve - Tu. Sep 19, 18:30-20:30 - 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) \$135  
8 lessons (on-going)

**Irene Poskitt** began the Calligraphy program at Langara 13 years ago. She is constantly upgrading her skills by studying with master calligraphers in England, U.S.A. and Canada.

## 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 writing resumes, organizing and managing time, dealing with stress and keeping a positive attitude. (Downey) \$35

1 day - Sa. Oct 14, 09:00-16:00 - KEC

1 day - Sa. Oct 28, 09:30-12:30 - VVI

**Joan Downey** has many years' of experience in business. She has held positions in airline companies and a resource industry, in the area of public relations, sales and accounting.

### 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 14, 09:30-16:30 - KEC

1 day - Sa. Oct 21, 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 28, 09:30-13:30 - KEC

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

### Say What? A Conversation Course (104007) \*\*New\*\*

A course that explores your conversational speaking style; that is, how you talk to others and how this influences your personal and business relationships. We will investigate taped conversational samples to gain insights into your vocal personality. Interruptions, topic changes, listening, number of utterances, vocabulary, pet words, volume and pitch. (Having your own portable cassette recorder is essential.) (Coleman) \$85

6 eve - We. Oct. 04, 19:00-21:30 - VVI

### Vocal Fitness for Speaking (104008) \*\*New\*\*

A practical course that identifies the strengths and weaknesses of your speaking voice and through vocal exercises and experiences helps you to improve the basics of good speaking. We focus on: relaxation, alignment, breathing, centering, resonance, projection and articulation so you can avoid the problems of throat tension, poor breath support, fade-out, breathlessness, whiney tone, nasality and mumbling. It is a fun opportunity to shape up your voice. (Comfortable casual or exercise clothing is essential.) (Coleman) \$60

5 eve - We. Nov 15, 19:00-21:00 - VVI

**Beth Coleman** has degrees in theatre, education and speech, and is owner of her own business.

## 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. Stand-up, TV and radio and screen plays scripting will all be explored. (Janeshewski) \$70  
6 eve - Mo. Oct 02, 19:00-21:00 - KEC

**Laura Janeshewski** - 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. (McAteer/Dungey) \$70  
8 eve - Mo. Sep 18, 20:00-22:00 - Lan

### 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. (McAteer/Dungey) \$30  
1 day - Sa. Sep 23, 09:30-16:30 - Lan

**Gerry McAteer** has been teaching for eight years. He is a member of two World Championship Improv teams, and has written, directed and produced for the Vancouver Theatre Sports League for the last eight years.

**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.

## Commercial Art and Design

### 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. (Aston-Moore/Stockmann) \$95

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

10 mng - Sa. Sep 23, 09:30-12:30 - VVI

**Heather Aston-Moore** has 18 years of working experience as a graphic designer.



**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 18, 19:00-22:00 - TBA

**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.

**Airbrush Illustration Advanced (050401)**

Learn through class projects, demonstrations, and critiques the various techniques of illustrating with an airbrush. Compressed air is provided in the classroom only and you are required to supply your own airbrush and some materials. Class size limited to 12. (Sigler) \$85

8 eve - Th. Sep 21, 19:00-22:00 - TBA

**Fred Sigler** is a technician with the airbrush and has had many years painting and teaching with the airbrush.

**Cartooning, Basic (050403)**

Learn drawing techniques, tools, and the principle of composition and design to prepare cartoons for reproduction. Demonstrations and assignments. (Metzger) \$75

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

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

**Basic Drawing (500101)**

(For details see Art section)

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

**Life Drawing (500107)**

(For details see Art Section)

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

**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. Some basic drawing skills desired. (Finlay) \$95

8 eve - We. Sep 20, 19:00-22:00 - VVI

**Perspective Drawing and Rendering (050415)**

Designed for Architects, Interior Designers, Draughtsmen and the general public who are interested in learning the practical class applications of perspective drawing. You will learn plan perspective, photo perspective, shadows and reflections, perspective sketching, and simple rendering in pencil and ink. You will be required to purchase some drafting equipment. (Some drafting ability required.) (Finlay) \$110

10 eve - Th. Sep 21, 18:30-22:00 - VVI

**Portfolio Presentation (050417)**

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. (Finlay) \$25

2 eve - Mo. Sep 18, 19:00-22:00 - 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.

**Sell Your Art! (050418)**

Learn to prepare the marketing techniques, visual presentations, and a general study of the psychology of marketing art and publishing. (P. Jakubke) \$30

2 eve - Tu. Sep 19, 19:00-22:00 - VVI

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

**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 - Tu. 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 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 20, 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.

**Exhibition Design - Modular Display - Creating a Marketing Tool (050425)**

This course has been designed to give the general public a better understanding of modular displays and exhibition design. The process of production and implementation will be examined through tours and lectures. (Miller) \$40

03 eve - Tu. Sep 19, 19:00-22:00 - VVI

**Laurie Miller**, Manager of ExpoSystems Canada, a modular exhibit and display company.

## 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 324-5322.

Non-Certificate Students may enrol in any courses without meeting certificate requirements. Enrol early as classes fill up quickly.

**Certificate Requirements:**

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

CSW1 Introduction to Computing Concepts and DOS.

CSW3 Introduction to Programming and DOS.

CSW4 Word Processing Using WordPerfect 5.0

OR

CSW4A Word Processing Using Microsoft Word

CSW5 Using dBase III Plus

CSW6 Using Lotus 1-2-3

CSW7 Accounting Using Accpac

OR

CSW7B Accounting Using Bedford

and any two other CSW courses (electives)

**Course Credit:**

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

**Entry Requirements:**

No formal educational requirements are necessary.

**Courses:**

Most courses are three hours long, one session per week, for five weeks. Sessions are held in the evenings (eve), afternoons (aft), as well as mornings (mng) at Langara Campus or VCC/Oakridge Computer Lab. There is an optional one hour, supervised, open lab time to go with each session. Participants may use the open lab time as practice time.

**CSW1 - Introduction to Computing Concepts and DOS. (100501)**

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used commands of PC/MS-DOS control program for the IBM-PC and compatibles. The most common business applications for the IBM-PC microcomputer are examined: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. \$185

5 eve - Tu. Sep 26, 19:00-22:00 - Lan

5 eve - We. Sep 27, 19:00-22:00 - Lan

5 eve - Th. Sep 28, 19:00-22:00 - Lan

5 aft - Fr. Sep 29, 13:00-16:00 - Oak

5 mng - Sa. Sep 30, 09:00-12:00 - Lan

5 mng - Su. Oct 01, 09:00-12:00 - Lan

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

5 aft - Fr. Nov 03, 13:00-16:00 - Oak

5 mng - Su. Nov 05, 09:00-12:00 - Lan

5 eve - Mo. Nov 06, 19:00-22:00 - Lan

No class on Nov 13th

**CSW3 - Introduction to Programming (100503)**

Introduces the basic principles of computer programming. The participants will learn how a problem can be formulated and solutions implemented using the popular BASIC programming language. Structured problem solving will be emphasized. A small application program is developed illustrating basic features found in most microcomputer application programs. Prerequisite CSW1. \$185

5 eve - Th. Nov 02, 19:00-22:00 - Lan

**CSW4 - Word Processing Using WordPerfect 5.0 (100504)**

Teaches the participants how to use WordPerfect 5.0 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. \$185

5 eve - Tu. Sep 26, 19:00-22:00 - Lan

5 mng - Fr. Sep 29, 09:00-12:00 - Oak

5 aft - Sa. Sep 30, 13:00-16:00 - Oak

5 mng - Fr. Nov 03, 09:00-12:00 - Oak

5 mng - Su. Nov 05, 09:00-12:00 - Lan

5 eve - Mo. Nov 06, 19:00-22:00 - Lan

No class on Nov 13th

**CSW4B - Advanced WordPerfect (100520)**

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 macros, long document preparation and much more. Prerequisite CSW4. \$185

5 aft - Sa. Nov 04, 13:00-16:00 - Oak

**CSW5 - Using dBase III Plus (100505)**

Teaches the participants 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. \$185

5 eve - We. Sep 27, 19:00-22:00 - Oak

**CSW5A - Advanced dBASEIII Plus (100510)**

Expert Level. Recommended for those with computer programming background. Instructors are practising Applications Developers in the DBASE environment. Introduces participants to effective database design and writing dBASEIII programs (dot commands). Other topics covered include: using multiple database files, setting relationships between databases, program debugging, and the use of compilers to speed up DBASEIII programs. Prerequisite CSW3 and CSW5 or equivalent. \$185

5 mng - Su. Nov 05, 09:00-12:00 - Oak

**CSW15 - Clipper - Applications Development (100521)**

Expert Level. Recommended for those who have used dBASEIII Plus in an Applications Development environment and wish to go beyond. This course will provide the participants with enough information to begin to use Clipper in a productive and professional way to speed up, enhance and expand dBASE applications. Instructors are practising Applications Developers in the Clipper environment. Prerequisite CSW5A or equivalent. \$185

5 eve - Th. Sep 28, 19:00-22:00 - Oak

**CSW6 - Using Lotus 1-2-3 (100506)**

Shows the participant how to set up a spreadsheet, edit it and perform "what if" and "Is it worth it to ..." type of analysis. Other topics covered will be: Data Management, Lotus Graphics and introduction to macros. The most popular spreadsheet package, Lotus 1-2-3, will be used. Prerequisite CSW1. \$185

5 eve - We. Sep 25, 19:00-22:00 - Lan

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

**CSW6A - Advanced Lotus 1-2-3 (100511)**

For participants who have completed CSW6. Examines the advanced features and enhancement products available for Lotus 1-2-3. Topics covered include: Data management using Lotus Database, keyboard and command language Macros, and Report Writer. Prerequisite CSW6. \$185

5 mng - Sa. Sep 30, 09:00-12:00 - Lan

5 eve - We. Nov 01, 19:00-22:00 - Oak

**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 participant will also be exposed to the concepts of using the Report Writer. Prerequisite CSW1. \$185

5 eve - Mo. Sep 25, 19:00-22:00 - Lan

5 mng - Su. Oct 01, 09:00-12:00 - Oak

5 eve - We. Nov 01, 19:00-22:00 - Lan

**CSW17 - Accounting Using ACCPAC A/R (100522)**

This course is intended for those familiar with the ACCPAC General Ledger package. Following a review of G/L features this course concentrates on the Accounts Receivables package, the second most popular in the ACCPAC series. Integration of G/L and A/R are part of this course. Prerequisite CSW7 (may be taken concurrently). \$185

5 aft - Su. Oct 01, 13:00-16:00 - Oak

5 aft - Su. Nov 05, 13:00-16:00 - Oak

**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. \$185

5 mng - Sa. Nov 04, 09:00-12:00 - Lan

**CSW9 - DOS Operating System (100509)**

Teaches the participant how to control and make the most effective use of the IBM/PC's via the DOS Operating System. DOS commands, directory structure, AUTOEXEC.BAT, CONFIG.SYS, plus various utilities will be covered. Technical information on disk organization, batch file programming, and BIOS will be discussed. Prerequisite CSW1. \$185

5 mng - Su. Oct 01, 09:00-12:00 - Lan

5 eve - Th. Nov 02, 19:00-22:00 - Oak

**CSW10 - Desktop Publishing and Graphic Design with PageMaker (100516)**

Teaches the participant how to use a microcomputer with desktop publishing software to design and produce a newsletter, brochure and a catalog. Typography, graphic design, and page layout principles will be covered. Learn how to produce attractive printed products with this flexible and creative software package. Prerequisite CSW1. \$185

5 eve - We. Sep 27, 19:00-22:00 - Lan

5 mng - Sa. Nov 04, 09:00-12:00 - Lan

**CSW12 - Local Area Network Management - Level 1 (100518)**

This course serves as an introduction to the basics of network systems. Emphasis will be on developing a logical understanding of the basics of network operations and the implications for network management. Participants will use the Novell system to transform their knowledge into working network systems. Prerequisite CSW1 and CSW9. \$185

5 eve - Th. Sep 28, 19:00-22:00 - Lan

5 eve - We. Nov 01, 19:00-22:00 - Lan

## Local Area Network Administrator (Certificate Pending)

Local Area Networks are one of the high growth areas in computers. The promise of mini/mainframe power at micro prices is attractive. What are the possibilities? The advantages? The drawbacks? This certificate program is designed to develop a framework in which to evaluate these questions in the context of the participant's business operations. It will develop and enhance the skills of those who are currently, or are expecting to be, responsible for the purchase and/or administration of a local area network and demonstrate that networks are as much an administrative as a technical challenge. Participants are offered the opportunity to put network theory into action through the availability of a Novell local area network.

For information and registration, call 324-5322.

**Certificate Requirements:**

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

CSW1 - Introduction to Computing Concepts and DOS

CSW9 - DOS Operating System

CSW12 - Local Area Network Management - Level 1 (100518)

CSW12A - Local Area Network Management - Level 2 (100519)

**Entry Requirements:**

No formal educational requirements are necessary.

**Courses:**

Most courses are three hours long, one session per week, for five weeks. Sessions are held in the evenings (eve), afternoons (aft), as well as mornings (mng) at Langara Campus or VCC/Oakridge Computer Lab. There is an optional one hour, supervised, open lab time to go with each session. Participants may use the open lab time as practice time.

**CSW1 - Introduction to Computing Concepts and DOS (100501)**

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used commands of PC/MS-DOS control program for the IBM-PC and compatibles. The most common business applications for the IBM-PC microcomputer are examined: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the

## Computer Courses

Vancouver Community College offers computer courses in four areas:

1. Introduction to Computer Courses,
2. Computer Applications: Word Processing, Database Management, Spreadsheets/Graphs, Accounting, Desktop Publishing, and Medical Office Software,
3. Computer Programming, and
4. Computer Operations.

These courses are offered at five different locations; our three campuses - Langara, King Edward and Vancouver Vocational Institute and at two off-campus locations: Computer Station and the VCC/CE Microcomputer Lab in the Oakridge Centre.

VCC 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.

**Course Locations:**

**VCC Langara Campus** - 100 West 49th Avenue

Registration and information - 324-5322

**VCC Vancouver Vocational Institute** - 250 W. Pender Street

Registration and information - 682-5844

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

Registration and information - 875-8200

**Computer Station** - 2130 Burrard Street

Registration and information - 682-5844

**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. VCC Langara classes have a maximum of 20 students. Classes at the Oakridge Microcomputer Lab permit a maximum of 12 students.

**Note:**

Basic keyboarding skills are recommended for most computer courses. We also recommend Basic Instruction in DOS for all students without previous computer experience.

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



...to reiterate...business plans can be flexible  
but the essential parts have to be fixed  
and adhered to...  
(see Telecollege Page 28)

**Introduction to Microcomputers (100605)**

Designed for the new user and/or those requiring basic DOS skills, this course explains fundamental hardware, software and microcomputer operations. Hands-on training involves extensive work with the DOS operating system, for managing disks and files (including hard disk management.) Also included are brief overviews of word processing, spreadsheets and databases. \$145

1 day - Sa. Sep 09, 09:00-17:00 - Csn

3 eve - Mo. Sep 11, 18:30-21:30 - Csn

1 day - We. Sep 13, 09:00-17:00 - Csn

3 eve - Th. Sep 14, 18:30-21:30 - Csn

1 day - Sa. Sep 24, 09:00-17:00 - Csn

1 day - Sa. Sep 30, 09:00-17:00 - Csn

3 eve - Mo. Oct 02, 18:30-21:30 - Csn

1 day - We. Oct 04, 09:00-17:00 - Csn

1 day - Su. Oct 15, 09:00-17:00 - Csn

1 day - We. Oct 25, 09:00-17:00 - Csn

1 day - Sa. Oct 28, 09:00-17:00 - Csn

3 eve - Mo. Oct 30, 18:30-21:30 - Csn



## 2. Computer Applications

### Word Processing

#### Introduction to WordPerfect 5.0 (100710)

Learn fundamental WordPerfect commands for creating and editing documents; moving around, saving, retrieving and printing documents; blocks formatting and moving/copying text. Emphasis is placed on WordPerfect's use of codes. This course is also suitable for students with version 4.2. (At Langara, mail/merge and labels are also covered.) (Langara - B. Wuhrer - \$115) (CSN) \$145

1 day - Th. Sep 07, 09:00-17:00 - Oak  
1 day - Su. Sep 10, 09:00-17:00 - Csn  
3 eve - We. Sep 13, 18:30-21:30 - Csn  
1 day - Fr. Sep 15, 09:00-17:00 - Csn  
1 day - Mo. Sep 18, 09:00-17:00 - Oak  
1 day - Su. Sep 24, 09:00-17:00 - Csn  
1 day - We. Sep 27, 09:00-17:00 - Oak  
1 day - Tu. Oct 03, 09:00-17:00 - Oak  
3 eve - We. Oct 04, 18:30-21:30 - Csn  
1 day - Th. Oct 05, 09:00-17:00 - Csn  
1 day - Sa. Oct 14, 09:00-17:00 - Lan  
1 day - Sa. Oct 21, 09:00-17:00 - Csn  
1 day - Mo. Oct 23, 09:00-17:00 - Oak  
1 day - Th. Oct 26, 09:00-17:00 - Csn  
3 eve - Th. Oct 26, 18:30-21:30 - Csn  
1 day - Sa. Nov 04, 09:00-17:00 - Csn  
1 day - Mo. Nov 06, 09:00-17:00 - Oak  
1 day - We. Nov 15, 09:00-17:00 - Csn  
1 day - Su. Nov 19, 09:00-17:00 - Csn  
1 day - Th. Nov 23, 09:00-17:00 - Oak  
1 day - Su. Dec 03, 09:00-17:00 - Csn  
1 day - Th. Dec 07, 09:00-17:00 - Csn  
1 day - Mo. Dec 11, 09:00-17:00 - 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, transfer text between documents, use the spell checker and thesaurus, and more. Experience with WordPerfect is essential. This course is also suitable for students with version 4.2. \$145

1 day - Tu. Sep 12, 09:00-17:00 - Oak  
1 day - We. Sep 20, 09:00-17:00 - Csn  
1 day - Mo. Sep 25, 09:00-17:00 - Oak  
1 day - Su. Oct 01, 09:00-17:00 - Csn  
1 day - Tu. Oct 10, 09:00-17:00 - Oak  
3 eve - We. Oct 25, 18:30-21:30 - Csn  
1 day - Su. Nov 05, 09:00-17:00 - Csn  
1 day - Mo. Nov 27, 09:00-17:00 - Oak  
1 day - We. Dec 13, 09:00-17:00 - Csn

#### Advanced WordPerfect 5.0 (100747)

This course covers the creation of tables of contents, indexes, macros and style sheets. Also discussed is the use of WordPerfect 5.0 as a desktop publisher including lines and boxes, and incorporating graphic images within a document. Experience with WordPerfect is essential. \$145

1 day - Sa. Sep 16, 09:00-17:00 - Csn  
1 day - Th. Oct 12, 09:00-17:00 - Csn  
1 day - Su. Oct 29, 09:00-17:00 - Csn  
1 day - Sa. Nov 18, 09:00-17:00 - Csn

#### Introduction to MS-Word 4.0 (100724)

Instruction covers fundamental MS-Word operations including: creating and editing documents, moving/copying text, formatting, search/replace, printing, file management and more. \$145

1 day - Th. Sep 14, 09:00-17:00 - Oak  
1 day - Tu. Sep 26, 09:00-17:00 - Oak  
1 day - Th. Oct 12, 09:00-17:00 - Oak  
1 day - Mo. Nov 20, 09:00-17:00 - Oak

#### Intermediate MS-Word (100763)

Now that you have mastered the MS-Word basics, learn sorting routines, Word's windows, creating headers/footers, assorted merges, newspaper style columns, using the spell checker, thesaurus and more. \$145

1 day - We. Oct 25, 09:00-17:00 - Oak  
1 day - We. Nov 29, 09:00-17:00 - Oak

### Database Management

#### Note:

Courses in dBase III Plus are available at Computer Station (Csn), Oakridge (Oak) and at Langara (Lan). dBase III Plus courses are not the same at all three locations. Please read the course descriptions carefully to determine which dBase III Plus course is suitable for your requirements.

#### 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 - Fr. Sep 22, 09:00-17:00 - Csn  
1 day - Fr. Oct 13, 09:00-17:00 - Csn  
1 day - Su. Oct 22, 09:00-17:00 - Csn  
1 day - Fr. Nov 17, 09:00-17:00 - Csn

#### dBase III Plus—Level I (100774)

This course is designed to introduce the three basic database functions: data input, data manipulation and data output. Concentrating on the ASSIST mode, this course will detail the steps



...but if the thesis states Shelly was posturing...  
the focus of the paper shifts...ne c'est pas?  
(see Writing Program Page 34)

needed to accomplish these tasks. Training is hands-on and two basic database systems are constructed. Although the knowledge gained in this course will be a good foundation for further database study, practical database systems may be constructed immediately. \$145

#### dBase III Plus - Level II (100775)

This course is designed to build on the dBase III Plus - Level I course. The focus will be on using the dBase dot prompt mode. Data manipulation, movement through the database files, use of filters and queries, and simple relations will be covered. Training is hands-on and two database systems are constructed. Although the knowledge gained in this course will be a good foundation for further database study, practical database systems may be constructed immediately. \$145

1 day - Tu. Oct 17, 09:00-17:00 - Oak  
1 day - We. Nov 01, 09:00-17:00 - Oak  
1 day - Th. Dec 21, 09:00-17:00 - Oak

#### Introduction to dBase IV (100771)

This course covers three fundamental aspects of using dBase IV: Input (database creation, input screens), Data Manipulation (ordering records, database maintenance), and Output (selecting records through a Query for reports and mailing labels). Using the Control Center, this course details steps needed to accomplish basic database use. \$145

3 eve - We. Sep 13, 18:30-21:30 - Csn  
1 day - Sa. Sep 30, 09:00-17:00 - Csn  
1 day - Th. Oct 26, 09:00-17:00 - Oak  
1 day - Sa. Oct 28, 09:00-17:00 - Csn  
1 day - Tu. Nov 21, 09:00-17:00 - Csn  
1 day - Th. Dec 14, 09:00-17:00 - Oak

#### 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. Nov 04, 09:00-16:30 - Lan

#### Designing Systems with dBase III/dBase III Plus (100808)

Learn to set up user-oriented systems and write menus and programs to perform database file maintenance (adding or deleting records, changing information in existing records), transaction processing and report writing. Prerequisite - dBase III Plus Essentials (100706) or equivalent is recommended. (B. Wuhrer) \$115

1 day - Sa. Nov 18, 09:00-16:30 - Lan

## 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. Sep 30, 09:00-16:30 - Lan

#### 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. Student must have completed a course in Lotus 1-2-3 spreadsheets before taking this course. (F. Wuhrer) \$115

1 day - Sa. Oct 21, 09:00-16:30 - Lan

#### Introduction to Lotus 1-2-3 (100711)

This course covers the fundamentals of Lotus 1-2-3 including spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, retrieving and printing worksheets; formatting, column widths, label alignments, and more. (Lan - \$115) \$145

1 day - We. Sep 13, 09:00-17:00 - Oak

1 day - Sa. Sep 16, 09:00-17:00 - Csn

1 day - We. Sep 27, 09:00-17:00 - Csn

1 day - Th. Sep 28, 09:00-17:00 - Oak

1 day - Sa. Sep 30, 09:00-17:00 - Lan

3 eve - Th. Oct 05, 18:30-21:30 - Csn

1 day - Sa. Oct 14, 09:00-17:00 - Csn

1 day - We. Oct 18, 09:00-17:00 - Oak

1 day - Tu. Oct 24, 09:00-17:00 - Csn

1 day - Su. Oct 29, 09:00-17:00 - Csn

1 day - Mo. Oct 30, 09:00-17:00 - Oak

1 day - Th. Nov 16, 09:00-17:00 - Csn

1 day - Tu. Nov 21, 09:00-17:00 - Oak

1 day - Sa. Nov 25, 09:00-17:00 - Csn

1 day - We. Dec 06, 09:00-17:00 - Csn

1 day - Sa. Dec 09, 09:00-17:00 - Csn

1 day - Tu. Dec 12, 09:00-17:00 - Oak

#### Intermediate Lotus 1-2-3 (100712)

Intermediate Lotus 1-2-3 topics include database functions (sorting, finding and extracting records) and creating and printing graphs.

Other skills such as windowing, locking titles, recalculation, combining and extracting worksheets are also covered. A basic working knowledge of Lotus is required. (Lan - \$115) \$145

1 day - Su. Sep 17, 09:00-17:00 - Csn

1 day - We. Oct 11, 09:00-17:00 - Csn

1 day - Sa. Oct 21, 09:00-17:00 - Lan

1 day - Tu. Oct 24, 09:00-17:00 - Oak

1 day - Tu. Nov 07, 09:00-17:00 - Oak

1 day - We. Nov 08, 09:00-17:00 - Csn

1 day - Su. Nov 26, 09:00-17:00 - Csn

1 day - Tu. Dec 19, 09:00-17:00 - Oak

#### Advanced Lotus 1-2-3 (100716)

Advanced Lotus 1-2-3 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 including the creation of menu systems. A good working knowledge of Lotus 1-2-3 is a prerequisite. \$145

1 day - Th. Nov 30, 09:00-17:00 - Oak

## Microcomputer Accounting

#### 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, Payables and Payroll 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. Oct 28, 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

1 day - We. Sep 06, 09:00-17:00 - Oak

1 day - Th. Oct 05, 09:00-17:00 - Oak

1 day - Sa. Oct 28, 09:00-17:00 - Oak

1 day - Th. Nov 02, 09:00-17:00 - Oak

1 day - We. Dec 13, 09:00-17:00 - Oak

#### Advanced Bedford (100765)

Learn how to operate the Inventory and Job Cost modules of the Bedford system; and how to export to Lotus and process data prepared with Bedford. \$145

1 day - Tu. Nov 14, 09:00-17:00 - Oak

#### Accounting With ACCPAC - G/L (100701)

You will learn how to use ACCPAC - G/L to set up a G/L system. Specifically, you will learn to convert your existing manual data to ACCPAC, add transactions in batches, edit transaction batches, post batches to the ledger and print out the various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is assumed. \$145

1 day - Mo. Sep 11, 09:00-17:00 - Oak

1 day - Th. Sep 21, 09:00-17:00 - Oak

1 day - Mo. Oct 16, 09:00-17:00 - Oak

1 day - We. Nov 15, 09:00-17:00 - Oak

1 day - Mo. Dec 04, 09:00-17:00 - Oak

#### Accounting with ACCPAC - A/R and A/P (100749)

Students will learn how to set up customers' vendors' files and process charges and payments through their accounts, as well as how to prepare the files for integrating with the Ledger package. \$145

1 day - We. Nov 22, 09:00-17:00 - Oak

## Desktop Publishing

#### Graphic Design for Desktop Publishing (100773)

An introductory course in design skills for the desktop publishing trainee. You will learn the basic techniques of: Typographical design, page architecture, rendering layouts, setting grid structures for DTP; production, marketing in design, print media reproduction techniques and preparation of camera ready art. (Students will require the following supplies at the first class: a type scale ruler, layout pad, pencil and felt tip pens.) \$75

2 day - Sa. Sep 30, Oct 7, 09:00-16:00 - Lan

#### Introduction to PageMaker Desktop Publishing (100746)

Learn fundamental PageMaker skills for setting-up a document, typesetting and editing. You will develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting-up master pages for multi-page publications, creating a two-fold two-colour brochure, adapting designs at the production stage, adjusting and editing text, and production of corporate stationery from your design. \$145

3 eve - Mo. Oct 16, 18:30-21:30 - Oak

3 eve - Mo. Nov 06, 18:30-21:30 - Oak

#### Intermediate PageMaker Desktop Publishing (100766)

Designed for successful students from the introductory course. Students will learn the following: setting-up a four-page two-colour catalog, using master pages, creating spot colour separations, setting-up a style sheet, creating graphic structures in draw/paint programs, entering text via wordprocessing programs, advanced page editing techniques, and producing a two-page brochure. \$145

3 eve - Mo. Dec 04, 18:30-21:30 - Oak

#### Introduction to Ventura Desktop Publisher (100739)

This course covers essential desktop publishing skills including: basic concepts, how desktop publishing differs from word processing, text formatting, tabs and indents, introducing graphics into documents and special file management techniques. Experience with Multimate, WordPerfect or Microsoft Word is required. \$145

1 day - Sa. Sep 23, 09:00-17:00 - Csn

3 eve - We. Oct 04, 18:30-21:30 - Csn

1 day - Su. Oct 22, 09:00-17:00 - Csn

1 day - We. Nov 22, 09:00-17:00 - Csn

## Medical Office Software

#### Introduction to Medical Office Computer Billing (100772)

Intended for those who wish to become familiar with medical computer billing, Teleplan II and basic computer terminology and options. Previous computer knowledge is not required. This course will provide a generic introduction to medical billing. MED-TRAC 88 will be used as the example software to register patient files and to explain basic billing procedures, remittance processing, report printing and how to communicate with MSP. This course will also benefit psychiatrists, physiotherapists, chiropractors, podiatrists or any medical professional who does extra billing. \$145

1 day - Th. Nov 09, 09:00-17:00 - 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 19, 19:00-21:00 - Lan

6 mng - Sa. Sep 23, 09:00-13:00 - Lan

#### "C" Language Programming (100802)

"C" is an elegant high level programming language that is widely used in business and government. Students must have some programming knowledge. Programming assignments will be completed outside class on your own personal computer or by accessing the Prime computer. (H. Kashani) \$100

8 eve - Mo/We. Sep 18, 19:00-21:30 - Lan

4 day - Sa. Sep 23, 09:00-14:00 - Lan

#### 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. Nov 04, 09:00-16:30 - Lan

#### Designing Systems with dBase III/dBase III Plus (100808)

Learn to set up user-oriented systems and write menus and programs to perform database file maintenance (adding or deleting records, changing information in existing records), transaction processing and report writing. Prerequisite - dBase III Plus Essentials (100706) or equivalent is recommended. (B. Wuhrer) \$115

1 day - Sa. Nov 18, 09:00-16:30 - Lan

## 4. Computer Operations

#### 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. \$115

1 day - Tu. Sep 05, 09:00-17:00 - Oak

1 day - Sa. Sep 16, 09:00-17:00 - Lan

1 day - We. Sep 20, 09:00-17:00 - Oak

1 day - Mo. Oct 02, 09:00-17:00 - Oak

1 day - We. Oct 11, 09:00-17:00 - Oak

1 day - Th. Oct 19, 09:00-17:00 - Oak

1 day - Tu. Oct 31, 09:00-17:00 - Oak

1 day - Th. Nov 16, 09:00-17:00 - Oak

1 day - Sa. Nov 25, 09:00-17:00 - Lan

1 day - Th. Dec 07, 09:00-17:00 - Oak

1 day - Mo. Dec 18, 09:00-17:00 - Oak

#### 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. Wuhrer) \$115

1 day - Sa. Sep 23, 09:00-16:30 - Lan

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

## Conservation of Heritage Buildings

This program is designed for people interested in the conservation of our heritage buildings, including architects, drafters, designers, craftsmen and policy makers.

#### Conserving Vancouver's Architectural Heritage (051403)

Vancouver is losing many of its important commercial and residential buildings. "New is better" defies the contribution of older buildings to the urban landscape. In this course you will learn the history of architectural styles as they pertain to Vancouver, and explore some of the critical issues of Heritage Conservation/Management. Course includes a field trip to be scheduled on a Saturday. (Vidners/Luxton) \$140

10 eve - We. Sep



## Basic 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 entrance requirements. Text and workbook: Egan, The Skilled Helper. (Approximate book cost \$60) (Hiland, Hooge, Miller, Kenney) \$75  
6 eve - Mo. Sep 18, 19:00-22:00 - VVI (Hiland)  
(Class scheduled for Oct. 09 will be held Tues. Oct. 10.)  
6 eve - We. Sep 20, 19:00-22:00 - VVI (Miller)  
6 eve - Th. Sep 21, 19:00-22:00 - VVI (Hooge)  
6 mng - Sa. Sep 16, 09:30-12:30 - VVI (Kenney)

### 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, but may be used to satisfy the entrance requirements. Text and workbook: Egan, The Skilled Helper. (Approximate book cost \$60) Pre-requisite: Basic Counselling Skills Stage One. (Hiland, Hooge, Kenney, Miller) \$80  
6 eve - Mo. Oct 30, 19:00-22:00 - VVI (Hiland)  
(Class scheduled for Mon., Nov. 13, will be held Tues. Nov. 14.)  
6 eve - We. Nov 01, 19:00-22:00 - VVI (Miller)  
6 eve - Th. Nov 02, 19:00-22:00 - VVI (Hooge)  
6 mng - Sa. Nov 04, 09:30-12:30 - VVI (Kenney)  
(There will be no class on Sat., Nov. 11, but there will be a 6-hour session on Nov. 18.)

**Tricia Hiland** (M.A., Counselling Psychology) is a Registered Psychologist specializing in addictions and group therapy.

**Brenda Hooge** (M.A., Counselling Psychology) is a counsellor in private practice specializing in group work.

**Suzanne Kenney** (M.A., Counselling Psychology) is a therapist with Greater Vancouver Mental Health specializing in family counselling.

**David Miller**, B.A., currently completing his M.A. in Counselling Psychology and is a counsellor with Student Counselling Services, K.E.C.

## Court Interpreting

### Court Interpreting Certificate Program (150101)

This certificate program was developed at VCC, Continuing Education, in direct response to the needs of the courts. Since 1979 it has graduated eight 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. Oct 03/Apr 12, 19:00-22:00 - Lan

#### Eligibility:

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

#### Application Deadline:

Sep 08, 1989. 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.

### Business Skills for the Free-Lance Interpreter/Translator (150113)

A day of workshops designed to help you improve your business skills as a free-lance interpreter and/or translator. Learn to market your skills, to understand and write contracts, and to acquire income tax and financial management strategies. (Guthrie/Kelly/Manning Jamison) \$50  
1 day - Sa. Nov. 18, 09:30-16:00 - Lan

**Ian Guthrie** is a Barrister and Solicitor, General Litigation practice.

**Thomas Kelly**, Ph.D., former Head, Business Administration Programs, V.C.C., is a marketing and sales consultant.

**Manning Jamison** are accounting and financial consultants.

## Early Childhood Education

### Early Childhood Education Certificate Programs

The following part-time, evening certificate programs are designed to prepare you to work with young children in a variety of settings.

#### A. Early Childhood Education Level I

A 2-year provincially certified program which prepares graduates to work as supervisors in nursery school and day-care centres for 3 to 5 year old children. Please note: This program is FULL for this coming term. Applications are now being accepted for September 1990.

#### 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 1989 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. Following this, core courses may be taken in any order.

This term, the following courses are offered:

Prerequisite: Introduction to Family Day-Care (103801)

This course provides an introduction to a variety of issues related to family day-care. Please note that this course meets 4 Mondays and 2 Saturdays. (Taylor, Descantes) \$70

4 eve - Mo. Sep 18/25/Oct 02/16, 19:00-21:30 - Lan

2 day - Sa. Sep 23/Oct 21, 09:30-14:30 - Lan

**Beverly Taylor** and **Isolde Descantes** are long-experienced family day-care providers and well respected in the community for their expertise in this area.

### Core Courses: Family Day-Care Certificate Program

#### Exploring Children's Development (103802)

This course examines developmental stages, issues and milestones in the life of the young child and suggests strategies for promoting

## Creative Development

#### Tools for Creative Awakening:

#### Exploring the Evolutionary Leap (102823) \*\*New\*\*

The development of creative consciousness is speeding up. Each evening will explore a different aspect of creativity. We will look at how consciousness is expanding and how we can tap into our higher potentials. Topics include: Moving through Blocks, Achieving Emotional Balance, Harnessing Creative Power, Developing the Self to Self Connection, Balancing Male and Female Energies, Activating Imagination and Intuition. (P. Enkin) \$85  
4 eve - Mo. Oct 02, 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.

## 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.

#### Big Books (151458) \*\*New\*\*

Come join this "hands-on" evening of compiling a collection of big books. Learn the fun and importance of encouraging language and reading experiences in a variety of ideas. Delight your children with your creative big books. There will be an additional fee of \$5.00 collected during class to cover the cost of materials. (Anslow) \$15  
1 eve - Mo. Sep 19, 19:00-22:00 - Lan

healthy growth and development. (Mason) \$65  
8 eve - We. Oct 25, 19:00-21:30 - Lan

**Pat Mason** has been involved in the early childhood field as a preschool supervisor, special needs teacher and Infant Development Coordinator. She currently serves as a consultant in the child care field.

#### E. Working with School Age Children

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

Working With 5 Year Olds

Working With 6-9 Year Olds

Working With 9-12 Year Olds

Working With Special Needs Children

Leadership and Organizational Skills

This term the following core courses will be offered:

#### Working With 5 Year Olds (150655)

This course focuses on the physical, intellectual, emotional and social development of 5 year olds and offers practical suggestions for program planning and group management. \$65

6 eve - We. Sep 20, 19:00-22:00 - Lan

1 day - Sa. Oct 7, 09:30-14:30 - Lan

#### Working With 6-9 Year Olds (150656)

This focus here is on the growth and development of children in this age group and the ways in which effective planning and guidance can promote positive self-esteem. (Musson) \$65

6 eve - We. Nov 08, 19:00-22:00 - Lan

1 day - Sa. Nov 25, 09:30-15:30 - Lan

#### Working With Teens (150649) \*\*New\*\*

This course is designed for those who currently work or wish to work with teenagers in a variety of social or recreational settings. Key themes within this introductory course will include communication skills, program design, identity achievement, the role of peers and qualities of an effective youth worker. (Musson) \$70  
6 eve - We. Sep 27, 19:00-21:30 - Lan

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

**Steve Musson** has a wealth of experience working with school age children in various settings. He has co-authored a book entitled "New Youth Challenge" and currently works with the Boys' and Girls' Club.

**Rosie Anslow** is involved in the child care field through a variety of experiences. These experiences include; family day care provider, child care consultant, program designer and teacher trainer. She is currently responsible for co-ordinating an "out-of-school" facility in the inner city.

#### 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 3, 19:00-22:00 - Lan

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

#### Fall/Winter Program Planning (151453)

This session will focus on the basic fundamentals for creative programming ideas, and will include designing basic lessons, daily activities, morning and special programs. Emphasis will be on fall, winter, spring and holiday programming. A \$5.00 fee will be collected during class to cover the additional cost of materials. (Waterman) \$15  
1 eve - Tu. Oct 10, 19:00-22:00 - Lan

**Barb Waterman** is currently the co-ordinator of the city's largest out-of-school organization. She has experience as a child care worker, consultant, program designer and teacher trainer.

#### Flannel Stories (151459) \*\*New\*\*

Come join this "hands-on" session of creating your own felt board stories. This session will explain the fundamentals of using a variety of methods for storytelling to delight your children. A \$5.00 fee will be collected to cover the cost of additional materials. Please bring scissors and a black marking pen. (Benoit) \$15  
1 eve - Tu. Oct 17, 19:00-22:00 - Lan

**Pennie Benoit** has worked with young children and their families in a variety of settings. Pennie is currently working with a parent participation school involving two year olds.

### Quick, Easy & Cheap: Table Toys For Fun & Learning (151461) \*\*New\*\*

Are you tired of your "same old table toys"? Do you wish you had more theme related table toys? Is your budget strained? This workshop will: display a wide variety of teacher made toys, discuss materials, sources and costs. You will explore the educational value of toys for language stimulation, sorting, matching, class, colour and number recognition. Come join this session and unleash your creative potential through brainstorming new toy designs. (Langford) \$15  
1 eve - Tu. Oct 24, 19:00-22:00 - Lan

**Rachel Langford** teaches E.S.L. to preschool children in the Strathcona neighbourhood of Vancouver. She and her co-supervisor Betsy Ballantyne have designed a variety of premath table toys, games that bridge a child's concrete understanding of mathematical concepts and the adult world of abstract and symbols.

#### Learning Disabilities in the Young Child (151463)

#### \*\*New\*\*

This session is ideal for anyone involved with preschool, kindergarten or grade one children who have learning disabilities. We will explore what this means in terms of socialization, play, making friends and self-esteem and will discuss the impact of learning disabilities on the everyday life of a young child. (Parry) \$15  
1 eve - Th. Oct. 26, 19:00-22:00 - Lan

**Dr. Penny Parry** has extensive experience working with children and youth who have special needs. Formerly associated with the School of Child Care at University of Victoria, Penny currently works as a consultant in the area of youth care.

#### Ideas For Preschool Board Games (151460) \*\*New\*\*

Come join the fun of a "hands-on" evening of learning the value of games and how to construct a set of game boards. This session will cover a step by step approach to teaching two to six year olds the skills of language and math by using simple board games. Please bring an ice cream lid, scissors, black marker and a meter ruler. (Wareham) \$20  
1 eve - Mo. Nov 06, 19:00-22:00 - Lan

**Simone Wareham** has been involved in the early childhood field as a preschool teacher, and an elementary school teacher. She is currently operating a family day care.

#### Pre Math Table Toys You Can Make (151462) \*\*New\*\*

Math can be fun! Come and discover the pre math skills that children can learn through play. In this session, you will examine a variety of adult created math toys and discuss materials, sources and costs. You will also explore how children learn about sets, sequencing, grouping and patterning. By taking home many new ideas, we hope you'll be encouraged to design your own pre math toys. (Ballantyne) \$15  
1 eve - Tu. Nov 21, 19:00-22:00 - Lan

**Betsy Ballantyne** teaches preschool children in Strathcona neighborhood of Vancouver. She and her colleague, **Rachel Langford**, have designed a highly integrated program where exciting and ever-changing table toys enable children to master cognitive concepts through play.

## Electric/Electronic

#### Electrical Code - Intermediate (050602)

This course is designed for 4th year apprentices and journeyman electricians. (Ball) \$175  
20 eve - Tu/Th. Sep 19, 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.

#### 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 19, 18:30-21:30 - VVI

#### Floppy Disk Drives and Alignment (050704)

In this popular course you will learn storage and retrieval of information from floppy disk drives with hands on experience in floppy 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) \$50  
1 eve - We. Sep 20, 18:30-21:30 - VVI and  
1 day - Sa. Sep 23, 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 1988 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) \$170  
10 eve - Mo. Sep 18, 18:30-21:30 - VVI

**Karl Brown** is the department head in the Electronics Department at VVI. His recently published article "Build Bert" won Byte magazine's awards for most popular and highest quality article.

#### Mathematics for the Electronic Technician (050719)

Specific mathematical skills are required in the electronics field. This course will prepare you for electronic courses at the technician level



... "I am always free to try to escape," I am not always free to succeed in escaping... (see Advertising Page 3)

and enhance your understanding of technical information.

(VanGroenigen) \$120  
10 eve - Tu/Th. Sep 19, 18:30-21:30 - VVI

**Bruce VanGroenigen** has a Diploma of Technology in Electronics and has worked for 8 years in the field. He has instructed Computer Electronics for the past 2 years.

#### Quality Control (050720)

Insufficient knowledge of quality assurance and control has resulted in loss of contracts, loss in repeat orders. This topic now holds the highest priority in the electronics industry. Be a leader and enrol in part one of this two part course Explore the "How? and Why?" of quality control in the business place. Part two will follow next term. (Coughlan) \$120  
10 eve - Mo./We. Sep 18, 18:30-21:30 - VVI

**Tom Coughlan** runs his own consulting firm and is a recognized expert in B.C. in quality control. He is also a publisher and educator and senior tutor at the Open Learning Agency.

#### Television Servicing (050721)

This course combines theoretical and practical knowledge for effective troubleshooting and repairs to B & W and Colour Television. Prerequisite: completion of a basic electronic course or presently employed in a related electronic field. Students requiring test equipment for lab projects will be required to purchase 3 I.D. cards. (Williams) \$195  
20 eve - Tu/Th. Sep 19, 18:30-21:30 - VVI

#### VCR Head Servicing (050717)

Learn the professional way to clean and repair video and audio heads. Theory of recording and playback techniques will show you how to get the most out of your VCR. Bring your own VCR on the Saturday session and clean and adjust the heads. Students attend both class dates listed below. (Williams) \$50  
1 eve We. Nov 29, 18:30-21:30 - VVI and  
1 day Sa. Dec 2, 09:00-15:00 - VVI

**Gareth Williams** is a graduate of VVI's Consumer and Telecommunications program and is presently employed in the consumer servicing industry.

#### Telephone Repair (050718)

Phone repair charges are going up. If you have a basic knowledge of electronics then learn the theory of operation and troubleshooting techniques for telephones. Offered on Saturdays by popular demand with lots of "hands-on". (Kazakoff) \$110  
4 day - Sa. Sep 23, 09:00-15:00 - VVI

**Don Kazakoff** has over ten years experience in the electronics communications field and is teaching full time in VVI's Electronics department.

#### Digital Cornerstones (050703)

Learn the basic building blocks of computer circuitry through theory and lab projects. Computers and microprocessors will not be covered. Design and construct an alarm system for your own use. Parts are included in the tuition. Prerequisites: Introductory electronics or equivalent. (Hein) \$190  
20 eve - Mo./We. Sep 18, 18:30-21:30 - VVI

**Al Hein** is Senior electronic instructor and Director of student services at CompuCollege School of Business.

## English Improvement Skills

An evaluation/information session will be held on Wednesday, September 06 at Langara Campus from 18:00-20:00 for all students interested in any English Skills Improvement course. Please come to the Continuing Education office.

#### Beginners ESL (103003)

This course is designed for beginners who have some knowledge of spoken English and are able to read and write basic English. Emphasis is upon conversation and listening skills. Reading and writing skills are also taught. (Summers) \$140  
24 eve - Mo./We. Sep 25, 18:00-20:00 - Lan

#### Lower Intermediate ESL (103040)

A course for students who have taken Beginners ESL or those whose English is at a lower intermediate level. The focus will be on listening and conversation, but the course will also include some reading and writing. (Friesen) \$140  
24 eve - Tu/Th. Sep 26, 20:00-22:00 - Lan

**Manuela Friesen**, B.A. has taught ESL to adults at VCC and The UBC Language Institute.

#### Upper Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. (Ferreria) \$140  
24 eve - Mo./We. Sep 25, 20:00-22:00 - Lan

**Nora Ferrara** 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) \$140  
24 eve - Mo./We. Sep 25, 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 and English for work.

#### 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. (TBA) \$35  
1 day - Sa. Sep 23, 10:00-16:00 - Lan

#### Research Paper and Writing Workshop (103013)

Learn research methods, narrowing down the topic, outlining and organizing your data in order to write effective essays. (TBA) \$35  
1 day - Sa. Sep 30, 10:00-16:00 - Lan

#### 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. This course is designed for native speakers of English or ESL speakers with a high degree of fluency in English. (TBA) \$100  
12 eve - Th. Sep 28, 20:00-22:00 - Lan

#### 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. Required text: "Building Skills for the TOEFL." (Thompson) \$150  
24 eve - Mo./We. Sep 25, 18:00-20:00 - Lan

**Wendy Thompson**, B.A., M.A. has taught and coordinated ESL programs in Canada and Japan for the past 6 years.

#### 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. Text required. \$120  
16 eve - Mo./We. Sep 18, 16:00-18:00 - Lan (Wade)  
16 eve - Mo./We. Sep 18, 18:00-20:00 - Lan (Siennicki)  
16 eve - Tu/Th. Sep 19, 18:00-20:00 - Lan (TBA)

**Jennifer Wade**, B.A., M.A. currently teaches English at Langara and U.B.C.

**Barbara Siennicki**, Ph.D. teaches English to E.S.L. and Native Speakers at U.B.C. and Langara.

#### English



**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. Limited enrolment. (Coleman) \$125  
6 mng - Sa. Oct 14, 09:30-12:30 - VVI  
4 eve - Tu. Oct. 31, 19:00-22:00 - Lan

**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. \$100  
12 eve - Mo. Sep 25, 18:00-20:00 - Lan (Rosenke)  
12 eve - We. Sep 27, 18:00-20:00 - Lan (Acutt)

**Darlene Rosenke, B.Ed., M.Ed.,** has taught advanced ESL and College Prep English for the past 8 years.

**Rosalie Acutt, B.A.,** has taught ESL in Canada and overseas for the past 16 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) \$100  
12 eve - Th. Sep 28, 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 feed-back by the instructor. Limited Enrolment. Required text: "Clear Speech." \$135  
12 eve - Tu. Sep 26, 18:30-21:30 - Lan (Strayski)  
12 eve - We. Sep 27, 18:30-21:30 - Lan (Smith)

**Liz Strayski, B.A. (English)** Certificate TESL.

**Jeannette Smith, B.A. (English)** Certificate TESL.

**ESL Through Communicative Games (103041) \*\*New\*\***

For upper beginner or lower intermediate students who feel the need to consolidate what they have learned. You will be put into situations in which you will carry out specific tasks by using structures which you have already learned. You will be actively involved in learning and practising your language skills. (Thompson) \$125  
20 eve - Tu/Th. Sep. 26, 18:00-20:00 - Lan

**Oral Communication Skills for Business (103042) \*\*New\*\***

Communicating in English in a business environment is a challenge for business people who are not native speakers. This course is designed to help you overcome the daily language and communication difficulties you face. This course teaches you strategies for communicating successfully in English with co-workers, supervisors and clients. You improve your skills by giving oral presentations, participating in simulated meetings and telephone conversations and by roleplaying typical on-the-job situations. Enrolment is limited to 14. There will be weekly assignments. (MacArthur) \$100  
4 eve - Th. Oct. 05, 18:30-21:30 - Lan

**Writing Skills for Business (103043) \*\*New\*\***

This course is designed for foreign-born business people who need to improve their writing skills for their present jobs or for career advancement. It provides an overview of business writing and a review of the grammar, punctuation and rhetorical elements used in business communication. There will be weekly assignments. Text required. Enrolment is limited to 14. (MacArthur) \$100  
4 eve - Th. Nov 09, 18:30-21:30 - Lan

**Lori Lee-MacArthur, B.A., M.A.** has taught ESL to adults for 9 years. Her specialty area is Business Communication for ESL students.

**Mid-Intermediate ESL (103044) \*\*New\*\***

A course for students who have taken a Lower Intermediate course and wish to continue learning and practising their English. The focus of the course will be on speaking and listening but reading and writing skills will also be taught. (Thompson) \$140  
24 eve - Tu/Th. Sep 26, 20:00-22:00 - Lan

**Environmental Issues****Environment - A Matter of Choice (504903) \*\*New\*\***

Everyone is aware of the problems facing the environment. The question is, "What can you as an individual, do about it?" Various instructors will address the problems specifically facing B.C. and the Lower Mainland as well as problems created by urban crowding. Examine some positive alternatives to existing systems. (Cuff) \$45  
4 eve - Tu. Sep 19, 19:00-21:30 - Lan

**Nikolas Cuff,** a concerned environmentalist, has studied and addressed environmental issues for many years. He has been instrumental in raising awareness locally and provincially.

**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. There are three practical certificate courses followed by one term of Applied Career Planning courses for the full Fashion Arts Certificate.

For a fully detailed brochure and application form, call the Continuing Education office at VVI - 682-5844. (Apply by January 31 for April entry.)

**Fashion Design Certificate**

Term One - Fashion Illustration (Gray)

Term Two - Textiles (Mah): History of Fashion (Knight)

Term Three - Fashion Design (Gray)

**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 the final

Applied Career Planning courses:

Term Four - Fashion Careers (Various experts)

- Collection Portfolios (Gray)

- Collection Manufacture (Hudson/Mah)

- Fashion Show Production (Richard)

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

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

**Callie Gray, B.A. (Hons.)** is designer at Longhouse Fashions Inc. She graduated in Fashion and Textiles at Lancashire Polytechnic, England.

**Carolyn Knight** is a free-lance theatrical costumier. She studied Theatrical Costuming at Sir George William's University and graduated in Fashion at Sheridan College, Ontario.

**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.

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

**Benoit Richard** is a designer under his own label, a free-lance display artist and fashion show designer. He graduated from the Institut des Arts Appliques, Montreal.

**Fashion Courses at V.V.I.**

The Fashion Arts Program offers the same quality instruction for the following non-certificate courses designed to introduce the Beginner to Fashion skills, to assist those planning to apply for the Fashion Arts Certificate program, and to meet the needs of the "amateur" requiring upgrading.

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

**Basic Fashion Illustration (050915)**

Learn the basic techniques for fashion illustration. Topics include figure proportion and anatomy, development of croquis figures, experiment with a variety of media, drawing from the fashion model and portfolio development. Current International Fashion Videos will be shown. Some previous drawing experience desirable but not essential. (Staiger) \$100  
8 mng - Sa. Sep 16, 09:00-12:00 - VVI

**Fredericka Staiger** is a graduate of the Fashion Design, Pattern Making and Garment Construction Certificate Programs, a free-lance Fashion illustrator and model.

**Personal Pattern Making (050924)**

Patterns becoming too expensive? Learn to make your own patterns to your own measurements with a perfect fit ensured. Individual instruction enables you to work at your own pace in constructing a set of personal blocks (slopers) and learning how to draft patterns for any design of your choice. This course is for women dressmakers only. (Zibin) \$160  
10 mng - Sa. Sep 09, 09:00-12:00 - VVI

**Margaret Zibin,** Provincial Instructors Diploma and graduate of the Fashion Arts Certificate Program, is a freelance pattern maker.

**Dressmaking - Basic (050928)**

For beginners who want to learn how to make their own clothes. You will make a finished garment during this course, learning how to fit and alter commercial patterns, the principles of pattern layout and cutting, the use of industrial sewing machines, and basic dressmaking techniques. Pattern, fabric and supplies should be purchased after the first session. (Sustersich) \$160  
10 mng - Tu. Sep 19, 09:00-12:00 - VVI

**Dressmaking - Advanced (050929)**

Prerequisite: Previous courses and experience in dressmaking. For experienced sewers who want to gain greater confidence and expertise in couture methods and tailoring construction. Instruction includes fitting and "haute-couture" sewing techniques. You will create quality garments during this course. Fabric and supplies should be purchased after the first session. (Sustersich) \$160  
10 mng - We. Sep 20, 09:00-12:00 - VVI

**Wanda Sustersich, B.App.Sc.,** graduated in Civil Engineering at the University of British Columbia. She is a graduate of the Fashion Arts Certificate Program and an experienced teacher of dressmaking.

**History of Fashion Lectures (050914)**

How did Fashion develop? A fascinating study of the development of Fashion from the Medieval Age to the 1940's. Tracing the various factors which influenced fashion changes, through slide presentations, hand-outs and discussion, this course is a must for everyone interested in Fashion. (Baldock) \$120  
8 eve - Tu. Sep 19, 18:30-21:30 - VVI



...I understand the 'principles of sound and the synthesis of sound... When will you be covering computer composition...? (see Commercial Music Page 23)

**Donna Baldock, B.H.E.,** graduated in Home Economics at the University of British Columbia. A free-lance lecturer in Fashion History and merchandising subjects, she was director of the fashion merchandising program at an Alberta College of Fashion.

**Wardrobe Planning for Women (050932)**

Create your competitive edge for business! Formulate the know how of a fashion analyst when applying the principles of style to your wardrobe or that of a client. Topics include colour coordination, wardrobe planning for business, formal, casual and travel attire, accessories, make-up and hair choices. Gain the skills for a complete fashion makeover. (Mass) \$160  
10 eve - Tu. Sep 19, 18:30-21:30 - VVI

**Fashion Business Studies**

A series of courses has been developed to supply the Business Skills required by Fashion Students, Designers and Entrepreneurs. Two courses are offered this term:

**Fashion Business Studies - Selling Techniques (050930)**

Improve your fashion sales ability! Through discussion and demonstration of the selling process and buying behaviour, you will develop an effective strategy for selling fashion. The class format provides an opportunity to practise selling techniques with professional advice and evaluation. (Mass) \$120  
8 eve - Th. Sep 21, 18:30-21:30 - VVI

**Deborah Mass,** Provincial Instructors' Diploma, Graduated in Fashion Merchandising at Ryerson Polytechnical Institute. A winner of the Ontario Garment Salesman's Award, she has considerable retail experience.

**Fashion Business Studies - Management (050933)**

This course will help you to understand and develop the business skills required to start a successful fashion business. The sessions include types of opportunity, business plans, price-points, trade information, terms of negotiation, agents, associations, competition and location analysis, advertising, choosing staff, and other management skills. (Tant) \$100  
6 eve - Mo. Sep 18, 18:30-21:30 - VVI

**Lisa Tant,** studied at the Fashion Institute of Design and Merchandising, Los Angeles. She is a fashion writer, editor of the Coombs Report and a business consultant.

**Film, Television and Theatre****Program in Film Production**

Term One - 104107

Term Two - 104108

This two term evening program will offer practical instruction on the business of producing a film. Students will examine the technical, creative and business aspects of film and television production, although instruction will primarily focus on the business side of film production.

**Program Objectives**

Students will be able to -

- examine a creative film or video product for its commercial merit
- plan the production elements of a film
- know vocabulary, concepts, etc.
- understand a film budget and describe appropriate financing and marketing strategies

**Program Outline**

Term One

January 1990 - March 1990

30 hours instruction

1 evenings per week

Tuesdays

Cost: \$550.00

**Content**

Primary Elements of Production

Covers:

terminology, practical studio direction; broadcasters/distribution; ownership rights; studio procedures; and making the program

**Term Two**

April 1990 - June 1990

30 hours

1 evening per week

Tuesday

Cost: \$550.00

**Content**

Creating the Production

Covers:

budgets/financing and facilities; completing the deal; and film proposal presentation

**Note:**

A complete outline is available from the department upon request.

**Entry Requirements**

- applicants with background in the film and television industry will be given preference for entry into the program.
- some knowledge of the film industry is preferred.



...choosing is existence: to the extent that you don't choose, you don't exist... (see Travel Tours Page 30)

**Application**

Please forward a letter of intent and a current resume to:

Mr. Brian Pink

Program Coordinator

c/o The Film and T.V. Production Program

Vancouver Community College

Continuing Education

250 West Pender Street

Vancouver, B.C.

V6B 1S9

**Note:**

Program is limited to 20 participants.

**Instructors:**

**Ed Richardson** is Vice President of the Beacon Group Productions Limited. Mr. Richardson has 30 years experience in the film and television industry in Canada, England and Australia. He has several years' experience teaching at a college level.

**Bill Mackie** is a freelance television producer/director with 21 years' experience in television broadcasting and dramatic film production. He has held executive posts in Canadian television and has taught the course titled "Careers in the Film Industry" at Vancouver Community College for the past 3 years.

**Film, Television and Theatre - Courses****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. Oct 05, 19:00-22:00 - VVI

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

**Creating a Video Business Workshop (104105)**

For those who are involved or wish to get involved in video production for profit. There is a large market for those with the interest and know how to produce quality video productions. Learn setting up and organizing a video business, marketing your company, client profiles, renting and/or buying video equipment and choosing formats for production. \$2 fee for booklet. (Cooperstone) \$35  
1 day - Sa. Sep 23, 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 coordinated 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 \$20 is not included in price. (Cooperstone) \$160  
12 eve - Tu. Sep 19, 19:00-22:00 - Lan

**Creating a Video Business (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, client profiles, renting and/or buying video equipment and choosing formats of production. Using small formats such as VHS, Beta and/or 8 mm video students will learn procedures and techniques for producing professional quality videos. After the first session the class will move to Studio Video Facilities. \$15 for booklet. (Cooperstone) \$160  
12 eve - Th. Sep 21, 19:00-22:00 - KEC

**David Cooperstone (B.A. Communications, McGill)** has been involved in media instruction and education for 15 years. David is a co-owner of the Studio Video Facilities a video consultation, production and post-production company. These facilities will be utilized in these courses.

**Next, Please! - A Guide to Audition/Interview (503447)**

A workshop covering all aspects of auditioning and interview procedures for film, television, theatre and related professional and amateur experiences. The day will include resumes, photos, on-camera techniques, cold-readings, agents and casting agents, access to resources, acting for auditions and NOT acting for auditions, monologues, and scenes, presentation of a character and presentation of yourself with confidence and integrity. Everyone must bring pencil/pen and notebook, and wear loose, comfortable clothing. (Lysell) \$50

1 day - Sa. Sep 30, 10:00-16:00 - Lan

**Allan Lysell** is a professional actor, writer, producer and director in theatre, film, radio and television. Member of ACTRA and Actors' Equity Association since 1970.

**Theatre for the Terrified - Workshop (503450) \*\*New\*\***

In this one day workshop you will have a chance to experience greater confidence in a group by letting go of inhibitions and having fun. By using theatre games and exercises, sound, movement and basic improvisation, participants will discover their natural creativity and spontaneity and laugh from the belly. Wear comfortable clothing. (Laub) \$30

1 day - Sa. Sep 30, 09:30-16:30 - Lan

**Theatre for the Terrified (503449) \*\*New\*\***

A chance to experience greater confidence in a group, let go of inhibitions and have fun. Using theatre games and exercises, sound and movement, improvisation and character work, participants grow through gradually increasing challenges to discover their natural creativity and spontaneity, develop different aspects of themselves and to laugh from the belly! (Laub) \$95  
10 eve - Tu. Sep 19, 19:00-21:30 - Lan

**Valerie Laub** is a professional actor, writer and clown.

**Writing for Screen, T.V. and Radio (102856) \*\*New\*\***

For details see Writing Non-Certificate.

**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. Nov 04, 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 10, 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 17, 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



## TO GRADUATES AND FORMER STUDENTS OF VANCOUVER COMMUNITY COLLEGE

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

Name \_\_\_\_\_

Address \_\_\_\_\_

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Ph. (Res) \_\_\_\_\_ (Bus) \_\_\_\_\_

Program \_\_\_\_\_

Campus \_\_\_\_\_

Month & Year Completed \_\_\_\_\_

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

Mail to:  
VCC Alumni Association  
1155 East Broadway  
Box 24700, Station "C"  
Vancouver, BC V5T 4N4

options, investment strategies and inflation protection. (Hodgins) \$30  
1 mng - Sa. Nov 04, 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.

**Money Market Options (503725) \*\*New\*\***  
- How to Obtain the Highest Interest Rates Available  
Learn how to shop for the best interest rates available. This course explores types of bonds, Term Deposits, Treasury Bills and Bond Mutual Funds - all in easy to understand language. Discuss the risk-reward ratios of the various investment vehicles available and how to make sound investment choices in interest rates. Then put principles to practice and maximize your interest return. (Costain) \$25  
1 eve - Mo. Oct 02, 19:00-22:00 - KEC  
1 eve - Tu. Oct 04, 19:00-22:00 - Lan

**Diana Costain** is an Investment Broker with Jefferson Securities Inc. who facilitates investment seminars at colleges throughout the province.

### Married to Single (503722)

The change in status from married to single will be discussed in a British Columbia context. Legal issues concerning division of property, custody, access, the right to maintenance and the impact on wills will be discussed. Participants will be provided with an asset/liability sheet of a fictitious couple and will spend time dividing their assets. (Zutter, Waterton) \$35  
1 day - Sa. Nov 18, 09:00-15:30 - Lan

### Single to Married (503723)

The change in status from single to married will be discussed in the British Columbia context. Legal issues covered will be: ownership of property, custody and guardianship of children, the right to maintenance and the need for wills. Students will be introduced to the concept of "marriage contract" and will be provided with an asset/liability sheet. (Zutter, Waterton) \$35  
1 day - Sa. Oct 28, 09:00-15:30 - Lan

**Deborah Lynn Zutter** is a family law lawyer in Vancouver.

### R.R.S.P.'s - Why Should I Bother (503706) \*\*New\*\*

For anyone who is setting up an RRSP or has a plan established, this one evening course will show exactly how you profit from contributing regularly to your R.R.S.P. Determine whether or not you need a self-directed plan at this time, contribution levels and deadlines, rules and regulations that affect your plan, and the various investment vehicles that are eligible and whether or not they suit your plan. (Schindler) \$30  
1 eve - Mo. Nov 06, 19:00-22:00 - KEC

### Interest or Awareness (503724) \*\*New\*\*

This evening course will enlighten you on the various aspects and components of the securities industry - the role and function of the various stock exchanges, the changing face of the brokerage firms and how the public fits into this everchanging picture. Explore the differences between stock brokers and financial planners and what they do and do not offer. Discuss commissions, fees and hidden charges to determine your real rate of return or yield. Become better informed as an "Investment Consumer" so that you are better able to make investment choices. (Schindler) \$20  
1 eve - Mo. Oct 16, 19:00-21:00 - KEC

### Introduction to Basic Investing (503704) \*\*New\*\*

This course is designed to assist the newcomer to investing in understanding basic investment objectives and in establishing a balanced portfolio according to your personal needs. The right mix within an investment portfolio is one of the most important factors in successful long-term investing. Topics include establishing a financial plan, basic investment terminology, risk management and portfolio choices. (Schindler) \$30  
1 eve - Th. Nov 30, 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 18, 19:00-21:30 - Lan

### 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 21, 09:30-12:30 - Lan

**Bonnie Rapaport** is a financial planner with Great Pacific Management Co. Ltd. in Vancouver.

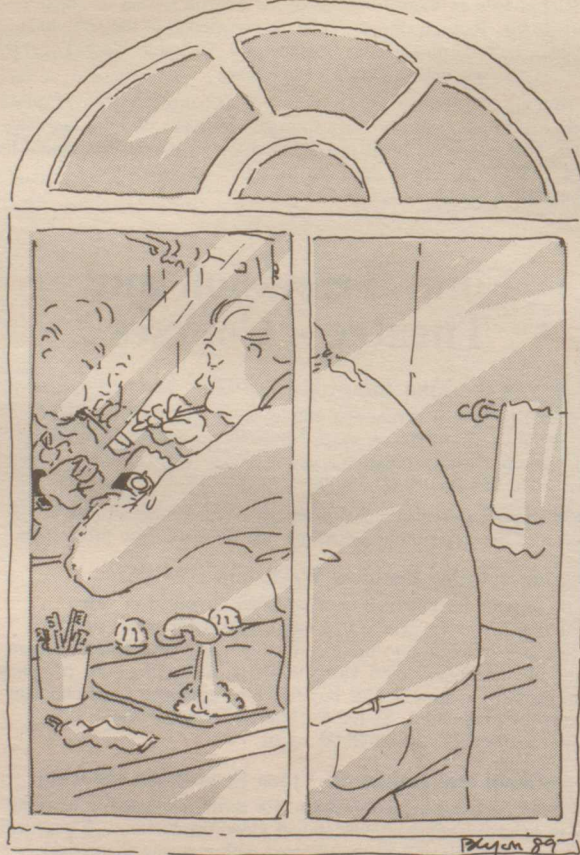
### Understanding Basic Principles of Trading on the Vancouver Stock Exchange (503708)

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 03, 19:00-21:00 - Lan

**Ken Tang** is a stock broker with Continental Carlisle Douglas in Vancouver.

### Investment Strategies Using Options (503720)

Increase your understanding of where option trading fits into investment portfolios. Learn how hedged strategies fit into the proactive 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) \$40  
3 eve - We. Oct 11, 19:00-21:30 - Lan



...at any street corner the absurd can strike a man in the face...  
(see Comedy Page 9)

### Strategic Investments Using Charting Analysis (503726) \*\*New\*\*

Charting is a popular and beneficial method of reflecting market conditions influencing the trading patterns of a stock. A variety of different methods will be covered including using empirical data to determine the effectiveness of different methods. Application of computer programs will also be covered. (Smail) \$25  
2 eve - Th/Th. Oct 17/19, 19:00-21:00 - Lan

**David Smail** is an Investment Account Executive with Dean, Witter, Reynolds (Canada) Inc.

### 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. (Smithies) \$25  
1 eve - We. Oct 18, 19:30-21:30 - Lan

**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) \$250  
12 eve - Mo./We. Sep 18, 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. First class is a Wednesday evening. (Cassetta) \$250  
12 eve - Mo./We. Nov 1, 18:30-21:30 - KEC

**Marguerite Cassetta** has taught Floral Design at VCC for 3 years.

## 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. Oct 02, 20:00-22:00 - Lan

### Ethnic and Other \*\*New\*\*

Try your hand at a variety of ethnic dishes including Greek, Chinese and Pizza family size. Learn to turn an everyday platter into something suitable for your most elegant party, with a few easy to learn garnishing ideas.  
Greek - Spanakopita Spinach Pie and Souvlaki - Oct 05  
Chinese - Chop Suey, Chowmein and varieties of same - Oct 12  
Pizza - Family size - Oct 19  
Garnishing - Fancy it up - Oct 26  
1 eve - Th. Oct 05, 19:00-22:00 - Lan (501014)  
1 eve - Th. Oct 12, 19:00-22:00 - Lan (501017)  
1 eve - Th. Oct 19, 19:00-22:00 - Lan (501016)  
1 eve - Th. Oct 26, 19:00-22:00 - Lan (501015)

### International Gourmet Cooking (501011)

Learn to cook and serve an array of fine dishes from around the world with no previous cooking experience. Sample dishes include: Beef Wellington, Cauliflower Souffle, Chicken Cordon Bleu, Wiener Schnitzel, Apple Strudel, Brandy Cream, Crepes Suzette, Flamed Desserts and many more dishes to suit the taste of the class. (Junker) \$85  
8 eve - We. Sep 27, 19:00-21:30 - Lan

**Mrs. Junker** is an international cook in gourmet pursuits and has appeared on local television.

## 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.

## Health Care

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

For phone registration call 687-1757.

### Practical Video Techniques for Health Educators (200409)

Producing In-House 1/2" Videos This workshop is for health and social service professionals involved in training and education in their organizations. You will improve basic skills in 1/2" video production and learn helpful tips about scripting, equipment set up, composition and in-camera editing. Hands-on experience will be provided. (J. Ashworth/R. Walker) \$75  
1 day - Fr. Oct 20, 09:00-16:00 - VVI

**J. Ashworth** - B.A., M.Ed.

### Conflict Resolution for Health Professionals (202802)

This 3 day workshop for health care managers and health care professionals combines theory with practice and feedback techniques using video equipment and small group work to help you effectively manage conflict in the workplace. Co-sponsored by the Justice Institute. Limited to 12 participants. (Boychuk) \$190  
3 day - Th/Fr/Sa. Sep 28/29/30, 09:00-16:00 - VVI

**R. Boychuk** - M.A., Doctoral Candidate.

### Anger Management for Health Professionals (202739)

This 2 day workshop for health care managers and health care professionals combines video feedback and small group work to help you to deal effectively with anger among staff, clients and public. (Boychuk) \$125  
2 day - Th/Fr. Oct 12/13, 09:00-16:00 - VVI

**R. Boychuk** - M.A., Doctoral Candidate.

### Conflict Resolution & Anger Management for Health Professionals

Two 1 day workshops with emphasis on content on how to effectively resolve conflicts and deal with anger of peers, clients and public. Resolve specific situations, some small group work. (Boychuk) \$60 each or both workshops for \$110.

Conflict Resolution (202802)  
1 day - Th. Sep 21, 09:00-16:00 - VVI or  
1 day - Sa. Nov 18, 09:00-16:00 - VVI

Anger Management (202739)  
1 day - Fr. Sep 22, 09:00-16:00 - VVI or  
1 day - Sa. Nov 25, 09:00-16:00 - VVI

**R. Boychuk** - M.A., Doctoral Candidate

### Managing Stress & Burnout for Health Professionals (202735)

Manage your workday stresses in a positive manner. Learn effective strategies to deal with the negative aspects of stresses encountered in your workplace. (Boychuk) \$60  
1 day - Fr. Oct 20, 09:00-16:00 - VVI

**R. Boychuk** - M.A., doctoral Candidate

### Assertiveness for Health Professionals (202715)

Learn and practise assertive strategies which lead to positive changes in the workplace. Video feedback component. (Boychuk) \$60  
1 day - Sa. Oct 28, 09:00-16:00 - VVI

**R. Boychuk** - M.A., doctoral Candidate

### Loss & Grief - A Refresher Course for Health Professionals (202711)

Course focuses on empathy with a large practice component. Help your peers and your clients deal effectively with the grieving process. (Boychuk) \$60  
1 day - Th. Nov 30, 09:00-16:00 - VVI

**R. Boychuk**, M.A., Doctoral Candidate

### Understanding the 12 Lead ECG (202607)

For CCU and ICU nurses, ECG technicians and paramedics - unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. (J. Cooper) \$125  
2 day - Sa/Su. Nov 18/19, 09:00-16:00 - Ming Court Hotel, 1160 Davie St.

Fee includes lunch on Sunday.

**J. Cooper** - R.N.

### Learning to Teach: A Practical Course for the Health Professions (202719)

If you are a health professional who teaches or would like to teach, come and improve your skills at this interactive, practice-oriented workshop. Course is designed to help you learn the principles of adult education and explore teaching strategies from the planning to evaluation phase. (Moore) \$210  
2 day - Tu. Sep 26/Nov 14, 09:00-16:00 and  
5 eve - Tu. Oct 03/10/17/24/Nov 07, 19:00-22:00 - VVI

**Pru Moore**, B.A., R.N., M.Ed.

### Business Writing for Health Professionals (200410)

Crisp, clear writing is an essential skill for health professionals. Learn to assess your writing skills and apply basic principles of communication so that you can write more easily and effectively. If you work or would like to work in management positions, and must write memos, reports, proposals, letters, minutes and agendas and other business oriented writings, this workshop is for you. (Zilm) \$60  
1 day - Sa. Nov 18, 09:00-16:00 - VVI

**G. Zilm** - R.N., M.A.



...the rude awakening...work all day...  
classes all night...seems like it never ends...  
(see Certificate Program Index Page 2)

## Health

## Health Promotion

These courses will be of interest to the general public.

For phone registration call 687-1757.

### Women as Health Care Consumers (201031)

An advocacy course for women of all ages and concerns - to help you get the most from your health care. Discuss such things as how to select a doctor, health care worker, or therapist; what should be included in a regular check-up; informed consent; patient rights; getting second opinions, and more. (Barnett) \$10  
1 eve - Th. Sep 21, 19:00-22:00 - VVI

**R. Barnett**, B.A.

### Cholesterol Counts (201032)

This experiential program is designed to help you reduce your cholesterol levels and your risk of heart disease. Design your own menu plan and reduce your cholesterol levels by an average of 15% and your risk of heart attack by 30%. Guided by a registered nutritionist, learn and practice simple strategies to normalize your blood cholesterol levels. (Kelly) \$75  
4 eve - Tu. Sep 19/26/Oct 03/10, 19:30-21:30 - Lan  
4 eve - We. Nov 01/08/15/22, 19:30-21:30 - VVI

**A. Kelly** - B.Sc. Nutrition, Masters Candidate, Public Health

### Decision Making and Life Planning (201033)

Focus on career planning or on any life style changes that you feel would be important for you to accomplish. A systematic, easy, step-by-step process. (Boychuck) \$55  
2 eve - Mo. Sep 18/25, 19:00-22:00 - VVI

**R. Boychuk** - M.A., Doctoral Candidate

### Self Hypnosis (201019)

Learn and practise self hypnosis for purposes of self-enhancement, relaxation, stress reduction, weight loss, habit control, pain control, etc. A hypnosis tape will be included. (Atcheson) \$70  
5 eve - Th. Sep 28/Oct 05/12/19/26, 19:00-21:00 - VVI

**R. Atcheson** - Clinical Hypnotherapist

### Heal Yourself - Mind Over Matter (201034)

Learn how to improve your resistance to illness and disease, reduce fatigue and depression, alleviate allergy symptoms, manage stress without symptoms and more. Learn the relationship between your immune system and your lifestyle and how to apply dietary, exercise and attitude management strategies to strengthen your immune system and keep yourself healthy. (Fearn) \$55  
1 day - Sa. Nov 04, 09:00-16:00 - VVI

**L. Fearn**, R.N., B.A. (Psychology) Candidate

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 23, 09:00-18:00 - VVI  
1 day - Sa. Oct 14, 09:00-18:00 - VVI  
1 day - Sa. Oct 21, 09:00-18:00 - VVI

### Level I (Basic) - In Cantonese

Employers with Cantonese speaking staff may arrange for group training by contacting Continuing Education at 682-5844.

### 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. Nov 04, 09:00-18:00 - VVI

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

## Gemmology

Continuing Education is pleased to offer the 2 year Canadian Gemmological Association Diploma in Gemmology.

### Preliminary Year (051109)

Covers the scientific and aesthetic aspects of gemmology. A wide variety of gemstones will 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.

### Second Year (051113)

Includes more information, intensity and detail with weekly opportunity for laboratory sessions with instrumentation.

Those who have successfully completed the preliminary years of either the Canadian Gemmological Association or the Gemmological Association of Great Britain are welcome to apply to enrol in Second Year at VCC. Prospective students must apply in writing showing documentation of successful completion of the Preliminary Year. Successful VCC Year One students will have priority.

The Canadian Gemmological Association 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.

### Tuition: Preliminary Year - \$750

### Tuition: Second Year - \$1300

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

Additional costs include required textbooks and some equipment (approximate cost is \$100 in the first year, \$200 in the second year). A lab fee of \$150 will be charged in January for the Winter term.

### Schedule:

Year one

30 day - We. Sep 20, 18:30-21:30 - VVI

Year two

60 day - Tu./Th. Sep 19, 18:30-21:30 - VVI

The preliminary year is 90 hours in length. Second year is 180 hours. There will be a break at Christmas and at Easter.

### Examination:

The examination for the Preliminary Year will be held on the third Tuesday in June of 1990 and will consist of a 3 hour examination both morning and afternoon. The examination for the Second Year will be on the Wednesday and Thursday of the same week and will consist of two 3 hour exams and one 3 1/2 hour practical exam. (Subject to change)

### Instructor:

Eric Martine-Leyland G.G., F.G.A., C.P.J.A. Mr. Leyland has 13 years' experience as a goldsmith and jewellery designer and 8 years' experience as a gemmologist. He holds the Gemmological Association of Great Britain Diploma, and has a graduate gemmologist diploma from the Gemmological Institute of America. He is a senior member of the Canadian Professional Jewellery Appraisers Association.

For further information contact 682-5844.



**Writing for Publication (202729)**

A workshop for health professionals who wish/need to publish, whether for the joy of sharing your experience or for career advancement. Improve your chances of having your manuscript accepted for publication. Learn important preparatory steps, how to focus your message for a target audience, and the publishing process. Ideal if you have "work in progress" - bring it with you - or an idea in mind. (Zilm) \$60  
1 day - Sa. Oct 07, 09:00-16:00 - VVI

**Resume Writing (202743)**

Everybody needs a resume. If you don't have one, or have not updated yours for 2 years, come and draw up your own resume in this hands-on workshop. Bring your relevant background data with you. (Zilm) \$60  
1 day - Sa. Nov 25, 09:00-16:00 - VVI

G. Zilm - R.N., M.A.

**"Time" for Your Life (202740)**

This workshop introduces you to various self-care techniques that will give you time and health for your life - even in the demanding milieu of the hospital and other health care settings. Nadene's sense of humor and down-to-earth ways will lead you through a day laced with fun, joy and laughter as she focuses on ways to tap your resources for health through the use of breathing, gentle stretching, sound and relaxation techniques.

Who should attend:  
Developed especially for nurses and other health care providers.

**Objectives:**

Throughout this workshop you will experience:

1. breathing techniques to instill calm, steadiness, deep stillness and self-awareness
2. gentle stretch, relaxation exercises and postures based on non-traditional, modernized yoga concepts and principles to strengthen, flex and nurture the body
3. techniques to revitalize the body and still the mind through the use of sound
4. relaxation methods with guided imagery and visualization
5. integration of these techniques to help you tune-in to your vitality to release stress and liberate energy
6. specific techniques to apply to yourself and clients in the workplace.

**Facilitator:**

Nadene Castellanos, R.N., B.Sc.N., M.Ed. - Nadene is a Nursing Instructor at V.C.C. Langara Campus and Vice-President of the Holistic Health Nurses' Group, a professional practice group of the R.N.A.B.C. She has studied relaxation, meditation, yoga and therapeutic touch. Nadene's personal work on herself will be reflected in this workshop.  
1 day - Sa. Sep 23, 09:30-16:30 - Lan - L008 (Bring a bagged lunch.)

**Dental Auxiliary**

To register by phone, call 687-1757.

Come and participate in the following courses:

CDAA members and registered dental hygienists can earn valuable continuing education credits. A great opportunity to update your clinical skills in several areas and assess your current quality control procedures.

**Rubber Dam Placement (203507)**

A clinical participation course for dental assistants and dental hygienists. Topics to be covered include: clamp placement, accurate punching, flossing techniques, inventing techniques, patient comfort, trouble shooting, and aseptic control. Limited enrolment. \$80  
2 eve - Mo. Sep 11/18, 19:00-22:00 - VVI Dental Clinic

**Dental Radiography Update (203502)**

A clinical participation course for certified dental assistants and registered dental hygienists to update their skills. Topics include: film placement, bisecting the angle techniques, paralleling techniques, trouble shooting. Limited enrolment. \$80  
2 eve - We. Sep 20/27, 19:00-22:00 - VVI Dental Clinic

**Alginate Impressions (203506)**

A clinical workshop designed to improve your skills in taking alginate impressions. Certified dental assistants and registered dental hygienists can take full advantage of this opportunity to practise this skill. Limited enrolment. \$80  
2 eve - Mo. Sep 25/Oct 02, 19:00-22:00 - VVI Dental Clinic

**Equipment Maintenance (203511)**

Bring your equipment problems to the "expert". Save time, trouble and \$\$ by learning to "trouble-shoot" equipment problems. \$20  
1 eve - Mo. Oct 16, 19:00-22:00 - VVI Dental Clinic

**Introduction to Dental Photography (203510)**

A participation course for dental assistants and hygienists interested in learning to take intra-oral and extra-oral dental photographs. Participants should have access to a camera used in dental photography and bring samples of current work if available. \$160  
4 eve - We. Oct 18/25, Nov 01/08, 19:00-22:00 - VVI Dental Clinic

**CDA Re-entry Program (203509) \*\*New\*\***

Previously certified dental assistants who need to relicence to practise as a Level II auxilliary, or dental assistants from out-of-province who are eligible to take the clinical licensing exam to become a Level II dental auxiliary in B.C. can take advantage of this course. This 36-hour course will enable you to refresh your clinical skills and review the theory base in preparation for the examination. It will

also provide an opportunity for you to assess your job-finding skills and assist you in marketing yourself for employment. Limited enrolment. \$450  
6 day - Sa. Sep 16/23/30/Oct 07/14/21, 09:00-16:00 - VVI Dental Clinic

**"Brush Up" on Oral Prophylaxis Procedures (203407)**

This course is designed for registered dental hygienists and dental assistants interested in a review of the latest philosophies and techniques regarding oral prophylaxis procedures. A combination of activities include lecture, discussion, workshop activities, demonstrations and clinical practice. Topics include selective polishing, fluorides and desensitizing agents. Dental hygienists will have an opportunity to examine air polishing and ultrasonic devices while dental assistants discuss oral hygiene products available for home use and current concepts in teaching self-care. Time will be available for all participants to practice the application of fluorides on fellow partners. \$90  
1 day - Sa. Oct 28, 09:00-14:00 - VVI Dental Clinic

**Oral Irrigation (203404)**

This is a clinical participation course for registered dental hygienists interested in the practical application of oral irrigation and its medicaments into dental hygiene therapy. \$120  
1 day - Sa. Sep 23, 09:00-14:00 - VVI Dental Clinic

**Dental Hygiene Treatment Planning: A Problem Oriented Approach (203405)**

The focus of this workshop for dental hygienists is to develop skills in using a problem oriented dental record when designing and implementing a treatment plan for dental hygiene procedures. Activities include a mini-lecture, discussion, small group activities and a case presentation. \$85  
1 day - Sa. Nov 18, 09:00-14:00 - VVI Dental Clinic

**Dental Hygiene Study Club (203406)**

Those interested in joining a dental hygiene study club should call 687-1757 for more information.  
8 aft - Fr. Sep 08/22; Oct 06/20; Nov 03/17; Dec 01/15, 11:00-14:00 - VVI

## BE A GRACIOUS HOST

### INTERNATIONAL EDUCATION HOMESTAY PROGRAMS

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

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

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

Host families are required for the following programs:

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

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

**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 875-8235.

## Substance Abuse Certificate Program

**Substance Abuse Certificate Program (200112 - 200119)**

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.

Applications are being taken for the September 1990 program.

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

## CPR & First Aid

To register by phone, call 687-1757.  
Location to be announced.

**Introduction to Industrial First Aid (202034)**

This is a course designed to introduce the student to some of the basic skill components of the Industrial First Aid Program. Valuable for the first time student in particular, this course includes instruction in: initial assessment, artificial respiration, one and two operator CPR, oxygen therapy, use of the bag and mask and the recovery position. (Sarah Rogers) \$35 (\$15 to be refunded when the student registers for a full IFA program.)  
1 eve - We. Sep 06, 18:00-22:00 - N.Van  
1 eve - Th. Sep 07, 18:00-22:00 - N.Van  
1 eve - Mo. Nov 06, 18:00-22:00 - N.Van

**Workers' Compensation Board Industrial First Aid (202026)**

This is an advanced course for those persons 19 years of age and over with a good understanding of English. Prior training in CPR or Introduction to Industrial First Aid are highly recommended for first time students. It is also recommended that students register and pick up course materials at least one week in advance of the course. Instruction will include: anatomy and physiology, CPR, oxygen therapy, patient assessment, injury management, bandaging, immobilization and transportation of injured workers. Those successfully completing the course will be qualified to work as first aid attendants in industry. (Sarah Rogers) \$335 includes books and examination fees.  
7 wks - 2 eve/wk & Sa. Sep 11-Oct 28  
Mo/Th. 18:30-22:00, Sa. 09:00-13:00 - N.Van

**Industrial First Aid - Pro Course (202033)**

A popular 40 hour Industrial First Aid program designed specifically for ticket holders, this course emphasizes practical skills only. It is recommended that students register at least one month in advance of the course as all homework assignments must be completed prior to the start of the program. (Sarah Rogers) \$245 includes books and examination fee.  
5 wks - 2 eve/wk Nov 09-Dec 11  
Mo/Th. eve, 18:30-22:30 - N.Van

**Industrial First Aid Tutorial (202032)**

A 4 hour review session with emphasis on full problem management. Students will be individually monitored and assessed to prepare them for the Industrial First Aid examination. (Sarah Rogers) \$12  
1 eve - Mo. Oct 30, 18:00-22:00 - N. Van  
1 eve - Th. Dec 14, 18:00-22:00 - N. Van

**CPR - Basic Cardiac Life Support "C" (202010)**

An 8 hour CPR program designed for persons working in the health care field. Topics include: one and two operator CPR for adults and children, infant CPR, management of obstructed airways in conscious and unconscious patients, risk factors and recognition of heart attack signals. Students are encouraged to register and pick up reading material at least one week in advance of the course. \$40 includes CPR manual.  
2 eve - Tu/Th. Sep 12/14, 18:00-22:00 - VVI  
2 eve - Mo/We. Oct 16/18, 18:00-22:00 - VVI  
2 eve - Tu/Th. Nov 14/16, 18:00-22:00 - VVI  
2 eve - Mo/We. Dec 04/06, 18:00-22:00 - VVI

**CPR - Basic Life Support "C" - Recertification (202015)**

A 4 hour BCLS "C" Recertification course for health care professionals. Prerequisite: Student must have completed a "C" level or equivalent within 2 years prior to taking this course. \$20 includes CPR manual.  
1 eve - Tu. Sep 19, 18:00-22:00 - VVI  
1 eve - Mo. Oct 30, 18:00-22:00 - VVI  
1 day - Sa. Nov 25, 09:00-13:00 - VVI  
1 eve - Mo. Dec 18, 18:00-22:00 - VVI

**CPR - Basic Cardiac Life Support "A" (202001)**

In this basic CPR course you will learn one person adult CPR, management of conscious and unconscious choking patients, recognition of heart attack signals and guides to healthy heart living. No previous CPR experience is necessary. \$20 includes CPR manual.

1 eve - Tu. Sep 19, 18:00-22:00 - VVI  
1 day - Mo. Oct 23, 18:00-22:00 - VVI  
1 eve - Tu. Nov 21, 18:00-22:00 - VVI  
1 eve - Mo. Dec 11, 18:00-22:00 - VVI

**CPR - Basic Cardiac Life Support "B" (202020)**

A 7 hour CPR course covering: one person CPR for adults, children and infants, management of conscious and unconscious choking patients, risk factors, recognition of heart attack signals and the recovery position. No previous training in CPR required. \$35 includes CPR manual.  
2 eve - Tu/Th. Sep 12/14, 18:00-22:00 - VVI  
2 eve - Mo/We. Oct 16/18, 18:00-22:00 - VVI  
2 eve - Tu/Th. Nov 14/16, 18:00-22:00 - VVI  
2 eve - Mo/We. Dec 04/06, 18:00-22:00 - VVI

**Red Cross Standard First Aid/Basic Cardiac Life Support "C" (202021)**

This course prepares the student to react appropriately to a variety of life threatening situations and treat patients in distress. Topics include: initial and secondary assessments, airway management, one and two person CPR for adults and children, infant CPR, choking, limb, head and spinal injury management, burns and poisons. The program is required for entry into registered nursing programs but is also a valuable course for the general public. Recommended: Completion of BCLS CPR "A" level or equivalent. \$82 includes CPR and First Aid manuals.  
5 eve - Tu/We/Tu/We/We Sep 12-27, 18:00-22:00 - TBA  
5 eve - Tu/Tu/We/Tu/We Oct 10-25, 18:00-22:00 - TBA  
5 eve - We/Tu/We/Tu/We Nov 08-22, 18:00-22:00 - TBA  
5 eve - Tu/We/Tu/We/Tu Dec 05-19, 18:00-22:00 - TBA

**Red Cross Standard First Aid/Basic Cardiac Life Support "B" (202027)**

This program is essentially the same as that listed above except for the exclusion of two operator CPR for adults and children. Suited for the general public, no prerequisites are required. \$82 includes CPR and First Aid manuals.  
5 eve - Tu/We/Tu/We/We Sep 12-27, 18:00-22:00 - TBA  
5 eve - Tu/Tu/We/Tu/We Oct 10-25, 18:00-22:00 - TBA  
5 eve - We/Tu/We/Tu/We Nov 08-22, 18:00-22:00 - TBA  
5 eve - Tu/We/Tu/We/Tu Dec 05-19, 18:00-22:00 - TBA

**Red Cross Emergency First Aid/BCLS "A" (202028)**

An 8 hour basic First Aid and CPR course providing the skills necessary to prepare the participant to deal with a variety of life threatening situations. Content includes: management of airway and breathing problems, choking and CPR skills, heart education, handling of the unconscious patient, bleeding control and wound management. \$40 includes First Aid and CPR manuals.  
2 eve - Tu/Th. Sep 26/28, 18:00-22:00 - VVI  
2 day - Mo/We. Oct 23/25, 18:00-22:00 - VVI  
2 eve - Tu/Th. Nov 21/23, 18:00-22:00 - VVI  
2 day - Mo/We. Dec 04/06, 18:00-22:00 - VVI

**Red Cross Childsafe (202024)**

This revolutionary program developed by the Red Cross demonstrates to parents how to make homes, cars and play areas safe for children. Much of the focus is on preventative safety in the child's environment, as well as teaching the parents simple ways to teach their children First Aid and safety skills. The course includes instruction in how to prevent and cope with a variety of common childhood injuries including: child and infant CPR, burns, poisons, drowning, motor vehicle accidents and limb injuries. \$38 includes the Childsafe manual.  
2 day - Sa/Sa. Sep 09/16, 09:00-13:00 - VVI  
2 day - Sa/Sa. Oct 07/14, 09:00-13:00 - VVI  
2 eve - Tu/Th. Nov 07/09, 18:00-22:00 - VVI  
2 eve - Tu/Th. Nov 28/Dec 05, 18:00-22:00 - VVI

**CPR & First Aid for Dental Staff - Part I (202004)**

This two part program is designed to update the emergency CPR and First Aid skills of dental staff. Part I covers the latest in CPR techniques (providing BCLS "C" recertification) and includes: one and two operator adult and child CPR, infant CPR, management of conscious and unconscious choking patients, recognition of heart attack signals, risk factors and the recovery position. Prerequisite: completion of a CPR BCLS "C" level program within two years prior to the course. \$20 includes CPR manual.  
1 eve - Tu. Sep 05, 18:00-22:00 - VVI  
1 eve - Mo. Oct 02, 18:00-22:00 - VVI  
1 day - Sa. Nov 04, 09:00-13:00 - VVI  
1 eve - Tu. Dec 12, 18:00-22:00 - VVI

**CPR and First Aid for Dental Staff - Part II (202005)**

Part II of our dental program provides instruction in first aid techniques appropriate to the dental office, including primary and secondary assessments, management of unconscious patients and the implementation of office emergency procedures. Prerequisite: completion of Part I or equivalent within one year prior to the course. \$25  
1 eve - Th. Sep 07, 18:00-22:00 - VVI  
1 eve - We. Oct 04, 18:00-22:00 - VVI  
1 day - Sa. Nov 18, 09:00-13:00 - VVI  
1 eve - Th. Dec 14, 18:00-22:00 - VVI

**Fitness CPR - 'Life Consultants' (202035)**

The Fitness CPR course is designed and offered specifically to meet the needs of dance exercise, fitness and weight training professionals. This 4 hour course will provide instructors with the knowledge and "hands-on" skills necessary to prevent, recognize and manage cardiorespiratory emergencies before, during and after exercise. The student will be taught how to initiate an orderly set of emergency procedures including: initial assessment, support procedures, medical referral procedures and follow-up reports and/or assessments. The fitness CPR course exceeds the requirements of the BCRPA Fitness



...some outcomes of the French Revolution 200 years ago profoundly changed our way of life...  
(see Court Interpreting Page 14)

Accreditation Program (2 hours BCRPA credit renewal). Students to wear clothing suited to exercise. Prerequisite: fitness instructor candidate/certified instructor/fitness participant. \$25 includes certificate and manual.

1 day - Sa. Sep 23, 08:30-12:30 - VVI  
1 eve - Tu. Oct 10, 18:00-22:00 - VVI  
1 day - Sa. Dec 02, 08:30-12:30 - VVI  
1 eve - Tu. Sep 19, 18:00-22:00 - Lan  
1 eve - Tu. Oct 17, 18:00-22:00 - Lan  
1 eve - Tu. Nov 14, 18:00-22:00 - Lan  
1 eve - Tu. Dec 05, 18:00-22:00 - Lan

**Fitness First Aid - 'Life Consultants' (202036)**

Designed and offered specifically to meet the needs of dance exercise, fitness and weight training professionals, the 4 hour Fitness First Aid course will provide instructors with the knowledge and skills necessary to prevent, recognize and manage soft tissue, musculoskeletal and environmental injuries and other special considerations. A "hands-on" course, stressing emergency situations, this course exceeds the requirements of the BCRPA Fitness Accreditation Program (4 hours BCRPA credit renewal). Students to wear clothing suited to exercise. Prerequisite: fitness instructor candidate/certified instructor/fitness participant. \$30 includes certificate and manual.

1 day - Sa. Sep 30, 08:30-12:30 - VVI  
1 eve - We. Oct 11, 18:00-22:00 - VVI  
1 day - Sa. Nov 11, 08:30-12:30 - VVI  
1 day - Sa. Dec 09, 08:30-12:30 - VVI  
1 eve - We. Sep 20, 18:00-22:00 - Lan  
1 eve - Tu. Oct 24, 18:00-22:00 - Lan  
1 eve - Tu. Nov 21, 18:00-22:00 - Lan  
1 eve - Tu. Dec 12, 18:00-22:00 - Lan

## Language

### Modern Languages

Learn the language of your choice in a relaxed, informal atmosphere. All courses emphasize the acquisition of conversational skills that will prepare you for travelling or doing business in the country of your choice.

A variety of teaching techniques, including oral practice, role playing, recording, films and videos, will make the language come alive.

Our instructors are native speakers experienced in teaching students to acquire useful language skills as quickly as possible.

**Note:**

Some courses may require the purchase of a book and/or cassette. These will be available at the campus bookstore.

**Level 1**

Introductory course for students with no previous knowledge of the language. This course will give you the ability to engage in simple conversations dealing with matters of everyday interest.

**Level 2**

This course will develop your fluency in the language and enhance your understanding of its formal structure.

**Level 3**

This course will introduce the more advanced student to idiomatic expressions of the language and develop the ability to converse fluently on a wide variety of different topics.

**Placement:**

In the first half hour of the first class, there will be a placement test for all students to determine their level.

**End of semester:**

Monday classes will end December 11 in order to make up for 2 statutory holidays on October 9 and November 13.

Saturday classes will end December 9 to make up for the November 11 Remembrance day holiday.

Inquiries: 324-5323

**Arabic Conversation Level I (501901)**

(Hamlin) \$75  
10 eve - Tu. Sep 26, 19:00-21:00 - Lan

**Cantonese Conversation Level I (501903)**

\$75  
10 eve - Mo. Sep 25, 20:00-22:00 - Lan (Lu)  
10 eve - We. Sep 27, 18:00-20:00 - Lan (Lu)  
10 eve - Th. Sep 27, 18:00-20:00 - Lan (TBA)

**Cantonese Conversation Level II (501904)**

\$75  
10 eve - We. Sep 27, 20:00-22:00 - Lan (Lu)

**French in Action - Level 1 (502001) Level 2 (502002)**

French in Action is the latest in language teaching methodology. It is a combination of audio, video and text using a variety of techniques with feature film quality. This course will immerse you in a real French atmosphere that will make your language learning pleasurable and effective. Book required: "French in Action: The Carpetz method." (Available at the campus bookstore) This book will cover 5 levels which will be offered in the coming semester. 30 hour program. \$110  
Level 1 - 10 eve - Mo. Sep 25, 19:00-22:00 - Lan (Visscher)  
Level 2 - 10 eve - We. Sep 27, 19:00-22:00 - Lan (Visscher)

**French Conversation Level I (501913)**

\$75  
10 eve - Tu. Sep 26, 18:00-20:00 - Lan (Hassaine)  
10 mng - Sa. Sep 30, 09:00-11:00 - Lan (Visscher)

**French Conversation Level II (501914)**

\$75  
10 eve - Tu. Sep 26, 18:00-20:00 - Lan (Visscher)  
10 eve - Th. Sep 28, 20:00-22:00 - Lan (Visscher)

**French Conversation Level III (501915)**

(Billotte) \$75  
10 eve - We. Sep 27, 19:00-21:00 - Lan

**German Conversation Level I (501919)**

\$75  
10 eve - Tu. Sep 26, 19:00-21:00 - Lan (Rommel)  
10 eve - Tu. Sep 26, 19:00-21:00 - Lan (Scheuermann)

**German Conversation Level II (501920)**

\$75  
10 eve - Th. Sep 28, 19:00-21:00 - Lan (Scheuermann)

**Italian Conversation Level I (501923)**

\$75  
10 eve - Tu. Sep 26, 20:00-22:00 - Lan (Visscher)  
10 day - Sa. Sep 30, 11:00-13:00 - Lan (Visscher)

**Italian Conversation Level II (501924)**

\$75  
10 eve - Th. Sep 28, 18:00-20:00 - Lan (Visscher)

**Japanese Conversation Level I (501926)**

\$90 - 25 hour course  
10 eve - Mo. Sep 25, 19:30-22:00 - Lan (Nakata)  
10 eve - We. Sep 27, 19:30-22:00 - Lan (Ushijima)  
10 eve - Th. Sep 28, 19:30-22:00 - Lan (Masuda)  
10 mng - Sa. Sep 30, 09:30-12:00 - Lan (TBA)

**Japanese Conversation Level II (501927)**

\$90 25 hour course  
10 eve - Mo. Sep 25, 19:30-22:00 - Lan (Tsukiuka)  
10 eve - We. Sep 27, 19:30-22:00 - Lan (Nakata)  
10 eve - Th. Sep 28, 19:30-22:00 - Lan (Tsukiuka)  
10 mng - Sa. Sep 30, 09:30-11:30 - Lan (Tsukiuka)

**Japanese Conversation Level III (501928)**

\$90 25 hour course  
10 eve - We. Sep 27, 19:30-22:00 - Lan (Tsukiuka)

**Mandarin Conversation Level I (501937)**

\$75





...I must review my lecture notes... 'technology'... the activity or study of using scientific knowledge for practical purposes... (see Telecommunications Management Page 29)

#### Mandarin Conversation Level II (501938)

\$75  
10 eve - Tu. Sep 26, 20:00-22:00 - Lan (Chao)

#### Mandarin Conversation Level III (501939)

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

#### Portuguese Conversation Level I (501945)

\$75  
10 eve - Tu. Sep 26, 19:00-21:00 - Lan (Chao)

#### Spanish Conversation Level I (501949)

25 hours - \$90  
10 eve - Mo. Sep 25, 19:30-22:00 - Lan (Ruiz)  
10 eve - Tu. Sep 26, 19:30-22:00 - Lan (Daudet)  
10 mng - Sa. Sep 30, 09:30-12:00 - Lan (Daudet)

#### Fast Track Spanish Conversation (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. (Ruiz) \$150  
20 eve - Tu/Th. Sep 26, 20:00-22:00 - Lan

#### Spanish Conversation Level II (501950)

\$90  
10 eve - Tu. Sep 26, 19:30-22:00 - Lan (Leschot)  
10 mng - Sa. Sep 30, 09:30-12:00 - Lan (Osorno)

#### Spanish Conversation Level III (501951)

25 hours \$90  
10 eve - We. Sep 27, 19:30-22:00 - Lan (Leschot)

#### Thai Conversation Level I (501990)

\$110  
10 eve - We. Sep 27, 19:00-22:00 - Lan (Placzek)

#### Ukrainian Level I (501988)

\$75  
10 eve - Tu. Sep 26, 19:00-21:00 - Lan (Datsko)

#### Ukrainian Level II (501989)

\$75  
10 eve - We. Sep 27, 19:00-21:00 - Lan (Datsko)

## Chinese Language (Mandarin) and Arts for Children and Adults

All courses will be taught by qualified and experienced instructors from the Vancouver First Mandarin School. The first semester is September 9 to January 27. No previous experience required.

#### Registration:

- 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 each course is \$60 per child per semester and \$75 per adult per semester, unless otherwise indicated.
- All language courses are taught at KEC on Saturdays 09:30-12:00.
- Each course is 16 sessions.

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

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

#### 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)

##### Conversation (505710) Age under 16

##### Mandarin for Adults (505709)

Emphasis is on reading, writing and conversation. \$75  
16 mng - Sa. Sep 09, 09:30-12:00 - KEC

##### Conversation for Adults (505716) \*\* New \*\*

Emphasis is on Mandarin conversation. \$75  
16 mng - Sa. Sep 09, 09:30 - 12:00 - KEC

##### Chinese Folk Dance \$60 (505711)

16 aft - Sa. Sep 09, 12:20-13:30 and 13:30-14:40 - KEC

##### Kung Fu \$60 (505712)

16 aft - Sa. Sep 09, 12:20-13:30 and 13:30-14:40 - KEC

##### Chinese Painting \$60 (505713)

16 aft - Sa. Sep 09, 12:20-13:30 and 13:30-14:40 - KEC

##### Mathematics \$60 (505714)

16 aft - Sa. Sep 09, 12:20-13:30 and 13:30-14:40 - KEC

##### Cartoon Comics and Design (\$60) (505715)

16 aft - Sa. Sep 09, 12:20-13:30 and 13:30-14:40 - KEC

## 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. (Leroux) \$25  
1 eve - We. Oct 04, 19:00-22:00 - KEC

**Michael Leroux** is a barrister and solicitor, general litigation practice.

#### Dealing with ICBC (502204)

Explore the fundamentals of dealing with ICBC when you have a claim. You will discuss the philosophy behind coverage and insurance and what to do with a property damage and personal injury claim. Other topics include obtaining legal representation, how to deal with an adjuster and breaches in coverage such as drinking and driving. (Morris) \$20  
1 eve - Mo. Nov 06, 19:00-21:00 - KEC

**Steven Morris** is a Barrister and Solicitor, General Litigation practice.

## Music

### Appreciation & Theory

#### Jazz Improvisation (102611)

An in-depth study of the relationship between scales and chords, utilizing the jazz 'shorthand' approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution. Also included will be an analysis of several standards, blues, and contemporary jazz works. Students must be able to read music, and have a knowledge of all major scales. (Keenan) \$65  
10 eve - Th. Sep 28, 18:00-19:30 - KEC

**Gary Keenan** is a Vancouver freelance musician. He has been active in the jazz scene for the past 12 years.

#### 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. (Buriak) \$75  
10 eve - Tu. Sep 26, 18:00-20:00 - KEC

#### Music Theory 2 (102615)

This course will build on the skills learned in Theory 1, to aim towards a working understanding of basic harmony. We will cover triads, sevenths, and other commonly-used chords, root movement, voice leading and modulation. (Buriak) \$75  
10 eve - Tu. Sep 26, 20:00-22:00 - KEC

**Evelyn Buriak** received her musical training at UBC. Her specialization is classical music, particularly the Baroque era.

#### 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) \$90  
10 eve - Mo. Sep 25, 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.

#### The Roots of Music (502542)

Discover the basis of music by exploring its roots in physical phenomena. Investigate the principles that affect the music of all mankind. Discuss what it is about music that moves us so profoundly and digress into such topics as how one music can appear sexy while another is spiritual. Allow yourself to be led from abstract ideas into the concrete world of rhythm, harmony, melody and structure, and learn how they all fit together to make our music work. Emphasis will be on listening and discussion. Absolutely no musical experience necessary - just bring your curious mind. (Specht) \$75  
10 eve - Th. Sep 28, 19:00-21:00 - Lan

#### 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 a music stand. (MacDermot) \$75  
10 eve - We. Sep 27, 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 27, 20:00-22:00 - 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.

#### Jazz Fusion Improv (502544)

Beginning with an introduction to intervals and ear training, the course goes on to explore the structure and movement of chords and their corresponding scales. Special attention is given to creatively expressing class material on the guitar. Prerequisite: Knowledge of notes on finger board and staff. (Jahnke) \$45  
10 eve - Mo. Sep 25, 19:00-20:00 - KEC

#### Blues and Jazz Jam for Guitar and Bass (502543)

Here's the perfect opportunity to meet and play with other musicians of similar ability. Each week a new tune will be used as a means of exploring specific problems in accompanying and improvising. Prerequisite: Jazz Fusion Improv or permission of instructor. (Jahnke) \$60  
10 eve - Mo. Sep 25, 20:00-21:30 - KEC

**Daryl Jahnke** studied at V.C.C., majoring in jazz and commercial music. He has performed as a freelance musician in Vancouver for several years and currently leads the Daryl Jahnke Trio.

#### Saxophone: Beginners (502519)

For the beginning player, and the ones who want to get playing with their musical friends. Learn the proper technique of the instrument, including breathing, tone, and basic playing skills. Some reading skills and basic blues patterns to start you on your way! Bring a music stand and your enthusiasm. (Lutz) \$45  
10 eve - We. Sep 27, 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. (Lutz) \$45  
10 eve - We. Sep 27, 19:00-20:00 - KEC

**Dan Lutz** received his Diploma in Musical Arts from Vancouver Community College. He performs regularly in the Lower Mainland, and has been teaching for several years.

## 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 27, 19:00-20:00 - KEC  
10 eve - We. Sep 27, 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 27, 21:00-22:00 - KEC

**Scott Harker** has worked on advanced post-diploma studies in jazz and composition. He has performed as a jazz soloist and ensemble member throughout B.C.

**Judy Specht** is a Vancouver composer of many published and recorded works, and an experienced lecturer who has shared her wisdom at the University of Ottawa, Douglas College and VCC Langara. She holds a Master of Music Degree in composition and an A.R.C.T. in piano.

#### Kodaly Pedagogy (102616)

Kodaly classes are used to develop musical literacy and musicianship skills. This course is for elementary school teachers, and post-secondary music students who have completed some Kodaly training. It is designed to develop pedagogical skills in the Kodaly concept. (Cuthbertson) \$100  
10 aft - We. Sep 27, 16:00-18:00 - KEC

#### Basic Note Reading (502546)

Designed to help the novice musician, particularly those interested in participating in a community or church choir. The course helps the student learn the basics of sight-reading and note-reading from a four-part score. (Gowans) \$35  
10 eve - We. Sep 27, 18:00-19:00 - KEC

**Alex Gowans** received his Diploma in Musical Arts from V.C.C. He currently sings with the Vancouver Choral, and is also working on post-Diploma studies. As a vocal soloist, he was the winner of the 1988 Vancouver Community College Concerto Competition.

#### Jazz History (502547)

Alan Matheson examines the roots and development of jazz, from its early conception through to modern day fusion and vocal jazz. His extensive recording collection is used frequently during the course. (Matheson) \$75  
10 eve - We. Sep 27, 20:00-22:00 - KEC

**Alan Matheson** is on the faculty of the V.C.C. Music Department, in addition to being a sought-after performer in Vancouver. He is a member of the jazz ensemble "Fifth Avenue", which was the winning ensemble in the 1989 Alcan Jazz Festival.

## 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. (Stanko) \$85  
10 eve - Tu. Sep 26, 18:00-20:00 - KEC  
10 eve - Th. Sep 28, 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. (Stanko) \$85  
10 eve - Th. Sep 28, 20:00-22:00 - KEC

**Jon Stanko** has worked with computers extensively over the past several years. In addition, he has studied music at VCC and Simon Fraser University. He has written a comprehensive workbook for students in the VCC midi-labs.



...39 days and 39 nights...history is about to repeat itself... (see Home Repair Page 4)

## Tour

### New Orleans and the 1990 National Association of Jazz Educators

Join Peter Taylor, Alan Matheson, and Terry Smith, as they travel to the 1990 N.A.J.E. Conference in New Orleans. We will host two evening sessions prior to the trip, to give an overview of the jazz movement, and it's relationship to the "city on the river". Seven days leaving January 11, or make arrangements to stay longer. For further information and a brochure describing the trip and the conference, contact Terry Smith at 875-8220, or Barbara Broadbent at Banner Travel - 261-0226. Price TBA subject to accommodation and itinerary.

### 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 875-8220. 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.

## Natural History

For information and booking call 875-8200

Courses coordinated by Marja de Jong Westman

## Field Trips

### Widgeon Creek (502819)

The marshlands and meandering sloughs of Widgeon Creek, off of Pitt River, are among the best spots in the Lower Mainland for nature observation. In the Fall, wintering trumpeter swans, migrating ducks and geese call it home ... as well as the resident beavers. During an easy canoe paddle, with naturalist David Jennings, you'll have an opportunity to see wildlife close-hand. The area is truly a photographers' and naturalists' delight. No previous canoe experience is necessary. Bring lunch. \$60  
Field Trip. Sa. Oct 28, all day



...\$89.95 it isn't...\$8.95 it is...look at it as an exercise in self-discovery... (see Financial Planning Page 17)

## Ensembles

### Stage Band (502525)

Remember the good old days of the big bands? Why not dig out that horn and come relive those days? We'll pull out the old dance band charts, and throw in some contemporary music just to keep you in tune. We don't require a lot of experience, just desire. (Sikora) \$75  
10 mng - Sa. Sep 30, 10:00-12:00 - 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.

### 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. (True) \$70  
10 eve - Tu. Sep 26, 18:00-20:00 - KEC

### Women's Vocal Jazz Ensemble (502524)

A choral ensemble for the more experienced choir member or vocalist. All musical styles will be explored with an emphasis on Pop and Jazz. Smaller ensembles will be open to those interested. \$90  
12 eve - Tu. Sep 26, 20:00-22:00 - KEC

### 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. (Diggins) \$70

10 eve - Mo. Sep 25, 18:00-19:00 - KEC

10 eve - Mo. Sep 25, 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. (Diggins) \$70

10 eve - Mo. Sep 25, 20:00-21:00 - KEC

**Elena Diggins** received her Bachelors Degree from SFU. She has taught in the V.C.C. Piano program for several years. In addition to her duties with C.E., she is a talented performer, and also a teacher in Coquitlam.

### Pacific Junior Wind Ensemble (502548)

Under the direction of Jerry Domer, this auditioned ensemble will rehearse and perform standard repertoire, as well as a significant amount of challenging new material, and Canadian works. Performance oriented students in the high school system are invited to audition, as well as students currently studying at the post-secondary level. Phone 875-8220 to arrange for an audition. (Domer) \$50  
12 aft - Sa. Sep 30, 14:00-16:30 - KEC

## 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. (Brauner & Newman) \$135  
10 eve - Mo. Sep 25, 18:00-20:00 - KEC (Newman)  
10 eve - We. Sep 27, 18:00-20:00 - KEC (Brauner)  
10 eve - Th. Sep 28, 18:00-20:00 - KEC (Brauner)

**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).

**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 VCC in 1975.

### 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) \$45  
10 eve - We. Sep 27, 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.

### Voice Workshop (502549)

The original course in singing which began at V.C.C. 15 years ago returns. Your opportunity for solo singing with accompaniment in Classical or Pop music with complete vocal techniques to develop your singing potential - We would particularly welcome back any former class participants. (Newman) \$60  
10 eve - Th. Sep 28, 18:00-20:00 - KEC



### Natural History for Walkers and Hikers (502805) \*\*New\*\*

From sea's shore to mountain tops - discover the diversity of B.C.'s life zones. This course is invaluable for outdoorsmen and serves as an introduction to key natural history areas of southwestern B.C. Learn about the landforms, life histories of common plants and animals and their ecological associations. Course taught by experienced naturalists through illustrated lectures and field trips to Fraser River Delta, Lighthouse and Cypress parks and a live-animal lab at the Vancouver Aquarium. Syd Cannings, Nancy Baron and Rob Butler. \$80

5 eve - Th. Oct 05/12/19/26; We. Nov 01, 19:30 - KEC  
Field Trips: Sa. Oct 14/21 & Nov 04

### Stanley Park Birding Walk (502820)

Stanley Park is an ideal spot to see a great variety of bird species ... Lost Lagoon, the seawall and the park's plentiful forest, are each home to their own collection. In November, the park is a refuge for hundreds of migratory and resident birds. Several species each of loons, grebes, gulls, ducks and forest birds will be identified by sight and sound. This guided walk is conducted by ornithologist, Alice Cassidy. An illustrated lecture precedes the talk and will introduce participants to the biology of the birds likely to be seen. \$25  
Orientation: We. Nov 15, 19:30 - KEC  
Walk: Sa. Nov 18, 09:00-13:00

### Indian Arm Natural History Cruise (502804)

Explore this spectacular natural paradise close to home! Cruise the glacial fjord of Indian Arm in the deluxe motor sailer, Island Roamer. Study the ecology of the Indian River estuary, rain-forested Raccoon Islands and the seashore with biologists, Marja de Jong Westman and Peter Ballin. Accompanying scuba divers will bring up marine animals for observation on board ship. \$75  
Orientation: We. Oct 18, 19:30 - KEC  
Trip: Su. Oct 22, all day

### Natural History of the Galapagos Islands (502825)

Lying on the equator far off the coast of South America, the Galapagos Islands are one of the earth's special places. Isolated from the rest of the world by 1000 km of ocean, many of their inhabitants have gone their separate way. In addition, the volcanic islands form an ocean wall that force deep rich ocean currents to the surface, making the area a mecca for seabirds and marine mammals. To top it off, its inhabitants are trusting creatures, the result of the absence of land predators. This makes it a naturalist's paradise. (Cannings) \$15  
We. Sep 27, 19:30 - KEC

Syd Cannings, naturalist, Curator of UBC Entomology Museum, will be conducting the college's upcoming tour to Ecuador and the Galapagos.

### Tropical Birds and Bird-Watching (502827) \*\*NEW\*\*

Toucans, Quetzals, Speckled Hummingbirds, and the Andean Cock-of-the-Rock are just a few of the birds which lure bird-watchers to the tropics. The grand diversity of habitats supports an equally astonishing array of bird life. This lecture covers the habits and habitats of tropical birds and pointers for those people planning tropical birding trips. (Baron) \$15  
Tu. Oct'17, 19:30 - KEC

Nancy Baron, biologist, has a special interest in the birds of Mexico and Costa Rica.

### Ecology of the Tropical Rainforest (502826) \*\*New\*\*

The richness of the Amazon rainforest is unparalleled. Although tropical rainforests cover only two percent of the globe, it is thought that they house over forty percent of all types of the world's plants and animals. This lecture will introduce you to basic ecology of the Amazon rainforest. It will take you on a tour of the forest, from the dark humid understorey with its cryptic denizens to the brilliant and diverse dwellers of the sun-filled canopy. (Watt) \$15  
Mo. Oct 02, 19:30-21:00 - KEC

Allison Watt, biologist, has worked as a naturalist in the Peruvian rainforest.

### Natural History of B.C.'s Reptiles and Amphibians (502832) \*\*New\*\*

With illustrated lectures, live animal displays and sound recordings, this course introduces the life histories of B.C.'s 20 species of amphibians and 11 species of reptiles. Of all B.C.'s reptiles, only one is dangerous and all the others are fascinating examples of an often overlooked group. Well adapted to their specific homes ... including perhaps your garden, many are now protected by law, e.g., the Pacific Giant Salamander and the Tailed frog, which live exclusively in Chilliwack's cold fast-moving streams. Learn about these and more with herpetologist, Russ Haycock. \$30  
We. Oct 4/11, 19:30 - KEC

### Native Flora of the Lower Mainland (502833) \*\*New\*\*

Edible wild lettuces, dandelion tea, deadly foxgloves, mineral-rich stinging nettles, rare orchids and lilies ... this slide-illustrated lecture will not only focus on the identification of local flora, but also on the edibility and medicinal qualities of many species. And, for the gardeners, find out which plant species have the potential for attracting birds year round to your backyard. (Haycock) \$30  
Mo. Oct 16/23, 19:30 - KEC

## Natural History Travel Tours

For information and booking: Call Great Expeditions 263-1476.

ALL TOURS INCLUDE AIR FARE, ACCOMMODATION, MOST MEALS, LOCAL GUIDES AND TRAVEL AND RESOURCE STAFF.

### Galapagos and Ecuador Natural History Tour

Andean highlands, Indian villages, subtropical rainforests and ... the legendary and enchanting Galapagos Islands. Come and see the amazing animals and plants which so inspired Charles Darwin over 100 years ago!

Tour is for both novice and experienced natural historians and offers a wide range of areas characterizing the diversity of South America's natural life.

A few highlights are:

- Quito - near the world's highest active volcano
- Tinalandia - subtropical forest renowned for exotic birds
- Rio Palenque Research Station - lowland jungle life on banana and African palm plantations
- Cotopaxi National Park - via "Avenue of Volcanoes" to see endemic flora and fauna of the paramo (Andean alpine)
- Saquisilí - Indian marketplace with a cornucopia of foods and wares
- Nono-Mindo Road - little travelled road through varied countryside

- Galapagos Islands - a week aboard comfortable yacht to discover giant tortoise, lava lizards, mangrove swamps, pelicans, sharks, flamingos, booby birds, penguins and much, much more!  
Dates: Nov 16 - Dec 6, 1989

Cost: \$4995 approximate (includes tax deductible tuition \$675)  
Leader: Biologist and Natural Historian, Syd Cannings, Curator of Spencer Entomology Museum, UBC

### Thailand Natural History Tour

Thailand is often hailed as the best country in which to see the lush tropical forest of southeast Asia. Stretching 1000 miles from the temperate forests of its northern mountain ranges to the jungles and pristine beaches of the Malay Peninsula, Thailand has an incredibly diverse flora and fauna. Although it is only half the size of B.C., it is home to more bird species than the entire North American continent. Thailand is also committed to conservation - its government recently banned all logging. On this tour we will visit Thailand's highest mountain at Doi Inthanon National Park; one of the finest tracks of tropical forest in southeast Asia in Khao Yai National Park; the beaches, seabird colonies and limestone caves near Phuket; and the coastal marshlands of Sam Roi Yot National Park.

Dates: Feb 24-Mar 16, 1990

Cost: \$3500 (includes tax deductible tuition of \$750)

Leader: Dick Cannings; Naturalist, Cowan Vertebrate Museum, UBC

### Mexico - Exploring Nature Under the Volcanoes

During this one week natural history adventure to the relatively unexplored areas of Barras de Navidad and Colima on the Pacific coast of central Mexico, there will be ample observational and photographic opportunities as well as a range of outdoor activities.

- Barras - sleepy fishing village with animal-rich mangrove estuaries
- Tenacatita - one of the most gorgeous beaches in Mexico which also offers terrific snorkelling and birding potential with regular sightings of White pelicans, brown boobies and skimmers
- Colima - Volcanoes National park - birding on the slopes of twin volcanoes, 'Fire' and 'Ice' for Gray Silky Flycatchers and red-faced Warblers.
- San Antonio - tropical forest and birds such as Shrike tanagers and Trogons

Dates: Feb 18-26, 1990

Cost: TBA

Leader: Nancy Baron, Biologist, Vancouver Aquarium (special interest in the birds of Mexico)

## 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, mind/educational, family/home and relationships, spiritual/emotional, social/political, and recreation/vacation. (McGrattan) \$60  
6 eve - Mo. Oct 02, 19:00-21:00 - KEC  
6 eve - We. Oct 04, 19:00-21:00 - Lan

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

### Stop Smoking Course for Addicts (503444)

This course is designed specifically for addicted smokers, not the person who smokes occasionally. As you progress through course material, the many habits that led to nicotine addiction will methodically be removed. Laugh, cry, struggle and win with the support of other addicted smokers like yourself. Regain your self-confidence, knowing that you are in charge - not your cigarettes. (Hamilton) \$80  
7 eve - Th. Oct 05, 19:00-21:30 - KEC

Amber Hamilton - Twenty year veteran smoker, former volunteer counsellor for B.C. Lung Association; authored "No Lfs, Ends or Butts," soon to be published book on living smoke free.

### 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  
6 eve - Mo. Sep 18, 19:00-22:00 - Lan

Rosemary Bannister has done extensive training at all levels of government and with private industry.

### Create Your Own Reality Through Energy Awareness (503445)

You are a living magnet - you can choose what you like to "attract." Through active meditation techniques and the concepts presented, you will become aware of your own energy system (grounding, centering, aura and chakras). Take charge of your life. (Skaey) \$80  
8 eve - Th. Sep 21, 19:00-21:30 - Lan

### Getting Off the Scales (503454)

Your body weight is your choice. Unwanted weight is like unwanted information ... it just gets in the way. We're not going to tell you how to exercise or what to eat. Using practical meditation tools this course is designed to help you recreate your physical shape. Throw away your scales forever. (Skaey) \$30  
1 day - Sa. Sep 30, 10:00-16:00 - Lan

Deborah Skaey, B.A., is a consultant with Oracle Consulting, which specializes in education and communication consulting.

### The Art of Conversation (503452)

Enrol now and meet new friends, be comfortable in large groups even when alone! Recognize possible irritating voice tones, opinions and mannerisms. Learn helpful hints in memorizing, showing animation and overcoming boredom. Learn to save grace in difficult situations and overcome self consciousness. This course could change your life or social calendar at least! (McLaren) \$70  
8 eve - We. Sep 20, 19:30-21:30 - Lan

### How to Get Organized When You don't Have the Time (503453)

Stop procrastinating. Learn skills in reducing stress, increasing productivity, retaining control and in gaining perspective. Add more time to your daily life. (McLaren) \$25  
1 day - Sa. Sep 23, 09:30-14:30 - Lan

Sylvia McLaren enjoys sharing her leadership and motivational skills to promote your personal and professional goals. She is a self-employed businesswoman who has taught many self development courses.

### Resolving Conflict (102852)

The ability to resolve conflict successfully is probably the biggest key to personal and professional success. Recognize conflict as a gift instead of a roadblock as you learn to deal with it effectively. (McNaughton) \$35  
4 eve - Tu. Sep 19, 19:30-21:30 - Lan



... "computer programming, desktop publishing, microcomputer accounting...if I can just get my D-Base Management now..."  
(see Computers Page 10)

### Mastering Fear (503440)

Fear is a feeling often disguised as procrastination, boredom, fatigue or shyness. Learn to understand and deal with the underlying feeling. See that facing your fear can be easy and fun. (McNaughton) \$35  
4 eve - Tu. Oct. 17, 19:30-21:30 - Lan

Mary Ellen McNaughton, M.A. (Biology) is a practitioner in life skills and communication.

### 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 19, 20:00-21:00 - Lan

### 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 28, 09:30-16:30 - Lan

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

## 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 and registration see below or contact Focal Point at 224-3636 between 11:00-15:30 hours, Tuesday - Saturday, starting September 5, 1989. For those unable to register during the day, evening registration will be from 19:00-20:00, September 5 and 6 only.

### 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 18, 19:00-22:00 - FP  
10 aft - Tu. Sep 19, 12:30-15:30 - FP  
10 eve - Tu. Sep 19, 19:00-22:00 - FP  
10 eve - Fr. Sep 22, 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) \$145  
10 eve - Mo. Sep 18, 19:00-22:00 - FP  
10 aft - Tu. Sep 19, 12:30-15:30 - FP  
10 eve - Tu. Sep 19, 19:00-22:00 - FP  
10 eve - Fr. Sep 22, 19:00-22:00 - FP

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

### Fashion Photography (300117)

This course, taught by a fashion photographer, will introduce the student to the various aspects of Fashion Photography. The course will cover the different styles and types of fashion photography, as well as some of its history. Lighting techniques as they apply to fashion will be covered, as well as the relationship between the photographer and the model. Students will have practical demonstrations in both fashion styling and make-up. Choosing the right model will be covered with a practical casting session. Students will also have shooting sessions with professional models. Students must have completed Intermediate Photography or it equivalent. (Harvey) \$195  
10 eve - Th. Sep 21, 19:00-21:00 - FP

Tim Harvey is a commercial photographer specializing in Fashion Photography.

### Commercial Photography (300116)

Gain practical experience in the field of commercial photography with emphasis placed on advertising. You will be given assignments, each stage of which will be followed and guided by a professional art director and photographer. Topics will include: working with clients, art directors and models, composing layouts, and getting the most out of photographic equipment and lighting. "Intermediate Photography" or equivalent a prerequisite. (Blue-Hawko) \$195  
10 eve - We. Sep 20, 19:00-22:00 - FP

Greg Blue is a commercial photographer specializing in studio and product photography.

David Hawko is an Art Director and Designer.

### Basic Darkroom (300102)

Learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, and print finishing techniques. (Chin) \$140  
10 eve - We. Sep 20, 19:00-22:00 - FP  
10 mng - Sa. Sep 23, 10:00-13:00 - FP  
10 aft - Sa. Sep 23, 13:30-16:30 - FP

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

### Practical Darkroom (300104)

Learn fine quality black and white photographic printmaking through practical applications of various techniques and individualized teacher

instruction. Bleaching and toning procedures are also covered. Prerequisite: "Basic Darkroom" or equivalent. (Tripp) \$145  
10 eve - Th. Sep 21, 19:00-22:00 - FP

Andrew Tripp - Working commercially specializing in people photography.

### Practical Lighting (300122)

This ten week course will teach the student advanced fundamentals of lighting as it applies to People and Still Life. The course will cover equipment selection, and technique, with several practical shooting sessions in and out of the studio. Students will learn to recognize the potential of lighting, use it in a way that suits the needs of the subject, and to treat each set as a completely fresh situation. Students must have completed Intermediate Photography or its equivalent. (Harvey, Blue, Brons) \$195  
10 mng - Sa. Sep 23, 10:00-13:00 - FP

### Business Practices (300126) \*\*New\*\*

This course will introduce students to the business of photography. Students will be given instruction in marketing and self promotion, setting up a business, business law, portfolio presentation, professional practices, and a discussion of the Free Trade Agreement and its effect on photographers. This course is designed for the working professional or the aspiring professional. Students must have completed Intermediate Photography or its equivalent. (O'Brien-Bell) \$175  
10 aft - Sa. Sep 23, 14:00-17:00 - FP

Catharine O'Brien-Bell, C.A.P.I.C., Brooks graduate specializing in propping, styling and production management.

### Photo Retouching (300110)

Learn to restore, correct or enhance photographic prints. You will learn to modify black and white or colour photographs with the use of dyes and several different media. You will be required to purchase additional supplies. (Jensen) \$130  
10 eve - We. Sep 20, 19:00-22:00 - VVI

### Restoring Old Photographs (300118)

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

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

### Hand Colouring Photographs (300111)

This is an extensive hands-on course exploring the theory, technique and application of colour to black and white and colour photographs. Participants will experiment with a wide variety of media including toners, inks, paints and pastels. Through the manipulation of these and other materials, students will learn unique and interesting ways to express a photographic idea. Knowledge of photogenic darkroom techniques is not a prerequisite for this course. Register at VVI. (Hawkes) \$130  
10 eve - We. Sep 20, 19:00-22:00 - VVI

Kiku Hawkes - A local photographic artist who specializes in the hand tinting of historical and contemporary black and white photographs.

## 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 - 15:30, Tuesday through Saturday, starting September 5, 1989. For those unable to register during the day, evening registration will be from 19:00-20:00 on September 5 and 6 only. For information please contact Focal Point at 224-3636.

## Real Estate and Property Management

Vancouver Community College, Continuing Education Division, offers two certificate programs in real estate management, as well as several non-credit courses and seminars on selected real estate topics.

The Property Management Certificate Program is designed to meet the educational needs of commercial/residential property managers. The Building Manager (Residential) Certificate Program is uniquely tailored to meet the educational requirements of resident managers in apartment buildings and other multi-family properties. Both of these professional programs enjoy the support and guidance of PAMA (the Association of Professional Property Managers).

Our non-credit courses and seminars cover a wide range of special topics. These courses and seminars have been developed by VCC in

response to your continuing interest in the field of real estate.

Program Coordinators  
Building Manager (Res.) Certificate Program ... Brian Pink (682-5844)  
Property Management Certificate Program ... Chuck Dunn (324-5511)  
Non-credit real estate courses ... Wayne Decle (875-8200)

## Real Estate and Property Management

### Information Night:

#### Learn about

- Property Management Certificate Program
- Building Manager Certificate Program
- Non-Credit Real Estate Courses

Please drop by to see us on Thursday evening September 14th, 1989, from 5 - 8 p.m. to learn about V.C.C.'s real estate programs and courses. Program advisors will be on hand to answer your questions. Course outlines and other literature will also be available.

#### Location:

Langara Continuing Education Office  
100 West 49th Avenue  
Vancouver, B.C.  
324-5322

#### Time:

Thursday, September 14, 5 - 8 p.m.

If you are thinking about taking a course in real estate or property management this Fall (for either career or general interest purposes), please come in and see us.

Refreshments will be available.



...I can't believe tropical rain forests cover only two per cent of the globe yet house over 40% of all types of the world's plants...  
(see Natural History Page 23)



## Property Management Certificate Program

Property Management is a comprehensive training program designed to provide participants with the concepts, techniques, knowledge and skills 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 may be eligible to receive a designation from PAMA.

For information call Program Coordinator, Chuck Dunn at 324-5511. For registration call 324-5322.

Non-Certificate students may enrol in any course without meeting certificate requirements except Appraisal 1118, Part 2 and Property Management 2415 and 3415.

### 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  
Accounting 1115  
Communications 1118

### Entry Requirements:

Participants must have completed Grade 12 and be proficient in English. For Communications 1118, the prerequisite is the successful completion of the L.P.I. (Language Proficiency Index Exam). This exam will be administered the 1st evening of class, Tuesday, September 12, 1989. Please call 324-5322 to register.

### 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.

### Fall Term 1989

#### Property Management 1415 (109101)

Learn the principles and practices involved in the field of Property Management. This introductory course will focus on Rental Management and Condominium Management as two components of an emerging profession where today's property managers must have the knowledge, communication skills and technical expertise to generate the greatest possible net income for the owners of investment properties. Specific rental topics include: Property Types; Residential Tenancy Act and Regulations; Insurance: Physical Maintenance; Financial Communication and Public Relations Skills. Condominium topics include: Types of Condominiums, Management Techniques; Fiscal Procedures: Property Maintenance; Insurance and Managing People. (B. Agnew) \$185  
13 eve - We. Sep 20, 19:00-22:00 - Lan

**B. Agnew** is a practising property manager with extensive experience and has taught property management courses and seminars at various institutions.

#### Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing Commercial and Industrial Type

Properties. Prerequisite - successful completion of Property Management 1415. (Read) \$185  
13 eve - Mo. Sep 18, 19:00-22:00 - Langara

**P. Read** is a practising property manager, specifically in commercial and shopping centre properties with over 25 years experience in the Real Estate field.

#### Real Estate Appraisal 1118 - Part 1 (109105)

Introduction to the basic principles of real estate appraising. This course will focus on the nature of value, the reasons for appraisals, and the appraisal process itself. Also, residential building construction will be discussed. Both Part 1 and 2 meet the requirements for the Appraisal Institute of Canada Course Appraisal 101. (Dumfries) \$185  
13 eve - Mo. Sep 18, 19:00-22:00 - Lan

#### Real Estate Appraisal 1118 - Part 2 (109106)

More focus on building construction. In depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. Prerequisite: Successful completion of Part 1. (Dumfries) \$185

13 eve - We. Sep 20, 19:00-22:00 - Lan

**C. Dumfries** is a real estate appraiser and teaches the Appraisal course at Langara.

#### Real Estate Law - 1325 (109104)

A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate. (TBA) \$185  
13 eve - Mo. Sep 18, 19:00-22:00 - Lan

#### 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. \$150

13 mng - Sa. Sep 16, 10:00-13:00 - Lan (Brimm)  
13 eve - Mo. Sep 18, 19:00-22:00 - Lan (Wadsworth)  
13 eve - Tu. Sep 19, 19:00-22:00 - Lan (Glass)  
13 eve - We. Sep 20, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Sep 21, 19:00-22:00 - Lan (Martin)

**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.

#### Computer Applications in Business 2000 (102008)

Learn 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) \$185  
10 mng - Sa. Sep 16, 09:00-13:00 - Oak  
13 eve - We. Sep 19, 19:00-22:00 - Lan  
13 eve - Th. Sep 21, 19:00-22:00 - Lan

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

#### Communications 1118 (102016)

This course is designed to prepare students to compose business correspondence and training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes, and employment correspondence. Price includes a \$25 non-refundable fee to write the Language Proficiency Index Exam, that will be administered the 1st evening of class, September 12, 1989. Please call 324-5322 to register. \$175  
14 eve - Tu. Sep 12, 19:00-22:00 - Lan



...how can effective communication be anything but the transmission and reception of ideas... both verbally and non-verbally?...? (see Leadership Skills for Business Page 6)

## EARN A CERTIFICATE

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 needs.

Representatives of industry and the professions help plan these programs for adults who want to get 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. A Program based on an employer, outside agency, or industry standard.
4. A formal procedure for evaluation.

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

## Building Manager Residential

### Building Manager (Residential) Certificate Program

This program is intended for persons who wish to 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.

Rental property owners and buyers 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 enrol in any courses.

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

### Entry Requirements:

Completion of grade 12 is not 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, Building Service Management and Building Service Worker - Level I. 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. These seminars do not carry credit towards the Program Certificate.

### 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 03, 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 field trips and hands-on demonstrations using a variety of appliances and other equipment. \$135  
10 eve - Mo. Oct 02, 19:00-22:00 - VVI

#### Building Service Management (250404)

Intended for building supervisors and others who wish to advance in the building service field. This course will explore basic supervisory and building management skills including purchasing, budgeting, inventory control, scheduling and motivation of staff. Floor types and the care of powered equipment will also be covered. (Vickery) \$135  
10 eve - We. Oct 04, 18:30-21:30 - 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. \$135  
5 day - Sa. Sep 23, 09:00-16:00 - VVI

## Seminars - Managing Your Rental Property

### 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 30, 09:00-15:30 - Lan

**Brian Pink**, B.A. is a Property Manager and a Program Coordinator with Continuing Education.

### 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. This workshop will be held at 876 Kingsway, Vancouver. Students must pre-register through Continuing Education. There will be no registration at the course site. (Archambault) \$45  
1 day - Sa. Oct 14, 09:00-15:00 - VVI

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

### Suite Leasing Skills Seminar (109007)

Learn basic skills for renting your house or apartment suite. Topics include: marketing, curb appeal, suite appearance, grooming, applications, deposits, rejecting applicants and protecting yourself against scams. (Harvie) \$25  
1 eve - We. Oct 04, 19:00-22:00 - VVI

**Ron Harvie** is a property manager with Vancouver Management Ltd.

## Real Estate

## Non-credit Courses

### 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 14, 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 28, 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. (Krueger) \$65  
7 eve - Th. Sep 28, 19:00-21:30 - VVI

**Vic Krueger**, LL.B., is a lawyer and a lease negotiator with the Government of Canada.

### 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 30, 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. (Leroux) \$25  
1 eve - We. Oct 04, 19:00-21:00 - KEC

**Michael Leroux** is a Barrister and Solicitor, General Litigation practice.

### Ten Steps to Selling Your Own Home (500708)

Have you toyed with the idea of selling your own home but were deterred by what seems to be a very complicated process? Being the salesperson for your own home gives you the control in the selling process and, of course, saves you the commissions normally payable to a real estate company. It is not a complicated process, but it must be worked through methodically. The process is outlined in a comprehensive 40-page document, researched and produced by the instructor, covering the Ten Steps to Selling Your Own Home. It includes: the ten most important facets of real estate sales, preparing yourself and your home for the sale, pricing a home, effective advertising, buying techniques, completing the process. (Smail) \$35  
1 eve - Mo. Oct 16, 19:00-22:00 - KEC

**David Smail** has been teaching this course for three years.

### Your Home - A Changing Investment (500709)

Today's complex housing choices are discussed in this comprehensive seminar for adults and empty nesters. Some of the options analyzed will be:

- To renovate, sell or lease back your existing family home?
  - To rent, buy or build a new home?
  - To invest or shelter your after-sale capital?
- Explore the latest innovative approaches from neighbouring co-developments to home equity plans and deferred RRSP conversions. Preview the newest development projects in the Lower Mainland - from condos to luxury retirement villages. Enjoy this opportunity to discuss your personal questions and lifestyle choices with the experts. This course will enable you to develop a successful strategy for your housing and financial future! (Goldsmith/Henderson) \$40  
2 eve - Mo/Th. Oct 16/19, 19:00-22:00 - Lan  
2 eve - Mo/Th. Oct 23/26, 19:00-22:00 - Lan

**Jason Goldsmith** is a financial and retirement planner with a real estate background.

**Lynn Henderson** is a housing specialist in the area of senior's housing and developments.

Please see Building Manager Residential for further courses.

## Recreation/Sports/Leisure

### Principles of Athletic Training (151225)

Learn how to design a complete training program for the different stages of competitive preparation, to maximize your training efficiency and final results. Find how to detect, prevent and manage stagnation, overtraining and injury from overuse. (Kodet) \$25  
2 eve - We. Oct 04/11, 19:00-22:00 - Lan

### Exercise Management - Improve Specific Areas (151226)

Find positive and negative influences pertaining to specific exercises, sports, diets and supplements on shaping the human body. Discover what is considered to be the most beautiful body and learn an exercise program to improve your body and achieve your goal. (Kodet) \$25  
1 day - Sa. Sep 30, 09:00-16:00 - Lan

### Interval Training (Sequence System in Weight Training) (151224)

Learn how to use weight training to improve your cardiorespiratory system, stamina, flexibility, tonization and strength. Find how to adopt your weight training to your body type, limitations, recreational activities or sport which you are involved in. (Kodet) \$20  
1 eve - Th. Sep 28, 18:00-22:00 - Lan

### Your Personal Exercise Program (151228) \*\*NEW\*\*

Learn how to prepare your personal exercise program. This program which would fit to your life style and needs. Find out how to improve your cardiorespiratory system, flexibility, strength, speed, coordination and look. (Kodet) \$25  
1 day - Sa. Oct 07, 09:30-16:30 - Lan

**Antoinin Kodet**, Ph. D., has studied at Charles University in Prague, Czech., Faculty of PE and Sport 1982, study visits in the Institute of PE and Sport, Moscow.



...the last piece...the competitive edge... (see Fashion Arts Page 16)



**Sport Massage (151227) \*\* New \*\***

Learn the very basis, mainly practical part, of sport massage and auto-massage to improve your recovery after a tough workout or injury. Also find how to alleviate the back pain just by using your fingers. (Kodet) \$25  
1 day - Sa. Sep 23, 09:00-16:00 - Lan

**Chi Gong - Introduction (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 regulated their body and mind, stimulating a strong sensation of "Qi" or vital energy. The course covers the basic 64 postures. Lunch included. (Yung) \$30  
1 day - Sa. Nov 18, 09:00-16:00 - Lan

**Coaching Certification Level I Theory (151001)**

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

2 day - Sa/Su. Sep 09/10, 09:00-16:00 - Lan  
4 eve - Tu/Th. Oct 03/05/10/12, 19:00-22:00 - Lan  
2 day - Sa/Su. Nov 04/05, 09:00-16:00 - Lan  
4 eve - Tu/Th. Nov 14/16/21/23, 19:00-22:00 - 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 15, 18:30-22:30 - Lan  
plus 2 day - Sa./Su. Sep 16/17, 09:00-17:00 - Lan  
1 eve - Fr. Oct 20, 18:30-22:30 - Lan  
plus 2 day - Sa./Su. Oct 21/22, 09:00-17:00 - Lan  
1 eve - Fr. Nov 24, 18:30-22:30 - Lan  
plus 2 day - Sa./Su. Nov 25/26, 09:00-17:00 - Lan

**Shiatsu: An Introduction to Japanese Acupressure in Five Parts**

This series is intended to help you help others, and feel better yourself, using Shiatsu - A Japanese bodywork system that effectively alleviates many of the effects of today's stresses and tensions. Relaxation and self Shiatsu techniques will also be taught. Take the complete series, and learn a full treatment, or any class that appeals to you. Please wear loose comfortable clothing and bring a mat or blanket and a small pillow to each of the classes.

**Shiatsu-Workshop (Neck & Shoulder) (504027)**

(Thomas) \$15  
1 mng - Sa. Sep 30, 09:30-12:30 - Lan  
1 mng - Sa. Nov 18, 09:30-12:30 - Lan

**Shiatsu-Workshop (Back Tension) (504028)**

(Thomas) \$15  
1 mng - Sa. Oct 14, 09:30-12:30 - Lan

**Shiatsu - Hips/Legs/Feet (504036) \*\*New\*\***

(Thomas) \$15  
1 mng - Sa. Oct 21, 09:30-12:30 - Lan

**Shiatsu - Arms/Torso (504037)**

(Thomas) \$15  
1 mng - Sa. Oct 28, 09:30-12:30 - Lan

**Shiatsu - Head/Neck/Face (504038)**

(Thomas) \$15  
1 mng - Sa. Nov 04, 09:30-12:30 - Lan

**Ted Thomas**, graduated from Oriental Therapy Program at East West Center in Sydney, Australia and furthered his studies at the Oki Yoga Institute in Mishima, Japan. Ted has practised and taught Shiatsu in Vancouver since 1984.

**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. (Leviton) \$80  
5 eve - We. Oct 04, 19:00-22:00 - 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. (Leviton) \$80  
5 eve - We. Nov 08, 19:00-22:00 - KEC

**Residential Interior Design Workshop (504203) \*\*New\*\***

Students will design a residential interior by adapting a client profile (information on lifestyle, needs and preferences) to a given house plan. Solve design problems, explore a variety of solutions, and stimulate creativity in an informal workshop. Bring " scale rule, scissors, pencil and eraser. Prerequisite: Introduction to Residential Interior Design course or equivalent basic understanding of design required. (Leviton) \$60  
2 mng - Sa. Nov 04/18, 10:00-13:00 - KEC

**Irene Leviton** - B.A. Fine Arts, Interior Design Diploma, N.C.I.D.Q., 17 years design experience. Irene specializes in residential and store design for the fashion industry.

**Sailing****Sailing Howe Sound/Canadian Yachting Association (CYA) (502818)****3 Day Basic Learn to Cruise**

This course offers sailing instruction while visiting sites of interest. A comfortable hike is offered, exploring the coast forest on Gambier Island. Observe marine life while cruising in protected waters, aboard a full sized comfortable, luxurious, CYC yacht. All sailing instruction is provided by an Advanced CYA instructor. Course covers: maneuvering under sail and power, basic navigation and many other seamanship skills to complete the CYA Learn to Cruise standard. Bareboat certification is offered on successful completion. Class size is limited, pre-registration required. \$345  
Orientation: 1 eve - Mo., Prior to departure, 19:00-21:00 - KEC, Room 4056

Dates:

Sep 15, 16, 17 - September Cruise  
Sa. Oct 07, 08, 09 - Thanksgiving Day Weekend  
Sa. Oct 28, 29, 30 - Halloween Cruise  
Sa. Nov 11, 12, 13 - Remembrance Day Weekend

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.

**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. (Laidler) \$25

1 day - Sa. Oct 14, 09:30-16:00 - KEC

**Women Fight Back - Part II (504402)**

This course is a follow-up to Women Fight Back - Part I. Students will learn further methods and strategies of self-defence and will liaise with others from prospective agencies. (Laidler) \$25

1 day - Sa. Oct 28, 09:30-16:00 - KEC

**Debbie Laidler** is a kinesiologist who has developed and taught self-defence courses in B.C. She is a second degree black belt in judo and has competed internationally with the Canadian Judo Team.

**Special Education****Learning About Disabilities (010303)**

For people wishing to learn about hearing or visual impairment, 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 disability section. \$40. Total course \$95.  
13 eve - Tu. Sep 19, 19:00-21:30 - KEC

**Schedule:**

Introduction - Sep 19  
Visual Impairment - Sep 26/Oct 03  
Hearing Impairment - Oct 10/Oct 17  
Mental Handicap - Oct 24/Oct 31  
Learning Disability - Nov 07/Nov 14  
Mental Illness - Mar 21/Nov 28  
Physical Disability - Dec 05/Dec 12

Each session will be taught by an expert in that field of disability.

**Social Services****Community Based Social Services Certificate Program****General Information**

This program was developed and first offered in 1982. Its purpose is to improve the skills of people working in the Social Services field who do not have a formal qualification. It examines social service skills and practice relating to a variety of client groups in the community, in order to expand the knowledge and skill base of social service workers. This part-time certificate program is designed to meet the needs of those working full-time. It is scheduled over a ten-month period and is 180 hours in length.

**For Whom?**

For those currently working in the Social Service field. This is not an entry-level program, and should not be taken by those without current, paid work experience in this field.

**The Program (150401)**

The program has four components:

- Part I - 6 skill-based foundation courses (51 hours)
- Part II - 6 courses focusing on specific social service client populations (54 hours)
- 5 group seminars (15 hours)
- practicum (60 hours)

The program begins in September each year and must be completed by August 31st of the following year. Classes are held one evening a week.

A College Certificate in Community Based Social Services will be granted to those students who successfully complete the program requirements.

**Courses****The Part I courses are:**

**Service Needs**  
**Record Keeping**  
**Counselling and Interviewing Skills**  
**Social Service Practice**  
**Economics of B.C. Social Service**  
**Resource Utilization**

**The Part II courses are:**

**Services to the Community**  
**Services to Children**  
**Services to the Mentally Disabled**  
**Services to the Elderly**  
**Services to the Physically Disabled**  
**Services to the Multicultural Client**

**Admission Requirements**

- Grade 12 completion
- Current work experience in the social service field
- Good knowledge of English, both oral and written

Fees for program: \$550.00 which may be paid in full or installments.

Program Coordinator: Lynda Dassiuik

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

**Telecollege****1989 Fall Semester**

Personal enrichment and new knowledge can be gained by studying with the convenience of television with the support of the Telecollege.

TELECOLLEGE offers texts and study guides to help you make the most of your studying time. Courses being offered in the fall include:

- Beyond the Mechanical Universe
- Marketing
- Mechanical Universe
- Planning Your Retirement
- SciFi, Media & Literature
- Sociology
- Starting a Business
- Understanding Human Behaviour

These telecourses are broadcast on the KNOWLEDGE NETWORK and will begin mid September, 1989. For further information, and to register and order texts and guides, contact:

**TELECOLLEGE**

c/o Northern Lights College  
11401 - 8th Street  
Dawson Creek, B.C.  
V1G 4G2  
1-800-663-3282

**Telecommunications****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 Peggy Worobetz 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 - 102205 \*\*\***

\*\* Telecommunications Management I (Voice) is a prerequisite for courses 2, 3 and 4.  
\*\*\* Please note this course (ADM 245) was previously offered by BCIT. VCC students who successfully completed this course at BCIT 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 four 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. (Jenkins) \$195  
12 eve - We. Sep 20, 18:00-21:00 - VVI

**Katie Jenkins** has over 20 years experience in the telecommunications industry. Positions held include administration, marketing, sales and management. Most recently she was the Western Regional Account Manager with a national telecommunications firm in charge of sales, support and consulting ranging from small users to major corporations.

**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. (TBA) \$195  
12 eve - Mo. Sep 18, 18:00-21:00 - VVI

**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) \$195  
12 eve - We. Sep 20, 18:00-21:00 - VVI

**Gerald N. Paul** is a Training Specialist with B.C. Telephone. He has developed and instructed courses in Data Communications, Datapac and Multiplex Services.

**Designing the Integrated Office (102205)**

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. (Pescod) \$195  
12 eve - Mo. Sep 18, 18:00-21:00 - Lan

**Mike Pescod** is the Senior Engineer for Federal Express. His past experience includes expertise in the telecommunications/management consultant and educational fields.

**\* Challenge Examination**

A challenge examination will be available for those students seeking a certificate who may already be in the Telecommunications field and feel they will not benefit from the telecommunications Management I (Voice) Course either of these courses.

Students will have only ONE opportunity to pass the examination.

**Challenge Examination - Telecommunications Management I (Voice) (102206)**

\$125  
2 hrs - We. Sep 06, 19:00-21:00 - KEC

**VANCOUVER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION**

The Educational Foundation's goal to raise voluntary funds and support for the college's programs. It is an incorporated charitable society.

The foundation gives support to talented, dedicated students.

Your contributions are needed. Either contribute to an existing fund or establish a fund in your own name.

For more information contact:  
Vancouver Community College  
Educational Foundation  
1155 East Broadway  
Box 24700, Station "C"  
Vancouver, B.C.V5T 4N4  
Phone: 875-1131

Charitable Registration number 066975-23

**Teaching English as a Second Language****An Overview of Teaching ESL (150802)**

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures and instructional resources used to teaching English as a Second Language. This course is the prerequisite for the TESL Certificate Program. Topics include language needs assessment, oral skills, writing, reading, dialogues, pronunciation, oral testing, and lesson planning. Maximum enrollment: 25 \$150  
5 day - Tu/We/Mo/Tu/We.

Sep 5/6/11/12/13, 09:00-16:00 - KEC (House)  
10 aft - Mo. Sep 18, 13:00-16:00 - KEC (Hinkle)  
10 aft - We. Sep 20, 13:00-16:00 - KEC (Rabinowitz)  
10 eve - We. Sep 20, 19:00-22:00 - KEC (Hinkle)  
10 eve - Th. Sep 21, 19:00-22:00 - KEC (Rabinowitz)  
5 day - Mo/Tu/We/Th/Fr.  
Oct 23/24/25/26/27, 09:00-16:00 - KEC (House)

**Ann Hinkle** - 12 years teaching ESL at VCC and 2 years teaching EFL in Asia. Currently the instructor in charge of VCC's Homefront Learning Program. Has written several ESL publications and has taught at UBC.

**Jennifer House**, B.A., B.Ed., M.Ed., an experienced ESL instructor, has taught at VCC since 1972. She is interested in teacher training, community based ESL classes, ESL tutor training and has written many ESL publications.

**Myrna Rabinowitz**, B.A., B.Ed., an experienced ESL teacher and tutor trainer, has written many publications for the ESL field.

**Teaching English as a Foreign Language (150828)**

A 90-hour intensive course for people planning to teach overseas who are unable to take the TESL Certificate Program. This course will examine in depth topics such as the principles of testing and assessment, lesson planning, classroom management, pronunciation, grammar, listening skills, reading, writing, communication skills and EFL instructional resources. The prerequisite, Overview of Teaching ESL (150802), or an equivalent must be completed prior to taking this course. To apply, call 875-8200. Deadline for applications is October 31, 1989. Maximum enrollment: 25 (Aceman) \$600  
20 day - Mo/Tu/We/Tu/Fr. Oct 30-Nov 24, 08:30-12:30

**Lee Aceman**, B.Ed., is presently completing her masters degree in ESL at UBC. She has taught at VCC for 11 years and overseas for 3 years. Her special area of interest is curriculum development in ESL.

**Teaching English as a Foreign Language (150828)**

Will be offered in Jan., Feb. and Mar. 1990 (Winter Term). The course is scheduled for two evenings a week and three Sundays. The prerequisite, An Overview of Teaching ESL (150802) or an equivalent must be completed prior to taking this course. Applications will be accepted during the fall term. Deadline for applications is December 22, 1989. Maximum enrollment: 25 (Aceman) \$600



## Teaching English as a Second Language to Adults Certificate Program

This program is intended for those who wish to teach English as a Second Language to Adults. The program focuses on practical teaching methodologies and techniques. Candidates may be planning to teach overseas or to teach at an educational institution or community agency in Canada. The TESL Certificate Program does not train candidates to teach in the elementary or secondary school system.

The TESL Certificate Program is two hundred and sixty hours in length and consists of seven core courses, thirty hours electives and an teaching internship. On successful completion of all of the requirements, participants are eligible to receive a Vancouver Community College Certificate in Teaching English as a Second Language to Adults.

### 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

## Core Courses Offered in the Fall Term

Priority in core courses is given to students registered in the TESL Certificate Program. 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 - Th. Nov 16/23/30/Dec 07,19:00-22:00 - KEC  
4 mng - Sa. Nov 18/25/Dec 2,9, 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)

Learn the techniques and methods for teaching structure of the English language. (Gerber) \$130  
3 day - Sa/Sun Sep 09, 10, Su. Sep 17, 09:00-18:00 - 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. She is a graduate of Boston University and is currently completing her masters in ESL.

### Teaching Pronunciation (150812)

Learn methods and techniques for teaching pronunciation. Topics include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Pearson) \$195  
10 aft - Sa. Sep 16, 13:00-16:00 - KEC

**Chris Pearson, B.A.** (Linguistics and English) is presently teaching in the ELS Department at King Edward Campus. She is also completing her masters in ESL at UBC.

### Teaching Listening and Speaking (150817)

Concentrates on the techniques and materials to teach oral communication and improvement of listening skills. Use of the language lab as a tool included. (Clark) \$195  
10 mng - Sa. Sep 23, 09:00-12:00 - KEC

**Chris Clark, B.A.** an instructor at the Canada Language Centre interested in promoting communicative language teaching. She has been involved in teacher training projects throughout the lower mainland and has published, with Carla Pitton, a series of card games for the ESL classroom.

### Teaching Writing (150813)

An overview of approaches to writing and techniques for teaching free, controlled, process/product writing. Includes techniques of revision and editing and assessment of student writing. (Rothschild) \$200

9 eve - Mo. Sep 11/18/25,  
Oct 2/16/23/30, Nov 6/20, 19:00-22:00 - KEC  
1 mng - Sa. Sep 16, 09:00-12:00 - KEC

**Demie Rothschild - Honours B.A., M.A.** in progress, has taught ESL at V.C.C. since 1977. President of the B.C. Association of Teachers of English as an Additional Language (T.E.A.L.).

### TESL Internship (150824)

The TESL Internship is a thirty-five hour course. It consists of ten hours of compulsory workshops and twenty-five hours of practice teaching in an ESL classroom. This is the final course in the TESL

Certificate Program and students must have completed all the TESL core courses prior to registering for the TESL Internship.

(House) \$300  
Internship Workshops - 4 eve - Th. Sep 21, 28,  
Oct 05, Nov 30, 19:30-22:00  
Internship Placement - Oct., Nov.

**Jennifer House, B.A., B.Ed., M.Ed.**, an experienced ESL instructor since 1972. She is interested in teacher training, ESL tutor training and has written several ESL publications.

### Electives:

The following courses will be of interest to those connected with or interested in the ESL field. They may also be used to fulfil the "Elective" requirement in the TESL Certificate Program.

### Testing in English as a Second Language (150815)

A practical course in testing your students' knowledge of English. You will learn how to use and construct a variety of tests for speaking, listening, reading, writing and grammar. A must for every ESL teacher who wants to know more about testing and assessment. (Gerber) \$110

1 eve, 2 day - Fr/Sa/Su,  
Nov 03, 04, 05, 18:30-22:30/09:00-18:00 - 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 and is currently completing her masters in ESL.

### ESL Tutor Training Workshop (150814)

Learn to tutor ESL students one-on-one, or in small groups. Gain basic training in assessing language needs, planning lessons and developing activities for students. (Rabinowitz) \$65  
2 day - Sa. Oct 21/28, 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  
3 day - Fr/Sa/Su, Nov 24/25/26 - KEC

**Mark Rittenberg, M.A.**, teaches at Lesley College, Harvard University; has developed and taught "Active Learning."

### Teaching ESL Adult Literacy (150825)

This is a practical course which will help teachers learn approaches and techniques of teaching literacy to adult ESL students through observation of techniques and preparation materials. (Siddiqi) \$100  
6 eve - Tu. Oct 3, 19:00-22:00 - KEC

**Khatun Siddiqi, M.Ed.**, has taught adults and teachers of adults for almost 15 years, both overseas and at KEC. She speaks seven languages. She specializes in curriculum development, adult literacy, vocational/personal counselling and working with disadvantaged women.

### Using Video in the ESL Classroom (150829)

Video: The next best thing to real life! Learn how video can enhance your students' language learning. Explore ways to integrate pre-recorded materials and resources into your lessons, develop activities and thematic units using videos, and build confidence in using the equipment. Teacher and student-made videos will also be covered. (Clark) \$75

2 day - Sa/Su. Dec 09/10, 09:00-16:00 - KEC

**Chris Clark, B.A.**, an instructor at the Canada Language Centre interested in promoting communicative language teaching. She has been involved in teacher training projects throughout the lower mainland and has published, with Carla Pitton, a series of card games for the ESL classroom.

### 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 eve - Mo. Sep 25, 19:00-22:00 - KEC

**Michael Pidgeon, B.A., M.A.** Linguistics, TESL Certificate (V.C.C.) 14 years' experience teaching English and Linguistics at the university level overseas. Presently teaching in the ESL - College Preparatory Department at V.C.C.

## Travel Courses and Tours

### Travel Courses

#### 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. Sep 16, 09:30-14:30 - Lan  
1 mng - Sa. Oct 14, 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)

#### 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) \$85  
6 eve - Mo. Oct 16, 19:00-21:00 - KEC

**Grant Buday** is the author of "The Venetian", a novel about Marco Polo. He also publishes review articles and short stories. Presently he is working on a screen play as well as other literary projects.

#### 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 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. (Sheward) \$20  
1 mng - Sa. Sep 30, 10:00-13:00 - Lan

**Teresa Sheward** has travelled extensively throughout Mexico and has an intimate knowledge of Mexican culture, having spent her childhood in Patzcuaro, Michoacan. She holds a degree in Anthropology and is presently employed at the Museum of Anthropology at UBC.

#### Exotic Morocco (504629) \*\*NEW\*\*

From all sources it is said that Morocco is an incredibly diverse and exotic country. With the aid of slides, you will experience the contrasts, the colours, the lifestyles found only in this unique part of the world. Particular attention will be paid to the native Berber people with their lifestyles remaining virtually unchanged for several centuries, and the contrast between the village life of the mountainous south and the Imperial cities of the North. (Boycott) \$20  
1 day - Sa. Oct 14, 10:00-12:00 - Lan

#### Turkey - "Romance of a Rugged Land" (504630)

This course concentrates on the Graeco-Roman and Ottoman history of Turkey with the use of slides to illustrate archaeological and historical aspects. These two periods will be placed in the context of Mediterranean civilisation and other cultures of Turkey such as the Hittites, Byzantines and Selchuk Turks. The great diversity of geography found in Turkey will also be discussed and an insight will be given into the lives of the present day Turkish people - both in the cities and rural villages. (Bruce) \$20  
1 mng - Sa. Nov 18, 09:30-12:00 - Lan

**Norman Bruce** has a B.Sc. degree in Zoology and a post-graduate diploma in Business Studies. He had travelled extensively in Western and Eastern Europe and Turkey as well as spending 6 months travelling in India before starting to lead tours professionally in 1986. Norman led tours in Egypt for one year and spent six months leading tours in Turkey. Travel is Norman's great passion. In the past 2 years he has travelled to countries as diverse as Bolivia, New Zealand and North Yemen. In 1988 Norman was honoured to be elected a Fellow of the Royal Geographical Society of London.

#### Splendours of Italy \*\*New\*\* (504631)

For armchair travellers or those planning a trip, this is a survey of the best of Italy. It takes you on an imaginary journey to Rome, the eternal city of Michelangelo's St. Peter's, with its museums, palaces, piazzas, pines, forums, fountains and fine food. Then old Siena, golden Florence, Pisa of the Leaning Tower, and romantic Venice, and ending with Pompeii, Sorrento, Amalfi, and the Isle of Capri. Illustrated with slides, brochures, and travel tips by a tour manager. \$20

1 aft - Sa. Nov 18, 13:00-16:00 - Lan

**Karin and George Storey** have led many cultural tours to Mediterranean Rim countries.

## Travel Tours

### British Virgin Islands Caribbean Sail Training Tour/Canadian Yachting Association

Ten days in paradise, where the sun always shines. The warm trade winds are gently blowing. The water and air temperatures are in the '80s. Safe, comfortable anchorages almost in sight of each other, with breathtaking beaches. Called the "Friendly Virgins," each island is unique, with a great variety of places to visit ashore, both day and night. We will explore some six different islands, with time aside from sailing for other activities. The crystal blue water visibility of some fifty feet offers an unforgettable opportunity to explore the abundant sea life on tropic reefs. Sailing/cruising instruction is by an advanced CYA cruising instructor with many years' experience bringing friends together with sailing tours.

Our yacht is the queen of the fleet, a new "Beneteau Oceanis 50," luxurious, high performance and with private accommodation.

You don't have to be an "Old Salt" to come along - just ready to have an unforgettable, great time. Internationally recognized bareboat Captain's certification is offered upon successful completion of voluntary course.

Cost is all-inclusive of yacht, skipper/instructor, split food provisioning and air fare. Preregistration is a must. Avoid disappointment and register now. Space is limited. Orientation class will be held on September 25, Monday, 19:00 - KEC, Room 5025.

Registration deposit fee \$400 due prior to orientation. Complete tour cost \$1950 due October 16, 1989. Depart November 25, 1989 - return December 05, 1989 - Trip #1 or December 28, 1989 - return January 09, 1990 - Trip #2

For more information, call Marcus Kerry, Sail Training International Ltd. at 439-1191, or Wayne Decle, Vancouver Community College - Continuing Education at 875-8200.

**Instructor M. Kerry** has sailed some 20,000 miles internationally and locally! During the last nine years he has been involved with promoting the Canadian Yachting Association's Learn to Cruise Program.

#### Vietnam - A Nation Emerging

The focus of this study tour will be to view first hand the cultural, social and life style achievements of present day Vietnam. This 15 day trip is designed to offer more than the "sightseeing" offered by the state tourist authority which leans towards visiting sites of the recent bitter conflict.

Highlights of the trip will be 2 days in Bangkok at the start of the tour visiting the floating market of Damaoen Sadauk and Rose Garden country estate. There will be a half day city and temple tour with a half day free for sight seeing on your own.

The name Vietnam conjures up protest movements during the Mid 60's; as well as fighting along the Mekong River and the many helicopter battles over Vietnam.

But there is now-a-days more to Vietnam than the memories of the war years. The Socialist Republic of Vietnam is now an emerging country within the Asia-Pacific area. With this in mind the Continuing Education division of Vancouver Community College has announced preliminary plans for a study tour of the country, from April 29th to May 13th, 1990. It is intended that participants on the tour will have an opportunity to gain more of an indepth knowledge of the country than would be found in a straight tourist visit.

Plans, at present, are still tentative and depend on specific reaction from Vietnam officials. Cost is estimated at \$3,400 but is subject to revision upward or downward depending on international monetary movements.

Airline: Thai Air

Includes:

- all meals in Vietnam, 1 dinner Bangkok
- all transfers
- all accommodations
- all flights within Vietnam
- return airfare Vancouver to Bangkok via Seattle
- all sightseeing as outlined above plus more

For further information, please contact Howard Grieve, Great Expeditions, a specialty tour division of Hagen's Travel at 263-1505 or Wayne Decle, Vancouver Community College, 875-8200.

#### Morocco "Mountain Villages and Colourful People" \*\*New\*\*

"With its blend of Africa and Islam, medieval crafts and culture there are few more exciting countries to travel than Morocco." During your journey of 19 days you will see Casablanca and the Imperial cities of Fes and Marrakesh. Exploring the narrow streets and souks of these cities and other villages is a joy. Travel off the beaten track to visit remote villages in the Atlas mountains, here in a lovely area there is an opportunity to enjoy optional walking activities. Later you can relax on the sand beaches of the warm Atlantic coast. This journey also gives you a chance to drive south to the very fringes of the Sahara Desert.

Departure dates (optional)

October '90

Christmas '90

Tour Cost \$2950 - approximately

Tour Cost includes airfare with KLM, transfers, ground transportation, 3 and 4 star hotel accommodation for 18 nights (based on twin occupancy), breakfasts and dinner included, sightseeing and local guides where necessary. Tour leader throughout.

**Tour Leaders:** Chris Boycott owns his own tour company. He has been leading tours for many years to destinations such as Egypt, Turkey, Morocco, Yugoslavia, Greece, Syria, Jordan and Algeria. He is well known around Vancouver for his colourful slide shows and he has travelled independently to places such as Russia, S.E. Asia, New Zealand and Europe.

To register or for more information, please call Chris Boycott at Adventures Abroad, 732-9922 or Wayne Decle, VCC-CE, 875-8200.

#### Turkey - "Romance of a Rugged Land" \*\*New\*\*

Often called "the crossroads of World Civilizations", Turkey is a mysterious land of geological wonders, beautifully preserved Greek and Roman ruins, lovely beaches, friendly people and, of course, Istanbul! On this tour we devote 3 full weeks to exploring this vast and diverse land in an in depth but relaxed manner.

The unique lunar landscape of Cappadocia has been formed by wind and water erosion over thousands of years to leave stone mushrooms and cones 30 feet high. Burrowed into the mountains in this area are painted churches and hidden cities.

#### Thailand (Fall 1989)

Escape the cold November rains and come with us to exotic Thailand. Join VCC - Continuing Education's tour to the "Land of Smiles." 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 await you. Explore the bazaars of Chiang Mai, famous for its handicrafts. 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 - Nov 13) Approximate \$2,425.

N.E. Thailand - (1 week optional Nov 13-20) \$550 Approximate

**Geoff Flack** - VCC instructor, has made over 20 trips to Thailand and has personally visited every part of the tour.

For more information on this tour, or proposed tour for Fall 1990, please call Canada World Travel, Dr. Bob Gallacher - 872-0355 or Wayne Decle, VCC - 875-8200.

#### Mexican Heritage \*\* New \*\*

October 26 - November 10, 1989

Pyramids, Caribbean beaches, colonial cities and deserted islands . . . join us as we tour the fabulous Yucatan Peninsula, Oaxaca and Mexico City.

In Mexico City we visit the Zocalo, the Museum of Anthropology and the Pyramids of the Sun and Moon. Next we fly to Oaxaca, the colourful state of excellent handicrafts still produced by the descendants of the ancient indigenous people. We see the Mixtec and Zapotec cities of Monte Alban and Mitla, then we're off to Palenque and the beautiful botanical part at La Venta. A short flight to Merida takes us into Maya country, where we see the famous Mayan ruins of Uxmal, Chichen-Itza, Coba and Tulum. With museum visits and local tour guides, we'll discover the fascinating history, classical culture and natural beauty of this awe-inspiring part of Mexico. Our trip winds up with two days of sunning and snorkelling amongst tropical fish at Xel-ha, Akumal and Cancun before flying back to the capital city for our flight home.

Join us as we see Hispanic history unfold and explore some of the world's richest ancient civilizations.

Tour includes expert tour leader, Mexican guides, transportation by air and coach, accommodation, museum entrances and some meals. Price \$2,495 Cdn. (Approx.)

For more information, please call Genny MacLean at Great Expeditions - 263-1476 or Wayne Decle, Vancouver Community College - Continuing Education, 875-8200.

**Teresa Sheward**, tour leader, has travelled extensively throughout Mexico and has an intimate knowledge of Mexican culture, having spent her childhood in Patzcuaro. She holds a degree in Anthropology and is currently employed at the Museum of Anthropology at UBC.

#### Summer Workshops in France '90

Paul and Babette Deggan's Centre for the Arts at Montaignut-le-Blanc since 1980.

Enjoy Painting and Drawing and/or French Language Workshops in a medieval hill village overlooking valleys rich in orchards, vineyards and fields of giant sunflowers. June 8 to 27, July 8 to 27, August 8 to 27. Optional week in Paris for museums and river tour: June 3 to 7, July 3 to 7, August 3 to 7.

\$1450 CAN (subject to change) for 19-day residential workshop.

Attend both workshops for only \$100 extra. Cost includes: tuition, accommodation, food, wine/beer, three excursions, loan of sketching easels and stools, loan of personal cassette player and language tapes (language students only), use of bicycles, guide services in Paris. Not included in cost: travel Montaignut-le-Blanc return (air/rail/taxi/bus), all expenses in Paris (except guide services), insurances, personal laundry.

Brochure/Information: Paul or Babette Deggan - 986-0082 or Capilano College, Joy Smith - 984-4907.

## Local Tours

### Sailing Howe Sound/Canadian Yachting Association (502818)

3 Day Basic Learn to Cruise

This course offers sailing instruction while visiting sites of interest. A comfortable hike is offered, exploring the coast forest on Gambier Island. Observe marine life while cruising in protected waters, aboard a full sized comfortable, luxurious, CYC yacht. All sailing instruction is provided by an Advanced CYA instructor. Course covers: maneuvering under sail and power, basic navigation and many other seamanship skills to complete the CYA Learn to Cruise standard. Bareboat certification is offered on successful completion. Class size is limited, preregistration required. \$345  
Orientation: 1 eve - Mo. prior to departure, 19:00-21:00, KEC, Room 4056

Departure Dates:

Sep 15, 16, 17 - September Cruise

Sa. Oct 07, 08, 09 - Thanksgiving Day Weekend

Sa. Oct 28, 29, 30 - Halloween Cruise

Sa. Nov 11, 12, 13 - Remembrance Day Weekend

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.



...what do you do with a decaffeinated baby at 3:00 A.M...?  
(see Living and Working with Young Children Page 14)



## Voluntary Sector Management

### Managers of Non-Profit Organizations Certificate Program

This newly revised part-time certificate program provides practical management skills training specific to non-profit organizations.

#### Entry Requirements:

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

#### The Program:

The program consists of ten courses and totals 192 hours. Overview of Non-profit Organizations is the prerequisite course and must be taken first.

#### 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.

Course Fees: \$5 per instructional hour

Information Meetings Voluntary Sector:

We. Sep 06, 13:00-14:00 or 17:30-18:30 - Room 4043 - KEC

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

#### Overview of Non-Profit Organizations (101201)

Purpose: to familiarize you with the scope of non-profit management. Topics include: structure and functioning of non-profits, roles and responsibilities, board development, legal, ethical and advocacy issues, future trends and community resources. Prerequisite for all courses in the program. (Bird) \$90  
3 day - Sa/Fr/Sa, Sep 23/29/Oct 14, 09:00-16:00 - KEC

Maryann Bird is Coordinator of Westcoast Childcare Resources and has extensive non-profit management experience.

#### The Management Process (101208)

Purpose: to provide you with a basic understanding of the management process. Topics include: basic resources and functions, management theories, skill identification and essential office systems and procedures. Prerequisite (101201) (Logelin) \$60  
4 eve - We. Oct 11, 19:00-22:00 - KEC

Bob Logelin (M.Ed.) is Director of Vocational Services, Vancouver-Richmond Association for Mentally Handicapped People.

#### Human Resources Management (101203)

Purpose: an overview of the human behaviour issues and challenges which typically face managers in non-profit organizations. Skills and strategies for effectively channelling the energies of individuals and groups are studied and practiced. Prerequisite (101201) (Rawnsley) \$150  
2 day - Sa. Nov 04/Fr. Nov 17, 09:00-16:00 - KEC

and  
6 eve - We. Nov 08/15/22/29/Dec 06/13, 19:00-22:00 - KEC

workshop addresses six major topics: 1) The role of philanthropy in not-for-profit organizations; 2) Diversified funding bases; 3) Fundraising options, strategies and techniques; 4) Fundraising integrated with other activities; 5) Board and staff roles and 6) Written plans. \$20  
1 eve - Tu. Oct 17, 19:00-22:00 - VVC

#### The Essentials of a Self Help Board (101619)

How to Get Started  
- Your Philosophy  
- Advisory Board - How to interview a professional  
- How to keep your group running smoothly  
- Practical issues  
- Issues around burnout  
\$20  
1 eve - Th. Oct 26, 19:00-22:00 - VVC

#### Organizing and Governing the Agency (101602)

This course prepares the Board and the individual members to understand their roles and responsibilities so that the group can become effectively informed and organized. \$20  
1 eve - Th. Nov 02, 19:00-22:00 - VVC

#### Marketing Phase II - Past the Preliminaries (101620)

You will learn how to develop and implement a Marketing Plan, assess its effectiveness and readjust and adapt as you go along so that you achieve your goal. \$20  
1 eve - We. Nov 22, 19:00-22:00 - VVC

## Fundraising Management Training Program

This program is offered in cooperation with the Canadian Centre for Philanthropy as part of a cross Canada National Certificate Program. Vancouver Community College has been selected to pilot this exciting project.

The courses are designed to teach the Management principles specific to raising funds for non-profit organizations. Fundraising Management is one of Canada's fastest growing professions. This training will lead to work as Coordinators of Development or Fundraising Program Managers. Courses will also be of interest to volunteer board/committee members.

Successful completion of these courses will be credited towards a National Fundraising Certificate.

#### Overview of Fundraising Management (101301)

In this course you will examine the role of the fundraiser and the field of fundraising. Emphasis is placed on the position, job duties, the work place and professional development of the fundraiser. Issues confronting you and the importance of philanthropy in Canada are also explored. Course Manual, Student Manual and Book of Readings are included in course fee. (Textbook: "An Essential Guide" - to be purchased at Bookstore) (Manley-Cassimer) \$75  
4 eve - Mo. Sep 25, 19:00-22:00 - VVI

Elsie Manley-Cassimer (M.B.A.) is Campaign Coordinator, United Way of the Lower Mainland.

#### Campaign Strategies (101302)

Planning, developing, managing and evaluating campaigns are important components of successful fundraising. You will learn to analyze annual and capital campaigns to discover principles and applications for specific organizations. You will have the opportunity to observe and analyze portions of an actual campaign. Course Manual, Student Manual and Book of Readings are included in course fee. (Textbooks: Fundraising - A Guide for Non-Profit Organizations, The FRI Annual Giving Book) (Wightman) \$195  
12 eve - Th. Sep 21, 19:00-22:00 - VVI

Faye Wightman is Vice President Development and Community Relations, Children's Hospital.

## Volunteer Management Certificate Program

This updated 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 experience in the volunteer sector as a volunteer or staff member.

#### The Program

The Program consists of three components:  
- 11 full-day workshops (Wednesdays) 09:00-16:00  
- 1 half-day training/presentation practice  
- Workshop assignments  
- Volunteer internship of 75 hours under supervision of an experienced Coordinator of Volunteers

#### Evaluation:

Program students will be evaluated on the basis of workshop assignments and internship.

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

#### Length of Program:

150 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: Brenda Reynolds

Call 875-8200 for detailed brochure and application form. Next full program starts September 1989. Recommended application date: before July 29, 1989. Qualified students accepted in order of receipt of application.

Certificate Program Fee: \$485 in full or 3 term payments.  
Limited spaces in individual workshops: \$45

Information Meeting Voluntary Sector:

We. Sep 06, 13:00-14:00 or 17:30-18:30, Room 4043 - KEC

## Wine Appreciation

For the past seven 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 and newly elected Secretary of The Society of Wine Educators, will lead you through many great and interesting courses. Paul will be teaching on 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 at K.E.C. 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. \$70  
4 eve - Tu. Sep 26, 19:30-21:30 - KEC  
4 eve - Tu. Jan 23, 19:30-21:30 - KEC

#### 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. Nov 09, 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. \$50  
2 eve - Th. Sep 21, 19:30-21:30 - KEC  
2 eve - Th. Jan 25, 19:30-21:30 - KEC

#### The Wines of the Okanagan - 87 Vintage, The Best Ever (505220)

Over the past number of years the wines of B.C. have improved at an increasing rate. This course leads you through the valley and serves 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. Nov 02, 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 - Th. Feb 15, 19:30-21:30 - KEC

#### 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 - Tu. Oct 24, 19:30-21:30 - KEC  
1 eve - Tu. Feb 20, 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 - Th. Oct 26, 19:30-21:30 - KEC

#### 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 - Tu. Nov 21, 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 - Th. Nov 23, 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 - Th. Mar 22, 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 - Tu. Dec 5, 18:45-20:45 - KEC

#### 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 - Tu. Mar 20, 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 - Th. Dec 07, 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 - Th. Feb 08, 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 - Tu. Feb 27, 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 27, 19:30-21:30 - KEC



...imagine me learning fast track Spanish...  
in 10 days I'll need it  
(see Languages Page 21)

## 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, 1990. \$800 - \$100 deposit.

#### The Great Challenge Series - Pinot Noir (505224)

The Pinot Noir the most noble red grape of burgundy is up for this challenge from Australia, U.S.A. and of course the ringer. There is definitely debate as which grape is the greatest in the world, the Cabernet Sauvignon or the Pinot Noir. You come and make that decision. Light refreshments will be served. \$25  
1 eve - Tu. Nov 07, 19:30-21:30 - KEC

#### The California-Australia Challenge - The Zinfandel vs The Shiraz (505241)

This challenge is one for the red wine lovers. The Zinfandel is said to be California's own red grape - a wine that can be light or heavy and full bodied with lots of pepper. The Shiraz makes the great Hermitage of Australia. The wines go from soft and light to velvety and full bodied. What a chance to taste and compare these two wines. Refreshments will be served. \$25  
1 eve - Tu. Nov 14, 19:30-21:30 - KEC

#### Washington Wines - What a Great Surprise (505242)

We are so close and we overlook these great wines. Washington is the second largest wine producer in the U.S.A. and have such a broad range of wines that you will be astounded. From Cabernet to Riesling and Chardonnay and Pinot Noir, look for some classy and elegant wines. Refreshments will be served. \$25  
1 eve - Tu. Nov 28, 19:30-21:30 - KEC

#### The Challenge Series - Nebbiolo Against Chianti (505243)

This challenge is another unique tasting. The wines are both of Italy from different regions, Tuscany and Piedmont. They have their distinct character and therefore will add to challenge of making that decision. These wines rank as some of the best in the world and I am sure will excite you. Refreshments will be served. \$25  
1 eve - Th. Feb 22, 19:30-21:30 - KEC

## Writing

### Writing - Non-Certificate

#### 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 paperback novels 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 14, 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 18, 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) \$30  
1 day - Sa. Sep 23, 09:30-15:30 - Lan

John Lekich is an award winning writer who has written for a number of regional and national publications.

#### Writing for Screen, TV and Radio (102856)

The most important piece of equipment a script writer has is a complete, well-written script. This course will explain the various dramatic formats, and help you develop your ideas into a successful script. You'll learn the basics: how scenes are formed, then structured into sequences and acts. Examples will be presented and discussed. Techniques of creating characters, dialogue and plots will be demonstrated. (Van Luven) \$180  
10 mng - Sa. Oct 14, 10:00-12:30 - Lan

Bill Van Luven, BA, MFA, has a Master's Degree in Creative Writing and teaches dramatic writing in the UBC - CE Department. He has also studied filmmaking and acting at the Simon Fraser Center for the Arts. Bill has received numerous awards for his writing, including the CBC Prize in Playwriting. He is a Fellow of the Praxis Film Development Center, and a member of ACTRA.



## Writing Program (Certificate Pending)

The Writing Program is an integrated certificate 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, business writing and technical 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 Writing Program Certificate.

### Writing Skills Workshop (102811)

Explore the fundamentals of writing: clear thesis, coherent structure and clean, appropriate sentencing. 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. (Schut) \$85  
6 eve - Tu. Oct 03, 19:00-21:30 - Lan (Schut)  
6 eve - We. Oct 04, 19:00-21:30 - Lan (Schut)

### Poetry Workshop: An Introduction (102858)

Poetry explores more than it states, questions more than it answers. In this workshop, you will learn about poetry in the making through in depth discussion of both your own and established poets' works. Weekly writing assignments will cover areas of specific interest to the poet - rhythm, rhyme, metaphor, etc. as well as hints on getting started. Also, you will receive information about where and how to market your work. (Schut) \$85  
6 eve - Th. Oct. 05, 19:00-21:30 - KEC

**Laurie Schut** is a freelance writer and editor with a degree in C.W. and English. She has published articles, reviews and poetry in various magazines.

### 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 - Mo. Oct 16, 19:00-21:30 - Lan  
6 eve - We. Oct 18, 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 - Th. Oct 05, 19:00-21:30 - Lan

**Michele Adams, M.A.** has published fiction and has worked as a freelance editor and journalist.

### 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 - Th. Oct 05, 19:00-21:30 - Lan

**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.

### Introduction to Practical (Technical) Writing (102851)

This course provides a survey of the skills necessary to make your technical/business writing more effective and precise. You will review several forms of communication, including memos, definitions, proposals, reports and manuals. Some in-class work will be assigned to help you edit your writing, paying attention to content, organisation, style and format. (Montagnes) \$85  
6 day - Sa. Oct 14, 09:30-12:00 - Lan

**Ramona Montagues, M.A.** has published articles and bibliographies and is currently lecturing and instructing English and technical writing.

### The Forms and Images of Poetry \*\*New\*\* (102859)

This course is a look at forms old and new - the haiku, the quatrain, the sonnet, free verse. What makes poetry endure, what images arrest and remain in the mind, and what constitutes good poetry? (Wade) \$85  
6 eve - Th. Oct 05, 19:00-21:30 - Lan

### Journal Writing: An Exploration Through Literature \*\*New\*\* (102860)

Journals make up a fascinating kind of literature. Taken from the materials and settings of real lives, they transmit a unique sensibility and voice. This course combines an exploration of journal writing with the reading and discussion of some famous diarists and journalists from Pepys to Anne Frank. We will look at the uses of the journal, the editing of recollections and experiences and the actual techniques of writing a journal. (Wade) \$85  
6 eve - Tu. Oct 10, 19:00-21:30 - Lan

**Jennifer Wade** received her M.A. in 20th Century English Literature from University College, London, England. She has taught courses in writing and literature at universities in Canada, the U.S. and England.

### An Introduction to Writing a Novel \*\*New\*\* (102814)

This course focuses on all major practical and creative aspects of beginning and completing a novel. Through study of work by effective writers as well as through reading and discussing each others' work, students can expect to discover their own literary voice (or voices) and independently pursue their literary projects. (Buday) \$85  
6 eve - We. Oct 11, 19:00-21:30 - Lan

### 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) \$85  
6 eve - Mo. Oct 16, 19:00-21:00 - KEC

**Grant Buday** is the author of "The Venetian", a novel about the life of Marco Polo. He also publishes review articles and short stories. Presently he is working as a screen play as well as other literary projects.

## APPLICANT INFORMATION

### 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 second 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 five or ten business days before the course start date.

Refunds are subject to an administrative charge of 20% of course fees or a minimum of \$10. As an alternative, we would be pleased to issue a "deferred fee credit" for 100% of the course registration fee. Refunds are made by cheque. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your account.

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.

## CITIZENSHIP REQUIREMENTS FOR ADMISSION

For all courses offered by Vancouver Community College, applicants must be a Canadian citizen, permanent resident or landed immigrant. Exceptions are if applicant:

1. has applied for permanent residency and is designated as such by the Federal Government;
2. is a member, or direct dependent of a member, of the diplomatic corps;
3. is being processed under the Federal Domestic Movement Program.

Proof of citizenship, residency, diplomatic status, refugee status or Federal Domestic Movement may be requested.

International students may be admitted on condition that space is available and applicants covered under paragraphs above are not displaced.

## SENIORS

The course fees of all permanent residents of British Columbia, 65 years of age or older, shall be waived subject to the following:

1. A fee paying student cannot be displaced. Seniors requesting a fee-waiver will be registered conditionally and, should the class fill, the senior will be superseded by a fee-paying student. A senior so displaced will be given the option of paying.
2. The waiver of course fees shall not include the waiver of materials or equipment rentals.
3. A fee waiver shall not apply to computer courses at off-campus locations, to travel or natural history tours or to wine courses.

## FAX & MAIL-IN REGISTRATION

## VANCOUVER COMMUNITY COLLEGE

### Continuing Education Division

# FAX 875-8241

FOR VISA or MASTERCARD USE ONLY

Mail Registration to:  
1155 East Broadway  
Box 24785, Station 'C'  
Vancouver, B.C. V5T 4N5  
Phone 875-8200

PLEASE TYPE or PRINT in BLACK ink.

Note: one student may register on this form, place additional registrants on a separate sheet. Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms S.I.N. Number \_\_\_\_\_

SURNAME \_\_\_\_\_ GIVEN NAMES \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT. and/or NUMBER - STREET \_\_\_\_\_ CITY/MUNICIPALITY \_\_\_\_\_

PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_ LOCAL \_\_\_\_\_

## COURSE INFORMATION

COURSE NUMBER	COURSE NAME	LOCATION	START DATE	TIME
1				
2				
3				
4				

TOTAL FEES	METHOD OF PAYMENT	CREDIT CARD INFORMATION <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
1 _____	\$ _____	NAME ON CARD _____
2 _____	<input type="checkbox"/> MONEY ORDER	CREDIT CARD ACCOUNT# _____
3 _____	<input type="checkbox"/> CHEQUE	START DATE _____ END DATE _____
4 _____	<input type="checkbox"/> CREDIT CARD	

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## How to Register 4 ways

**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 4N5

**2 By PHONE.** Charge it to your MasterCard or VISA card.  
Vancouver Vocational Institute . . . 682-5844  
King Edward Campus . . . 875-8200  
Langara Campus . . . 324-5322  
Nursing & Health Education . . . 687-1757

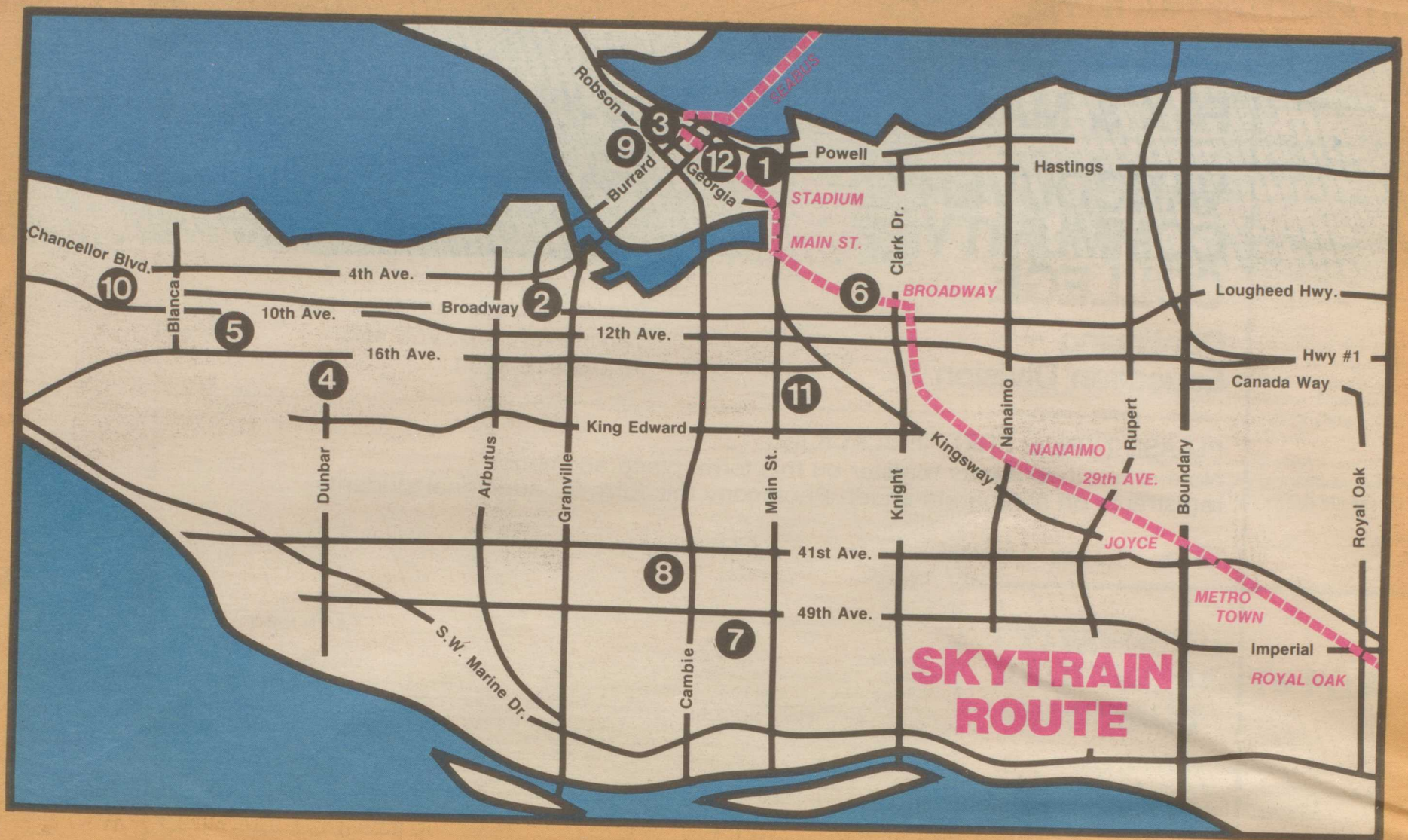
**3 In PERSON.** At any of our three campuses. Pay with cheque, cash or charge card.

**4 By FAX.** Use the form on page 31 and FAX to 875-8241. Pay by charge card.

**REGISTRATION HOURS**  
Langara Campus  
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



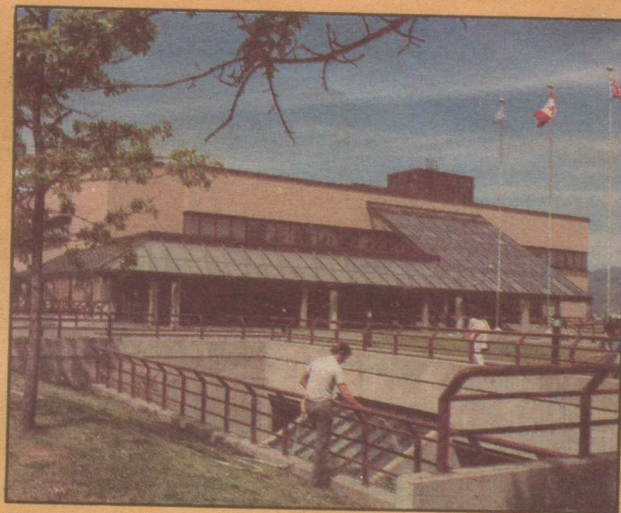


### Vancouver Community College Class Locations

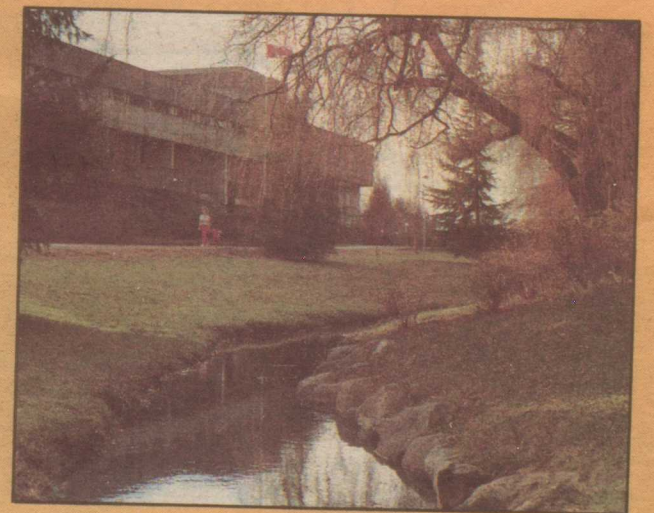
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|--|---|
| <b>1</b> CLW — Clothworks, 132 Powell St.              | <b>7</b> LAN — Langara Campus, 100 W. 49th St.                |
| <b>2</b> CSN — Computer Station, 2130 Burrard St.      | <b>8</b> OAK — VCC Oakridge Shopping Centre, Cambie & 41st    |
| <b>3</b> DEC — Downtown Education Centre, 549 Howe St. | <b>9</b> ODH — O'Doul's Hotel, 1300 Robson St.                |
| <b>4</b> FFS — Festive Fabric Studio, 3210 Dunbar St.  | <b>10</b> UGC — University Golf Club, University Boulevard    |
| <b>5</b> FP — Focal Point, 4474 W. 10th St.            | <b>11</b> VVC — Vancouver Volunteer Ctr., #301-3102 Main St.  |
| <b>6</b> KEC — King Edward Campus, 1155 E. Broadway    | <b>12</b> VVI — Vancouver Vocational Institute, 250 W. Pender |



**Vancouver Vocational Institute**  
250 W. Pender  
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**King Edward Campus**  
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**Langara Campus**  
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