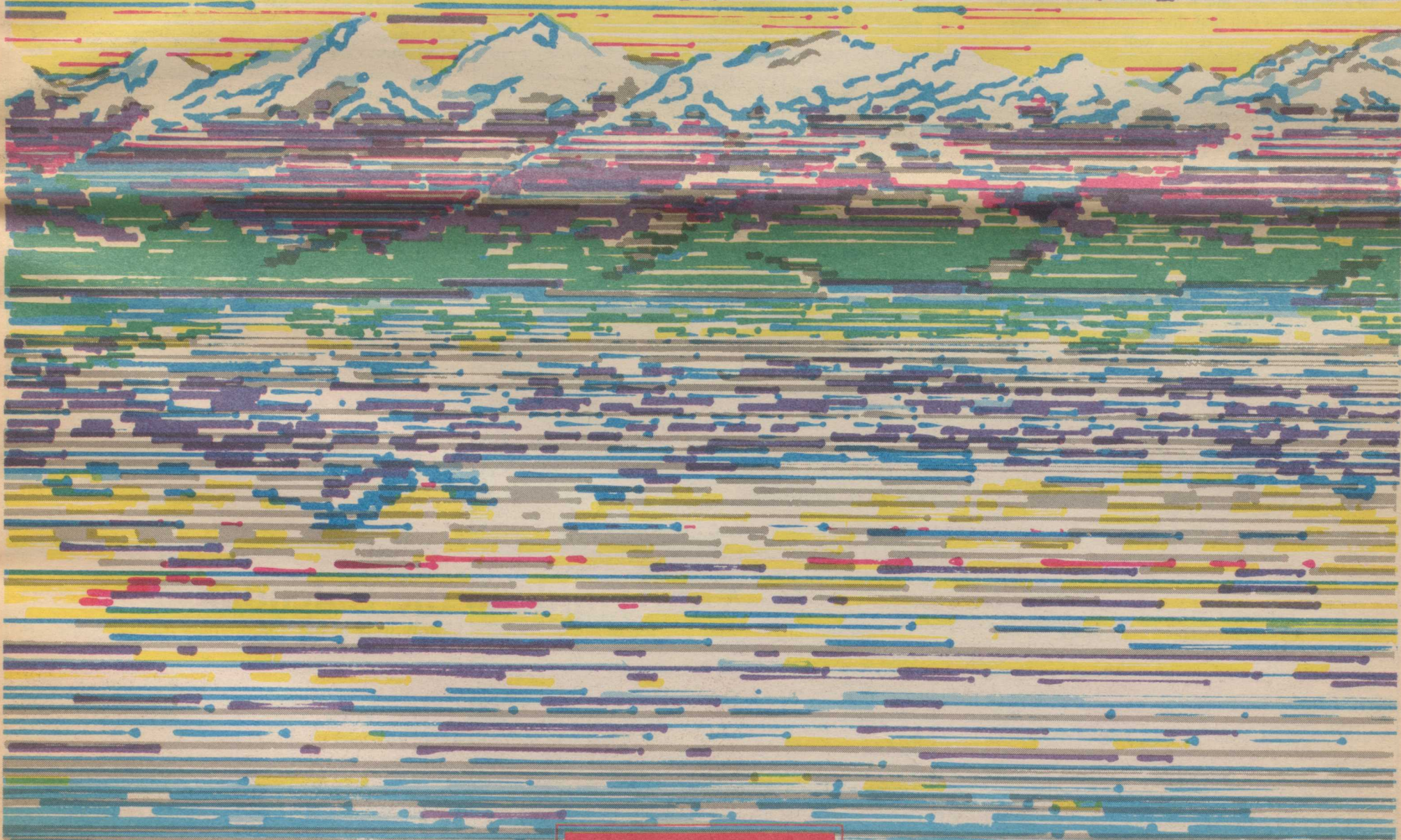


# CONTINUING EDUCATION

WINTER 89



VANCOUVER  
COMMUNITY  
COLLEGE 



## DIRECTOR'S MESSAGE



A new year is upon us. Traditionally it is a time to think about what we would like to accomplish over the coming year.

Our rapidly changing society puts increasing demands on our time and offers an increasing number of choices to fill that time. Choosing to spend your time with us is but one of the choices available to you.

At the start of this new year, we hope you'll take a few minutes to consider the opportunities available to you by simply lifting the telephone. Deciding upon an educational offering to achieve your personal and professional goals is an important decision.

In the pages of this Calendar you will find more than 700 choices. Some of these courses have been created to assist people in their careers. Others have been developed at the request of business and industry to meet changing technology and changing business environments. Still others have been devised to enrich people's personal lives or simply appeal to the intellectual curiosity within all of us.

You will notice courses designated as **\*\*NEW\*\*** that we are excited about and you will also recognize others that have proven themselves over time. All have been designed to meet the needs of the 25,000 people we serve.

In a world where time is an increasingly precious commodity, you will find, like thousands of others, that time spent with us is time well spent.

Make 1989 your year for opportunity.

Richard M. Pearce

## VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

- Dr. Richard Pearce: 875-8200 Director
- Gail Rochester: 875-8200 Associate Director, Program Services
- Paul Sinnott: 875-8200 Communications Officer
- Fred Wylie: 875-8200 Associate Director, Financial & Administration
- Margaret Froese: 324-5342 Acting Program Director, International Education

### PROGRAM COORDINATORS

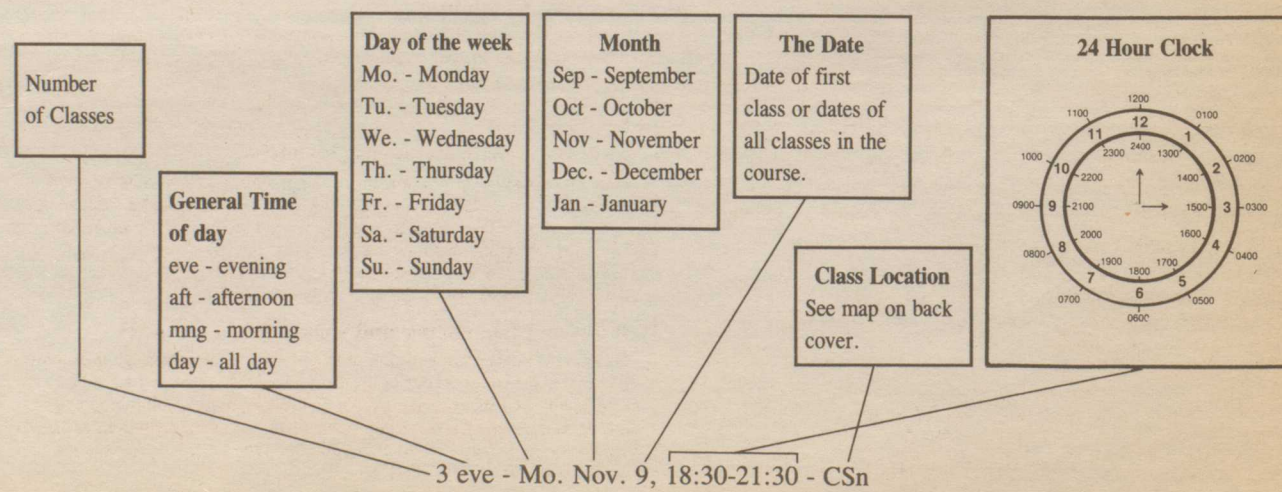
- Rosie Anslow: 324-5323 Family Day Care
- Maryann Bird: 875-8200 Teaching English as a Second Language
- Barbara Bolding: 687-1757 Sterile Supply Processing Aide
- Silvana Carr: 324-5521 Early Childhood Education
- Gordon Clough: 324-5511 Business Administration
- Cornelius Constantinescu: 324-5511 Computer Skills
- Wayne Deele: 875-8200 Humanities, Investment, Design, Real Estate, Travel, Creative Development, Advertising, Writing
- Chuck Dunn: 324-5511 Property Management
- Walter Evans: 324-3636 Photography — Focal Point
- Margaret Froese: 324-5342 International Education
- Michael Goldin: 324-5322 General Interest, Language
- Hal Hoare: 875-8200 Business, Computers, Telecommunications
- Sally Hudson: 682-5844 Fashion Arts
- Jackie Larkin: 682-5844 Electronics
- Harry Lendvov: 324-5269 Sports Science
- David Lim: 682-5844 Commercial Art
- Bernie Lyon: 324-5322 Art
- Marilyn Low: 324-5342 International Education
- Sheila Stickney: 685-2893 Nursing and Health
- Marilyn McClaren: 875-8200 Voluntary Sector/Non-Profit Organizations, Counselling Skills
- Donald Oakes: 682-5844 Floral Design, Gemology, Special Education, Conservation of Heritage Buildings
- Brian Pink: 682-5844 Foodsafe, Building Manager Residential, Computers
- Valerie Pieters: 324-5342 International Education-Homestay
- Irene Poskitt: 324-5323 Calligraphy
- Leanne Quirk: 324-5322 English Skills Improvement
- Linda Robbins: 685-1757 Substance Abuse
- Joanne Rykers: 875-8200 Counselling Skills
- Peter Scales: 685-2802 C.P.R. and Industrial First Aid
- Terry Smith: 875-8220 Music
- Ann Tollstam: 682-5844 Office and Administration
- Jill Tyndale: 875-8200 TESL, Modern Languages, Social Services
- Elisabetta Visscher: 324-5323 Languages
- Peggy Worobetz: 875-8200 Small Business, Telecommunications Management

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## Your Guide to the Calendar

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## Archaeology

### Introduction to Archaeology (505601)

Learn about excavation and survey techniques, human evolution, B.C. Archaeology and the rise of civilization in various areas of the world. Gain from the instructor's recent research in China, as well as her field work in B.C., Israel, Europe and Washington State. There will be slides and handouts. Coverage of specific world areas will reflect the interests of the class. (Underhill) \$65  
6 eve - Mo. Feb 13, 19:30-21:30 - Lan

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

## Art

### Basic Drawing (500101)

Through drawing exercises learn to see, and draw, in a fresh way. Drawing materials include pencil, graphite, conte crayon and pen and ink. Some life drawing. (Models) Bring a pencil to first class. (Lyon) \$70  
10 eve - We. Jan 25, 19:30-21:30 - Lan

Bernie Lyon is a cartoonist/illustrator whose work has appeared in the Province newspaper, Vancouver Magazine, Western Living and West-world magazine.

### Drawing and Painting (500103)

Make the transition from drawing to painting and from black and white to colour. Emphasis will be placed upon colour, pattern and texture in your work. Acrylic paints and some gouache will be used. (No oils please.) All levels welcome. Bring a pencil to first class. (Marshall) \$70  
10 eve - Th. Jan 26, 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) \$70  
10 eve - Tu. Jan 24, 19:30-21:30 - Lan

Neil Wedman is a professional artist who works on large format historical drawings. He recently had a highly successful show at the Vancouver Art Gallery.

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

(For details see Commercial Art)  
8 eve - Mo. Jan 23, 19:00-22:00 - VV1

### Cartooning, Basic (050403)

(For details see Commercial Art)  
8 eve - Th. Jan 26, 19:00-22:00 - VV1

### Decorative Painting (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$70  
10 eve - Mo. Jan 23, 18:00-20:00 - Lan  
10 eve - Mo. Jan 23, 20:00-22:00 - Lan

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

### Painting Realism (500127)

Explore the issue of realism and its function in art. Explore a variety of techniques and approaches to achieve realism in drawing and painting. Learn shadow construction, basic perspective, colour and shading methods. (Kowallek) \$70  
10 eve - Tu. Jan 24, 19:30-21:30 - Lan

### Portraiture (500110)

Concentrate on the beauty of the human form and in particular the form of the face. Learn how different drawing materials (pencil, charcoal, conte, pastels and ink) produce strikingly different drawings. All levels welcome. (Kowallek) \$70  
10 eve - Th. Jan 26, 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) \$70  
10 mng - Sa. Jan 28, 09:30-11:30 - Lan

### Watercolour Level II (500113)

Designed for those who have basic instruction in the art of water-colour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowallek) \$70  
10 mng - Sa. Jan 28, 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.

### Greeting Card Workshop (500105)

Everything you need to know to design your own cards for Valentines, Birthdays, Thank you notes, etc. Print making methods, commercial printing, watercolour, calligraphy and more. Ask for supply list when registering. (Various instructors) \$30  
1 day - Su. Feb 05, 09:30-15:30 - Lan

### Freelancing - Getting Started (500126)

Want to freelance but don't know where to start or exactly how to present yourself and your artwork? Come to this short helpful session for tips on finding your way in the freelance world. (Lyon) \$15  
1 eve - Mo. Jan 23, 19:30-21:30 - Lan

### Portfolio Presentation (050417)

(For details see Commercial Art)  
2 eve - Mo. Jan 23, 19:00-22:00 - VV1

### 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 silk-screen 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. (Drobnier) \$80  
1 day - Sa. Feb 18, 08:00-15:00 - Clw  
1 day - Sa. Feb 18, 08:00-15:00 - Clw  
1 day - Sa. Feb 25, 08:00-15:00 - Clw  
1 day - Sa. Mar 11, 08:00-15:00 - Clw

Elliot Drobnier is a silk screen printer and designer who operates Cloth-works Ltd. in Vancouver.

### Fabric Painting Techniques Part 1 (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. Feb 18, 09:00-15:00 - FFS

## Building Manager Residential

### Building Manager (Residential) Certificate Program

This program is intended for those 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 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 enroll 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, Supervision and Communications, and Building Service Worker - Level 1. (Building Service Management may be accepted in place of BSW-1 on permission of the program coordinator.) These courses may be completed in any order. Program students must pass the exam for each course in order to qualify for the Program Certificate.

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

### Evaluation:

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

### Advisory Committee:

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

### Courses:

#### Law and Tenant Relations (109001)

Learn to manage residential tenancies and control costs through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. Students will examine screening steps, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, condominium law and the Residential Tenancy Act. \$95  
8 eve - Tu. Jan 17, 19:00-21:30 - VV1

#### Building Maintenance and Cost Control (109002)

Learn how to maintain your building and control costs through preventative maintenance, pest control measures, basic appliance repair, fire safety, building security and simple analysis of heating, plumbing and electrical systems. Classes shall include hands-on demonstrations using a variety of appliances and other equipment. \$95  
8 eve - Mo. Jan 16, 19:00-21:30 - VV1

### Fabric Painting Techniques Part II (500136)

This workshop is designed as a follow-up to Fabric Painting Techniques Part I. Workshop will focus on fish printing, 3-D printing, dye spraying, effects with salt and finger painting on fabric. (Waters) \$45  
1 day - Sa. Feb 25, 09:00-15:00 - FFS

J. Waters is a Vancouver fabric designer and painter.

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

## Astronomy

### Introduction to 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 Loven) \$120  
8 eve - Tu. Jan 24, 18:00-20:00 - Lan

Bill Van Loven, 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.

### Supervision and Communications (109003)

Intended for building supervisors and others who wish to advance in the building service field, this course will explore basic supervisory and time management skills including work planning, organization, handling interruptions, dispute resolution, problem solving techniques and motivation of staff. \$95  
8 eve - Th. Jan 19, 18:30-21:00 - VV1

### 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  
10 eve - We. Jan 18, 19:00-22:00 - VV1  
5 day - Sa. Jan 21, 09:00-16:00 - VV1

## 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. Jan 21, 09:00-15:30 - VV1  
1 day - Sa. Feb 04, 09:00-15:30 - Lan

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

### Basic Plumbing Workshop (109005)

Learn about residential plumbing, materials and tools. The instructor will demonstrate common repair procedures for toilets, faucets, pipes and drains, with an explanation of tools and supplies. Handouts included. (Best) \$45  
2 eve - We. Feb 1, 19:00-22:00 - VV1

Gerry Best is a residential renovations contractor with 19 years' experience on the Lower Mainland.

### Fridge and Stove Repair (109006)

Learn the basic operation and repair of household fridges and stoves. Students will learn to identify common problems and how to perform basic repairs. Use of voltage and OHM meters included. (Archambault) \$45  
1 day - Sa. Jan 28, 09:00-15:00 - VV1

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



## 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. Feb 11, 09:30-12:30 - KEC

#### Basic Plumbing Techniques (500401)

A reliable plumbing supply is often taken for granted. Find out what to look for in the supply and drain-waste-vent systems. Examine various problem situations and learn how to handle them. Includes a look at the various materials in use today. (Best) \$20  
1 mng. - Sa. Feb 18, 09:30-12:30 - KEC

#### Electricity — What to Look For (500406)

A safe, adequately-sized electrical system is often not found in an older home. Learn how to assess and understand house wiring and recognize potential hazards and how to replace outlets, switches and plugs. Includes a section on small appliance repairs. (Best) \$20  
1 mng. - Sa. Feb 25, 09:30-12:30 - KEC

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

This workshop looks at wall construction and includes information on how to estimate materials, prepare walls and apply the wall finish. Covers patching holes and cracks, drywall taping and sanding and plaster repairs. Includes a section on wall panelling. (Best) \$20  
1 mng. - Sa. Mar 11, 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 sky-lights, chimneys and vents. Includes a section on concrete repair and a look at insulation and vapour barriers. (Best) \$20  
1 mng. - Sa. Mar 18, 09:30-12:30 - KEC

#### Renovations That Pay (500405)

Some expensive home improvements actually reduce the value of your home. This workshop will help you to understand what works and what doesn't, and why. Includes a look at assessing the potential market value of your house in both its present and altered state. (Best) \$20  
1 mng. - Sa. Mar 25, 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 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

10 eve - We. Jan 18, 19:00-22:00 - VV1

5 day - Sa. Jan 21, 09:00-16:00 - VV1

**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. (Vatour) \$135

5 day - Sa. Mar 04, 09:00-16:00 - VV1

**John Vatour** is an instructor in the Building Service Worker Program at VV1.

### Contract Cleaning and Estimating (250403)

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

5 day - Sa. Jan 21, 09:00-16:00 - VV1

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

### Supervision and Communication (109003)

Intended for building supervisors and others who wish to advance in the building service field, this course will explore basic supervisory and time management skills including work planning, organization, handling interruptions, dispute resolution, problem solving techniques and motivation of staff. This is a required course in the Building Manager (Residential) Certificate Program. (Vickery) \$95

8 eve - Th. Jan 19, 18:30-21:00 - VV1

**Bill Vickery** is Director of Building Services at Vancouver General Hospital. Bill 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. (Kennedy) \$145

10 eve - Mo. Jan 16, 19:00-22:00 - VV1

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

## Business

### Business Administration Certificate Program

This program offers you the opportunity to enhance your business talents through a broad range of options. Courses are taught by practising business professionals who bring first-hand experience and knowledge to the classroom.

Non-Certificate students may enroll in any courses.

#### Certificate Requirements:

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

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

#### Entry Requirements:

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

#### Scheduling:

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

Note: To Accounting Students

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

Midterm Accounting 1115 Feb 27 19:00-22:00 hours

Midterm Accounting 2215 Feb 28 19:00-22:00 hours

Final Accounting 1115 Apr 10 19:00-22:00 hours

Final Accounting 2215 Apr 11 19:00-22:00 hours

#### Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$140

13 mng. - Sa. Jan 14, 10:00-13:00 - Lan (TBA)

13 eve - Mo. Jan 16, 19:00-22:00 - Lan (Wadsworth)

13 eve - Tu. Jan 17, 19:00-22:00 - Lan (Glass)

13 eve - We. Jan 18, 19:00-22:00 - Lan (Badley)

13 eve - Th. Jan 19, 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.

#### Accounting 2215 (102002)

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

13 eve - Tu. Jan 17, 19:00-22:00 - Lan (Badley)

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

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

#### Accounting 3321 (102003)

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

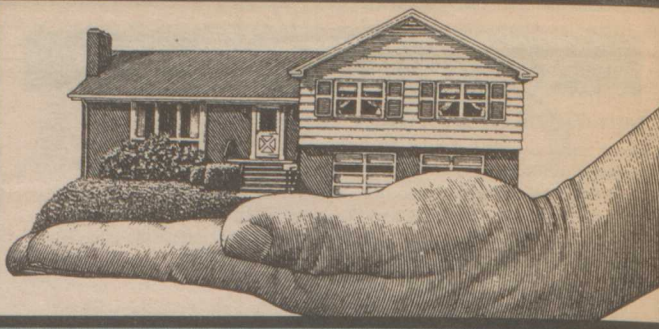
13 eve - We. Jan 18, 19:00-22:00 - Lan

#### Accounting 3421 (102004)

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases, and financial statement analysis. (Jeyakumar) \$140

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

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



Learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your job potential. For registration and detailed course information and brochure call Program Assistant — Joanne Bydal, 324-5322.

#### Canadian Business 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) \$140

13 eve - We. Jan 18, 19:00-22:00 - Lan

#### Commercial Law 1115 (102006)

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

13 eve - Mo. Jan 16, 19:00-22:00 - Lan

#### Commercial Law 2215 (102014)

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

13 eve - Wed. Jan 18, 19:00-22:00 - Lan

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

#### Communications 1115 (102007)

Develop your business writing skills through memos, letters and reports. Learn effective speaking and listening techniques through one-to-one and group interactions and oral presentations. Prerequisite: English 12 or equivalent. \$140

13 eve - Mo. Jan 16, 19:00-22:00 - Lan - (Hunter)

13 eve - We. Jan 18, 19:00-22:00 - Lan - (Sinnott)

#### Computer Applications in Business 2000 (102008)

Learn how to effectively use computers to solve business problems. By using practical exercises you will learn how various computer applications; word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. (Tollstam) \$175

13 mng. - Sa. Jan 14, 10:00-13:00 - VV1

13 eve - Tu. Jan 17, 19:00-22:00 - Lan

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

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

#### Managing for Success 2000 (102010)

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

13 eve - Mo. Jan 16, 19:00-22:00 - Lan

**Hy Sheinin, B.Sc., B.Ed., Sr.C.,** is a consultant and advisor to government and industry.

#### Managing Through People 1000 (102011)

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

13 eve - Mo. Jan 16, 19:00-22:00 - Lan

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

#### Sales and Marketing 2000 (102012)

Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. The focus will be on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training. (Kelly) \$140

13 eve - Tu. Jan 17, 19:00-22:00 - Lan

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

#### How to Make Your Small Business Profitable (102013)

A practical, step-by-step course for individuals whose current business is not as profitable as anticipated or for individuals thinking of starting a business. Learn to manage your enterprise successfully and increase profits by exploring effective methods of financial planning, marketing, advertising and promotion, location selection and business set-up. (Glasser) \$140

13 eve - Tu. Jan 17, 19:00-22:00 - Lan

**Alan Glasser, B.Sc.,** manages an independent pharmacy and has 6 years' teaching experience.

## Communication

### Communication and Human Relations for Business (102838)

Effective communication is much more than the process of speaking clearly. It is the transmission and reception of ideas, feelings and attitudes — verbally and non-verbally.

This course is recommended for anyone who works with others. It is especially recommended for those who have an interest in enhancing their value in their organizations. (Hunter) \$195 (18 hours of instruction offered over three Wednesdays)  
3 day - We. Jan 18/Feb 15/Mar 22, 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.

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

For registration, call 875-8200.

## Leadership Skills for Business (102839)

### Principles of Leadership —

#### The Supervisory Role — Module 1 (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. Participants are supplied with prepared notes. (Hunter) \$80

1 day - Fr. Jan 20, 09:00-15:00 - TBA

### Principles of Leadership —

#### Delegation — Module 2 (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) \$80

1 day - Fr. Feb 17, 09:00-15:00 - TBA

### Principles of Leadership —

#### Managing Conflict and Change — Module 3 (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. (Hunter) \$80

1 day - Th. Mar 23, 09:00-15:00 - TBA

**Val Hunter** consults and lectures extensively in the area of organization development and business communication. Her style of facilitation encourages active participation and discussion. With a broad information base, and leadership tools that have been proven effective, she promotes supervisory excellence.

Modules 1, 2 and 3 Leadership Skills for Business can be taken together — Course number 102839 for \$215 — a saving of \$25 dollars.

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

For registration call 875-8200.



## CONTINUING EDUCATION CERTIFICATE PROGRAMS

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

Representatives of 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. Based on an employer, outside agency, or industry standard.
4. A formal procedure evaluation.

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

#### PLEASE NOTE:

In addition to course fees, a \$15.00 non-refundable Confirmation Fee will be applied to Certificate Programs. Depending on the program, this fee will be charged either upon acceptance into the program, upon registration into a designated core course, or upon application to graduate.



## Management Skills for Supervisors Provincial Certificate

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

#### Program Goal:

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

Interpersonal Skills — Part I

Group Skills — Part II

Administrative Skills — Part III

#### Interpersonal Skills — Part I (100101)

\$350

Objectives: Participants will be able to:

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

#### Group Skills — Part II (100102)

\$350

Objectives: Participants will be able to:

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

#### Administrative Skills — Part III (100103)

\$350

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

#### 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 lecturettes 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.

Registration for all three parts in the same group has been reduced to \$900 (course number 100105) a saving of \$150.

For information call Hal Hoare, 875-8234.

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

Schedule for January 1989 — June 1989

All sessions from 08:30-16:30. All sessions are held at O'Doul's Hotel, 1300 Robson Street, Vancouver.

Group C — Part I Jan 24-27, Interpersonal Skills

Part II Feb 14-17, Group Skills

Part III Mar 07-10, Administrative Skills

Group D — Part I Feb 07-10, Interpersonal Skills

Part II Feb 28-Mar 03, Group Skills

Part III Apr 11-14, Administrative Skills

Group E — Part I Apr 25-28, Interpersonal Skills

Part II May 16-19, Group Skills

Part III Jun 06-09, Administrative Skills



## Office and Administrative Skills

### Keyboarding for Computer (104206)

This course is designed for people who want to learn how to keyboard at a minimum keyboarding speed of 25 words per minute with zero errors using the touch method. Using the "Keyboarding for the Information Processor" software and textbook, the student will complete 24 lessons in which the alphabetic keyboard, the numeric keyboard, and the symbolic keyboard are presented. Keyboarding skills are based first on the development of good techniques. Emphasis is then placed on building speed. The text used will be "Keyboarding for the Information Processor," Sharon Burton and Ralph Holloway. (Hughes) \$115  
12 eve - We. Jan 18, 19:00-21:30 - Lan

### Typing — Beginners (104401)

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

8 eve - Mo. Jan 16, 19:00-21:30 - VVI  
8 mng - Sa. Jan 21, 09:30-12:00 - VVI

### Typing — Keyboarding (104404)

Learn to touch type the alpha numeric keyboard on an electric typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating and centering, etc. will not be taught. Therefore more emphasis is placed on typing and keyboard skills. (Tollstam) \$60  
6 eve - Th. Jan 19, 19:00-22:00 - VVI

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

### Speed Building Typing (104402)

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to intense typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. (Tollstam) \$80  
8 eve - We. Jan 18, 19:00-22:00 - VVI

### Typing Business Letters (104403)

Learn the principle parts, styles, punctuation patterns and proper placement of business letters. You will type several business letters practicing the rules. (Tollstam) \$25  
1 eve - Th. Mar 16, 19:00-22:00 - VVI

### Typing — Advanced (104405)

You should be able to type 20-25 words per minute. Learn centering, tabulation, business letters, resumes and report writing. Also included are drills to cover problem areas and improve speed/accuracy. The last two lessons are spent on electronic typewriters. Please bring your own typing paper. (Worobetz) \$45  
6 eve - Tu. Jan 17, 19:00-21:00 - VVI

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

### Effective Communication for ESL Business People (103038)

This English course for foreign business people with advanced English skills focuses on oral and written communication as used in business practice. By the end of the course you will be able to understand and use common business terms, prepare business letters, memoranda and reports, make effective use of the telephone, give a formal oral presentation and conduct yourself in meetings. Limited enrollment. (MacArthur) \$200  
10 eve - Th. Feb 02, 18:30-21:30 - Lan

### Writing Dynamic Business Letters (104406)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some 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. (Hogan) \$55  
1 day - Sa. Mar 04, 10:00-16:00 - Lan

### Grammar Review for Secretaries (104407)

Review points of grammar, punctuation, capitalization, spelling and conventions for word processing. Bring your questions and concerns to share in this workshop. (Hogan) \$40  
2 day - Sa. Feb 04/Feb 11, 10:00-15:00 - Lan

### Management Skills for

### Secretaries and Office Workers (104412)

This workshop is designed for people who are responsible for a large portion of secretarial/clerical/managing functions in both large and small offices. The focus of this workshop is on creating win-win situations while increasing achievement of A-1 business priorities. You will have the opportunity to build your skills in the areas of time management, communication, problem solving, coping with stress. (Schaffer) \$75  
1 day - Sa. Feb 03, 10:00-16:00 - Lan

### Making Meetings Work For You (104413)

This will be a dynamic, interactive session focusing on leading and being a member of a successful, action-oriented meeting. By the conclusion of the session, you will be familiar with the role and responsibilities of the chairperson and the active, contributing member. Specific content will include such topics as preparation of agenda, communication skills and leadership styles. (Schaffer) \$55  
1 day - Sa. Feb 25, 10:00-16:00 - Lan

### Telephone Etiquette (104408)

This course is designed for people in a clerical or receptionist position who are in a constant role of meeting and handling the public in person or over the telephone. At the conclusion of this course you will be able to project an enthusiastic, positive image of your organization. (Schaffer) \$55  
1 day - Sa. Jan 28, 10:00-16:00 - Lan

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

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

For small business owners and personnel who wish to learn the basics of preparing hourly and salaried payrolls, this course will cover payroll law, payroll deductions, records maintenance, T4 preparation and government reports. Students will learn both manual and computerized payroll preparations. (Bruce) \$130  
10 eve - Tu. Jan 17, 18:00-21:00 - 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. (Bruce) \$130  
10 eve - Th. Jan 19, 18:00-21:00 - VVI

### Building a Powerful Vocabulary (104411)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of on-going study and give a large number of new words and meanings. (Hogan) \$70  
2 day - Sa. Feb 18/25, 10:00-16:00 - Lan

### Memo and Report Writing for Business (104414)

Learn the standard formats for memorandums and reports, and review the modern and powerful language of business writing to get results. (Hogan) \$55  
1 day - Sa. Jan 28, 10:00-16:00 - Lan

### Becoming a Successful Supervisor (100202)

Intended for persons who are or are about to become new supervisors. Review of essential skills to deal with this new position and discuss the role of a supervisor, how to delegate, leadership skills, effective people skills and problem solving techniques. Please bring a lunch. (Bradbury) \$40  
1 day - Sa. Feb 18, 09:00-15:00 - Lan  
1 day - Sa. Mar 04, 09:00-15:00 - Lan

### Dealing with People and Time (100203)

For those who deal with other people and who must also deal with time restrictions. Focus on being organized and utilizing your capabilities in your career. Topics include communicating effectively, making the most efficient use of your time; handling interruptions; dealing with clients and/or customers. Please bring a lunch. (Bradbury) \$40  
1 day - Sa. Feb 11, 09:00-15:00 - Lan

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

### Communication and Human Relations for Business (102838)

Effective communication is much more than the process of speaking clearly. It is the transmission and reception of ideas, feelings and attitudes — verbally and non-verbally. This course is recommended for anyone who works with other. It is especially recommended for those who have an interest in enhancing their value in their organizations. (Hunter) \$195

(18 hours of instruction offered over three Wednesdays)

3 day - We. Jan 18/Feb 15/Mar 22, 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.

For detailed program outline, contact Anne Tollstam at 682-5844.

For registration, call 682-5844.



## Personnel

### Becoming a Successful Supervisor (100202)

Intended for persons who are or are about to become new supervisors. Review of essential skills to deal with this new position and discuss the role of a supervisor, how to delegate, leadership skills, effective people skills and problem solving techniques. Please bring a lunch. (Bradbury) \$45  
1 day - Sa. Feb 18, 09:00-15:00 - Lan  
1 day - Sa. Mar 04, 09:00-15:00 - Lan

### Dealing With People and Time (100203)

For those who deal with other people and who must also deal with time restrictions. Focus on being organized and utilizing your capabilities in your career. Topics include communicating effectively, making the most efficient use of your time; handling interruptions; dealing with clients and/or customers. Please bring a lunch. (Bradbury) \$45  
1 day - Sa. Feb 11, 09:00-15:00 - Lan

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

### More About People and Time (100207) \*\*New\*\*

The focus of this continuation of "Dealing with People and Time" is on improving the skills learned. Polish your communication skills with practical exercises. Learn how to make effective plans for future activities and how to handle the "incompletes" in your life. Prerequisite — Dealing with People and Time. (Bradbury) \$45  
1 day - Sa. Feb 25, 09:00-15:00 - Lan

## Sales and Marketing

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

For registration call 324-5322.

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

### Street Smarts — A Mini Course in Marketing (102416)

The competitive 80's are bringing Marketing into sharp focus as the significant survival skill. Sales and Marketing professionals are well paid to produce results. Bring the four Marketing "P's" together into a rewarding career future. (Kelly) \$60  
3 eve - We. Jan 18, 19:00-22:00 - Lan

### Communicating Effectively — Sales and Marketing (102402)

Saying it smoothly, persuasively and effectively to produce results — is what this course is all about. Learn how to help your client to take down his/her screen of resistance, and to share with you. A real asset to people planning to enter Sales and Marketing — a 'must' for the professionals. (Kelly) \$50  
1 day - Sa. Jan 21, 09:00-16:00 - Lan

### Making Objections Work For You (102405)

Taking conflict and arguments out of your selling world. Handling objections so that they help you to get what your customer and you want. Build a smooth harmonious presentation. (Kelly) \$30  
1 eve - We. Feb 08, 19:00-22:00 - Lan

### Closing the Sale — Getting Paid (102401)

Closing the sales and getting good decisions are what make the big pay cheques. Make the difference between the amateurs and the pros in selling. Join the Winners' Circle! (Kelly) \$50  
1 day - Sa. Jan 28, 09:00-16:00 - Lan

## Small Business

The Federal Business Development Bank and Vancouver Community College are pleased to offer a five week step-by-step program to show you how to start and manage a business. Each course is 6 hours of instruction offered on 2 evenings for 3 hours per night. At \$60 per course or for a total of \$250 for all 5 courses for a saving of \$50. For registration phone 875-8200.  
All 5 courses \$250 (106038)  
For more information, call Peggy Worobetz, 875-8200.

### Week 1

#### How to Start a Business (106039)

Running your own business doesn't have to be just wishful thinking — it's all in the planning. Learn the 7 key steps to developing your successful new business. \$60  
2 eve Tu/Th. Jan 24/26, 19:00-22:00 - Lan

### Week 2

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

Both parts \$60

Part 1: Tuesday — Finding Business Opportunities

Starting a successful business frequently centers on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures.

Part 2: Thursday — Marketing and Advertising

Marketing is the engine that drives your business. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan. Learn how to answer the questions to create effective advertising; the when, where, what and how.

2 eve Tu/Th. Jan 31/Feb 2, 19:00-22:00 - Lan

### Week 3

#### Financial Statements —

#### Forecasting and a Cash Budget (106043)

Both parts \$60

Part 1: Tuesday — Understanding Financial Statements

Making the right decisions depends on your knowledge of financial statements and how to read them and what to control.

Part 2: Thursday — Forecasting and Cash Budgeting

Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line.

2 eve - Tu/Th. Feb 7/9, 19:00-22:00 - Lan

### Week 4

#### Bookkeeping from Start to Finish (106042)

These two evenings will explain in easy to understand terms the 5 basic steps of bookkeeping, from recording the transactions to producing financial statements. \$60  
2 eve - Tu/Th. Feb 14/16, 19:00-22:00 - Lan

### Week 5

#### Financing and Business Strategy (106041)

Both parts \$60

Part 1: Tuesday — How to Win Funds and Influence Your Banker  
Communication is a two-way street: from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.

Part 2: Thursday — Developing Your Business Plan and Strategy

Developing your business plan includes all of the factors to create a successful venture - markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. How to create your business character to stand out in the haze of competition.

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



## Calligraphy

### A Taste of Calligraphy (050305)

Enjoy a sense of real accomplishment when you see your own handwritten crafted message look different and special! Take home your original piece. Your own thank-you note, invitation, etc. Everything you need is provided except you buy the felt pen — supply on hand. (Poskitt) \$15  
1 mng - Sa. Jan 14, 09:00-12:00 - Lan

### Calligraphy: Beginners Italic Level I (050301)

An easy fun beginning in the basic skills of italic writing with the edged pen! This practical, yet beautiful style develops into fast, legible handwriting which looks so good! It can be used for everyday handwriting (letters), note taking or for more formal uses — invitations, gift cards, posters etc. Instructor will advise the modestly priced supply requirements. (Poskitt) \$45  
8 eve - Tu. Jan 17, 19:00-21:00 - Lan  
8 eve - Th. Jan 19, 17:30-19:30 - Lan

8 mng - Sa. Jan 21, 09:30-11:30 - Lan

### Intermediate Calligraphy: Level 2 (050302)

Gain a working knowledge and understanding of early letter forms. A comprehensive introduction to the alphabets: Roman, Square Capitals, Rustic, Uncial, Carolingian, Gothic, Foundational, Compressed Italic, Copperplate and their uses. Keeping and maintaining a good Italic hand is also emphasized. (Poskitt) \$45  
8 eve - Th. Jan 19, 19:30-21:30 - Lan

### Italic Correspondence Course (050313)

A comprehensive, pleasurable and useful correspondence course in Italic Handwriting for those who are unable to attend class. Useful for making cards, diplomas, invitations, etc., as well as improving everyday handwriting. Fee includes print materials and postage. For more information and a list of recommended supplies, call 324-5325. (Poskitt) \$65 12 weeks (on-going)

## Career and Employment

### How to Find a Job (104004)

Most jobs are not advertised. This one-day course will help you tap the hidden job market. Learn a variety of interviewing styles and how to respond to them. Gain tips on how to motivate yourself, manage your time effectively and keep a positive attitude. (Downey) \$35

1 day - Sa. Feb 18, 09:00-16:00 - KEC

1 day - Sa. Feb 25, 09:00-16:00 - KEC

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

### Self-Assessment for Career Change — Part I (104001)

The hardest part in a career change is deciding what to do. Clarify the skills you already have, identify the ones you most enjoy using, consider where you might want to use them and explore the practical factors involved in changing jobs and choosing new careers. Please bring a bag lunch. (Baal) \$40

1 day - Sa. Jan 21, 09:30-16:30 - KEC

1 day - Sa. Jan 28, 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. Feb 04, 09:30-13:30 - KEC

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

### Successful Speaking (102808)

For all persons who wish to develop their vocal potential for personal and business reasons. The course uses a practical approach with emphasis on: a vocal warm-up to strengthen breathing, relaxation, resonance, projection and articulation; practice of phrasing, pausing, pitch, pace and emphasis; and a step-by-step method for building your own impromptu talks. (Coleman) \$80  
7 eve - Tu. Feb 14, 19:00-21:30 - VVI



## IMPORTANT NOTICE

### TO GRADUATES AND FORMER STUDENTS OF VANCOUVER COMMUNITY COLLEGE

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

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ (Res) \_\_\_\_\_ (BUS)

Program \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Mail to:  
VCC Alumni Association  
1155 E. Broadway  
Box 24700, Sta. 'C',  
Vancouver, B.C. V5T 4N4

## Comedy

### An Introduction to Performing and Writing Comedy (102801)

Dealing with comedy is a serious business for most in the field. Whether developing your own unique sense of humour, a comic routine to be performed, or setting down words on a page that will get people laughing, it can be a difficult process. Improvisation, stand-up, acting and T.V. scripting will all be explored. (Janeshewski) \$70  
6 eve - Mo. Feb 13, 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) \$65  
8 eve - Mo. Jan 23, 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) \$30  
1 day - Sa. Feb 25, 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.





## 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. (Lim) \$95  
10 eve - Th. Jan 19, 19:00-22:00 - VVI  
10 mng - Sa. Jan 21, 10:00-13:00 - VVI

### Graphic Design — Printing and Production Techniques (050409)

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

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

### Illustration for Graphic Design (050410)

Explore a wide range of illustration techniques as applied in advertising and various print media. Colour theory and basic design are covered. (Kirkaldy) \$55  
6 eve - Tu. Jan 24, 19:00-22:00 - VVI

### Graphic Design — Felt Pen Rendering (050423)

Designed for the student or for the established artist, this course will examine the use of felt pens in the process of rendering typography and photography. Both black and white, and coloured mediums will be covered. (Kirkaldy) \$55  
6 eve - Th. Jan 26, 19:00-22:00 - VVI

**E. Kirkaldy** has worked 8 years in the graphic design and illustration field in both B.C. and Alberta and is a graduate of the Ontario College of Art.

### Graphic Design for TV and Video (050424)

This informal course has been designed to give the student an understanding of the role that the graphic designer plays in producing graphics for TV and video. (Kinakin) \$15  
1 eve - Tu. Jan 24, 19:00-22:00 - VVI

**Shelia Kinakin** is a graphic designer working for CBC.

### Paste-Up and Assembly Techniques (050414)

Learn two techniques for paste-up and assembly: rubber cement and wax. Cleanliness, speed and efficiency are stressed. Class projects range from a simple mechanical to a full-page colour ad. Experience in graphic design desired but not essential. (Lim) \$95  
10 eve - Tu. Jan 17, 19:00-22:00 - 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. (Lim) \$25  
2 eve - Mo. Jan 23, 19:00-22:00 - VVI

### 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. Jan 16, 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. Jan 19, 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. Jan 26, 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. Jan 25, 19:30-21:30 - Lan

### Life Drawing (500107)

(For details see Art Section)  
10 eve - Tu. Jan 24, 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 - Mo. Jan 23, 19:00-22:00 - VVI

### Perspective Drawing and Rendering (050415)

Designed for Architects, Interior Designers, Draftsmen and the general public who are interested in learning the practical class applications of perspective drawing. You will learn plan perspective, photo perspective, shadows and reflections, perspective sketching, and simple rendering in pencil and ink. You will be required to purchase some drafting equipment. (Some drafting ability required.) (Finlay) \$110  
10 eve - Th. Jan 19, 18:30-22:00 - VVI

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

### 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. Jan 24, 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.

## Computers

## Computer Skills for the Workplace Certificate Program

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

For information and registration, call 324-5322.

Non-Certificate Students may enroll in any courses without meeting certificate requirements.

### Certificate Requirements:

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

CSW1	Introduction to Computing Concepts, a prerequisite for the certificate.
CSW3	Introduction to Programming
CSW4	Word Processing Using WordPerfect 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, one evening per week, for five weeks. Some courses are also offered on Saturday mornings. All courses are offered at our Langara Campus. There is an optional one hour of computer lab time before each class.

### CSW1 — Introduction to Computing Concepts (100501)

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

5 eve - Mo. Jan 16, 19:00-22:00 - Lan  
5 eve - We. Jan 18, 19:00-22:00 - Lan  
5 mng - Sa. Feb 18, 09:00-12:00 - Lan  
5 eve - Mo. Feb 20, 19:00-22:00 - Lan  
5 eve - We. Feb 22, 19:00-22:00 - Lan  
5 eve - Th. Feb 23, 19:00-22:00 - Lan

### CSW3 — Introduction to Programming (100503)

Introduces the basic concepts of computer programming. The students will learn how a problem can be formulated and implemented via BASIC programming language. Structured problem-solving will be emphasized. Prerequisite CSW1. \$175

5 eve - Mo. Feb 20, 19:00-22:00 - Lan

### Design and Display Techniques (050404)

Lectures, class projects and videos, will help you create window and merchandizing displays. Emphasis is on basic principles of design and creative uses of colour and materials. (Richard) \$95  
10 eve - Mo. Jan 16, 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 - Tu. Jan 24, 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.

### Painting Basic — Watercolour (050412)

Develop the skills necessary to paint in watercolours or render architectural illustrations. Materials and techniques used in traditional and contemporary watercolour paintings are studied. Still life, figure, and landscape are studied with the use of line and washes, colour and tone, composition and perspective. Bring ink, Chinese brush and newsprint to first class. Fee includes model costs. (Babcock) \$80  
8 eve - We. Jan 18, 19:00-22:00 - VVI

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

### CSW4 — Word Processing Using WordPerfect 5.0 (100504)

Teaches the student 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. \$175  
5 mng - Sa. Jan 14, 09:00-12:00 - Lan  
5 eve - We. Jan 18, 19:00-22:00 - Lan  
5 eve - Th. Feb 23, 19:00-22:00 - Lan

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

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features will cover math columns, indexing, statistical typing, long document preparation and much more. Prerequisite CSW4. \$175  
5 eve - Tu. Feb 21, 19:00-22:00 - Lan

### CSW5 — Using dBase III Plus (100505)

Teaches the student how to create a database, add data, change data, inquire and retrieve data from the database. The most popular database package, dBase III Plus, will be used. Prerequisite CSW1. \$175  
5 eve - Mo. Jan 16, 19:00-22:00 - Lan  
5 eve - Th. Jan 19, 19:00-22:00 - Lan  
5 eve - We. Feb 22, 19:00-22:00 - Lan

### CSW6 — Using Lotus 1-2-3 (100506)

Shows the student how to set up a spreadsheet, edit it and perform "what if" analysis on it. The concept of using macros will also be covered. The most popular package, Lotus 1-2-3, will be used. Prerequisite CSW1. \$175  
5 eve - We. Jan 18, 19:00-22:00 - Lan  
5 eve - Th. Jan 19, 19:00-22:00 - Lan  
5 eve - Mo. Feb 20, 19:00-22:00 - Lan

### CSW7 — Accounting Using ACCPAC (100513)

Shows how to set up a chart of accounts, enter transactions and prepare financial statements. The most popular ACCPAC General Ledger package will be used. The student will also be exposed to the concepts of using the Report Writer. Prerequisite CSW1. \$175  
5 eve - Tu. Jan 17, 19:00-22:00 - Lan  
5 eve - We. Feb 22, 19:00-22:00 - Lan

### CSW7B — Accounting Using Bedford (100507)

Shows how to use Bedford Integrated Software to set up a complete set of books. G/L, Payroll, Jobcost, A/R, A/P, and inventory will be covered. Prerequisite CSW1. \$175  
5 eve - Mo. Jan 16, 19:00-22:00 - Lan

### CSW9 — DOS Operating System (100509)

Teaches the student how to control and make the most effective use of the IBM/PC's via the DOS Operating System. The various commands, directory structure, CONFIG.SYS, AUTOEXEC, BAT plus various utilities will be covered. Technical information on disk organization, batch file programming, BIOS will also be discussed. Prerequisite CSW1. \$175  
5 eve - Tu. Feb 21, 19:00-22:00 - Lan

### CSW10 — Desktop Publishing with PageMaker 3.0 (100516)

Teaches the student how to take an ordinary looking document (letter or brochure) and transform it into professional-looking "typeset-quality" presentation. Prerequisite CSW1. Maximum class size 12 students. \$175  
5 eve - Tu. Jan 17, 19:00-22:00 - Lan

### CSW12 — Local Area Network (LAN) (100518)

Shows how the various PC's in your office can be connected ("networked") together for data sharing and electronic mail. The popular Novell network system will be used for illustration. The various commands will be covered. Prerequisite CSW9. \$175  
5 mng - Sa. Feb 25, 09:00-12:00 - Lan

## Computer Courses

Vancouver Community College offers computer courses in four areas:

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

These courses are offered at 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

VCC/CE 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 VCC/CE Microcomputer Lab (Oakridge Centre) permit a maximum of 12 students.

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

Note:

Basic keyboarding skills are recommended for most computer courses. We also recommend the Introduction to Computer Courses for all students without previous computer experience.

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

## 1. Introduction to Computers

### An Introduction to Microcomputers (100605)

Learn hardware, software and microcomputer operations, as well as vocabulary and concepts. Hands-on training includes extensive work with the operating system DOS and overviews of word processing, spreadsheets and databases using WordPerfect, Lotus 1-2-3 and dBase III. \$145 (The computers at Oak are AT's with hard disk drives.)

1 day - Th. Jan 12, 09:00-17:00 - Csn  
1 day - Sa. Jan 14, 09:00-17:00 - Csn  
3 eve - Mo. Jan 16, 18:30-21:30 - Csn  
3 eve - We. Jan 18, 18:30-21:30 - Csn  
2 eve - We/Th. Jan 18, 18:30-22:00 - Oak  
1 day - Su. Jan 22, 09:00-17:00 - Csn  
1 day - Sa. Jan 28, 09:00-17:00 - Csn  
1 day - We. Feb 01, 09:00-17:00 - Csn  
3 eve - Mo. Feb 06, 18:30-21:30 - Csn  
1 day - Sa. Feb 11, 09:00-17:00 - Csn  
2 eve - Mo/Tu. Feb 13, 18:30-22:00 - Oak  
1 day - Su. Feb 19, 09:00-17:00 - Csn  
3 eve - Mo. Feb 27, 18:30-21:30 - Csn  
2 eve - We/Th. Mar 01, 18:30-22:00 - Oak  
1 day - Sa. Mar 04, 09:00-17:00 - Csn  
1 day - We. Mar 08, 09:00-17:00 - Csn  
1 day - Su. Mar 12, 09:00-17:00 - Csn  
2 mng - We/Th. Mar 22, 09:00-12:30 - Oak  
1 day - We. Mar 22, 09:00-17:00 - Csn  
2 eve - We/Th. Mar 29, 18:30-22:00 - Oak

### MS-DOS/PC-DOS Introduction (100903)

Learn to operate any model of the IBM PC or compatible computer efficiently. Exercises will show you the purpose of DOS, how to use the keyboard, load DOS, format, label and copy diskettes, manage files, automatically load application programs and create root and sub-directories. No previous experience with computers is necessary and touch typing skills are not required. (F. Wuhrer) \$115  
1 day - Sa. Jan 28, 09:00-16:30 - Lan  
2 mng - We/Th. Feb 01, 09:00-12:30 - Oak  
1 day - Sa. Apr 29, 09:00-16:30 - Lan

## 2. Computer Applications

### Word Processing

#### Introduction to Wordperfect 5.0 (100710)

Learn fundamental WordPerfect operations: creating and editing documents, printing, moving/copying text, formatting, search/replace and more. This course is suitable for students with version 4.2. \$145 (Langara - \$115)

3 mng - Th/Fr/Sa. Jan 12, 09:00-12:00 - Oak  
1 day - Fr. Jan 13, 09:00-17:00 - Csn  
1 day - Su. Jan 15, 09:00 - 17:00 - Csn  
3 eve - Tu. Jan 17, 18:30-21:30 - Csn  
2 aft - We/Th. Jan 18, 13:00-17:00 - Oak  
1 day - Sa. Jan 21, 09:00-16:30 - Lan  
1 day - Tu. Jan 24, 09:00-17:00 - Csn  
1 day - Su. Jan 29, 09:00-17:00 - Csn  
2 aft - We/Th. Feb 01, 13:00-17:00 - Oak  
1 day - Sa. Feb 04, 09:00-17:00 - Csn  
3 eve - Tu. Feb 07, 18:30-21:30 - Csn  
3 mng - Th/Fr/Sa. Feb 09, 09:00-12:00 - Oak  
1 day - Fr. Feb 10, 09:00-17:00 - Csn  
1 day - Sa. Feb 18, 09:00-17:00 - Csn  
2 aft - Mo/Tu. Feb 20, 13:00-17:00 - Oak  
1 day - We. Feb 22, 09:00-17:00 - Csn  
1 day - Su. Feb 26, 09:00-17:00 - Csn  
3 eve - Tu. Feb 28, 18:30-21:30 - Csn  
1 day - Tu. Mar 07, 09:00-17:00 - Csn  
2 aft - We/Th. Mar 08, 13:00-17:00 - Oak  
1 day - Sa. Mar 11, 09:00-17:00 - Csn  
3 eve - Mo/Tu/We. Mar 13, 18:30-21:30 - Oak  
1 day - We. Mar 15, 09:00-17:00 - Csn  
1 day - Su. Mar 19, 09:00-17:00 - Csn  
2 aft - Mo/Tu. Mar 27, 13:00-17:00 - 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, macros, transferring text between documents and more. Experience with WordPerfect is essential. \$145

1 day - Tu. Jan 17, 09:00-17:00 - Csn  
2 aft - Mo/Tu. Jan 23, 13:00-16:30 - Oak  
1 day - Su. Feb 05, 09:00-17:00 - Csn  
2 aft - We/Th. Feb 15, 13:00-16:30 - Oak  
3 eve - We. Mar 01, 18:30-21:30 - Csn  
2 aft - Fr/Sa. Mar 10, 13:00-16:30 - Oak

#### Intermediate Wordperfect 4.2 (100769)

Now that you have mastered the WordPerfect basics, learn how to do text and math columns, assorted merges and sorts, macros, transferring text between documents and more. Experience with WordPerfect is essential. \$145

1 day - Tu. Jan 31, 09:00-17:00 - Csn  
1 day - Tu. Feb 28, 09:00-17:00 - Csn

#### Advanced WordPerfect 5.0 (100747)

Students will learn to prepare copy for desktop publishing. They will also be introduced to setting up various document files for other more advanced routines. Experience with WordPerfect is required. \$145  
2 mng - We/Th. Jan 25, 09:00-12:30 - Oak  
1 day - Fr. Jan 27, 09:00-17:00 - Csn  
2 aft - Fr. Feb 10, 13:00-16:30 - Oak  
1 day - We. Feb 15, 09:00-17:00 - Csn

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

Learn fundamental MS-Word operations: creating and editing documents, printing, moving/copying text, transferring text between documents, formatting, search/replace and more. \$145  
3 mng - Th/Fr/Sa. Jan 19, 09:00-12:00 - Oak  
2 aft - Mo/Tu. Jan 30, 13:00-17:00 - Oak  
2 aft - Mo/Tu. Feb 06, 13:00-17:00 - Oak  
3 mng - Mo/Tu/We. Feb 13, 09:00-12:00 - Oak  
2 aft - We/Th. Mar 01, 13:00-17:00 - Oak  
3 mng - We/Th/Fr. Mar 15, 09:00-12:00 - Oak

#### Intermediate MS-Word 4.0 (100763)

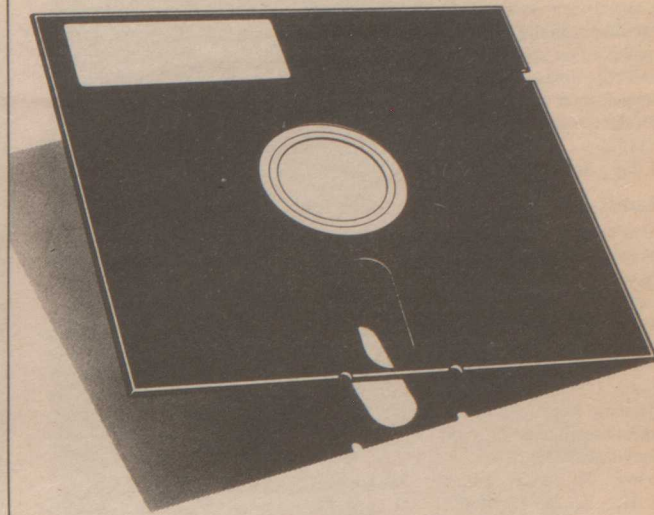
Students will learn more advanced operations and commands for Word: preparing text and math columns, various merge routines, more sort routines, use of a Thesaurus, spell-checking routines, macros and transferring text between documents. Experience with MS-Word is required. \$145  
2 aft - We/Th. Jan 11, 13:00-16:30 - Oak  
2 eve - We/Th. Feb 01, 18:30-22:00 - Oak  
2 mng - Mo/Tu. Mar 20, 09:00-12:30 - Oak

#### Advanced Ms-Word 4.0 (100728)

Students will learn to prepare copy for desktop publishing. They will also be introduced to setting up various document files for other more advanced routines. Experience with MS-Word is required. \$145  
2 mng - Mo/Tu. Jan 23 09:00-12:30 - Oak  
2 mng - Mo/Tu. Mar 27, 09:00-12:30 - Oak

#### Introduction to Medical Office Computer Billing — Dialog (100768)

Designed for those who wish to become familiar with medical computer billing and computer operations. Previous computer knowledge is not required. This course will introduce you to DIALOG, basic patient registry, how to set up files, basic billing procedures, day sheets, remittance procedures and how to communicate with MSP. A knowledge of recordkeeping and medical terminology would be helpful. \$165  
2 day - Sa. Feb 04, 09:00-15:00 - VVI



### Database Management

#### Introduction to dBase III Plus (100705)

dBase III is an enhanced data base management package that organizes information and automates list and file handling. Hands-on training centres on commands for file creation, maintenance, information enquiries, sorting and indexing. \$145

3 mng - Mo/Tu/We. Jan 09, 09:00-12:00 - Oak  
1 day - We. Jan 18, 09:00-17:00 - Csn  
1 day - Sa. Jan 28, 09:00-17:00 - Oak  
3 mng - Mo/Tu/We. Feb 06, 09:00-12:00 - Oak  
3 eve - We. Feb 08, 18:30-21:30 - Csn  
1 day - Th. Feb 23, 09:00-17:00 - Csn  
1 day - Fr. Feb 24, 09:00-17:00 - Oak  
1 day - Su. Mar 05, 09:00-17:00 - Csn  
3 mng - Th/Fr/Sa. Mar 09, 09:00-12:00 - Oak  
2 aft - We/Th. Mar 15, 13:00-17:00 - Oak  
1 day - Tu. Mar 21, 09:00-17:00 - Csn



**Spreadsheets/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. Wuhrrer) \$115  
1 day - Sa. Feb 11, 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. Wuhrrer) \$115  
1 day - Sa. Feb 18, 09:00-16:30 - Lan

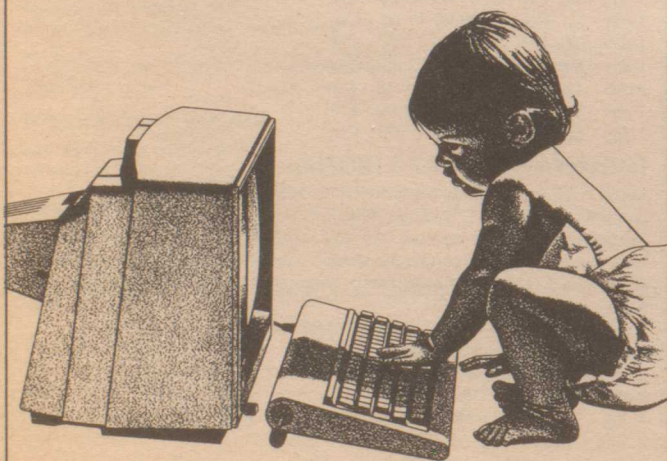
**Introduction to Lotus 1-2-3 (100711)**  
Lotus 1-2-3 is a powerful combination of spreadsheets, graphics and database functions. Learn Lotus 1-2-3 concepts and terminology, spreadsheet creation, editing and printing. Extensive hands-on practice included. \$145  
3 eve - Th. Jan 19, 18:30-21:30 - Csn  
1 day - Sa. Jan 21, 09:00-17:00 - Csn  
1 day - We. Jan 25, 09:00-17:00 - Csn  
1 day - Th. Feb 02, 09:00-17:00 - Csn  
1 day - Su. Feb 12, 09:00-17:00 - Csn  
1 day - Th. Feb 16, 09:00-17:00 - Csn  
1 day - Sa. Feb 25, 09:00-17:00 - Csn  
3 eve - Th. Mar 02, 18:30-21:30 - Csn  
1 day - Th. Mar 02, 09:00-17:00 - Csn  
1 day - Sa. Mar 18, 09:00-17:00 - Csn

**Intermediate Lotus 1-2-3 (100712)**  
Lotus 1-2-3 graphing, database functions and intermediate spreadsheet concepts are explored. Database functions including sorting, finding and extracting records are covered. As well, additional spreadsheet functions such as extracting and combining sheets, windowing and protecting cells are included. The use of basic macro commands will also be discussed. \$145  
2 eve - Mo/Tu. Jan 09, 18:30-22:00 - Oak  
1 day - Fr. Jan 27, 09:00-17:00 - Csn  
2 aft - We/Th. Feb 08, 13:00-16:30 - Oak  
3 eve - Th. Feb 09, 18:30-21:30 - Csn  
1 day - We. Feb 15, 09:00-17:00 - Csn  
2 mng - Mo/Tu. Feb 20, 09:00-12:30 - Oak  
2 aft - Mo/Tu. Mar 13, 13:00-16:30 - Oak  
1 day - Th. Mar 16, 09:00-17:00 - Csn

**Advanced Lotus 1-2-3 (100716)**  
Advanced Lotus 1-2-3 instruction has been designed for individuals who want to put the full power of 1-2-3 to work. This course covers the development of detailed macros. A good working knowledge of Lotus 1-2-3 is a prerequisite. Bring your own work for practice. \$145  
2 eve - Mo/Tu. Jan 16, 18:30-22:00 - Oak  
2 mng - Fr/Sa. Feb 03, 09:00-12:30 - Oak  
2 mng - Mo/Tu. Feb 27, 09:00-12:30 - Oak  
2 mng - Fr/Sa. Mar 03, 09:00-12:30 - 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 and Payables modules of the software. Using exercises you will learn the process of structuring a chart of accounts and generating financial statements and reports, posting transactions and closing the books at the end of the month, the calendar year, and the fiscal year. (F. Wuhrrer) \$115  
1 day - Sa. Apr 8, 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 - Fr. Jan 27, 09:00-17:00 - Oak  
3 eve - Mo/Tu/We. Feb 06, 18:30-21:30 - Oak  
1 day - Sa. Feb 18, 09:00-17:00 - Oak  
3 eve - Mo/Tu/We. Mar 06, 18:30-21:30 - Oak  
2 aft - Mo/Tu. Mar 20, 13:00-17:00 - 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. \$130  
2 eve - We/Th. Jan 11, 18:30-21:30 - Oak  
2 eve - Mo/Tu. Feb 27, 18:30-21:30 - Oak  
2 eve - Th. Mar 16, 18:30-21:30 - 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. \$165  
3 mng - Mo/Tu/We. Jan 16, 09:00-12:30 - Oak  
2 aft - Fr/Sa. Jan 20, 13:00-18:00 - Oak  
2 aft - Fr/Sa. Feb 03, 13:00-18:00 - Oak  
2 aft - Sa/Su. Feb 25, 13:00-18:00 - Oak  
3 mng - Mo/Tu/We. Mar 06, 09:00-12:30 - Oak  
2 aft - We/Th. Mar 22, 13:00-18:00 - 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  
2 aft - Fr/Sa. Jan 13, 13:00-17:00 - Oak  
2 aft - We/Th. Feb 22, 13:00-17:00 - Oak  
3 eve - Mo/Tu/We. Mar 20, 18:30-21:30 - Oak

**Desktop Publishing**  
**Introduction to Desktop Publishing (100726)**  
Intended for microcomputer users who wish to develop skills for desktop publishing work. Students will learn vocabulary, concepts and practical applications with demonstrations of the PageMaker Program. Previous experience with microcomputers is essential. \$130  
2 mng - Mo/Tu. Jan 30, 09:00-12:00 - Oak  
2 mng - Th/Fr. Feb 16, 09:00-12:00 - Oak  
2 mng - We/Th. Mar 01, 09:00-12:00 - Oak  
2 mng - Mo/Tu. Mar 13, 09:00-12:00 - Oak  
2 mng - We/Th. Mar 29, 09:00-12:00 - Oak

**PageMaker for the IBM — Introduction (100746)**  
Learn the basic concepts and commands of PageMaker, plus mouse handling, use of clip art and PC Paint software. Finished projects include a business display ad, a one-page advertising flyer and a business form. \$165  
2 aft - Mo/Tu. Jan 09, 13:00-18:00 - Oak  
2 aft - We/Th. Jan 25, 13:00-18:00 - Oak  
2 aft - Sa/Su. Feb 11, 13:00-18:00 - Oak  
3 eve - Mo/Tu/We. Feb 20, 18:30-22:00 - Oak  
2 aft - Fr/Sa. Mar 03, 13:00-18:00 - Oak  
2 aft - Mo/Tu. Mar 06, 13:00-18:00 - Oak

**PageMaker for the IBM — Intermediate (100766)**  
This course will cover text handling in depth, using both PageMaker and Microsoft Word. Projects include an annual report, a three-panel brochure, as well as matched stationery and business card design. Completion of the introductory course or experience with PageMaker is required. \$165  
2 aft - Mo/Tu. Jan 16, 13:00-18:00 - Oak  
2 aft - Mo/Tu. Feb 13, 13:00-18:00 - Oak  
2 aft - Mo/Tu. Feb 27, 13:00-18:00 - Oak  
2 aft - Fr/Sa. Mar 17, 13:00-18:00 - Oak

**PageMaker for the IBM — Newsletter (100767)**  
This course combines all the skills of the previous two levels and introduces the finer points of PageMaker, multiple page documents and design techniques. The completed project is a four-page newsletter. Prerequisite: Intermediate level course or prior approval from the instructor. \$130  
2 eve - Mo/Tu. Jan 23, 18:30-21:30 - Oak  
2 eve - We/Th. Feb 15, 18:30-21:30 - Oak  
2 eve - Mo/Tu. Mar 27, 18:30-21:30 - Oak

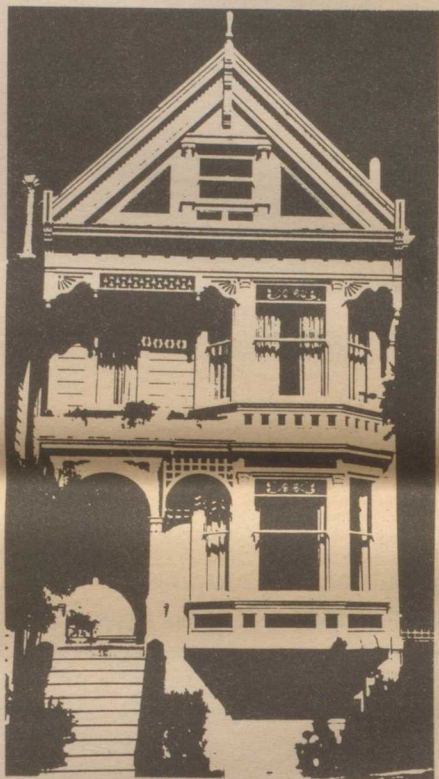
**Introduction to Ventura Desktop Publisher (100739)**  
This course covers essential desktop publishing skills including: basic concepts, how desktop publishing differs from word processing, text formatting, tabs and indents, creating forms, introducing graphics into documents, multiple-frame layouts and an introduction to multiple-document operations. Experience with WordPerfect or MicroSoft Word is required. \$145  
1 day - Th. Feb 23, 09:00-17:00 - Csn  
1 day - Tu. Mar 21, 09:00-17:00 - Csn

**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. (J. Marchand/M. Gourd) \$120  
12 eve - Mo/We. Jan 16, 19:00-21:00 - Lan  
8 mng - Sa. Jan 21, 09:00-12:00 - Lan  
**“C” Language Programming (100802)**  
“C” is an elegant high level programming language that is gaining in popularity. Students must have some programming knowledge. Programming assignments will be completed outside class on your own personal computer or by accessing the Prime computer. (M. Talwerdi) \$100  
8 eve - Mo/We. Jan 16, 19:00-21:30 - Lan  
8 eve - Mo/We. Feb 13, 19:00-21:30 - 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. Wuhrrer) \$115  
1 day - Sa. Apr 1, 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. (F. Wuhrrer) \$115  
1 day - Sa. Jan 28, 09:00-16:30 - Lan  
2 mng - We/Th. Feb 01, 09:00-12:30 - Oak  
1 day - Sa. Apr 29, 09:00-16:30 - Lan

**MS-DOS/PC-DOS and Hard Disk Management (100908)**  
Increase your DOS skills. Learn to create multi-level file structures, creating and using subdirectories, paths and markers, displaying the directory structure, backing up and restoring files, creating smart commands, building batch files, menus and setting up and using a ram disk. Familiarity with microcomputers and a working knowledge of MS-DOS or PC-DOS is recommended (B. Wuhrrer) \$115  
1 day - Sa. Feb 18, 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. Courses offered will be in four areas:  
1. Introduction to Heritage Conservation  
2. Investigation and Recording of Heritage Buildings  
3. Planning a Heritage Conservation Project  
4. Managing a Heritage Conservation Project

**Introduction to Heritage Conservation**  
**Introduction to Architectural Heritage (051401)**  
This course introduces the importance of heritage conservation, the terminology and the motivation for authenticity. Students will learn about the social, cultural and economic influences on Canadian architecture and will begin to survey locations containing buildings of heritage potential in greater Vancouver. (Vidners/Luxton) \$100  
9 eve - Mo. Jan 16, 19:00-21:00 - VVI

**Styles of Architectural Heritage (051402)**  
This course studies architectural styles including Queen Anne, Tudor, Georgian, Craftsman, Italianate, Art Deco, Carpenter Gothic, Romanesque, Classical Revival and Chinese. Students will learn to recognize similarities and differences in 19th and 20th Century buildings and their ornamentation. Course includes a field trip to be scheduled on a Saturday. (Vidners/Luxton) \$140  
9 eve - We. Jan 18, 19:00-21:00 - VVI

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

## Counselling Skills

### Counselling Skills Certificate Program

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

**Entry Requirements:**  
• Grade 12 completion  
• Maturity and emotional stability  
• Good knowledge of English, both oral and written  
• Previous training and/or experience in the social service field  
• Completion of Basic Counselling Skills course (101801) at this College or its equivalent elsewhere  
• Satisfactory interview with Program Coordinator

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

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

**Length of Program:**  
One course per term: Five terms — 18 months. Practicum in addition.

**Basic Counselling Skills — Stage One (101801)**  
This course is designed to introduce individuals, volunteers or staff in helping professions to empathetic listening skills that form the foundation of counselling. You will practise Egan's Stage One helping skills which include assessment, problem identification and resource development. You will participate in counselling role plays as both a helper and as a client. This process will require self-disclosure and self-exploration. You can expect to do 3 hours per week in reading and work book assignments. This course is not part of the Counselling Skills Certificate Program, but may be used to satisfy the initial training requirement for entry to the program. Text and workbook: Egan, The Skilled Helper. (Approximate book cost \$60) (Hooge) \$75  
6 eve - Mo. Jan 16, 19:00-22:00 - KEC  
6 eve - Th. Jan 19, 19:00-22:00 - KEC

**Brenda Hooge (M.A., Counselling Psychology)** is a counsellor with Alcohol and Drug Programs. She also has a private practice.



## 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 seven classes of trained court interpreters. This part-time program enables bilingual persons to obtain the specific knowledge and skills of the trained court interpreter, as well as an excellent preparation for other interpreting jobs. Acquire theoretical and practical training in the areas of interpreting techniques, terminologies and procedures. If you have a very good knowledge of English and another language, turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts. Textbooks included. \$545 (Subject to change)  
48 eve - Tu/Th. Oct 3/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:**  
May 15, 1989. Late applications will be considered subject to space availability. For more information call 324-5324 or 261-6635.  
**Silvana E. Carr, Ph.D.,** has been coordinator of the Court Interpreting Program at VCC since 1982, and lectures in Italian at U.B.C.

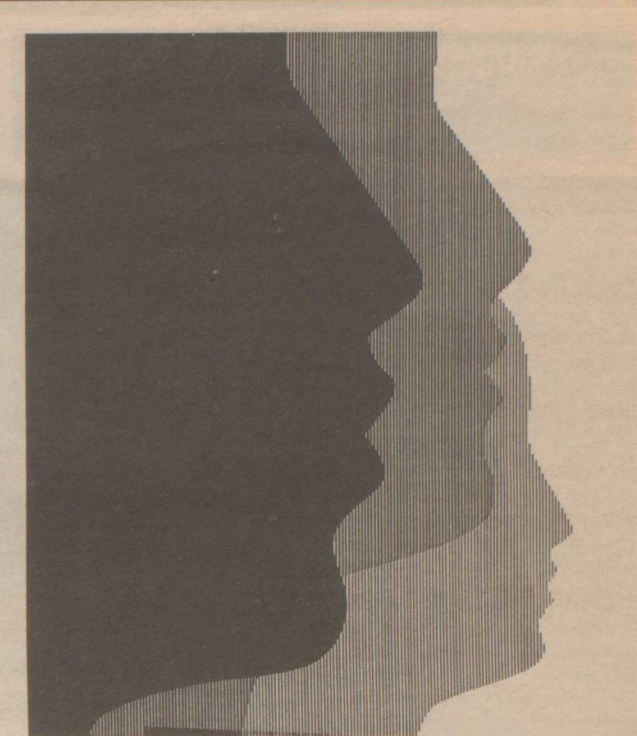
**Advisory Committee:**  
Committee members representing employers of staff and volunteers using counselling skills in the volunteer, public and private sectors advise on course content and future directions.

**Program Coordinator: Joanne Rykers**  
**Application:**  
Call 875-8200 for detailed brochure and application form. Qualified students are accepted in order of receipt of Application. Preference is given to those already working in a counselling capacity, or who have a developed career path.

**Recommended Application Date:**  
January 1989 is full; you may apply to start in September 1989.

**Information Meetings:**  
For further information, attend on of the following information meetings:  
1 eve - We. Feb 01, 19:00-20:00 - KEC Room 4043  
1 eve - We. Apr 05, 19:00-20:00 - KEC Room 4043

**Course fees:**  
36 hours - \$180, 18 hours - \$ 90, Practicum - T.B.A.



## Creative Development

**Unlocking Creative Potential (102823)**  
Deep within each one of us lies an artist ready to create the masterpiece which is our life. In this seminar you look at ways to unlock your creative potential. You examine the stages of the creative process and the rewards of pursuing attitudes and actions that enhance creative expression in a meaningful and beneficial way. (Enkin) \$20  
1 eve - Mo. Mar 13, 19:00-22:00 - KEC

**The Self to Self Connection:**  
**A Co-Creative Relationship (102833)**  
Creativity springs forth effortlessly from a solidly built connection with yourself. We all long to feel at home with our “selves” but rarely take the time to find out who we really are. True creativity demands a leap into the very Boldness of your own Being! When you are in alignment with your self, anything is possible. (Enkin) \$20  
1 eve - Mo. Feb 27, 19:00-22:00 - KEC

**Work and Love: The Passionate Pair! (102834)**  
Are you doing what you love? Are you loving what you do? This evening empowers you to harness and direct your creative energy. When you bring work and love together, you create a dynamic duo that infuses your life with vitality and enthusiasm. Are you ready to accept the challenge of making your life work for you? (Enkin) \$20  
1 eve - Mo. Feb 13, 19:00-22:00 - KEC

**Heart Work:**  
**From Inspiration to Action! (102854) \*\*New\*\***  
Meaningful life-work grows out of inspiration and moves into action with commitment! These sessions are for anyone ready to uncover and harness creative energy.  
• Awaken your creativity  
• Clarify your values  
• Discover and recognize your life purpose  
• Create your vision  
• Design your goals  
• Develop a plan of action  
Please bring a writing journal. (It is suggested that you attend the seminar “Work and Love”: The Passionate Pair! as an introduction to this course though it is not required for registration) (P. Enkin) \$90  
4 eve - Tu. Feb. 28, 19:00-22:00 - SGBC

**Facilitating Creative Awakening (102853) \*\*New\*\***  
For teachers, educators, health professionals and individuals who wish to inspire creative development. There is an increasing demand for creativity in our businesses, schools, and lives in general. It takes special skills and attitudes to tap into the creative realm and awaken creative potentials. As facilitators we need a clear understanding of our own creative process plus the ability to monitor the creative pulse of the individual, class or group we work with. This seminar gives you an experiential and theoretical foundation for the development of creative consciousness. Topics explored include: - The stages of the creative process  
• The dynamics of creative energy  
• The components of creativity  
• Common blocks to creativity and how to move through them  
• Common myths of creativity and how to move beyond them  
• Tools and techniques for awakening hidden potentials

Please bring a writing journal. (P. Enkin) \$175  
2 day - Sa. Mar 4, 09:30-16:30 - KEC  
**Peri Enkin** is a Creativity Consultant and Counsellor in private practice. She facilitates seminars and ongoing workshops on the creative process.



## Early Childhood Education

### Early Childhood Education Certificate Programs

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

#### A. Early Childhood Education Level I

A 2-year provincially certified program which prepares graduates to work as supervisors in nursery school and day-care centres for 3 to 5 year old children. Please note: This program is full for the coming year. Applications will now be accepted for September 1989.

#### B. Infant-Toddler Supervisor Training

A 1-year program which prepares already qualified E.C.E. graduates with the specialized skills and knowledge to supervise infant and toddler group day-care settings. Applications for September 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.

This term, the following courses are offered:

#### Prerequisite: Introduction to Family-Day Care (103801)

This course provides an introduction to a variety of issues related to family day-care. Please note that this course meets 4 Mondays and 2 Saturdays. (Anslow, Norman) \$65

4 eve - Mo. Jan 16, 19:00-21:30 - Lan

2 day - Sa. Jan 21, Feb 11, 09:30-14:30 - Lan

Rosie Anslow and Karen Norman 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

##### Guiding Children's Behaviour (103803)

This course focuses on issues related to discipline, classroom management and the socio-emotional development of young children. (Kiron Belle) \$65

8 eve - We. Jan 11, 19:00-21:30 - Lan

Roz Kiron Belle is involved as both a parent, pre-school teacher and early childhood educator. She has offered numerous courses and workshops related to young children.

#### 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.

#### Potpourri of Musical Fun (151428)

Bring your singing voice and playful attitude for an evening of songs, finger plays, chants and poems. This participatory session will be of interest to those who live or work with preschool age children. The fee includes a tape of the material that will be introduced and learned at the workshop! (Kiron Belle) \$18

1 eve - Mo. Jan 23, 19:00-22:00 - Lan

Roz Kiron Belle has extensive experience as a preschool teacher and as an early childhood educator. She has offered numerous courses and workshops at the College related to young children.

#### Storytelling: How Can Something This Much Fun

##### Be So Good For You! (151452) \*\*New\*\*

This session will be of interest to parents and caregivers involved with young children from 1-5 years of age. Come discover what to look for in choosing good books for kids; how children learn from storytelling and ways that you can enhance your storytelling techniques. (Atkinson) \$15

1 eve - Th. Jan 26, 19:00-22:00 - Lan

Kim Atkinson is an active child care worker with 3-5 year olds and the busy mother of her own young child. Exploring children's literature is a particular area of interest for her.

#### Cool Crafts for Kids! (151449) \*\*New\*\*

T-shirts! Skate Boards! Top 40! Learn how to help 9-12 year olds use their creative input to further their interests. Wear comfortable clothing for this "hands-on, be a pre teen again" session. (Lyon) \$15

1 eve - Tu. Jan 31, 19:00-22:00 - Lan

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

#### Planning Children's Experiences (103804)

The focus in this course is on the role of adults in encouraging children's learning through play based activities, material and equipment. (Anslow) \$65

4 eve - We. Mar 8, 19:00-21:30 - Lan

2 day - Sa. Mar 11/Apr 01, 09:30-14:30 - Lan

Rosie Anslow is the Program Coordinator for Family Day Care. She has extensive experience in family day-care and is well respected for her work in this aspect of child care.

#### 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 9-12 Year Olds (150657)

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Musson) \$65

6 eve - We. Jan 11, 19:00-22:00 - Lan

1 day - Sa. Feb 11, 09:30-14:30 - Lan

#### Working with Special Needs Children (150651)

This course focuses on the attitudes, knowledge and skills for successful integration of special needs children into school age child care programs. Key topics will include the various types of special needs and strategies for planning or adapting experiences to meet these children's needs. (Musson) \$65

6 eve - We. Feb 22, 19:00-22:00 - Lan

1 day - Sa. Mar 18, 09:30-14:30 - Lan

Steve Musson has worked with school age children in a great variety of settings including outdoor education and leadership training. He is the author of 2 reference guides - "New Youth Challenge" and "Working with School Age Children."

#### Spring Summer Pot Pourri (151440)

Join in the fun and participate in a hands-on workshop which will give you ideas for arts, crafts, songs, cooking and science activities all related to spring and summer. Ideas will be appropriate for those working with children between the ages of 2-1/2 - 6 years. A \$3 fee will be collected at the session to cover costs for materials and snacks. (Pattison/Herd) \$30

2 eve - Tu. Feb 7/14, 19:00-22:00 - Lan

Lynda Pattison and Sylvia Herd have worked with young children in a variety of settings. Presently, both are operating family day cares and are involved in providing training opportunities for other caregivers.

#### Puppetry and Its Effective Use

##### With Children (151450) \*\*New\*\*

Puppets can be used as creative tools in living and working with young children in terms of building their language and social skills. Come join our morning session and learn how to use puppets creatively; how to transmit their magic and how they can help us solve difficult situations. You will meet Frances's extensive puppet collection, including the outrageous Miss Murgatroyd. Please be sure to bring scissors and glue for "hands-on" puppet making. (Kolotyluk) \$15

1 day - Sa. Feb 18, 09:00-12:00 - Lan

Frances Kolotyluk is a teacher who uses puppets extensively in her school counsellor work with individual children, small groups and large classes.

#### Substance Abuse Prevention (151439)

These 2 sessions will focus on the theme of drug and alcohol abuse. Participants will be introduced to facts and figures about the problem in school and society; suggestions for working with children and families in a preventative way and strategies or resources for offering effective intervention. \$25

2 eve - Mo. Feb 20/27, 19:00-21:30 - Lan

Staff from Alcohol-Drug Education Service will lead these sessions and share their expertise with participants.



#### Home Education (151451) \*\*New\*\*

Home schooling is an alternative educational model that many parents are currently exploring. This session will focus on parents' rights and responsibilities, designing curriculum, working with special needs and learning disabled children and understanding correspondence courses. Discussion will also include parents' concerns about their own qualifications and the future socialization and educational experience for their home schooled children. (Suggit) \$15

1 eve - Tu. Feb 21, 19:00-22:00 - Lan

Lyn Suggit has spent 15 years teaching her five children at home. For the past 5 years she has been an educator in "Home School - Teach Your Own."

#### First Aid for Living and Working With Children (202024)

This course is designed specifically for child care workers. It provides valuable hints and practical skills to help you make a child's home, play and transportation environments safe. Skills taught include: CPR for children and infants, management of choking victims, calling an ambulance, performing initial assessments and treatment for poisons, burns and motor vehicle accidents. Students successfully completing the course will receive certificates in Red Cross Emergency First Aid and Basic Cardiac Life Support "D." \$45

1 day - Sa. Mar 04, 09:00-17:00 - VVI

## Electric/Electronics

#### Electrical Code — Intermediate (050602)

Course is designed for 4th year apprentices and journeyman electricians. (Ball) \$155

20 eve - Tu./Th. Jan 17, 19:00-21:30 - VVI

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

#### Fibre Optics (050712)

Rapid changes in the past decade are requiring that your experience with conventional communications must expand to include optical systems as more companies turn to the new technology. This introductory course is designed for technicians, technical sales people, managers and construction maintenance personnel. Learn the components and testing of fibre optic transmission systems and how to identify optical test instruments; the optical wave guide, optical fibres and cables, terminals and system layouts. (Glover) \$125

8 eve - Tu. Jan 17, 18:30-21:30 - BTE

Neil Glover, a graduate of BCIT has worked with B.C. Tel for 20 years and has taught in its education centre for nine years.

#### Introductory Electronics (050706)

Learn electronic components, circuits and their functions, as well as an introduction to transistors. Theoretical knowledge is enhanced by laboratory projects. You will be required to purchase or provide some basic tools. (Johnson) \$190

20 eve - Tu./Th. Jan 17, 18:30-21:30 - VVI

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

#### Digital Electronics Simplified (050703)

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

20 eve - Tu/Th. Jan 17, 18:30-21:30 - VVI

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

#### Cellular Radio Telephone (050702)

Discover the cellular radio system of communication. Learn installation and testing of a mobile receiver. Transceiver circuitry will be explored in depth. Prior knowledge of AM and FM radio required. (Burkhardt) \$110

10 eve - Mo./We. Jan 16, 18:30-21:30 - VVI

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

#### Disk Drives and Alignment (050704)

In this popular course you will learn storage and retrieval of information from disk drives with hands on experience in disk drive alignment, timing and troubleshooting with an oscilloscope. A basic knowledge of electronics is necessary. Students attend classes on both dates listed below. (Johnson) \$50

1 eve - We. Mar 22, 18:30-21:30 - VVI

1 day - Sa. Mar 25, 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 1987 issue of Byte magazine. Prerequisites: a basic understanding of electronics, access to a computer with a serial port and ability to program your computer. Course costs include robot parts. (Brown) \$165

10 eve - Mo. Jan 16, 18:30-21:30 - VVI

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

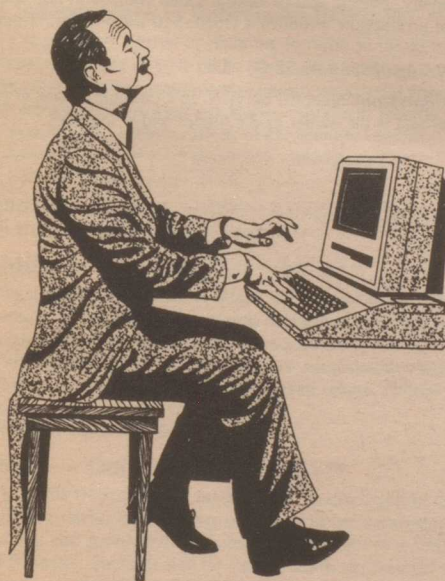
#### Consumer Electronic Sales (050716)

If you are interested in a career selling consumer electronics products and need training to do a good job, this is the course for you. It's designed for all newcomers to the consumer electronics sales field, regardless of their technical expertise. Providing both sales training and product knowledge, it reviews the breadth of consumer products — from car radios and TVs to speakers, VCRs and CDs — and teaches you the elements of a successful sales approach, including preparation, identification of buyer needs and demonstrations. (Kinch/Indbryn) \$90

10 eve - We. Jan 18, 19:00-21:30 - VVI

William Kinch has many years of sales and educational experience in business and the electronics industry.

Justin Indbryn is an instructor in VVI's Consumer Electronics Program and owns his own electronic business.



## English and Math Skills Improvement

An evaluation/information session will be held on Wednesday, January 11 at Langara Campus from 18:00-21:00 for all students interested in any English Skills Improvement course. You may come even if you have already registered in a course.

#### Beginners ESL (103003)

This course is designed for beginners who have little or no knowledge of English. Emphasis is upon conversation and listening skills. Basic reading and writing skills are also taught. (Worcester) \$110

20 eve - Mo./We. Jan 23, 18:00-20:00 - Lan

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

#### Lower Intermediate ESL (103040) \*\*New\*\*

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. (TBA) \$130

24 eve - Tu/Th. Jan 24, 20:00-22:00 - Lan

#### Upper Intermediate ESL (103010)

A course for students who have taken Lower Intermediate ESL or those 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. (Ferreira) \$130

24 eve - Tu./Th. Jan 24, 20:00-22:00 - Lan

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

#### Advanced ESL (103018)

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

20 eve - Mo./We. Jan 23, 18:00-2:00 - Lan

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

#### Advanced Canadian English Pronunciation (103019)

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

6 mg - Sa. Feb 11, 09:30-12:30 - VVI

#### Conversational Skills Improvement I for

##### Advanced ESL Speakers (103004)

Accuracy in speech is an important asset in Canadian society. In this course designed for advanced non-native speakers of English, you strengthen your command of spoken English. You correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You build up your knowledge and comprehension of idioms and colloquialisms, correct pronunciation errors and review grammatical problems. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. \$80

12 eve - Mo. Jan 23, 18:00-20:00 - Lan (Rosenke)

12 eve - We. Jan 25, 20:00-22:00 - Lan (Acutt)

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

#### Conversational Skills Improvement II (103005)

For students who have already taken Conversational Skills I or already speak English fluently but lack confidence in their oral skills. Also included in the course will be idioms, 2 word verbs, pronunciation, intonation and a grammar review. The course concentrates on oral skills — there will be no writing. (Chang) \$80

12 eve - Th. Jan 26, 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. (Strayski) \$130

12 eve - Tu. Jan 24, 18:30-21:30 - Lan

12 eve - We. Jan 25, 18:30-21:00 - (TBA)

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

#### Spelling Improvement Workshop (103015)

Good spelling is essential to both students and professionals. In this workshop you will review the basic rules and examine the most common problems. You will be tested to identify your specific problems and you will learn strategies to improve spelling. (TBA) \$20

1 day - Sa. Feb 25, 10:00-14:00 - Lan

#### Pronunciation Improvement for Chinese Speakers (103011)

This class is designed to search out in some detail, the kinds of pronunciation errors you are making and to offer you the opportunity to correct yourself accurately. Areas included are: vowels and consonants of Canadian English, stress, intonation and linking. This course is for advanced Chinese ESL speakers who already have a high degree of fluency. This is not a conversational course. (Chang) \$65

8 eve - Tu. Jan 31, 18:00-20:00 - Lan

#### Pronunciation Improvement for Spanish Speakers (103039) \*\*New\*\*

This course is designed for Spanish speakers who have already attained a high degree of fluency in spoken English but wish to correct pronunciation, stress and intonation errors. This is not a conversational English course. (Pidgeon) \$55

6 eve - Th. Feb 02, 18:00-20:00 - Lan

Michael Pidgeon, B.A., M.A. Linguistics — 14 years' experience teaching English and Linguistics at the university level overseas.

#### English Writing Skills Improvement I (103007)

Learn to write more fluently, skillfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. \$85

12 eve - Mo. Jan 30, 20:00-22:00 - Lan (TBA) (For ESL speakers)

12 eve - Tu. Jan 31, 18:00-20:00 - Lan (McIlwain) (For native speakers of English)

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

#### English Writing Skills Improvement II (103024)

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. Text: "Writing from the Inside" by Walter Sullivan and George Core. (McIlwain) \$85

12 eve - Tu. Jan 31, 20:00-22:00 - Lan

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

#### Effective Communication for ESL Business People (103038)

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

10 eve - Th. Feb 02, 18:30-21:30 - Lan

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

#### TOEFL Preparation (103020)

Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. The ten areas diagnosed as the greatest problem areas in English understanding and communication will be the focus. Study strategies will also be discussed. While the course is open to students from an intermediate level and up, a certain level of competency is assumed. (Kerr) \$145

24 eve - Mo./We. Jan 23, 18:00-20:00 - Lan

Randy Kerr, B.A., M.A. has taught English and ESL to adults for 10 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. \$100

16 eve - Mo/We. Jan 16, 16:00-18:00 - Lan (Kerr)

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

16 eve - Tu/Th. Jan 17, 18:00-20:00 - Lan (Kanaganayakam)

#### Selective Reading and Study Skills (103014)

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

1 day - Sa. Jan 21, 10:00-16:00 - Lan

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

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

Learn research methods, narrowing down the topic, outlining, organizing your data and writing effective essays, papers and reports. You will also learn to "grade" your own papers in advance to insure your efforts will receive good marks. (Kanaganayakam) \$35

1 day - Sa. Jan 28, 10:00-16:00 - Lan

C. Kanaganayakam, B.A., M.A., Ph.D., has taught writing and English Literature since 1979. He is currently teaching at UBC and Langara.



## Fashion Arts

### Fashions Arts Certificate Program

This program is designed to provide a comprehensive training, on a part-time basis (evenings), for adults interested in a career in fashion.

Planned by experienced educators and a professional advisory committee, the program is taught by experts in each subject.

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

#### Fashion Design Certificate

Term One - Fashion Illustration (Gray)  
Term Two - Textiles (Mah) : History of Fashion (Sayers)  
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 a final course

#### Applied Career Planning combining:

- Term Four - Collection Portfolios (Gray)
- Collection Manufacture (Hudson/Mah)
- Fashion Show Production (Richard)
- Fashion Careers (Tant/Various experts)

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

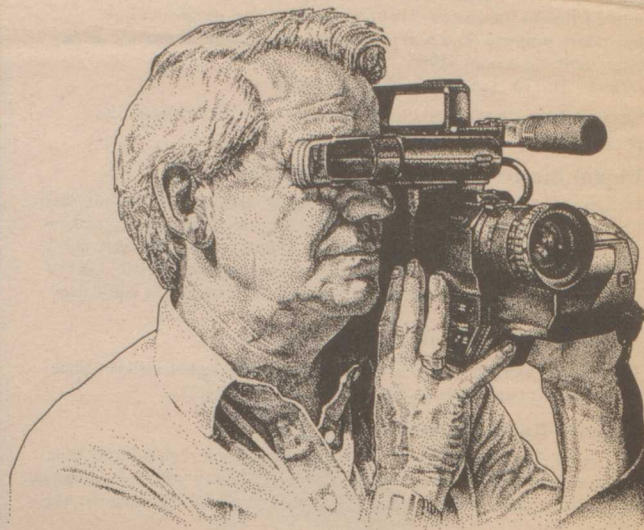
**Sally Hudson, N.D.D., A.T.D.,** is the Fashion Arts Coordinator at Vancouver Community College. She graduated in Fashion at the West of England College of Art and in Education at Bristol University, England.

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

**Benois Richard** is a couturier and a freelance display and fashion show designer. He graduated from the Insitut des Arts Appliques, Montreal.

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



## Film, Television and Theatre

#### The Business of Film and Television (104101)

A thorough overview of the film and television industry from concept to production, with emphasis on local and Canadian activity. Students will examine financing, management and the limitless range of skills employed in film production. (Richardson) \$70  
8 eve - We. Jan 18, 19:00-22:00 - VVI

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

#### Careers in the Film Industry (104102)

A general review of career and employment opportunities in the growing B.C. film industry, with emphasis on working conditions, skills required, and professional associations. (Mackie) \$20  
1 eve - Th. Jan 26, 19:00-22:00 - VVI

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

#### Video Entrepreneur Workshop (104105)

For those who are involved or wish to get involved in video production for profit. Learn setting up and organizing a video business, marketing your company, renting and/or buying video equipment and choosing formats for production. \$2 fee for booklet. (Cooperstone) \$35  
1 day - Sa. Jan 28, 10:00-16:00 - Lan

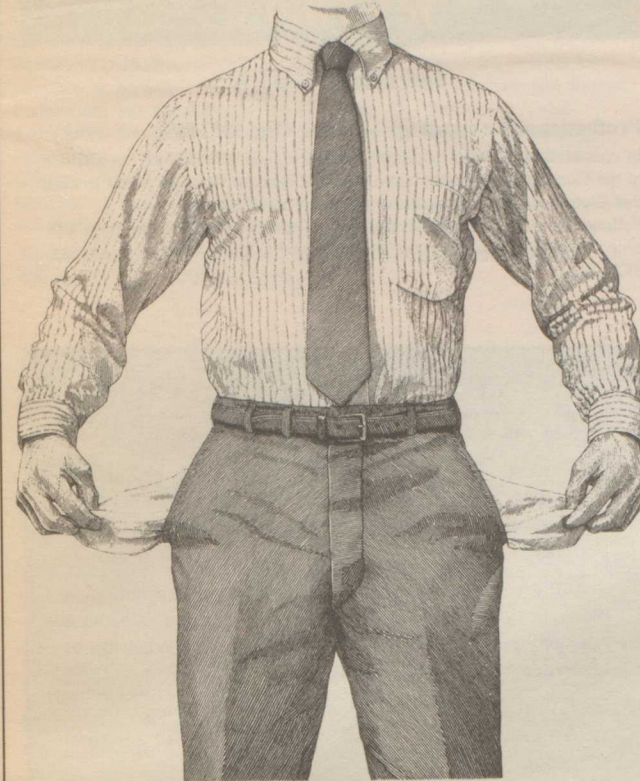
#### Educational and Industrial Video Production (104106)

This is an intensive course designed for those interested in learning how to produce industrial/educational video productions. A practical hands-on approach will be co-ordinated with a strong theoretical understanding of all general principles of video production. This course will shift locations to The Studio Video Facilities, 1110 Seymour, after the first 2 classes. Course booklet fee of \$15 is not included in price. (Cooperstone) \$130  
10 eve - Tu. Jan 24, 19:00-22:00 - Lan

#### Video Entrepreneur (102414)

For those who are involved or wish to get involved in video production for profit. Learn setting up and organizing a video business, marketing your company, renting and/or buying video equipment and choosing formats of production. Produce a video. \$10 for booklet. (Cooperstone) \$100  
8 eve - We. Jan 25, 19:00-22:00 - Lan

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



## 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. Feb 18, 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 - Th. Mar 02, 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 - Th. Mar 09, 19:00-21:30 - KEC

#### Financial Independence in Retirement (503703)

Whether you're presently retired or planning to retire in the future, this 1/2 day seminar should be in your plans. Examine a number of non-financial areas including pre-retirement planning, successful handling of the transition period; analyze your net worth, retirement income needs, government pension plan options, RRSP/RRIF/annuity options, investment strategies and inflation protection. (Hodgins) \$30  
1 mng - Sa. Mar 18, 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.

#### Yours — Mine = Yours (503722) \*\*NEW\*\*

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. Feb 25, 09:00-15:30 - Lan

#### Yours & Mine — Ours (503723) \*\*NEW\*\*

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. Feb 11, 09:00-15:30 - Lan

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

**Peggy Waterton** Budget planner and personal money management consultant.

#### R.R.S.P.'s — Your Options (503706)

Designed to help investors make clear concise decisions concerning optimal growth and safety in their R.R.S.P. Learn the new contribution limits, the investment vehicles that are most advantageous to have inside your R.R.S.P., what investments are allowed in your plan and what to do with your plan at the time of deregistration. (Schindler) \$30  
1 eve - Mo. Feb 06, 19:00-22:00 - KEC

#### Women and Investing

##### (An Introduction to the Stock Market (503710))

Designed for women who want to make conservative investment decisions for themselves yet lack basic knowledge of the stock market and investment terminology. Learn the regulations concerning spousal Registered Retirement Savings Plans and Registered Education Savings Plans. Topics include bonds, preferred shares, common shares, warrants, mutual funds, and financial planning. (Schindler) \$30  
1 eve - Mo. Feb 13, 19:00-22:00 - KEC

#### Investing for Beginners (503724) \*\*NEW\*\*

An in-depth course designed for the novice investor. The course will start off with investment goals and objectives, how to set them and why. Basic investment vehicles will be explained and the reasons for choosing one over another according to risk tolerance, including stock analysis. Finally, preparation for setting up and managing RRSPs, RRI's and annuities as well as different investment strategies. A comprehensive information-filled course for the consumer conscious investor! (Schindler) \$45  
2 mng - Sa. Feb 11, 09:00-12:00 - KEC

#### Introduction to the Stock Market (503704)

Join the 11% of Canadians who invest in the stock market! Learn market terminology and the various investment vehicles available; bonds, common shares, preferred shares and warrants. Explanations of interest income, dividend income, capital gains and their implications to the investor are included. (Schindler) \$30  
1 eve - Mo. Feb 20, 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: RRI's; Annuities; New Budget Rules; Spousal RRSPs; Minimizing Taxes and Maximizing Returns. (Rapaport) \$30  
1 eve - We. Mar 08, 19:00-22:30 - KEC

#### Mutual Funds — How They Work (503719)

Today, more and more people are investing in mutual funds both inside and outside their R.R.S.P.'s. This seminar will give you a good understanding of what mutual funds are, how they work and how they are affected by different market cycles and interest rate changes. Strategies on how to use mutual funds to reduce your taxes and how to receive tax free income will be discussed. (Rapaport) \$25  
1 mng - Sa. Feb 11, 10:00-12:00 - KEC

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

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

Introduction to venture capital investments from evaluations of prospectuses and statements of material facts to technical analysis for timing of trades. Emphasis on charting and interpreting trading patterns. Individual portfolios will be compiled. (Tang) \$65  
6 eve - Tu. Feb 07, 19:00-21:00 - Lan

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

#### Taxation and Investment (503707)

A practical course to enhance the understanding of Canada's tax structure and the stock market. Strategies to decrease taxes and to increase investment field will be discussed throughout the course. Some of the topics will include: capital gains exemptions, the dividend tax credit, the bond market, common and preferred stocks, warrants and options. (Waters) \$40  
2 day - Sa. Feb 11, 10:00-16:00 - Lan

#### Investment Strategies Using Options (503720)

Increase your understanding of where option trading fits into investment portfolios. Learn how hedged strategies fit into the pro-active management of your investment portfolio. Investment strategies using options will show you how to reduce investment losses in falling markets and improve returns as well. (D. Smail, G. Trafford) \$50  
4 eve - We. Feb 15, 19:00-21:30 - KEC

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

#### Introduction to Estate Planning (503721)

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

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

## Floral Design

#### Basic Floral Design I (250101)

Learn Floral Design and the florist industry. Topics include plant and cut flower care, design theory, business practice and merchandizing and practical labs. No prerequisites required and the fee includes the cost of flowers. Bring shears and a knife. (Cassetta) \$240  
12 eve - Mo./We. Jan 16, 18:30-21:30 - KEC

#### Floral Design II (250102)

Further your knowledge and skills in floral design and the florist industry. Topics include wedding, funeral and seasonal work (theory and practical). Prerequisite: Basic Floral Design I or have wiring, taping and basic design skills. The fee includes the cost of flowers. Bring shears, a florist knife or sharp pocket knife and wire cutters to all classes. (Cassetta) \$240  
12 eve - Mo./We. Feb 27, 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. Jan 30, 20:00-22:00 - Lan  
5 eve - Mo. Mar 06, 20:00-22:00 - Lan

#### Ethnic and Other (504035) \*\*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 — Feb 02

Chinese — Chop Suey, Chowmein and varieties of same — Feb 09

Pizza — Family size — Feb 16

Garnishing — Fancy it up — Feb 23 (Various) \$50

1 eve - Th. Feb 02, 19:00-22:00 - Lan

1 eve - Th. Feb 09, 19:00-22:00 - Lan

1 eve - Th. Feb 16, 19:00-22:00 - Lan

1 eve - Th. Feb 23, 19:00-22:00 - Lan

#### 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. Feb 01, 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.

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

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

#### Level I (Basic) (250201)

Designed for kitchen staff and dining room attendants, covers: micro-biology - foodborne illnesses - personal hygiene and health - serving and dispensing - food protection and preparation - receiving and storing food safely - warewashing and storage methods. \$40

1 day - Sa. Jan 21, 09:00-18:00 - VVI

2 day - Sa. Jan 28, 09:00-13:00 - VVI

#### Level II (Advanced) (250202)

Designed for managers, chefs and supervisory staff, covers: food poisoning/food protection - facilities and equipment - housekeeping and pest control - managing sanitary practices in a foodservice operation. \$40

1 day - Sa. Feb 11, 09:00-18:00 - VVI

1 day - Sa. Feb 18, 09:00-18:00 - VVI

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



#### Fashion Arts Non-Certificate Courses

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

#### Fashion Business Studies — Marketing (050931)

Marketing is an attitude! This course is for designers and others who want to successfully negotiate a winning position in the competitive market place. Topics include, negotiating with buyers and manufacturers: market analysis, identifying your customer: packaging and promoting your work: effective selling techniques. The course will include an introduction to Pacific Rim influences and opportunities for local designers. (Slater) \$130  
10 eve - Tu. Jan 17, 18:30-21:30 - VVI

**Ann Mari Slater** is a marketing consultant.

#### Basic Fashion Illustration (050915)

Topics include figure proportions, anatomy, life drawing, the development of croquis figures, experiment with a variety of black and white media, and an overview of styles of illustration. Current International Fashion videos will be shown. Some previous drawing experience desirable but not essential. (Cleland) \$95  
8 mng - Sa. Jan 21, 09:00-12:00 - VVI

#### Fashion Illustrator Workshops (050919)

Pre-requisite: Basic Fashion Illustration or equivalent. Live fashion models will be provided and current International Fashion videos shown. Topics include developments in a variety of colour media, with an emphasis on fabric rendering and illustration techniques. The objective of these workshops is to develop a professional, personal style of fashion illustration. (Cleland) \$95  
8 aft - Sa. Jan 21, 13:00-16:00 - VVI

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

#### Personal Pattern Making — Basic (050924)

Learn to make your own patterns to your own measurements. You will construct a set of personal Basic Blocks (Slopers) and make patterns for simple dresses, blouses and skirts. This course if for women dressmakers only. (Zibin) \$160  
10 mng - Tu. Jan 17, 09:00-12:00 - VVI



## Health

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

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

For health and human services workers involved in training and education in their organizations. You will improve basic skills in 1/2" video production and learn helpful hints about scripting, equipment set-up, composition and in-camera editing. (J. Ashworth/R. Walker) \$65  
1 day - Fr. Mar 3, 09:00-16:00 - VVI

## Substance Abuse Certificate Program

### Substance Abuse Certificate Program (200112)

This part-time certificate program is designed for those in the helping professions who wish to develop experience and skills in the substance abuse field.

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

For program brochure, course schedule or further information, please contact 687-1757. The next course will start September 1989.

### Sterile Supply Processing Aides — Theory Only (201502)

Part-time course offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (B. Bolding) \$225  
9 eve - Mo/Th. Jan 30, 16:30-19:30 - VVI

### Substance Abuse Workshops

The following workshops, which may be of interest to the general public, will be offered from January to March, 1989:

Living with a Substance Abuser: Do's and Don'ts  
Fundamental Concepts of Addiction  
Reorganizing a Chemical Dependent Employee or Colleague  
ACOA Issues - Recognizing and Understanding Characteristics  
Co-dependency Issues - Recognizing and Understanding Characteristics  
The following workshops, which may be of interest to practitioners in the substance abuse field, or to those who have completed the Substance Abuse Certificate course, will be offered January - March, 1989:

Early Intervention: Theory and Techniques  
Advanced Group Skills  
Relapse Prevention Strategies

Further information will be available through the CE Nursing and Health office, 687-1757.

## CPR and First Aid

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

### Workers' Compensation Board Industrial First Aid (202026)

This is an advanced course for those persons 19 years and over with a good understanding of English. Students without prior Industrial First Aid training will be required to arrange for a medical examination. It is also recommended that students pick up and become familiar with the reading material at least one week in advance of the course. Instruction will include: anatomy and physiology, CPR, oxygen therapy, wound treatment, fractures, injuries to joints, eyes, spine, bandaging, immobilization and transport. Those successfully completing the course can work in industry as First Aid Attendants. (Sarah Rogers) \$325  
10 day - Mo/Tu/We/Th/Fr. Jan 09-20, 08:30-15:30 - VVI  
10 day - Mo/Tu/We/Th/Fr. Feb 13-24, 08:30-15:30 - VVI  
10 day - Mo/Tu/We/Th/Fr. Mar 06-17, 08:30-15:30 - VVI

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

This 40 hour program is designed specifically for "B" or higher ticket holders. Due to the compressed nature of the program, students must complete all written assignments prior to the course. Entry into the program is contingent upon an interview with the course instructor. (Sarah Rogers) \$245  
5 day - Mo/Tu/We/Th/Fr. Jan 30-Nov 03, 08:30-17:30 - VVI

### CPR — Basic Cardiac Life Support "C" (202010)

For persons working in the health care field. Topics covered include: one and two person CPR for adults, children and infants; management of obstructed airway for conscious and unconscious victims; risk factors and recognition of heart attack. Previous training in CPR is highly recommended. \$38  
2 eve - Mo/Tu. Jan 23/24, 18:00-22:00 - VVI

### CPR — Basic Cardiac Life Support "C" — Recertification (202015)

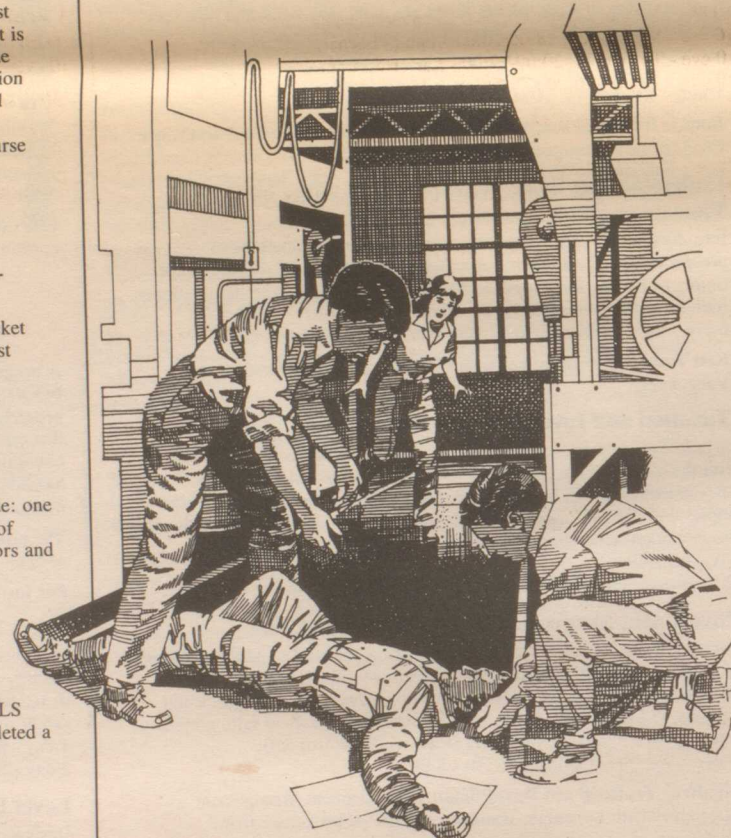
To maintain proficiency in CPR and a current certificate at the BCLS "C" level, you require this course. Prerequisite: Must have completed a "C" level or equivalent within 2 years of taking this course. \$20  
1 eve - Tu. Jan 31, 18:00-22:00 - VVI  
1 eve - Mo. Feb 27, 18:00-22:00 - VVI

### CPR — Basic Cardiac Life Support "B" (202020)

Topics covered include: one person CPR for adults, children and infants; management of obstructed airways for conscious and unconscious choking victims; risk factors and recognition of heart attack. No previous training in CPR required. \$32  
2 eve - Tu/We. Feb 21-22, 18:00-21:30 - VVI  
2 eve - We/Th. Mar 08-09, 18:00-21:30 - VVI

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

You will learn one person adult CPR, treatment for a conscious and unconscious choking victim, and identification of heart attacks and guides to healthy heart living. No previous CPR experience is necessary. \$20  
1 eve - Th. Feb 09, 18:00-22:00 - VVI



### First Aid for Dental Staff — Part I (202004) & II (202005)

This two part program is designed to update the emergency first aid skills of dental staff. The first part covers new CPR techniques (providing BCLS "C" recertification). The second part provides instruction in first aid techniques appropriate to the dental office, including primary and secondary assessments, management of unconscious patients and emergency plans. Prerequisite - completion of BCLS "C" within two years. Certification in BCLS "C" and Red Cross Emergency First Aid provided. Part I \$20, Part II \$20  
2 eve - Mo. Jan 09/20, 18:00-22:00 - VVI

## Jewellery

## Gemmology

### Professional Gemmology — Year One (051109)

In cooperation with the Canadian Gemmological Association (an affiliate of the Gemmological Association of Great Britain). We are proud to offer this 2-year program that leads to a Diploma in Gemmology and a Fellowship in the Canada Gemmological Association. This program will accept new students in September 1989. For further information contact 682-5844.

## CONTINUING EDUCATION CERTIFICATE PROGRAMS

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

Representatives of 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. Based on an employer, outside agency, or industry standard.
4. A formal procedure evaluation.

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

### PLEASE NOTE:

In addition to course fees, a \$15.00 non-refundable Confirmation Fee will be applied to Certificate Programs. Depending on the program, this fee will be charged either upon acceptance into the program, upon registration into a designated core course, or upon application to graduate.

### Red Cross Standard First Aid/ Basic Cardiac Life Support "C" (202021)

This course prepares you to react to most life threatening situations and to treat victims in distress. Topics include: initial assessment, airway management, 2 person CPR for adults, children and infants; bone, joint, head and spinal injuries, burns, poisons, and secondary assessments. The program is required for entry into registered nursing programs but is also a valuable course for the general public. Prerequisite: Completion of "A" level BCLS CPR or equivalent. \$82  
5 eve - Tu/We/Th. Jan 10/11/12 and We/Th. Jan 18/19, 18:00-22:00 - VVI  
5 eve - Tu/We/Th. Mar 14/15/16 and We/Th. Mar 22/23, 18:00-22:00 - VVI

### Red Cross Standard First Aid/ Basic Cardiac Life Support "B" (202027)

This program is essentially the same as that listed above except CPR training is one person operator for adults, children and infants. No prerequisites. \$80  
5 eve - Mo/Tu/We. Feb 6/7/8 and Tu/We. Feb 14/15, 18:00-21:45 - VVI

### Red Cross Child Safe (202024)

A revolutionary program developed by Red Cross to instruct parents how to make homes, cars and play areas safe for children. The course shows you how to prevent and cope with common childhood injuries. Instruction in child CPR, burns, poisons, drowning, motor vehicle accidents and fractures as well as accident prevention. \$34  
2 day - Sa. Jan 21/28, 10:00-14:00 - VVI  
2 eve - Mo/Th. Feb 13/16, 18:00-22:00 - VVI  
2 eve - Mo. Mar 06/13, 18:00-22:00 - VVI

## Jewish Studies

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

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

## Lecture Series

### Good Person, Good Jew (501621)

Using goals for self-improvement culled from classic Jewish sources, we will summarize Maimonides' system for self-improvement. (Rabbi Strauss) \$30/person, \$15/student, \$50 couple.  
\$90/couple  
3 eve - Th. Jan 26-Feb 9, 20:00-21:30 - JCC

### Change, Destiny and Miracles (501622)

This course will examine the broad concepts of modern day science to demonstrate that Judaism is relevant to modern philosophical and scientific questions. The contrasting Jewish and Christian approaches will be presented. (Kaelis) \$30/person, \$15/student, \$50/couple  
4 eve - Th. Feb 16-Mar 9, 20:00-21:30 - JCC

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

A course in Jewish history, covering the period following the destruction of the 2nd Temple. The course which has been developed by Everyman's University, Israel, focuses on the importance of this period in Jewish history and its effect on the religious, social and communal patterns of Judaism through to the present. A new and exciting method of learning through Distance Education is offered by the Institute for this course. \$50/person, \$25/student/ \$90/couple  
8 eve - We. Jan 18, 20:00-21:30 - JCC

## Jewish Language Arts

Hebrew classes will follow the Habet U'Shma method of instruction utilizing audio-visual techniques of language instruction. All courses begin the week of January 16, 1989.  
\$55/person, \$25/student, \$90/couple

For further information call Betty Nitkin - 266-9111.

For registration call 875-8200.

### Aleph (501601)

For those with no previous knowledge of Hebrew. Learn simple Hebrew conversation, reading and writing. (Mercy, Robinson, Shem-Tov)  
10 eve - Mo. Jan 16, 19:30-21:30 - JCC  
10 mng - Tu. Jan 17, 09:00-11:30 - JCC  
10 eve - Th. Jan 19, 19:30-21:30 - JCC

### Aleph Plus (501609)

A continuation of Aleph level Hebrew for students with elementary skills. (Robinson)  
10 eve - Tu. Jan 17, 19:30-21:30 - JCC

### Bet (501602)

A continuation of Aleph level Hebrew for students with elementary skills, a knowledge of Hebrew alphabet and basic conversation. Will begin at Chapter 6 of text. (Nes)  
10 eve - Mo. Jan 16, 19:30-21:30 - JCC

### Gimmel (501605)

Intermediate Hebrew conversation, reading and writing. Will begin at Chapter 8 in text. (Shem-Tov)  
10 eve - We. Jan 18, 19:30-21:30 - JCC

### Dalet (501604)

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

### Chug (501603)

A conversation class for those at an advanced level of Hebrew wishing to practise and expand their skills. Volume 11 of Habet U'Shma. (Halabe)  
10 eve - Th. Jan 19, 19:30-21:30 - JCC

## Language

## Modern Languages

Get ready for your holiday or business trip by learning a new language or improving your foreign language conversation skills in small classes with experienced instructors. Emphasis is on developing confidence and fluency in the spoken language. Should the language course you are interested in not be listed, phone 324-5322 and have your name placed on a wait list.

Enrolment in all classes is limited. Extra classes will be arranged if there is sufficient demand.

Level 1 is intended for the student who has little or no knowledge of the language. Emphasis is on developing conversational skills, vocabulary and pronunciation.

Level 2 is intended to increase your comprehension of the language structures, and develop fluency. Ability to participate in and understand simple everyday conversation.

Level 3 The emphasis in this level is on oral comprehension, the development of new habits in using everyday language and increased confidence and fluency in the language. Ability to understand fairly rapid conversation, but difficulty in expressing ideas clearly and fluently.

Not sure which level you should take? Come to our Langara Campus, Saturday, January 14, 1989 at 10:00 for an assessment of your level.

### Arabic Conversation Level I (501901)

(Hamlin) \$75  
10 eve - Mo. Jan 23, 18:00-20:00 - Lan

### Arabic Conversation Level II — (501987)

(Hamlin) \$75  
10 day - Sa. Jan 21, 09:30-11:30 - Lan

### Cantonese Conversation Level I (501903)

\$75  
10 eve - We. Jan 25, 20:00-22:00 - Lan (Tsai)  
10 eve - Th. Jan 26, 18:00-20:00 - Lan (Lu)

### Cantonese Conversation Level II (501904)

\$75  
10 eve - Th. Jan 26, 20:00-22:00 - Lan (Tsai)

### Cantonese Conversation Level III (501905)

(Tsai) \$75  
10 eve - Tu. Jan 24, 18:00-20:00 - Lan

### French Conversation Level I (501913)

\$75  
10 day - Sa. Jan 21, 09:00-11:00 - Lan (Visscher)  
10 eve - Mo. Jan 23, 18:00-20:00 - Lan (Visscher)  
10 eve - Tu. Jan 24, 20:00-22:00 - Lan (Hassaine)  
10 eve - Th. Jan 26, 18:00-20:00 - Lan (Visscher)

### French Conversation Level II (501914)

\$75  
10 day - Sa. Jan 21, 09:00-11:00 - Lan (Billotte)  
10 eve - Mo. Jan 23, 20:00-22:00 - Lan (Visscher)  
10 eve - Tu. Jan 24, 18:00-20:00 - Lan (Visscher)

### French Conversation Level III (501915)

(Visscher) \$75  
10 eve - We. Jan 25, 20:00-22:00 - Lan

### German Conversation Level I (501919)

\$75  
10 eve - Mo. Jan 23, 20:00-22:00 - Lan (Rommel)

### German Conversation Level II (501920)

\$75  
10 eve - Mo. Jan 23, 18:00-20:00 - Lan (Schevermann)

### German Conversation Level III (501921)

(Scheuermann) \$75  
10 eve - Tu. Jan 24, 20:00-22:00 - Lan

### Italian Conversation Level I (501923)

(Visscher) \$75  
10 day - Sa. Jan 21, 11:00-13:00 - Lan  
10 eve - Tu. Jan 24, 20:00-22:00 - Lan

### Italian Conversation Level II (501924)

(Visscher) \$75  
10 eve - Th. Jan 26, 20:00-22:00 - Lan

### Italian Conversation Level III (501996)

(Visscher) \$75  
10 eve - We. Jan 25, 18:00-20:00 - Lan

### Japanese Conversation Level I (501926)

\$75  
10 day - Sa. Jan 21, 09:30-11:30 - Lan (Tsukioka)

10 eve - Mo. Jan 23, 18:00-20:00 - Lan (Nakata)  
10 eve - We. Jan 25, 18:00-20:00 - Lan (Masuda)  
10 eve - Th. Jan 26, 20:00-22:00 - Lan (Masuda)

### Japanese Conversation Level II (501927)

\$75  
10 eve - Mo. Jan 23, 20:00-22:00 - Lan (Nakata)

### Japanese Conversation Level III (501928)

(Ushijima) \$75  
10 eve - Tu. Jan 24, 18:00-20:00 - Lan

### Korean Conversation Level I (501911)

10 eve - We. Jan 25, 18:00-20:00 - Lan

### Mandarin Conversation Level I (501937)

(Chao) \$75  
10 eve - Th. Jan 26, 18:00-20:00 - Lan

### Mandarin Conversation Level II (501938)

(Chao) \$75  
10 eve - Th. Jan 26, 20:00-22:00 - Lan

### Mandarin Conversation Level III (501939)

(Chao) \$75  
10 day - Sa. Jan 21, 09:30-11:30 - Lan

### Portuguese Conversation Level I (501945)

\$75  
10 day - Th. Jan 26, 20:00-22:00 - Lan (Catao)

### Spanish Conversation Level I (501949)

\$75  
10 day - Sa. Jan 21, 09:30-11:30 - Lan (Daudet)

10 eve - Mo. Jan 23, 18:00-20:00 - Lan (Daudet)  
10 eve - Tu. Jan 24, 20:00-22:00 - Lan (Daudet)  
10 eve - We. Jan 25, 20:00-22:00 - Lan (Deruiz)

### Fast Track Spanish Conversation — Level I (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. (Deruiz) \$150  
20 eve - Tu/Th. Jan 24, 20:00-22:00 - Lan

### Spanish Conversation Level II (501950)

\$75  
10 eve - Sa. Jan 21, 09:30-11:30 - Lan (Osorno)

10 eve - We. Jan 25, 18:00-20:00 - Lan (TBA)

### Fast Track Spanish Conversation — Level II (501997)

(DeRuiz) \$150  
20 eve - Tu/Th. Jan 24, 18:00-20:00 - Lan

### Spanish Conversation Level III (501951)

(DeRuiz) \$75  
10 eve - Mo. Jan 23, 20:00-22:00 - Lan

### Thai Conversation Level I (501990)

(Placzek) \$75  
10 eve - We. Jan 25, 18:00-20:00 - Lan

### Thai Conversation Level II (501993)

(P. Placzek) \$75  
10 eve - We. Jan 25, 18:00-20:00 - Lan

### Ukrainian Level I (501988)

(Datsko) \$75  
10 eve - Tu. Jan 24, 18:00-20:00 - Lan

### Ukrainian Level II (501989)

(Datsko) \$75  
10 eve - We. Jan 25, 18:00-20:00 - Lan

### Ukrainian Level III (501998)

(Datsko) \$75  
10 eve - Th. Jan 26, 18:00-20:00 - Lan





## Chinese Language (Mandarin) and Arts for Children and Adults

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

All courses will be taught by qualified and experienced instructors from the Vancouver First Mandarin School. The next semester is February 11 to June 24. 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 all courses is \$50 per semester, unless otherwise indicated
- All language courses are taught at KEC on Saturdays 09:30-12:00 beginning February 11
- Each course is 16 sessions

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

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

### Mandarin:

Nursery Level (505701)  
Kindergarten Level (505702)  
Grade One (505703)  
Grade Two (505704)  
Grade Three (505705)  
Grade Four (505706)  
Grade Five (505707)  
Grade Six (505708)  
Adult (505709)  
Conversation (505710)

### Chinese Folk Dance \$50 (505711)

16 aft - Sa. Feb 11, 12:00-13:00 - KEC

### Kung Fu \$50 (505712)

16 aft - Sa. Feb 11, 12:00-13:00 - KEC

### Chinese Painting \$50 (505713)

16 aft - Sa. Feb 11, 12:00-13:00 - KEC

### Mathematics \$50 (505714)

16 aft - Sa. Feb 11, 12:00-13:00 - KEC

### Cartoon Comics \$50 (505715)

16 aft - Sa. Feb 11, 12:00-13:00 - 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. Feb 15, 19:00-21:00 - KEC

Michael Leroux is a barrister and solicitor, general litigation practice.

### Dealing with ICBC (502204) \*\*NEW\*\*

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. Feb 20, 19:00-21:00 - KEC

Steven Morris is a Barrister and Solicitor, General Litigation practice.

## Music

### Appreciation and Theory

#### Jazz Improvisation (102611)

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

10 eve - Th. Jan 26, 18:00-19:30 - KEC

#### Jazz Theory (102612)

Serves as an introductory course to jazz improvisation. Study scales and chords utilizing the jazz shorthand approach to theory including a study of the blues and some of the jazz standards. Pre-requisite: desire to learn basics of improvisation and a general knowledge of rudiments. (Keenan) \$45

10 eve - Th. Jan 26, 20:00-21:00 - KEC

Gary Keenan is a Vancouver freelance musician. He has been active in the jazz scene for the past 10 years.

#### Classical Music, For the Novice (502514)

You're right. There's more to classical music than pretty violins, thrilling horns and dashing conductors. Find out the essential listening experiences of each genre, from the concerto to the symphony, and become an aware consumer of the hits, as well as the misses. No experience necessary! Each lecture features recordings and plenty of questions and answers, with lots of humour thrown in for 'good measure.' (Stanfield) \$75

10 eve - We. Jan 25, 20:00-22:00 - KEC

Norman Stanfield is a veteran of countless performance and recording sessions, especially in his musical portrayals of KOMUSO and WILL KEMPE. He teaches music appreciation at the University of BC and at Vancouver Community College, and holds a Masters Degree in ethnomusicology.

#### Music Theory (102613)

Open to musicians and non-musicians alike. Learn the 'basic' materials of music theory including the fundamentals of rhythm, intervals, chords, and transposition. Students should be able to read at least one clef. \$75

10 eve - Tu. Jan 24, 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. Jan 24, 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) \$85

10 eve - Mo. Jan 23, 19:00-21:00 - VVI

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

### Commercial Music

#### Synthesizer Arts I (102604)

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

10 eve - Tu. Jan 24, 18:00-20:00 - KEC

10 eve - Th. Jan 26, 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. Jan 26, 20:00-22:00 - KEC

#### Synthesizer Arts III (102610)

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

10 eve - Tu. Jan 24, 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.

### Ensembles

#### Stage Band (502525)

Remember the good old days of the big bands? Why not dig out that horn and come relive those days? We'll pull out the old dance band charts, and throw in some contemporary music just to keep you in tune. We don't require a lot of experience, just desire. Two sessions available. (Sikora) \$75

10 mng - Sa. Jan 28, 10:00-12:00 - KEC

#### Vancouver Concert Band (502541)

Musicians!! Have you just left high school and are finding it difficult to find a place to play? Maybe you're looking for a good retirement project. The newest concert band in town is looking for players of all wind and percussion instruments. Come and take part in challenging repertoire and help establish the new standard, the Vancouver Concert Band. There is no audition required, but the director will ask you to play something the first night for proper placement. Registration will take place on Wednesday, January 11, at 19:00. First rehearsal - January 25. For more information call Ted Greene at 875-8220. Only \$35

15 eve - We. Jan 25, 19:30-21:30 - KEC

#### Saxophone Ensemble (502539)

Are you one of the myriad of saxophone players in town looking for a group to play with. Ray Sikora has a deal for you. He is currently arranging several stage band charts for sax ensemble and rhythm section, to begin rehearsing this spring. Join him for a great musical experience. (Sikora) \$75

10 eve - Th. Jan 26, 17:30-19:30 - KEC

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

#### Ten Instruments in Search of a Composition (502536)

This is an ideal opportunity to combine composition and improvisation. During the ten weeks of the course, ten students with different instruments will create a piece of music designed solely for the instrumentation of the group. Course content will include aspects of composition, orchestration, and improvisation. Students need not be advanced performers, but should have some reading ability and an open mind. (Harker) \$75

10 mng - Sa. Jan 28, 10:00-12:00 - KEC

#### Women's Swing Choir (502523)

If you enjoy singing for the sake of singing, this is the choir for you. The choir's repertoire is drawn from Broadway Musicals, Pop and some Jazz. (Gallant) \$75

10 eve - Tu. Jan 24, 18:00-20:00 - KEC

#### Women's Jazz Choir (502524)

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

13 eve - Tu. Jan 24, 20:00-22:00 - KEC

### Instrumental Music

#### Flute I (502505)

Introduces you to tone production, reading, and other basic skills through ensemble playing. Bring your flute and a music stand. (Cory) \$45

10 eve - Tu. Jan 24, 18:00-19:00 - KEC

#### Flute II (502506)

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

10 eve - Tu. Jan 24, 19:00-20:00 - KEC

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

#### Guitar: Beginners (502507)

Basic theory and note-reading with chording and accompaniment styles for contemporary folk songs. Both plectrum and finger styles are used. Bring your guitar and a music stand. (MacDermot) \$75

10 eve - We. Jan 25, 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. Jan 25, 20:00-22:00 - KEC



#### Guitar Ensemble (502534)

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

10 eve - Mo. Jan 23, 18:00-20:00 - KEC

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

#### Guitar: Jazz-Rock Improvisation (502509)

Develop solo lines, expand chord vocabulary and jazz-rock rhythms. Prerequisite: knowledge of basic chords (some bar chords) and theory such as major scales. (Jahnke) \$45

10 eve - Mo. Jan 23, 20:00-21:00 - KEC

#### Guitar: Jazz-Rock Improvisation — Intermediate (502510)

Develop solo lines using various scales and arpeggios, chord solos, and chord melody, altered voicing and voice leading, and various styles of accompaniment. Must read music. (Jahnke) \$45

10 eve - Mo. Jan 23, 21:00-22:00 - KEC

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

#### Saxophone: Beginners (502519)

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. (Diggins) \$45

10 eve - We. Jan 25, 18:00-19:00 - KEC

#### Saxophone: Intermediate (502520)

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

10 eve - Wed. Jan 25, 19:00-20:00 - KEC

Wayne Diggins studied in the Jazz and Commercial Music Diploma Program at VCC. In addition to his freelance playing and recording, he teaches class and private instruction.

### 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. Jan 25, 19:00-20:00 - KEC

10 eve - We. Jan 25, 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. Jan 25, 21:00-22:00 - KEC

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

#### Piano 1 for Beginners (502517)

Class instruction on individual pianos. Learn notation, basic playing skills, and chording techniques. Students should have access to piano for home practice. Enrollment limited to 8 per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. \$70

10 eve - Th. Jan 26, 18:00-19:00 - KEC

10 eve - Th. Jan 26, 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. Enrolment limited to 8 per class. Seniors discount not available due to limited enrollment. \$70

10 eve - Th. Jan 26, 20:00-21:00 - 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. (Mon. - Newman, Wed. - Brauner) \$135

10 eve - Mo. Jan 23, 18:00-20:00 - KEC

10 eve - We. Jan 25, 18:00-20:00 - KEC

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

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

#### Vocal Production (502522)

Basic singing techniques with emphasis on breathing, support, resonance, and tone quality. Ideal for those singing in a Church or community choir. (Gowans) \$50

10 eve - We. Jan 25, 18:00-19:00 - KEC

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

## Natural History Courses and Travel Tours

### Winter 1989

For information and booking call 875-8200

#### Queen Charlotte Islands (502808)

The Queen Charlotte Islands are some of the most treasured lands on our planet and are unrivalled in Canada as a place to explore by water. The islands are a biologically unique area — there are plants here which are found nowhere else in Canada, the land mammals are subspecific to the islands and close to 500,000 pairs of seabirds nest here each year. The human history is of great importance and the remnants of decaying Haida poles at Ninjints are protected as world treasures. The rugged mountain scenery, giant Sitka spruce and cedar forests, and diverse marine life make seeing the islands an unparalleled experience. Biologist and anthropologist will accompany tour. Cruise on motor sailor, Island Roamer. \$1850 (includes tax deductible tuition \$200); excludes airfare. Orientation: We. May 24, 19:30 - KEC

Boat Trip: Jun 06-13, 1989

#### Birds, Birds, Birds (502814) \*\*New\*\*

This extensively illustrated course focuses on general bird biology, identification, and the ecology of both inshore and open ocean waterbirds. Lecture sessions cover biological information and trips to Reifel Waterfowl Refuge, Jericho Park, UBC Endowment Lands and the Stanley Park Seawall offer the chance for guided field study. (Alice Cassidy, Doctoral Zoology student, UBC) \$60

Lectures: Tu. Jan 31, Feb 7 and 14, 19:00-21:00 - KEC

Field Trips: Su. Feb 5, 12 and 19, mornings for 3 hours

#### Waterfowl Photography (502815) \*\*New\*\*

Vancouver is a winter home to thousands of migratory waterfowl — snow geese, Canada geese and ducks galore! You will have the opportunity to photograph these birds under professional guidance. Course includes an introductory workshop, field session at Reifel Waterfowl Refuge and a critique session. (Finn Larsen, biologist, professional photographer) \$50 (Aquarium members), \$55 (Non-members)

Th. Jan 26, 19:00-22:00, Vancouver Aquarium Science Center Theatre

Sa. Jan 28, afternoon field trip, 4 hours

Sa. Feb 04, 09:00-12:00, Vancouver Aquarium

#### Gulf Island Bird-Watching Trip (502813) \*\*New\*\*

During an all-day boat trip around the Gulf Islands, you'll observe the thousands of seabirds and other marine animals which congregate at the peak of herring spawning. Biologists aboard boat will provide natural history information and helpful hints for the field identification of seabirds. Illustrated introductory lecture covers ecology of species to be seen and details of the trip. Cost includes boat charter. Bring lunch. (Ian Robertson, Biological Consultant; Rob Butler, Biologist, Canadian Wildlife Service) \$65

Lecture: Mo. Mar 13, 19:00-20:30 - KEC

Boat Trip: Sa. Mar 18, all day

#### Uchelet Natural History Weekend (502810) \*\*New\*\*

Discover the west coast! Study seashore, coastal forest and sand dune ecology via daily field trips and evening lectures and films. Expect to see colourful marine life, misty rainforest, coastal birds and ... gray whales on a short boat trip offshore. Cost includes food, transportation, and lodging in school. (Nearby motel accommodation can be arranged) (Peter Ballin, VCC Biology Instructor) \$150

Orientation: Mo. Mar 20, 19:00-21:00 - KEC

Trip: March 24, 25 and 26

#### Victoria Birding Weekend (502821) \*\*New\*\*

Victoria boasts one of the most abundant, diverse and rare collections of wintering birds in Canada. This two-day excursion will introduce you to the richest birding spots in and near Victoria ... Martindale Island View mudflats for native swans, Clover Point known for rarities of all kinds, Quick's Bottom for eagles and, of course, Beacon Hill Park for forest specialties and waterfowl galore! This trip will appeal to novice and experienced birders alike. Lodgings have been arranged at Tucker's Bed and Breakfast (Elk Lake) for \$27 (single occupancy). Carpools can be arranged at orientation. (Alice Cassidy, UBC Doctoral student) \$90

Orientation: Tu. Feb 21, 19:00-21:00 - KEC

Trip: Feb 25 and 26

#### Bowen Island Hike (502822) \*\*New\*\*

Discover the natural heritage of this island on a day hike through the 200 hectare Crippen Regional Park. Highlights include birding lagoons, spectacular examples of Canada's largest species of maple, fish spawning channels, bogs full of insect-eating plants and with luck ... fields with Blacktail deer. (Syd Cannings, Curator of UBC Entomology Museum) Ferry costs included. Bring lunch. \$35

Sa. Apr 08, all day

#### Newcastle Island Hike (502812) \*\*New\*\*

With naturalist, Bill Merilees, join us on a comfortable hike on this interesting island. Located across the channel from Nanaimo Harbour, the island was the site of some of BC's earliest coal mines, sandstone quarries, and Japanese herring salteries. Now a Provincial Marine Park, it boasts 12 miles of hiking trails, active beaver colonies and a rich sampling of native plants. Ferry costs included. Bring lunch. \$35

Sa. Apr 15, all day



## 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 - World's highest active volcano
- Tinalandia - Subtropical forest renowned for exotic birds
- Rio Palenque Research Station - Lowland jungle and life on banana and African palm plantations.
- Cotopaxi National Park - Via "Avenue of Volcanoes" come 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 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

### Natural History and Prehistory Tour of Arizona

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

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

### 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. \$295

Orientation: 1 eve - Mo., Prior to departure, 19:00-21:00 - KEC, Room 4043

Dates:

Sa. Mar 24, 25, 26 - Easter holiday weekend

Sa. May 20, 21, 22 - Victoria Day weekend

Mo. Oct 10

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

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

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

Spring brings a flood of birds back to the prairies and forests of central Canada, and southern Manitoba's position between eastern and western faunas gives it the most diverse inland bird life in North America for a few short weeks. This tour will spend five days exploring the prairies, marshes and forests of southern Manitoba, including Riding Mountain National Park, where moose, bison and elk are possibilities as well as a host of boreal forest birds. We will then go north for five days in Churchill, on the shores of Hudson Bay and at the edge of the Arctic Tundra. Here we hope to see Ross and Little gulls, eider, ptarmigan, jaegers and other Arctic specialties. This trip promises to be a fabulous experience for anyone interested in natural history. \$2045 (includes tax-deductible tuition of \$540)

Dates: May 29-Jun 07, 1989

Leaders: **Dick Cannings**, Curator, Cowan Vertebrate Museum, UBC.

**Bonnie Chartier**, Churchill Wilderness Encounters

## Personal Enrichment

### Goal Setting as a Skill (503406)

When you set goals for yourself they work in two ways - you work on them and they work for you. You will learn to set life goals and methods to achieve mastery of present and future life situations. Areas of concentration - financial/career, physical/health/, mental/educational, family/home, spiritual/ethical and social/cultural. (McGrattan) \$45  
4 eve - We. Feb 15, 19:00-21:00 - Lan  
4 eve - Mo. Feb 20, 19:00-21:00 - KEC

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

### Self-Hypnosis — The Psychology of Achievement (503427)

Learn how to positively energize yourself using your inner mind. Using a variety of relaxation, imagery, visualization and self-hypnosis techniques, you will learn powerful, practical and simple ways to help you make the changes you want. You will also learn how to set goals, manage stress and erase negative self-talk. (Forzley) \$55  
2 day - Sa./Su. Jan 28/29, 09:30-16:30 - Lan

**Stan Forzley**, M.S., is a Clinical Hypnotherapist in private practice in Vancouver.

### Relationships — Making Them Work (503413)

Two experienced therapists discuss the essential components and dynamics of satisfying long-term relationships. They examine the developmental stages and challenges, including possible breakdown of relationships. (Belisle & Fraser) \$20  
1 eve - Th. Feb 16, 19:00-21:00 - Lan

**Louise Belisle** and **Mark Fraser** are therapists in private practice.

### Trace Your Family Tree (103414)

You will complete a personal research plan, utilizing libraries, institutions, obvious and obscure sources and finding aids. Learn to solve special problems relating to the country of your "Roots." Extensive hand-out materials with basic information and filing system will be supplied. Bring a lunch. (Leduc) \$25  
1 day - Sa. Feb 11, 09:30-16:30 - Lan

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

### All About Small Engines (503439)

When IT stops - you won't! Learn the basics of two and four-stroke engines. "Motorcycle awareness" is a special feature of this comprehensive course. Competition strategy is also taught. (Luklinski) \$75  
2 day - Sa. Feb 04/11, 10:00-14:00 - Lan

**Ross Luklinski** is an engineer and teacher who also has twenty-five years of experience as a motorcycle rider in sport competition.

### Mastering Fear and Other Phobias (503440)

"There is nothing to fear but fear itself." The phrase is well-worn and the course is well-intended. Learn how to effectively overcome the greatest enemy of man. Have a good time — not a fearful time — that is the objective! (McNaughton) \$65  
4 eve - Mo. Feb 06-Feb 27, 19:00-22:00 - Lan

### Resolving Conflict in Your Daily Life (102852)

Learn how to truly function in the world of NO! In the workplace or in the home, an opinion often becomes a confrontation. This course tells you how to structure both your thoughts and words to ... YES! An opinion will, therefore, be an opinion — not an obstruction! (McNaughton) \$95  
6 eve - Tu. Feb 7-Mar 14, 19:00-22:00 - Lan

**Mary Ellen McNaughton**, M.A. (Biology), is a practitioner in life skills and communication.

### Public Speaking for the Terrified (503424)

In a relaxed environment, gain confidence and learn to speak publicly through group participation. Control the jitters, dispel that fear! Emphasis on the practical. (Goodey) \$60  
10 eve - Tu. Jan 24, 19:30-21:30 - Lan

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

### Assertiveness Training (503417)

Explore the nature and value of assertive behaviour and the role it plays in the development of confidence and self-esteem. Here's an opportunity to practice your assertiveness skills in a safe and supportive environment. (Bannister) \$65  
8 eve - Mo. Jan 23, 19:00-22:00 - Lan

**Rosemary Bannister** has done extensive training at all levels of government and with private industry.

### Learn to Meditate (503409)

Learn how meditation can improve your life and bring more joy. Each week you will learn new techniques to cover related topics. (Runkel) \$20  
4 eve - Th. Feb 02, 20:00-21:00 - Lan

### Projecting Your Desired Image (102853)

This course will show you how to literally present yourself. Learn how to confidently express yourself through fashion coordination, make-up strategies and the dynamics of positive projection. Bring two outfits and some accessories to this hands-on workshop. Good-bye drab — hello dramatic! (Silver, Sverre & Shannon) \$50  
1 day - Sa. Feb 25, 10:00-14:00 - Lan

**Barbara Silver**, B.A., is a Wardrobe Image Consultant.

**Christy Sverre**, B.F.A., is a Jewellery Designer and Creative Consultant.

**Deborah Shannon**, B.A., is a Training and Personal Growth Consultant.

### Stop Procrastinating — Do It Now! (503441)

Make today work for you. Learn how to effectively channel your latent desires into accomplished deadlines. Sure ... the thought counts, but ... Doing really does it! (Shannon) \$65  
2 day - Sa. Jan 28/Feb 4, 10:00-14:00

**Deborah Shannon**, B.A., is a Certified NLP Practitioner.

### The Pros and Cons of Leasing (503443)

Leasing is the newest way for driving home in a new car. However, most of us have many unanswered questions about how leasing works. If leasing is a consideration, this course will cover why you should lease. Selecting the right lease plan and things to watch for when leasing. \$20  
1 eve - Th. Feb 16, 19:00-21:30 - KEC

**Jim Hernandez** is a fleet and lease manager in the lower mainland.

### Self-Esteem and Understanding:

#### Home is Where We Start From (503423)

Discuss with two therapists the importance of life experiences that influence feelings about ourselves and how knowledge and self-awareness can build self-esteem and confidence. (Belisle & Fraser) \$20  
1 eve - Mo. Mar 20, 19:00-21:00 - Lan

### Relationship Issues for Gays and Lesbians (503435)

As gays and lesbians, we face unique challenges in our relationships. This talk will be of interest to those of you who wish to explore ways of working through difficulties and deepening your relationships. It will also be of value to those of you asking the question, "Why am I not in a relationship?" (Templeton) \$20  
1 eve - We. Feb 08, 19:30-22:00 - Lan

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



## 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 11:00-16:00 hours, Tuesday - Saturday, starting January 10, 1989. For those unable to register during the day, evening registration will be from 19:00-21:00, January 10 and 11 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. Jan 16, 19:00-22:00 - FP  
10 aft - Tu. Jan 17, 12:30-15:30 - FP  
10 eve - Tu. Jan 17, 19:00-22:00 - FP  
10 eve - Fr. Jan 20, 19:00-22:00 - FP

**Susan Hayes** B.F.A., M.F.A. — Commercial photographer specializing in brochure designs and slide presentations.

### Intermediate Photography (300103)

Improve your knowledge of camera operation, composition techniques and lighting concepts. Learn basic studio lighting concepts including portraiture and still life. Prerequisite: "Basic Photography" or equivalent. (Brons, Milligan) \$145  
10 eve - Mo. Jan 16, 19:00-22:00 - FP  
10 aft - Tu. Jan 17, 12:30-15:30 - FP  
10 eve - Tu. Jan 17, 19:00-22:00 - FP  
10 eve - Fr. Jan 20, 19:00-22:00 - FP

**Doug Brons**, C.A.P.I.C., a commercial photographer who specializes in studio and product photography.

**Dave Milligan**, BEd. — An accomplished outdoor and nature photographer with a wide range of commercial experience from product work to fashion.

### Basic Darkroom (300102)

Learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, and print finishing techniques. (Chin, Swinnard) \$140  
10 eve - We. Jan 18, 19:00-22:00 - FP  
10 mng - Sa. Jan 21, 10:00-13:00 - FP  
10 aft - Sa. Jan 21, 13:30-16:30 - FP

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

### Practical Darkroom (300104)

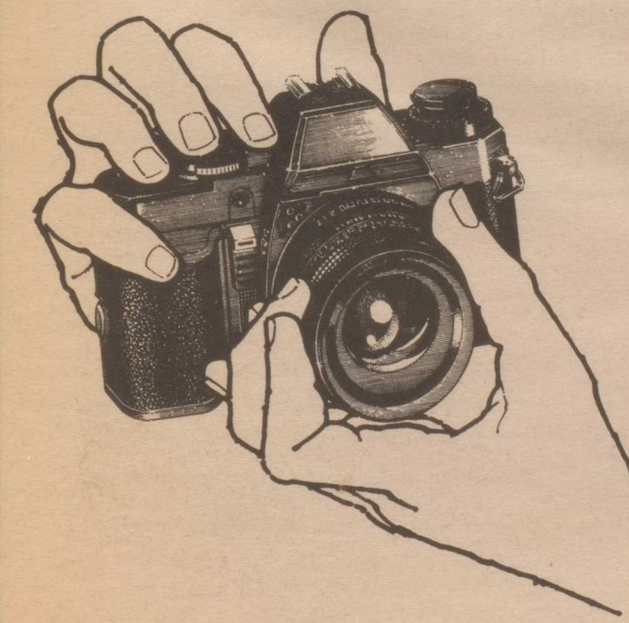
Learn fine quality black and white photographic printmaking through practical applications of various techniques and individualized teacher instruction. Bleaching and toning procedures are also covered. Prerequisite: "Basic Darkroom" or equivalent. (Swinnard) \$145  
10 eve - Th. Jan 19, 19:00-22:00 - FP

**Dave Swinnard**, BSc. — Working commercially as an architectural and industrial photographer and also a darkroom specialist.

### People Photography (300107)

This course will examine the various concepts employed in the photography of people, whether it be for editorial, advertising, travel, corporate, fine art or just for fun. Lighting ratios, metering, controlling contrast and the qualities of light will be covered as well as the photographing of individuals and groups, and the professional ethics of dealing with your subjects. There will be several shooting sessions with models both in and out of the studio. Students must have completed "Intermediate Photography" or equivalent. (D. Gregory) \$195  
10 eve - We. Jan 18, 19:00-22:00 - FP

**Doane Gregory**, C.A.P.I.C., a freelance commercial photographer specializing in people and editorial.



### Practical Studio Lighting (300122) \*\*New\*\*

This ten week course will teach the student advanced fundamentals of studio lighting as it applies to People and Still Life. The course will cover equipment selection, and technique, with several practical shooting sessions. Students will learn to recognize the potential of studio lighting, use it in a way that suits the needs of the subject, and to treat each set as a completely fresh situation. Prerequisite: "Intermediate Photography" or equivalent. (Sheldan, Weitzel, Gregory) \$195  
10 mng - Sa. Jan 21, 10:00-13:00 - FP

### Photojournalism (300108)

Learn to use a photograph or a series of photographs to tell a story. Technical emphasis is on the ability to use photographic equipment and materials quickly, confidently and efficiently in any situation. Picture editing, legal and ethical questions, production and post-production techniques, staging and framing and working to specifications are some of the subjects to be covered. Prerequisite: — Intermediate Photography or equivalent. (Bennett) \$195  
10 eve - Th. Jan 19, 19:00-22:00 - FP

### Travel Photography Workshop (300106)

This workshop will discuss various topics related to travel photography. Emphasis will be placed on developing the ability to visit a particular place (local or far-away) and return with a set of photographs that thoroughly describe its appearance and ambience. Course deals with the practical aspects of travel photography, the care for, and the use of, appropriate equipment and materials, picture editing, as well as legal, ethical and media considerations. Prerequisite: "Basic Photography" or equivalent. (Bennett) \$110  
3 day - Sa./Su. Feb 04/05/18, 10:00-16:00 - FP

**Peter Bennett** — Freelance photojournalist with assignments not only nationally but internationally.

### Photo Retouching (300110)

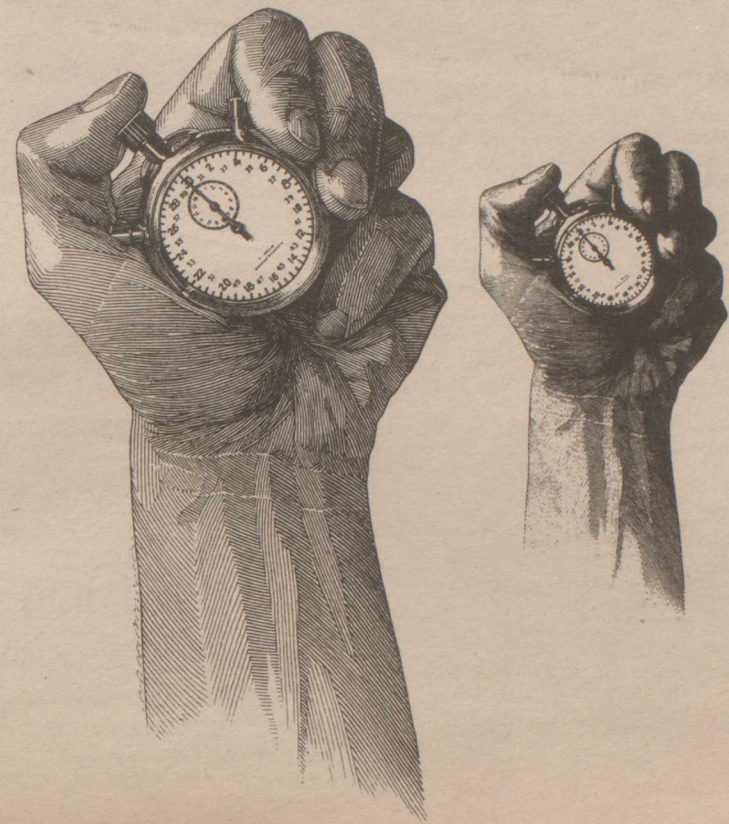
Learn to restore, correct or enhance photographic prints. You will learn to modify black and white or colour photographs with the use of dyes and several different media. You will be required to purchase additional supplies. (Jensen) \$130  
10 eve - We. Jan 18, 19:00-22:00 - VVI

**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 photographic darkroom techniques is not a prerequisite for this course. Register at VVI. (Hawkes) \$130  
10 eve - We. Jan 18, 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.



### Getting the Most from Custom Labs (300119)

This seminar will teach the student how to get the most out of custom processing labs. Subjects to be covered will include: how labs work, what standards they work to, and how to get the best results from them. Basic colour theory, the colour wheel, colour filtration and colour correction. Also covered will be the principles of both C-41 and E-6 processing. Students will tour a custom processing lab and see how they operate. Common problems from both the lab's and customer's point of view will be discussed. All of this giving the student a much better understanding of how the processes work, enabling them to obtain the best results from their lab. (Chin) \$75  
2 day - Sa. Feb 25/TBA, 10:00-16:00 - FP

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

### 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. Jan 17, 19:00-22:00 - VVI

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

## Visual Arts Certificate — Photography Major

This is a new certificate program offered by the CE Division, designed for those employed in the photographic industry and for those who use photography in their work. Amateur photographers and those not interested in the complete certificate may take courses for general interest. Certificate students will be required to complete approximately 400 hours of instruction to receive the Photography Certificate. Students wishing entry into the certificate program must have a successful interview and show a portfolio of their work. The courses are taught by working professionals in professionally equipped studios and darkroom facilities. Classes are limited in size. Registration at Focal Point (4474 West 10th Avenue) will be held from 11:00 am - 4:00 pm, Tuesday through Saturday, starting January 10, 1989. For those unable to register during the day, evening registration will be from 19:00-21:00 on January 10 and 11 only. For information please contact Focal Point at 224-3636.



## Property Management

### Property Management Certificate Program

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

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

#### For registration call 324-5322.

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

#### Certificate Requirements:

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

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

#### Entry Requirements:

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

#### Transfer Credit:

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

#### Advisory Committee:

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

#### Winter 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. Jan 18, 19:00-22:00 - Lan

**B. Agnew** is a practicing property manager with extensive experience and has taught property management courses and seminars at various institutions.

#### 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. (Osborne) \$185  
13 eve - Mo. Jan 16, 19:00-22:00 - Lan  
Osborne — Practicing lawyer, teaches real estate law at Langara.

#### Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$140  
13 eve - Mo. Jan 16, 19:00-22:00 - Lan (Wadsworth)  
13 eve - Tu. Jan 17, 19:00-22:00 - Lan (Glass)  
13 eve - We. Jan 18, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Jan 19, 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) \$175  
13 mng - Sa. Jan 14, 10:00-13:00 - VVI  
13 eve - Tu. Jan 17, 19:00-22:00 - Lan  
13 eve - Th. Jan 19, 19:00-22:00 - Lan

**Tollstam** — CA, 5 years' teaching experience on micro computers using Lotus, DOS, dBase and word processing software.

#### Communications 1115 (102007)

Develop your business writing skills through memos, letters and reports. Learn effective speaking and listening techniques through one-to-one and group interactions and oral presentations. Prerequisite: English 12 or equivalent. \$140  
13 eve - Mo. Jan 16, 19:00-22:00 - Lan (Hunter)  
13 eve - We. Jan 18, 19:00-22:00 - Lan (Sinnott)

**V. Hunter** is a consultant, communication and human relations specialist.

**P. Sinnott** has 15 years' experience in public relations and advertising, for public and private sector organizations.

## Real Estate

#### Buying a Condominium (500701)

Introduces new buyers to the financial and legal structures of a condominium (strata) corporation — how are by-laws enacted, who controls the corporation, what are an owner's rights, duties and obligations, and how to distinguish the good condominiums from the poor ones. (Fanaken) \$25  
1 mng - Sa. Feb 18, 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. Mar 04, 09:00-12:00 - KEC

**Gerry Fanaken** — President of a property management company in Vancouver and author of two books on condominium administration.

#### Dealing in Real Estate (500703)

A thorough examination of all aspects of real estate transactions for residential property, with emphasis on laws, financing, construction and how to determine value. (Harmel) \$65  
7 eve - Th. Jan 19, 19:00-21:30 - VVI

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

#### Managing Residential Tenancies (500705)

For owners of rental houses, single suites and small apartment buildings, learn tenant screening techniques, handling evictions, dispute resolution, good tenant relations and the Residential Tenancy Act. (Pink) \$45  
1 day - Sa. Jan 21, 09:00-15:30 - VVI  
1 day - Sa. Feb 04, 09:00-15:30 - Lan

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

#### Legal Aspects of Buying a House (502203)

Learn to buy a house and avoid common pitfalls in this complicated transaction. Explore the role of the real estate agent, what to look for when signing the interim agreement, understanding mortgages, insurance and closing the deal. (Morris) \$25  
1 eve - We. Feb 15, 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. \$35  
1 eve - Mo. Feb 20, 19:00-22:00 - KEC

#### Your Home — 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 day - Sa. Jan 21, 09:00-11:00 - Lan  
2 day - Sa. Feb 11, 09:00-11:00 - KEC

**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

#### Relax and Relieve Stress (504029)

Help yourself to relax and revitalize. Learn simple movements and stretches, self-massage, breathing and visual awareness techniques to calm and relax you when you are uptight or stressed, and energize you when fatigued. Quick and easy to use, they are a practical approach to reducing stress and balancing your energy. The emphasis is on fun and enjoyment. Bring a mat or blanket and wear loose, comfortable clothing. (Thomas) \$25  
5 eve - Th. Jan 26, 18:00-19:30 - Lan

#### Chi Gong (504033)

This is a mild exercise of more than 2000 years of history in China for keeping fit. The exercise taught is called "Da Yan Qi Gong" — literally meaning "Wild Geese Breathing Exercise." Actually there is much more to it! By imitating the postures and movements of the wild geese, students are taught ways to regulate their body and mind, stimulating a strong sensation of "Qi" or vital energy. The course covers the basic 64 postures. (Yung) \$50  
10 eve - We. Jan 25, 19:00-20:30 - Lan

#### Shiatsu I (504005)

A practical course, with the emphasis on relief of stress and tension using pressure points and gentle stretches to the body's energy flows. Some history and theory of this effective Japanese system of acupressure will be included. Bring a blanket or mat, and be prepared to relax and enjoy yourself. Light lunch included. (Thomas) \$30  
1 day - Sa. Jan 21, 09:30-16:30 - Lan  
1 day - Sa. Feb 18, 09:30-16:30 - Lan  
1 day - Sa. Mar 18, 09:30-16:30 - Lan

#### Shiatsu II (504006)

Completion of this course, in combination with Shiatsu I, will give participants a complete Shiatsu treatment to offer family and friends. Both courses offer self-shiatsu techniques to relax and revitalize. \$30 If students register in both courses, the total cost will be \$55.00  
1 day - Sa. Jan 28, 09:30-16:30 - Lan  
1 day - Sa. Feb 25, 09:30-16:30 - Lan  
1 day - Sa. Mar 25, 09:30-16:30 - Lan

#### Shiatsu Facial Treatment (504035) \*\*New\*\*

This workshop provides an introduction to the art of Shiatsu through facial massage, to be done on yourself or a partner. You will learn application of pressure and specific point location for a variety of beneficial results, including relief of facial tension, improved facial circulation and general rejuvenation of mind and body. Also included will be facial exercises and stretches for the neck and shoulder area. (Eashope) \$12  
1 eve - Th. Jan 19, 18:30-21:30 - Lan  
1 eve - Th. Mar 02, 18:30-21:30 - Lan

#### Shiatsu-Workshop (Neck & Shoulder) (504027)

Learn a neck and shoulder Shiatsu treatment using pressure points and stretches to help relieve pain and tension in an area most of us use to collect the stresses of a busy lifestyle. Learn a variety of techniques that you can use to minimize your own tension in this area, such as Self-Shiatsu, breathing and stretches. Wear loose comfortable clothing and bring a mat or blanket. (Thomas) \$15  
1 mng - Sa. Feb 04, 09:30-12:30 - Lan  
1 mng - Sa. Mar 04, 09:30-12:30 - Lan

#### Shiatsu-Workshop (Back Tension) (504028)

Relieving back pain, both for yourself and for others. Learn basic Shiatsu techniques, stretches, exercises and breathing methods to relax and revitalize your back. Working with partners and individually, you will feel better and more relaxed and learn ways to help you stay that way longer. Wear loose, comfortable clothing and bring a mat or blanket. (Thomas) \$15  
1 mng - Sa. Feb 11, 09:30-12:30 - Lan  
1 mng - Sa. Mar 11, 09:30-12:30 - Lan

#### Coaching Certification Level I Theory (151001)

A nationally recognized certificate program for coaches. (Various instructors) \$35  
2 day - Sa/Su. Jan 21/22, 09:00-16:00 - Lan  
4 eve - Tu/Th. Feb 21/23/28 Mar 02, 18:30-22:30 - Lan  
2 day - Sa/Su. Apr 15/16, 09:00-16:00 - Lan

#### Coaching Certification Level II Theory (151002)

Learn training methods, nutrition, psychology of sport, sport injuries, and skill analysis. Prerequisite: "Level I Coaching". All resource materials supplied. (Various instructors.) \$45  
1 eve - Fr. Jan 27, 18:30-22:30 - Lan  
plus 2 day - Sa./Su. Jan 28/29, 09:00-17:00 - Lan  
1 eve - Fr. Mar 17, 18:30-22:30 - Lan  
plus 2 day - Sa./Su. Mar 18/19, 09:00-17:00 - Lan  
1 eve - Fr. Apr 21, 18:30-22:30 - Lan  
plus 2 day - Sa./Su. Apr 22/23, 09:00-17:00 - Lan

#### Principles of Athletic Training (151225) \*\*New\*\*

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. Feb 1/8, 19:00-22:00 - Lan

#### Exercise Management —

#### Rebuilding of Human Body (151226) \*\*New\*\*

Find positive and negative influences pertaining to specific exercises, sports, diets and supplements on forming the human body. Discover what is considered to be the most beautiful body and how to manage your exercise program to improve your body. (Kodet) \$25  
1 day - Sa. Feb 04, 09:00-16:00 - Lan

#### Interval Training Sequence System in Weight Training (151224) \*\*New\*\*

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 (Kodet) \$20  
1 eve - Th. Feb 16, 19:00-21:00 - 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.

## Recreation Facilities Management

### Recreation Facilities Management Certificate Program

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

For registration and information, call 875-8200 or 324-5322.

Program Coordinator - Vince Kreiser - 324-5276.

#### Entrance Requirements

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

#### Certificate Requirements

Level I - Students must successfully complete the 5 core courses in 3 years (9 terms).

Level II - Students must successfully complete Level I, 9 supporting courses and 1 elective course in 7 years (21 terms).

#### A) 5 core courses:

#### Recreation Facilities Management Fundamentals 1170 (104301)

This course introduces students to the design, management and operation of various recreation facilities. Explore the history and philosophy of recreation and the fundamentals of recreation facility management. Topics include: facility design and operation considerations, the leisure centre concept, program planning, personnel and staffing, public relations, fiscal planning and budgeting, future trends and evolving practices. (Kreiser) \$140  
13 eve - Mo. Jan 16, 19:00-22:00 - Lan

#### Recreation Facilities Management Program Planning 1168 (104304)

Develop the competencies necessary to be an effective program planner, organizer, implementor, designer and evaluator in a recreation or leisure setting. Prerequisite REC 1170 (or approval of coordinator). (MacDonald) \$140  
Dates in May and June TBA - Lan

#### Arena Operation — 1160 (104302)

Learn the fundamentals of operating an artificial ice skating arena. The course is offered through the Recreation Facilities Association of B.C. In addition to college credits, the successful students will qualify for separate certification by the Association. Course locations for 1989 are: Kitimat April 22-25 (Register direct by phoning Kathy Landry - 1-632-2161), and Vancouver August 26-29 (Register direct by phoning Len Bjola in Sooke, B.C. - 1-642-6311.)

#### Pool Operations — 1150 (104305)

Learn the fundamentals of successful pool operation including health legislation, pool design, sanitation of pool water, facility maintenance and energy management. This course is offered through the B.C. Recreation and Parks Association. In addition to college credits, students who successfully complete the written exam and short practicum will qualify for separate certification from the Association. To be offered over two weekends (Jan 28 and 29, Feb 4 and 5.) \$160 Location KEC and selected Vancouver pool location. (Register with the CE office)

Not offered this term: Recreation Facilities Management Maintenance 1270 (104303)

#### B) Supporting Courses:

#### Communications 1115 (102007)

Develop your business writing skills through memos, letters and reports. Learn effective speaking and listening techniques through one-to-one and group interactions and oral presentations. Prerequisite: English 12 or equivalent. \$140  
13 eve - Mo. Jan 16, 19:00-22:00 - Lan (Hunter)  
13 eve - We. Jan 18, 19:00-22:00 - Lan (Sinnott)



#### Sales and Marketing 2000 (102012)

Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. The focus will be on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training. (Kelly) \$140  
13 eve - Tu. Jan 17, 19:00-22:00 - Lan

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

#### Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises learn how various computer applications; word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. (Tollstam) \$175  
13 mng - Sa. Jan 14, 10:00-13:00 - VVI  
13 eve - Tu. Jan 17, 19:00-22:00 - Lan  
13 eve - Th. Jan 19, 19:00-22:00 - Lan

**Ken Tollstam** is a C.A. with 5 years' teaching experience on micro computers using LOTUS, DOS, dBase and word processing software.

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

#### Managing Through People 1000 (102011)

Learn to identify and understand the qualities of effective leadership and develop the skills necessary for successful supervision. Interpersonal skills, goal setting, motivational and problem-solving techniques, responding to changing needs and developing human resource potential will be explored. (Kay) \$140  
13 eve - Mo. Jan 16, 19:00-22:00 - Lan

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

#### Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$140  
13 mng - Sa. Jan 14, 10:00-13:00 - Lan (TBA)  
13 eve - Mo. Jan 16, 19:00-22:00 - Lan (Wadsworth)  
13 eve - Tu. Jan 17, 19:00-22:00 - Lan (Glass)  
13 eve - We. Jan 18, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Jan 19, 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.

#### How to Make Your Small Business

#### Profitable 1115 (102013)

A practical, step-by-step course for individuals whose current business is not as profitable as anticipated or for individuals thinking of starting a business. Learn to manage your enterprise successfully and increase profits by exploring effective methods of financial planning, marketing, advertising and promotion, location selection and business set-up. \$140  
13 eve - Tu. Jan 17, 19:00-22:00 - Lan

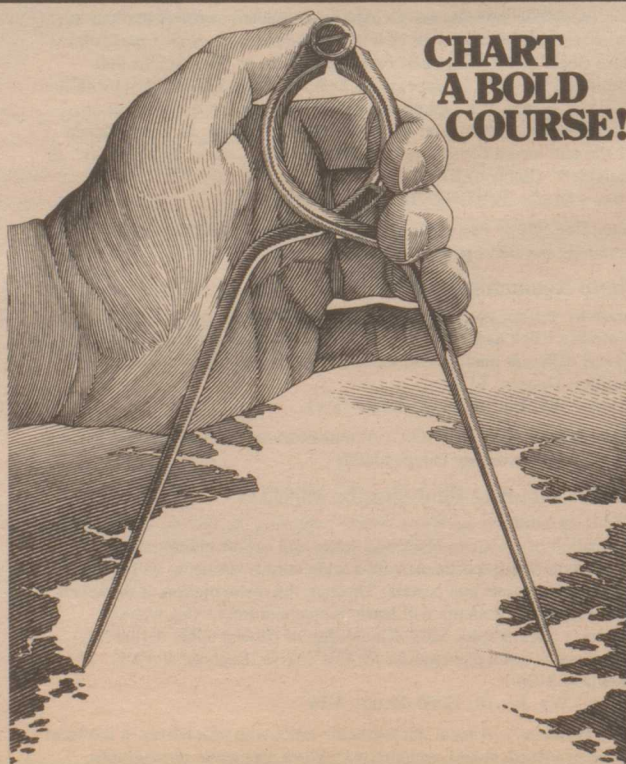
**Alan Glasser**, B.Sc., manages an independent pharmacy and has 6 years' teaching experience.

Not offered this term: Site and Building Construction (104306), Plumbing and Electrical Construction (104307), Food and Beverage Controls (104308)

C) 1 Elective course that directly relates to the certificate. Approved prior to course registration by Program Coordinator, Vince Kreiser at 324-5276.

Non-certificate students may enrol in any course.

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

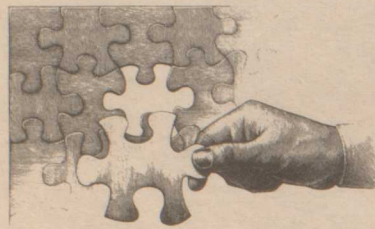




## Residential Design

### Introduction to Residential Interior Design — Part I (504201)

Learn personal expression in functional interiors. Topics include space planning, scaled layouts, the history and development of furniture, style planning and colour theory. Find practical solutions for your residential design projects. (Kennedy) \$60  
5 eve - We. Feb 08, 19:30-21:30 - KEC



### Introduction to Residential Interior Design — Part II (504202)

Build upon concepts introduced in Residential Interior Design Part I. Topics include textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures. (Kennedy) \$60  
5 eve - We. Mar 15, 19:30-21:30 - KEC

**Patrick Kennedy** IDI, IDC. Interior design education in London, England. Designer working in Vancouver on residential and commercial projects.

### Renovation and New Home Designing (504206)

Develop your skills and knowledge in site development, utilization of space, architectural concepts, drafting fundamentals, codes and by-laws, construction materials and building methods as they relate to the design and construction of new, and renovation of homes. Basic estimating and blueprint reading of residential construction will also be included. (Atkinson) \$165  
16 eve - Tu/Th. Feb 14, 18:30-21:30 - VVI

**Ron Atkinson** is head of the Drafting Department at VVI.

## 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. Feb 25, 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. Mar 04, 09:30-16:30 - 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.

## Social Services

### Community Based Social Services Certificate Program (150401)

This program will improve the skills of social service workers currently employed in the field. Part one of the program focuses on the general skills required by all social service workers. Part two explores the issues, concerns and resources for at-risk social service groups and individuals. Part three is a field practicum consisting of 60 hours of supervised volunteer placement. Instruction consists of 150 hours, held one evening a week for nine months, plus the practicum. Entry requirements: Grade 12 completion, maturity and emotional stability; good physical health, current experience in the social service field, a successful interview.

Program intakes are September and January. Some spaces may be available in the program starting January 11, 1989. Application deadline for September 1989 is May 31, 1989.

For a comprehensive program guide and application form, please call 875-8200.  
Fee: \$475 including practicum supervision

## Special Education

### Learning About Disabilities (010303)

For people wishing to learn about hearing and visual impairment, learning and 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. \$30. Total course \$80.  
13 eve - Tu. Jan 17, 19:00-21:00 - KEC

Schedule:

Introduction - Jan 17  
Visual Impairment - Jan 24/Jan 31  
Hearing Impairment - Feb 07/Feb 14  
Mental Handicap - Feb 21/Feb 28  
Learning Disability - Mar 07/Mar 14  
Mental Illness - Mar 21/Mar 28  
Physical Disability - Apr 04/Apr 11

Each session will be taught by an expert in that field of disability.

### Computer Awareness for Parents and Professionals in Special Education (010301)

Focuses on hardware and software used in special education. The course is designed for professionals or parents of the handicapped who have limited knowledge of computers and their applications to special education. Emphasis will be on basic computer literacy in a hands-on environment. (Reid) \$55  
5 eve - We. Jan 18, 19:00-21:00 - VVI

**Terri Reid** is the instructor of the VVI Career Awareness Program, a pre-employment training program for adults with a mental handicap.

## Telecommunications Management

### Telecommunications Management Certificate Program

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

Non certificate students may enrol in any course

For registration call 875-8200

For information call 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 (BCIT)  
ADM 245 CRN 76967 \*\*

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

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

#### Entry requirements

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

#### Evaluation

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

#### Scheduling

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

#### Telecommunications Management I (Voice) (102201)

Learn the basics of telecommunications in this introductory course involving the study of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (TBA) \$185  
10 eve - We. Jan 18, 17:30-20:30 - VVI

## Telecollege



Personal enrichment and new knowledge can be gained by studying with the convenience of television.

TELECOLLEGE offers texts and study guides to help you make the most of your studying time. Courses may include:

- Automating the Office
- Beyond the Mechanical Universe
- Chinese Brush Painting
- Contemporary Health Issues
- Earth Explored (Physical Geology)
- Energy Efficient Housing
- English Literature I
- English Literature II
- Faces of Culture (Anthropology)
- Growing Years (Child to Adult)
- Introduction Biology (Human Biology)
- Jump Over The Moon
- Marketing
- Mechanical Universe
- New Computer Literacy
- Planning Your Retirement
- Project Universe
- Sif-Fi, Media and Literature
- Sociology
- Starting A Business
- Understanding Human Behaviour

• Write Course

The courses are broadcast on KNOWLEDGE NETWORK.

For further information, and to register and order tests and guides, contact:

TELECOLLEGE  
100 W. 49th Avenue  
Vancouver, B.C. V5Y 2Z6  
or phone 324-5520 (Vancouver)  
or 1-800-972-0379 (toll-free)

### Telecommunications Management II (Voice) (102202)

Building on what was learned in the first voice course, participants will learn about PBX systems, network and exchange services, traffic analysis, design criteria, telephone set and switch features, financial planning and analysis, negotiating vendor contracts, implementing new systems, management skills, telephone management systems and staff training. (Duncan & Peyton) \$185  
10 eve - Mo. Jan 16, 18:00-21:00 - KEC

**Olga Duncan** is the Manager of the operations of the UBC Communication Department Telecommunications System: A professional Telecommunication Specialist and course writer for the VCC Telecommunication Certificate program.

**Barbra Peyton**, independent Telecommunications Specialist, has worked with both telephone and interconnect companies specializing in voice communication and most recently contracted with UBC.

### 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) \$185  
10 eve - Tu. Jan 17, 18:00-21:00 - KEC

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

### Designing the Integrated Office Admn 245 (CRN 76967)

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. \$151  
12 eve - Th. Jan 12, 17:30-20:30 - DEC

The Designing the Integrated Office course is offered by B.C.I.T. For registration for this course only, call 434-1610 or 687-4666.

## Teaching English as a Second Language

### Certificate Program in Teaching English as a Second Language to Adults

This program is for those new to ESL teaching or planning to teach abroad, who want to learn practical ESL teaching for adults. Emphasis is on effective techniques for teaching adults at all levels of language acquisition. Taught by experienced, practising ESL instructors.

#### Part Time:

The program is 260 hours in length, consisting of 6 core courses, 30 hours of electives, and a 35-hour internship. All courses are offered part-time, on evenings and weekends. A College Certificate will be awarded upon successful completion of the program.

#### Entry requirements:

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

\* 875-8200 for a comprehensive program guide \*

General Information Sessions for anyone interested in training to teach ESL and the programs we offer in this field:

January 5, 1989, 13:30-15:00 or 18:30-20:00 - KEC, Room 4043 and January 9, 1989, 13:30-15:00 or 18:30-20:00 - KEC, Room 4043

Pre-registration not required for information sessions.

#### Core courses offered in the January term

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

#### Grammar Review (150810)

A review of English grammar covering parts of speech, basic sentence patterns, clauses and phrases, realizing intuitive knowledge and finding new insights. (Hawes) \$115  
8 mng - Sa. Jan 28, 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.

### An Overview of Teaching ESL — Part I (150802)

(Formerly ESL Teaching Techniques)

A practical course in ESL classroom teaching techniques for those entering the field, planning to teach abroad, or wanting to brush up their ESL teaching skills. Those wishing to take the Certificate Program should take this course first. Topics include developing aural/oral skills, writing, reading, using dialogues, improving pronunciation, using role playing, grouping, and using A-V equipment. Maximum enrollment: 25  
\$150

5 day - We/Th/Fr. Jan 12/13/18/19/20, 09:00-16:00 - KEC (House)

10 aft - Mo. Jan 16, 13:00-16:00 - KEC (Hinkle)

10 eve - We. Jan 18, 19:00-22:00 - KEC (Hinkle)

10 eve - Th. Jan 19, 19:00-22:00 - KEC (Rabinowitz)

**Ann Hinkle** — 12 years teaching ESL at VCC and 2 years teaching EFL in Asia. Currently instructor in charge of VCC's Homefront Learning Program. Has written several ESL publications and has taught at UBC.

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

**Myrna Rabinowitz**, B.A., B.Ed., an experienced ESL teacher and tutor trainer, has written many publications for the ESL field.

### Overview of Teaching ESL — Part II (150828) \*\*New\*\*

A 90-hour intensive course for people planning to teach overseas who are unable to take the Certificate Program. Focus is on preparing to teach abroad, with more theory and assignments. Owing to anticipated demand, entry will depend on an interview. You must have taken Overview of Teaching ESL — Part I (150802) first. To apply, call 875-8200. Deadline for applications — January 13, 1989. Maximum enrollment: 25 (Yildiz) \$600  
20 day - Mo/Tu/We/Th/Fr. Jan. 30-Feb. 24 - KEC

**Nancy Yildiz** has a doctorate in ESL and has taught and developed ESL programs for many years at VCC and overseas.

### Teaching Grammar (150822)

Techniques and materials for teaching structure of the English language and the grammatical points covered in Part I. (Clark) \$115  
8 eve - Tu. Feb 07, 19:00-22:00 - KEC

### 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 eve - We. Jan 18, 19:00-22:00 - 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. Please note that this course is on Wednesdays and Thursdays for 2 weeks starting Jan 4, then continues on Thursdays only from Jan 19-Feb 23. (Rothschild) \$195  
10 eve - dates as above - 19:00-22:00 - KEC

**Dennie Rothschild**, Honours Baccalaureate, M.A. in progress, has taught ESL at VCC since 1977.

### Teaching English for Academic Purposes (150819)

Concentrates on specific techniques to teach advanced ESL students planning on higher education. Includes approaches to teaching reading, composition, literature and study skills. This course will not be offered April 1989. (Gray-Richards) \$195  
10 eve - Mo. Jan 30, 19:00-22:00 - KEC

**Barbara Gray-Richards** has a B.A. in English, M.A. in English Language and Literature, B.Ed. in Secondary Education. She has taught at VCC since 1971.

The following 4 courses will be of interest to those connected with or interested in the ESL field. They may also be used to fulfill the "Elective" requirement in the TESL Certificate Program.

### An Introduction to Linguistics for the ESL Teacher (150823)

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

1. Understand the main concerns and theoretical bases of several linguistics schools and models
2. Evaluate and discuss these models in terms of their applicability and effectiveness in ESL training
3. Select and adapt those features of the linguistic models which they find useful

4. Organize lesson materials and adapt them to student needs  
Students will be expected to complete several short written exercises during the course. (Pidgeon) \$100  
6 mng - Sa. Feb 04, 09:30-12:30 - KEC

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

### 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  
4 eve - Mo. Jan 16, 19:00-22:00 - 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.

### 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 - Mo. Feb 13, 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.

### ESL Tutor Training Workshop (150814)

Learn to tutor ESL students one-on-one, or in small group. Gain basic training in assessing language needs, planning lessons and developing activities for students. (Rabinowitz) \$60  
2 day - Sa. Jan 21, 09:00-16:00 - KEC

**Myrna Rabinowitz**, an experienced ESL teacher and tutor trainer, has written many publications for the ESL field.

### An Orientation to Teaching English in Japan (150801)

You will discuss all aspects of living & working as a language teacher in Japan - where and how to look for work in Japan, an introduction to living Japanese style, adapting to & understanding the way a Japanese institution is organized and an introduction to teaching methods appropriate to the Japanese student. (Smith) \$65  
4 eve - Tu. Feb 14, 19:00-22:00 - KEC

**Dave Smith**, E.S.L. instructor at V.C.C., has spent time working, studying and doing business in Japan.

### Basic English Grammar (150826)

By popular demand, a short course for native English speakers in the basic structure of the English language. Suitable for those with minimal knowledge of English grammar, or who wish to review their English grammar skills. Highly recommended for prospective students for the TESL program who feel that their knowledge of grammar could be improved. Please note that this course does NOT count as an elective in the TESL Certificate Program. (Pidgeon) \$100  
6 eve - Mo. Feb 06, 19:00-22:00 - KEC

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

## BE A GRACIOUS HOST

### INTERNATIONAL EDUCATION HOMESTAY PROGRAMS

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

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

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

Host families are required for the following programs:

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

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

**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.



## Travel Courses and Tours

### Travel Courses

#### China Experienced (504602)

A country so vast and magnificent needs to be experienced! Learn all the essentials of travelling independently or with a tour group. Gain valuable information to plan an itinerary to fit your budget. Slide show and printed guidebook included. (Seto) \$45  
2 day - Sa. Feb 18, 09:30-14:30 - Lan

**Marie Seto, MA, ARW**, has travelled throughout China, Taiwan and Hong Kong independently. She escorts the VCC, Continuing Education China Tours.

#### Thailand — "The Land of Smiles" (504606)

An exotic kingdom where the doors are open and the welcome sign is posted. An introduction to where to go and what to see. Background information on keeping costs down, helpful hints to make your trip more enjoyable and rewarding. (Flack) \$20  
1 mng - Sa. Feb 11, 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. (Lewis) \$70  
6 eve - Tu. Feb 14, 19:00-21:00 - KEC

#### The Civilization of Egypt Both Past and Present (504622)

This course will examine the history and archaeology of the Pharonic age. Particular attention will be paid to the religions of the ancients and will compare and contrast this to the important influence of Islam and Christianity in modern day Egypt. With the aid of slides and video, the customs and lifestyles will be shown. We will also discuss the possible future role of this incredible country. (C. Boycott) \$25  
1 day - Sa. Feb 11, 10:00-15:00 - Lan

**Chris Boycott** runs his own tour operation. He has been leading trips for many years. He has a great deal of knowledge about Egypt. He is well known around Vancouver for his many slide shows about the country.

#### Splendors of Greece (500623)

For many centuries Greece and the Greek Isles have enchanted travellers with their seductive beauty. This art and archeology series is for armchair travellers or those planning a trip. It will take you to Athens, Delphi, Olympia, Mycenae, and the glorious isles of Santorini, Crete, Rhodes and others. Illustrated with slides, music and travel tips. \$20  
1 day Sa. Feb 11, 10:00-15:00 - Lan

**Karin Storey, B.Ed., M.A., Art Historian. George Storey, P.Eng., Tour Manager.** Together they have led many successful college tours to Mediterranean rim countries. Members of the Mediterranean Institute: American Institute of Archaeology and Pharos, a Hellenic Society.

#### Los Angeles Art Treasures (504624)

Our sister city has collections of masterpieces that rival the best anywhere. This course will present a series of excellent reproductions from European galleries with commentaries to explain their enduring appeal throughout the western world. Focus will then shift to Los Angeles collections, their stories, their illustrious benefactors, their special features and astonishing treasures. (Parminter) \$40  
2 mng - Sa. Feb 11, 09:30-12:30 - Lan

**Alfred Parminter, PhD.,** a former art teacher, has missed few great masterpieces in his extensive travels. He ranks Los Angeles second only to London for the quality, quantity and variety of priceless artifacts.

#### Inside Mexico — A Travel Workshop (504625)

The land of beauty and contrast welcomes you with friendly people, breathtaking scenery, fabulous archaeological sites and intriguing culture/history. You will learn how to do and see it all - solo, or with a group. The focus on Western Mexico - includes slides, photos, crafts, travel planning, financial tips, basic social history and possible travel itinerary. Also, mini Spanish lesson and valuable possible contacts and travel bibliography. \$20  
1 mng - Sa. Feb 18, 10:00-13:00 - Lan

**Teresa Sheward** has travelled extensively throughout Western Mexico and has an intimate knowledge of Mexican culture, having spent her childhood in Potzcuaro, Michoacan. She holds a degree in Anthropology and is presently employed at the Museum of Anthropology at UBC

### Travel Tours

#### China Experienced — A Journey Into Northern China

June 13 - July 2, 1989

Due to many expressions of interest in travel to Northern China, Vancouver Community College is pleased to offer a tour specializing in this interesting region.

Beijing, capital of the People's Republic of China, will be the first of six China cities visited. Highlights will include the Great Wall, Ming Tombs, the Forbidden City and Temple of Heaven. Our second stop will be Harbin, one of the fastest growing northern cities. Harbin is the capital of Heilongjiang Province which occupies part of the area formerly known as Manchuria. Our next stop is Hohhot, capital of the Inner Mongolia Autonomous Region, and one of the most colourful cities in China. Here we have a chance to visit the famous grasslands, watch a display of horsemanship, ride a horse or camel and overnight in a traditional Mongolian yurt. One of the highlights of our trip will be Xian, the start of the historical Silk Route and home of the terra cotta army. We visit Hangzhou next, famous for its beautiful West Lake region. Our last stop in China will be Shanghai, one of the world's largest cities and an important seaport. The tour concludes with a two-day stopover in fascinating, cosmopolitan Hong Kong.

As in the past, this China Experienced tour will be escorted by Marie Seto. Marie will be conducting orientation meetings on January 31 and February 9 at 19:30, King Edward Campus, 1155 East Broadway, Room 4043.

Tour includes airfare, accommodation, most meals and land transportation.

Approximate cost \$4200

For more information, please call Genny MacLean at Great Expeditions - 263-1476.

#### 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 \$2,350

Burma - (1 week optional Nov 13-20) \$750 Approximate

**Geoff Flack** - VCC instructor, has made over 20 trips to Thailand and has personally visited every part of the tour.

For more information please call Canada World Travel, Dr. Bob Gallacher - 872-0355 or Wayne Decle, VCC - 875-8200.

#### Los Angeles Art Treasures

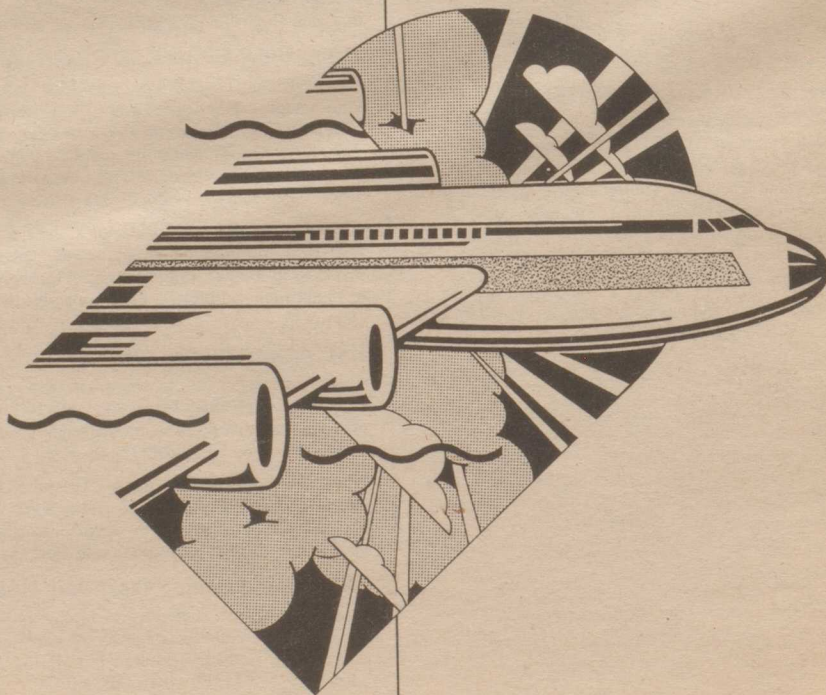
March 8-14, 1989

A combined fun and fine art focus makes for a memorable visit to our famous sister city. The viewing of numerous celebrated paintings and insights into the art of film making will enrich and entertain. The tour includes leisurely visits to:

1. The Huntington Library and garden complex to see one of the world's greatest collection of British portraiture including the "Blue Boy" and "Pinky."
2. The J. Paul Getty replication of a Roman villa replete with art objects that are the envy of collectors everywhere.
3. The ever expanding Los Angeles county art museum and its neighbour, the unique George C. Pace Museum.
4. The prestigious Norton Simon Gallery in Pasadena.
5. The Universal Film Studios.
6. The ultimate portrait in the Disney Museum in Disneyland.
7. Outstanding California homes that have become classics in our time.

Includes: Return airfare, all hotel accommodation at the Hyatt Wilshire, land transportation and all admissions. Approximate cost \$1200 Cdn.

For more information, please call Genny MacLean, Great Expeditions, 263-1476.



#### Focus on Mexico

Apr 19-May 2

Experience the real Mexico. Join us on our second educational tour as we focus on archaeology, history and culture of this land of contrasts. The ancient wonder of Tenochtitlan, colonial highland cities steeped in history, miles of beaches under tropical sunshine and the warm smiling Mexican people all combine to make this a rewarding and exciting tour.

We fly directly to Mexico City to visit the pyramids of Teotihuacan, various museums including the Museum of Anthropology, the floating gardens of Aztec times, the Ballet Folklorico and much more. Leaving the capital, we travel west to explore the charming colonial towns in the State of Michoacan. Next, we head west and south through the "hot country" to Ixtapa beach for three days of relaxation in the land of sun and palm trees, then on to Taxco, the rustic silver capital of Mexico. We return to Mexico City via Cuernavaca, "the City of Eternal Spring."

Tour includes expert tour leader, Mexican guides, airfare, accommodation, museum entrances and coach travel between cities. Meals are extra. Approximate cost \$1550

**Teresa Sheward**, tour leader, has travelled extensively through Western Mexico and has an intimate knowledge of Mexican culture, having spent her childhood in Patzcuaro, Michoacan. She holds a degree in Anthropology and is currently employed at the Museum of Anthropology at UBC.

For more information, please call Genny MacLean at Great Expeditions, 263-1476 or Wayne Decle, VCC-CE - 875-8200.

#### Egypt — "In Search of Pharaohs"

This study tour, lasting 15 days focuses on Egypt past and present. See the Tutankhamun exhibitions, wonder at the Pyramids and enigmatic Sphinx. View the beaut of Aswan with its numerous sites, including a trip to the colossal statues of Ramses II at Abu Simbel. Trek by donkey to the Valley of the Kings (those who prefer may travel by taxi), this being located on the western side of the Nile in Luxor. While in Luxor, you can also enjoy the splendour of the temples of Karnak and Luxor. Wander at leisure in the fascinating bazaars and local villages, bargain hunting is a joy.

The last three days are spent on the Red Sea at a beautiful spot known as Hurgada, where we will hire a boat and go snorkelling in the astounding coral waters, a delightful experience.

This tour includes adventure, historical interest and cultural involvement. A variety of transport is used, including: private bus, first class sleeper train, local train, ferris, caleesh (horse drawn cart), donkey and camel.

Free Orientation Session: Mo. Jan 16, 1989, 19:00-21:00 - Lan

Tour cost includes airfare, transfers, ground transportation, hotel accommodation based on twin share, breakfasts, sightseeing, local guides where necessary, tour leader throughout.

Tour cost does not include taxes, insurance, items of a personal nature, optional excursions, meals except as stated.

Tour Cost: \$2800 per person approximately Mar 27-Apr 11, 1989

Tour Leader:

**Chris Boycott** has planned and led trips worldwide and is a tour leader by profession. His specialty is Egypt, where he has escorted over 20 trips.

For more information, contact Chris Boycott - 732-9922 or Wayne Decle, Continuing Education - 875-8200.

#### India and Nepal Tour

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

Tour cost: \$4495

Apr 1-Apr 25, 1989 (25 days)

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

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

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

#### Splendours of Greece

For many centuries Greece and the Greek Isles have enchanted travellers with their seductive beauty. This 23-day "travel and learn" tour offers many opportunities to study and experience the art, architecture, and mythology of the ancient Greek civilization as it can be seen in museum collections, slide presentations and on location in Greece.

At the same time, ample time is provided to enjoy the relaxation of island travel and beach hotels under the beautiful Mediterranean sun. This tour has been offered successfully since 1981.

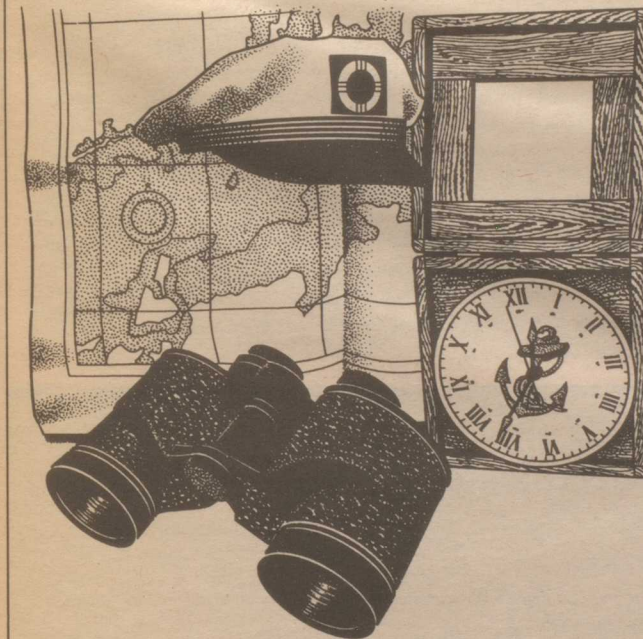
The tour will take you to classical Athens, magical Delphi, famous Olympia, legendary Mycenae, the glorious islands of Santorini, Crete, Rhodes and more. A stopover in London will permit a visit to the British Museum to see the Greek treasures.

Dates: May 12 - Jun 03, 1989 (23 days)

Cost: \$3715 includes 2 pre-departure sessions, airfare, taxes, accommodation in quality hotels, breakfasts and dinners, transfers, gratuities, a course book, many travel brochures and maps, and travel tips. An income tax receipt will be issued to cover a portion of this educational tour cost. A reunion party will be held after the group returns home to see the best photos and slides and celebrate the trip.

**Tour Leaders: Karin Storey, B.Ed., M.A. Art Historian. George Storey, P.Eng.,** tour manager. Together they have led many successful college tours to Mediterranean rim countries. Members of the Canadian Mediterranean Institute, American Institute of Archaeology, and Pharos, a Hellenic Society.

For more info: Karin or George Storey - 922-0689 to receive a detailed brochure, or Wayne Decle, VCC - Continuing Education - 875-8200.



#### Hawaii Sailing Tour/ Canadian Yachting Association (CYA)

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

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

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

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

Departure date: December 26, 1989 (8 days)

Return date: January 2, 1990 \$1724 CAN

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

Marcus Kerry has been instructing sailing for the last 8 years, both internationally and locally.

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

Orientation: 1 eve - Mo. prior to departure, 19:00-21:00, KEC, Room 4043

Departure Dates:

Sa. Mar 24, 25, 26

Sa. May 20, 21, 22

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.

#### Educational Study Tours Under Development

##### Vietnam \*\*NEW\*\*

Vancouver Community College, Continuing Education Division is currently working on the details for a study tour to Vietnam. The tour is scheduled for a May 1990 departure. If you are interested in this destination, please call Wayne Decle, 875-8200 for further details.

##### Mexican Heritage \*\*NEW\*\*

October 30 - November 14, 1989

Teresa Sheward will be conducting another tour to Mexico featuring the Yucatan Peninsula, Oaxaca and Mexico City. We'll visit the Mayan ruins of Uxmal, Chichen-Itza, Tulum and Palenque and the Mixtec and Zapotec cities of Monte Alban and Mitla. We snorkel amongst tropical fish at Xel-ha and tour the botanical part of La Venta. In Mexico City we visit the Zocalo, the Museum of Anthropology and the Pyramids of the Sun and Moon. Join us as we discover some of the richest civilizations in the world's history.

For more information, please call Genny MacLean at Great Expeditions - 263-1476 or Wayne Decle, VCC - Continuing Education - 875-8200.

## CONTINUING EDUCATION CERTIFICATE PROGRAMS

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

Representatives of 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.

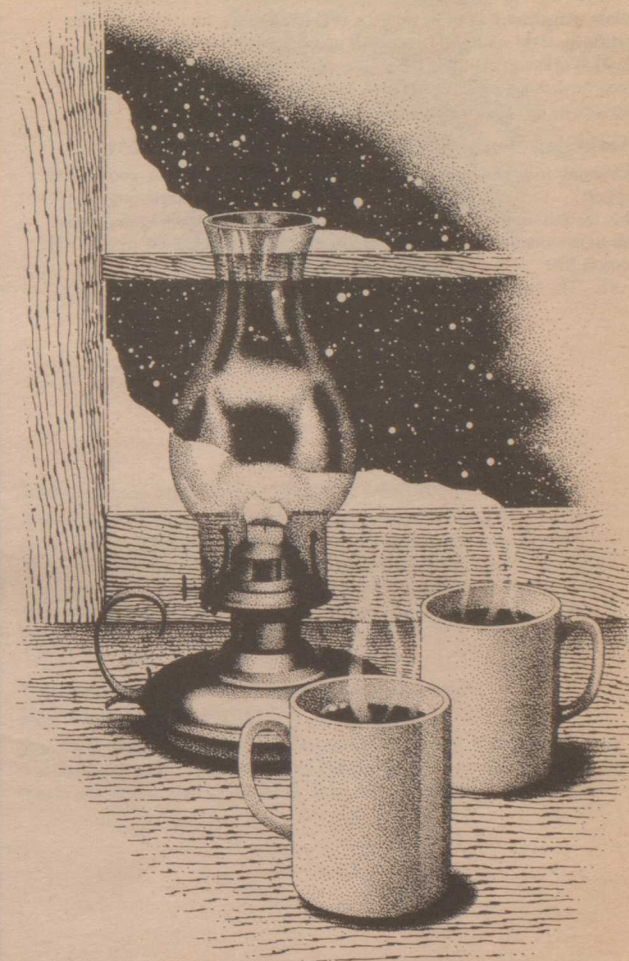
Each Certificate Program must meet the following criteria:

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. Based on an employer, outside agency, or industry standard.
4. A formal procedure evaluation.

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

#### PLEASE NOTE:

In addition to course fees, a \$15.00 non-refundable Confirmation Fee will be applied to Certificate Programs. Depending on the program, this fee will be charged either upon acceptance into the program, upon registration into a designated core course, or upon application to graduate.





## Voluntary Sector Management

### Managers of Non-Profit Organizations Certificate Program

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

#### Entry Requirements:

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

#### Certificate Requirements:

Satisfactory completion of three major courses (each 36 hours): Introduction to the Non-Profit Organization (must be taken first), Human Resource Management, Financial Management and Resource Development, and four minor courses (eighteen hours each): Program Planning, Time-Stress Management, Public Relations and Conflict Resolution. This program is currently being restructured. The new structure will be in place by September 1989 and is designed to accommodate individuals who start the program in January 1989 or who have not completed the program by June 1989.

#### 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.

Major course fees: \$170

Minor course fees: \$ 85

Information Meeting Managers of Non-Profit Certificate Program:

Th. Jan 5, 13:00-14:00 or 19:00-20:00 - Room 4043 - KEC

#### Continuing Professional Development for Non-Profit Managers

A series of three workshops designed to enable you to network with fellow managers/board members and to explore the topics beyond the certificate level. A light dinner will precede each workshop. Dinner 18:00 Workshops 18:30-21:30. You may register for the package of three workshops - \$75 or for individual workshops - \$30. Package of three workshops (101230) - \$75

#### Marketing Demystified... A Step Past P.R. (101231)

Increasing membership, doubling donations, generating new community support ... these accomplishments can be attributed to marketing savvy. This three-hour workshop will unravel the field of marketing and assist you to use marketing strategies to achieve your organization's goals. (H. Lemer) \$30

1 eve - Th. Jan 26, 18:30-21:30 - KEC

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

##### Introduction to the Non-Profit Organization (Major) (101201)

This first course is designed to introduce you to the role and structure of the non-profit organization with a special emphasis on working with a Board of Directors. (M. Bird)

12 eve - Tu. Jan 10, 19:00-22:00 - KEC

Maryann Bird, formerly Executive Director of Pacific Immigrant Resource Society, has extensive experience in both staff and volunteer capacities in the non-profit sector.

##### Human Resource Management (Major) (101203)

This course is designed to train you to effectively manage staff and volunteers for a non-profit organization. The content will include the following functions: designing job descriptions, recruiting, selecting, hiring, orienting, training, evaluating and developing personnel policies. (R. Rawnsley) \$170

12 eve - We. Jan 04, 19:00-22:00 - KEC

Rosemary Rawnsley is Volunteer Resources Coordinator for the Vancouver Branch of the Canadian Red Cross and is an experienced trainer in the non-profit sector.

##### Public Relations (Minor) 101207

In these workshops you will examine:

- The internal and external public relations and communications functions of a modern manager of a non-profit organization
- A variety of communications systems including: advertising, publicity, media relations, direct mail, marketing and newsletter production. (H. Lemer) \$85

1 eve - Th. Jan 19, 19:00-22:00 - KEC

1 day - Fr. Jan 20, 09:00-16:00 - KEC

1 eve - Th. Feb 02, 19:00-22:00 - KEC

1 day - Fr. Feb 03, 09:00-16:00 - KEC

Harriett Lemer is Partner, Marketing Services, with Management and Marketing Consultants, Ron Einblau and Assoc. and has had extensive experience in marketing, public relations and advertising for non-profit societies.

#### Annual Reports — Making Them Sing (101232)

Nothing captures the energy or communicates the goals of an organization more effectively than its annual report. If your organization dreads the chore of preparing "yet another annual report" and you'd like to publish one that even gets media interviews — this workshop is for you! (H. Lemer) \$30

1 eve - Tu. Feb 14, 18:30-21:30 - KEC

#### Newsletters That Work (101233)

Does your newsletter communicate? Does it give the message you want, or one you aren't sure of at all? Does your organization want to launch a newsletter that gets noticed? These questions and more - the nuts and bolts of outstanding newsletter production - will be answered in this practical and useful three-hour workshop. (H. Lemer) \$30

1 eve - Th. Mar 16, 18:30-21:30 - KEC

## Issues and Skills for Leaders of Volunteers

The Vancouver Volunteer Centre, in cooperation with Vancouver Community College, Continuing Education, is offering a variety of workshops designed for volunteers, leaders and staff of non-profit agencies. Location is 3102 Main Street, Suite 301 at the Vancouver Volunteer Centre.

#### Volunteer Recognition (101710)

The "hows" and "whys" of effective volunteer appreciation include: setting goals, knowing the volunteers, relating recognition to personal needs and organizing accordingly. You learn to identify and practise true effective recognition. (C. Goodrich) \$15

1 eve - We. Jan 25, 17:30-20:00 - VVC

Colleen Goodrich is Coordinator of the South Granville Seniors' Friendship Centre.

#### Working With Volunteers in Your Recreation Program (101719)

This series of four workshops is designed for programmers working in recreation and community centres, neighbourhood houses, care facilities, schools and sports organizations. You will learn how to plan and manage a system to attract volunteers including advisory committee members and short-term volunteers. Includes an overview of volunteer program management, recruitment, interviewing, orientation and training. (J. Chuback, R. Crowe) \$60

4 mng - Th. Feb 09, 09:00-12:00 - VVC

Josie Chuback is the Manager of Human Resources for the Boys' and Girls' Clubs of Greater Vancouver.

Roy Crowe is the Coordinator of Training and Consultation for the Vancouver Volunteer Centre.



#### Introduction to Volunteer Management (101601)

This course is sponsored by the Vancouver Volunteer Centre in cooperation with Vancouver Community College, Continuing Education.

You will learn the basic management skills required by a coordinator of volunteers. The ten evening sessions will enable you to examine and practise the organizational and human relations skills you need to coordinate a successful volunteer program. Instructors are experienced coordinators and/or trainers in volunteerism. (Various instructors) \$150

10 eve - Tu. Jan 24, 19:00-22:00 - VVC

For detailed outline and registration call 875-8200.

For information call Roy Crowe, 875-9144.

Location: Vancouver Volunteer Centre, 3102 Main Street

### Volunteer Management Certificate Program

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

#### Entry Requirements:

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

#### Certificate Requirements:

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

#### 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:

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

#### Advisory Committee:

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

#### Program Coordinator: Marilyn McClaren

Next full program starting September 1989.

For more information call 875-8200.

## Wine Appreciation

For the past six years VCC King Edward Campus has led the way with the most diversified wine appreciation courses in the Northwest. This year will not be any different. Paul Warwick, a member of The Society of Wine Educators, will lead you through many great and interesting courses. Paul will be teaching on Mondays, Tuesdays and Thursdays at KEC. As well, Paul is a Celebrity Chef and cook book author and brings this experience to class to enhance your knowledge on wine and food. On Wednesday nights at Langara Campus, Debra Kohut, a Society of Wine Educators member, will also teach courses. Join us both with a good palate and an enjoyment of wine and food.

#### Introduction to Wine Appreciation (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, various types and production methods; effect of soil, climate and man; proper reading of labels; purchasing, storing, caring and serving, and getting the best value for your money. Tasting each session with wines chosen from the major wine countries of the world. Light snack served. \$65

4 eve - Tu. Jan 17, 19:30-21:30 - KEC

4 mng - Sa. Jan 21, 10:00-12:00 - Lan

#### The Great Australian Wine Tasting (505204)

One of the overlooked quality wine-producing countries of the world. Taste wines from South Australia's Barossa, Clare and the Adelaide Hills, the Hunter, Coonawarra and from Victoria and New South Wales. A definite Must for a true wine drinker. \$25

1 eve - Tu. Mar 21, 19:30-21:30 - KEC

#### Advanced Wine Appreciation (505202)

This course is designed for those who want to know more about the intricacies of wine. Participants will gain an increased understanding of the importance of balance, acidity and finish, and smell and taste of red, white and sparkling wines. Limited to 25 students. \$45

2 eve - Th. Jan 26, 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. Mar 19, 19:30-21:30 - KEC

#### A Guide to Entertaining with Wine (505236)

Home entertaining can be a most rewarding experience, but if you are not well prepared it can be a nightmare. Learn how to plan and set-up for a wine tasting or open house. Covered in this session will be information on glassware, the amount of wine and the varieties needed, cooling of the wine, food suggestions and a planning schedule to make home entertaining more enjoyable and less stressful for the host or hostess. The wines for the session will be selected to compliment the foods being served and vice versa. \$25

1 eve - We. Feb 22, 19:30-21:30 - Lan

#### 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 23, 19:30-21:30 - 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 - Th. Feb 9, 19:30-21:30 - KEC

#### The Wines of France — Bordeaux (505208)

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

1 eve - Tu. Feb 14, 19:30-21:30 - KEC

#### Unusual Wines of the World (505238)

Chile, Bulgaria, Hungary, Lebanon, Israel, just to name a few of the most overlooked wine producing countries in the world. Come and explore a whole new area of wine enjoyment. All of these countries produce some very fine wines, so why not give them a try. I think you will be pleasantly surprised. \$25

1 eve - We. Feb 15, 19:30-21:30 - Lan

#### The Challenge Series — The Regal Riesling (505225)

There are many names for the Riesling grape, but it is truly the Queen of Grapes. Come and see what makes a grape produce wine of great quality from anywhere in the world. From bone dry to honey sweet, it will show you complexity. Don't be put off by its fruitiness - just sign up. \$20

1 eve - Th. Feb 16, 19:30-21:30 - KEC

#### Wines and Food — How to Match Them (505226)

There are some wines that don't go with food. We will attempt to answer those obvious questions and show the sensations. This seminar will allow the interchange and analysis of the rights and wrongs of food and wine. There will be a number of wines that will be paired up with the right and wrong foods. This type of seminar was made famous by Barbara Lang, Food Consultant at Inglenook Winery in the Napa Valley. \$20

1 eve - Tu. Feb 21, 19:30-21:30 - KEC

#### The Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Nebbiolo, Chianti, Hermitage and, of course, Port. These, to name a few, are the best wines in the world. Taste and compare and make your own decision. Sign up early so there won't be any disappointment. Light food will be served. \$30

1 eve - Th. Feb 23, 19:30-21:30 - KEC

#### Dessert, Wines and Their Desserts (505219)

Luscious, honeyed, sweet wines, a lot of people don't understand them. They definitely have a place in our food world. These wines come from all corners of the globe. They will please and excite you. The gourmet desserts served with the wines will make your mouth water. Join us for a low calorie night! \$30

1 eve - Tu. Feb 28, 19:30-21:30 - KEC

#### Beer: The International Variety at Your Fingertips (505227)

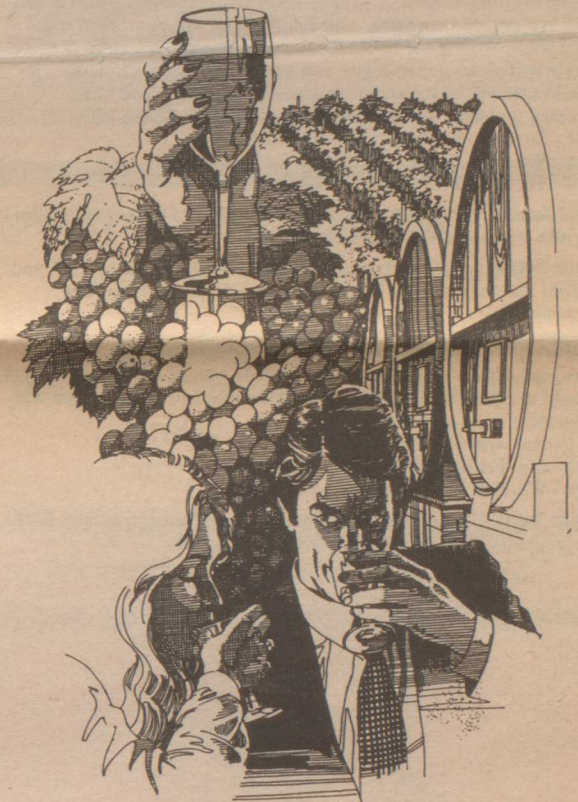
An evening with beer, drunk blind, where you have the chance to compare over 20 beers, ales and stouts. German, French, American, Aussie, New Zealand, Japan and English, just to name a few. A blind tasting of ten lagers will be one of the features of the night. Snack food will be served half way through to zest your palate. The price is right. Join us. \$20

1 eve - Th. Mar 2, 19:30-21:30 - KEC

#### Wines of France — The Midi and Alsace (505229)

The Midi, the bulk producing area of France, has erupted into a good wine area and you will be surprised at their wines. Don't turn up your nose. Alsace, the romantic region among the Vosges mountains, produces remarkable wine that is so dry, crisp and so drinkable. The name of the grape on the label is their best. But don't take my word for it, come and try for yourself. A snack will be served. \$20

1 eve - Tu. Mar 7, 19:30-21:30 - KEC



#### Champagne and Port — What a Match!! (505240)

The wine of Champions and the wine of the Upper Class, these two wines are so different, but they have a common thread - quality and class. We will tour Champagne and taste some true wines of that region and some not from that region. We will visit the Duoro Valley and see how wonderful Port is made and drink some of its lovely juices. This will be a fun course. Light snack served. \$25

1 eve - Tu. Mar 14, 19:30-21:30 - KEC

#### California Wine Tour - Napa, Sonoma and San Francisco (505231)

Join Paul Warwick for a five day weekend tour of the Napa and Sonoma Valleys with a visit and stay in San Francisco. At least 10 wineries, most meals and transportation included. June 4-8, 1989. \$800 - \$100 deposit.



## Writing

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 and business writing.

Participants will generally begin the program with the most junior course, The Writing Skills Workshop and will then move into a self-designed program, completing a total of 75 course hours to receive the final Certificate of Completion.

Non-certificate students may enrol in any course. For information call Wayne Decle - 875-8200. For registration call 875-8200.

**Entry Requirements:**

It is recommended that all participants in the certificate program start by completing The Writing Skills Workshop or demonstrate in an interview that this level has been achieved.

**Evaluation:**

Program students shall be evaluated on the basis of assignments, participation and course projects. Upon successful completion of designated program requirements, students may apply for the Writing Program Certificate.

**Writing Skills Workshop (102811)**

Explore the fundamentals of writing: clear thesis, coherent structure and clean, appropriate sentence. You approach the writing tasks in stages - taking notes, writing and revising - and you examine each stage in detail. Weekly writing assignments give you a chance to apply each lesson; in-depth evaluations by the instructor give encouragement and solve individual problems. Enrollment is limited. (Samuel/Schut) \$85  
6 eve - Tu. Feb 14, 19:00-21:30 - KEC (Samuel)  
6 eve - We. Feb 15, 19:00-21:30 - KEC (Schut)  
6 eve - Th. Feb 16, 19:00-21:30 - KEC (Schut)

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

**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. Feb 13, 19:00-21:30 - KEC  
6 eve - We. Feb 15, 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. Feb 23, 19:00-21:30 - KEC

**Michele Adams**, M.A. has published fiction and has worked as a freelance editor and journalist.

**Professional Writing I —  
Reviews and How to Write Them (102835)**

Learn methods and techniques which will enable you to understand and master the theory and purpose of writing reviews. Practical considerations such as style, format, the nature of the reviewers audience and constraints imposed by specific media will be examined. The majority of course time will be devoted to workshop activities. (Samuel) \$85  
6 eve - We. Feb 22, 19:00-21:30 - KEC

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

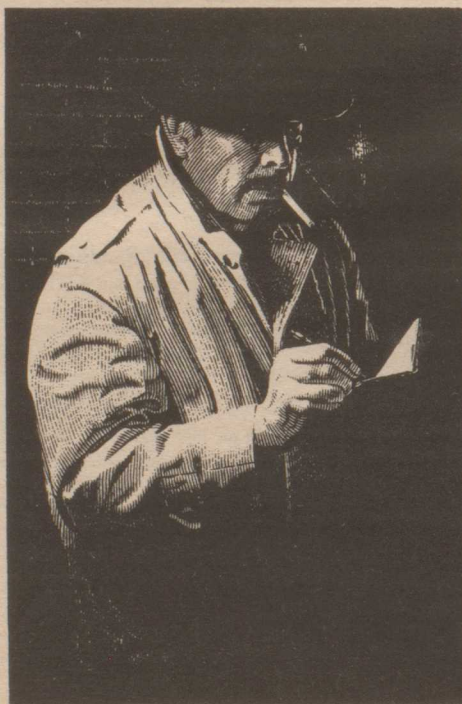
**Business Writing I —****Correspondence: Making Words Work For You (102836)**

In the Information Age, language is power. This course will help you to effectively communicate in business settings. Topic areas include letters of complaint, query and request — appropriate structures and professional presentation will be stressed. Participants will sharpen their psychological skills, discovering how to convey bad news without alienating customers or losing business and how to write letters that get results. Learn to convey your message by mastering the principles of clarity, conciseness and diplomacy. (Dubanski) \$85  
6 eve - Th. Feb 23, 19:00-21:30 - KEC

**R. Dubanski**, M.A., is a Communications Instructor and a freelance writer. His business background has given him a firsthand understanding of the importance of developed communication skills.

**Technical Writing for Professionals (102851) \*\*NEW\*\***

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. (Chelvanayakam) \$85  
6 eve - We. Feb 15, 19:00-21:30 - Lan

CONTINUING EDUCATION  
CERTIFICATE PROGRAMS

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

Representatives of 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. Based on an employer, outside agency, or industry standard.
4. A formal procedure evaluation.

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

**PLEASE NOTE:**

In addition to course fees, a \$15.00 non-refundable Confirmation Fee will be applied to Certificate Programs. Depending on the program, this fee will be charged either upon acceptance into the program, upon registration into a designated core course, or upon application to graduate.



## 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 paperbacks sold in the USA are romance novels. Learn how to write category romances as a business: how to get started, do market research, identify different lines, plan your novel, submit your manuscript, deal with an editor and complete a sale. This two-day workshop gives tips on plot devices, opening chapters, character development, dialogue and writing tasteful, romantic love scenes. For experienced writers and novices. Some prior reading of recent category releases is helpful but not essential. Bring a clipboard, paper, pen and bag lunch. (Garner) \$85  
2 day - Sa. Jan 28/Feb 04, 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. Jan 23, 20:00-22:00 - Lan

**Writing Magazine Articles (102817)**

Learn the basics of producing an article from the initial idea to the completed manuscript, as well as a consideration of various markets. No Experience Necessary. (Lekich) \$25  
1 day - Sa. Feb 04, 09:30-15:30 - Lan

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

**Emily Carr — Visions (503438) \*\*NEW\*\***

Explore the fascinating world of Emily Carr. This noted Canadian painter has left us extensive journals which reflect her times and ... her unique insight into individual purpose and art as a means of "total" expression. Visions, truly gives insight to the soul of the Canadian artist. Two of Carr's vivid prose/sketch works are explored in this course. (Peres) \$80  
10 eve - Mo. Jan 23, 19:30-21:00 - Lan

**Elizabeth Peres**, M.Ed., is an English and Drama Consultant.

HOW TO REGISTER  
— 3 WAYS —

Now with the added convenience of  
**MasterCard**. Now you can register with either  
VISA or MASTERCARD

**1. By MAIL.** Fill in Registration Form (at left) and send it in with your cheque or charge card information. Sorry, NO POST-DATED CHEQUES.

**Mail to:**  
**VANCOUVER COMMUNITY COLLEGE**  
**Continuing Education**  
**1155 E. Broadway, Box 24785, Station 'C'**  
**Vancouver, B.C. V5T 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.

## REGISTRATION HOURS

Vancouver Vocational Institute  
and  
King Edward Campuses  
Monday - Thursday: 09:00 - 20:00  
Friday: 09:00 - 15:00  
Saturday: 09:00 - 12:00

Nursing and Health Education  
Monday - Friday: 10:00 - 15:00

**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.

**RIGHT TO CANCEL COURSES**

The College reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrolment. Should a course be cancelled, a FULL refund will be made however, your receipt MUST be returned before a refund can be issued.

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.		Please TYPE or PRINT. Note: Only one student may register on this form. Put additional registrations on a sheet of paper.		S.I.N. _____	
Surname _____		Given Names _____		Office Phone _____	
Home Phone _____		City/Municipality _____		Province _____	
Apt. and/or Number & Street _____		Postal Code _____			
Give complete Course Name, Number, Location, Day and Time, and Fee					
1. _____					
2. _____					
3. _____					
Include Course Titles and Numbers on back of cheque.					
<b>CHARGE CARD INFORMATION</b> NAME ON CHARGE CARD _____ CHARGE CARD ACCOUNT NUMBER _____ EXPIRY DATE _____				<b>AMOUNT ENCLOSED</b> Do not send cash! <input type="checkbox"/> Money Order <input type="checkbox"/> Cheque <input type="checkbox"/> CHARGE CARD	
Signature _____				Date _____	

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.		Please TYPE or PRINT. Note: Only one student may register on this form. Put additional registrations on a sheet of paper.		S.I.N. _____	
Surname _____		Given Names _____		Office Phone _____	
Home Phone _____		City/Municipality _____		Province _____	
Apt. and/or Number & Street _____		Postal Code _____			
Give complete Course Name, Number, Location, Day and Time, and Fee					
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Include Course Titles and Numbers on back of cheque.					
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Signature _____				Date _____	

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.		Please TYPE or PRINT. Note: Only one student may register on this form. Put additional registrations on a sheet of paper.		S.I.N. _____	
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Home Phone _____		City/Municipality _____		Province _____	
Apt. and/or Number & Street _____		Postal Code _____			
Give complete Course Name, Number, Location, Day and Time, and Fee					
1. _____					
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Include Course Titles and Numbers on back of cheque.					
<b>CHARGE CARD INFORMATION</b> NAME ON CHARGE CARD _____ CHARGE CARD ACCOUNT NUMBER _____ EXPIRY DATE _____				<b>AMOUNT ENCLOSED</b> Do not send cash! <input type="checkbox"/> Money Order <input type="checkbox"/> Cheque <input type="checkbox"/> CHARGE CARD	
Signature _____				Date _____	

CITIZENSHIP REQUIREMENTS  
FOR ADMISSION

For all courses offered by Vancouver Community College, applicants must be a Canadian citizen, permanent resident or landed immigrant.

Exceptions are if applicant

1. has applied for permanent residency and is designated as such by the Federal Government;
2. is a member, or direct dependent of a member, of the diplomatic corps;
3. is being processed under the Federal Domestic Movement Program.

Proof of citizenship, residency, diplomatic status, refugee status or Federal Domestic Movement may be requested.

International students may be admitted on condition that space is available and applicants covered under paragraphs above are not displaced.

WITHDRAWALS, REFUNDS AND  
COURSE CANCELLATIONS

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College Continuing Education Division before the 2nd session of the class. Request for refunds must state reasons and be accompanied by your receipt.

A different refund policy may apply for some courses and events; e.g. courses of five sessions or less require refund requests 24 hours before the start date; nursing and health courses require refund requests either 5 or 10 business days before the course start date.

Refunds are subject to an administrative charge of 10% of course fees or a minimum of \$10. Refunds are made by cheque. Please allow three weeks for processing any refunds. Fee payments made by VISA are refunded by means of VISA credit slip.



# VCC — WE'RE EASY TO REACH

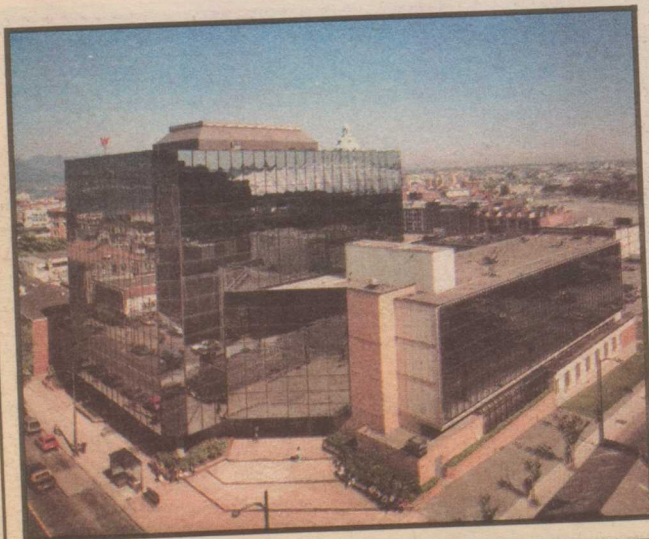


**WE'RE ACCESSIBLE:** Wherever you live in the Greater Vancouver area, you'll find the main campuses of Vancouver Community College easy to get to.

## Vancouver Vocational Institute

250 W. Pender

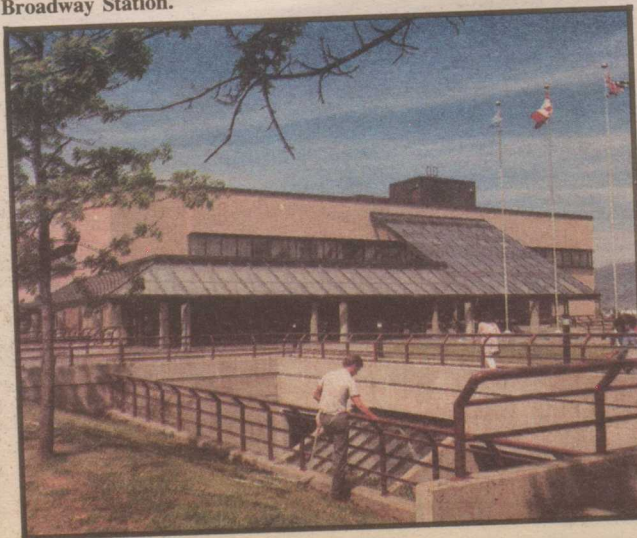
Board any bus to downtown Vancouver or Skytrain to Stadium Station.



## King Edward Campus

1155 E. Broadway

Board #9 bus for east/west service or #22 bus for north/south service from downtown. Skytrain connection to #9 bus at Broadway Station.



## Langara Campus

100 W. 49th Ave.

Board #49 bus for east/west service or #15 and #3 buses for north/south service from downtown. Skytrain connections at Main Street Station (#3) and Metrotown Station (#49).

