



VANCOUVER
COMMUNITY
COLLEGE 

PASSPORT TO LEARNING

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VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

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•Electronics
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•English Skills Improvement
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•Family Day Care
Rosie Anslow: 324-5323
•Fashion Arts
Sally Hudson: 682-5844
•Floral Design, Gemology, Design, Special Education, Conservation of Heritage Buildings
Donald Oakes: 682-5844
•Foodsafe, Building Manager Residential, Computers
Brian Pink: 682-5844

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ADVERTISING

Public Relations and Advertising for Entrepreneurs (102406)

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

2 eve - We. Mar 21, 19:00-22:00 - Lan

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

ARCHAEOLOGY

The History and Archaeology of the Indians of the Northwest Coast (505602)

This course offers an introduction to the study of Northwest Coast Native peoples and their cultural traditions. It will explore their prehistory, history and present-day situations that combine both the traditional and modern life styles. Slides and films will be shown throughout the course to provide a visual appreciation of their rich heritage. (Littlefield) \$65

6 eve - Th. Jan 25, 19:00-21:00 - Lan

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

Archaeology Underwater (505603)

From Bronze Age wrecks in the Mediterranean to submerged townsites in the Caribbean, scientists have taken archaeology underwater to answer many archaeological and historical puzzles. Find out what discoveries have been made over the last 30 years, and better understand the unique problems as well as advantages for archaeologists working underwater. Slides and film will be presented. (Moore) \$45

4 eve - Tu. Feb 6, 20:00-22:00 - Lan

Charles Moore is a nautical archaeologist specializing in ship reconstruction who has been associated with projects in the Mediterranean, the Caribbean and B.C. Art

ART

Basic Drawing (500101)

Through drawing exercises learn to see and draw in a fresh way. Drawing materials include pencil, graphite, conte crayon and pen and ink. Some life drawing. (Models) Bring a pencil to first class. (Lyon) \$75

10 eve - We. Jan 17, 19:30-21:30 - Lan

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

Drawing and Painting (500103)

Make the transition from drawing to painting and from black and white to colour. Emphasis will be placed upon colour, pattern and texture in your work. Acrylic paints and some gouache will be used. (No oils please.) All levels welcome. Bring a pencil to first class. (Marshall) \$75

10 eve - Th. Jan 18, 19:30-21:30 - Lan

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

Life Drawing (500107)

Examine the scope of visual language in detail by working from live models. Learn principles of colour, movement and gesture. Be presented with the challenge of memory drawing, new media and more. Models at all classes. Bring a pencil and paper to first class. (Wedman) \$75

10 eve - Tu. Jan 16, 19:30-21:30 - Lan

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

Anatomy for the Artist/Illustrator (050422)

(For details see Graphic Design)

8 eve - We. Jan 17, 19:00-22:00 - CC

Cartooning, Basic (050403)

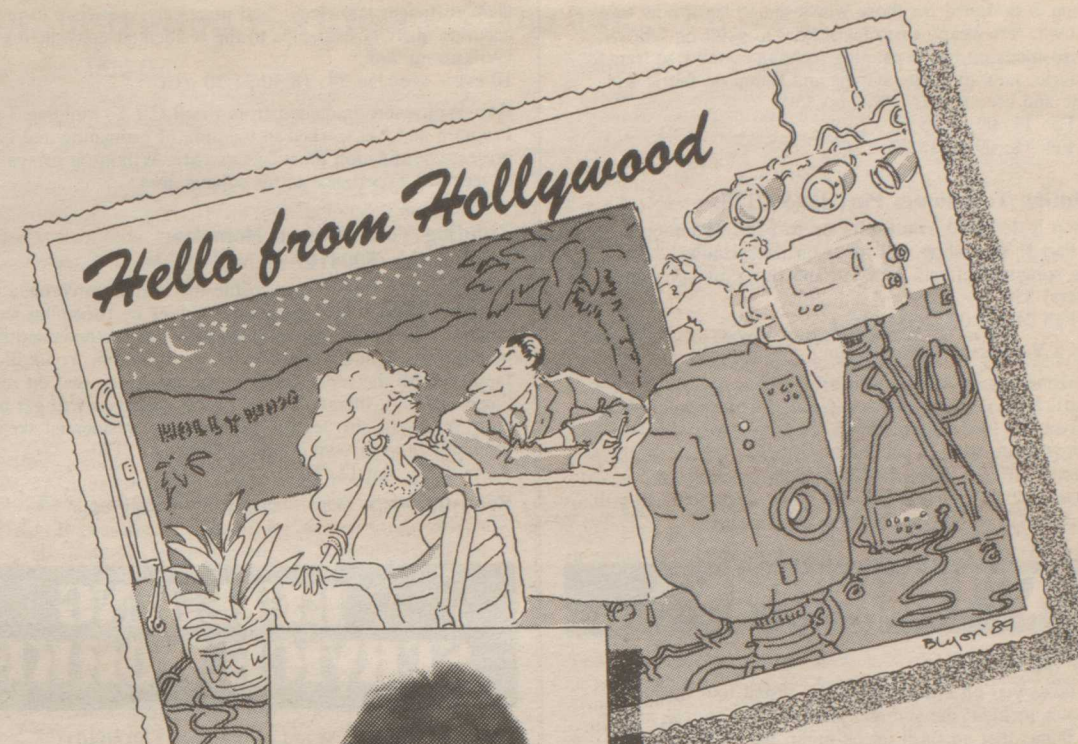
(For details see Graphic Design)

8 eve - Th. Jan 18, 19:00-22:00 - CC

Drawing - Dark and Light (500142) ** New **

An introductory course designed to increase the student's ability to create dramatic drawings using light and dark as a means of realizing form. (Mussion) \$75

10 eve - Mo. Jan 15, 19:30-21:30 - Lan



Name: Kathy-Ann Lauther

Destination: Los Angeles, California

Purpose of Visit: to learn about studio procedures as part of the Program in Film Production.

Brian Musson did post graduate work at the Edinburgh College of Art in Scotland and currently concentrates on printmaking. He has exhibited in both Ontario and Scotland and is a recipient of the Bronfman Foundation Award for Printmaking.

Portfolio Presentation (050417)

(For details see Graphic Design)

2 eve - Mo. Jan 22, 19:00-22:00 - CC

Decorative Painting - Extended (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. Please note this class has been extended to 35 hours. (Skemp) \$130

10 eve - Mo. Jan 15, 18:00-21:30 - Lan

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

Making it Look 'Real' - Painting (500127)

Realistic effects in painting require certain methods and techniques. Explore the various ways of achieving realism in your paintings. Shading, shadow construction, colour mixing and perspective are some of the areas to be explored. List of materials given at first class. (Kowallek) \$75

10 eve - Tu. Jan 16, 19:30-21:30 - Lan

Portraiture (500110)

Concentrate on the beauty of the human form and in particular the form of the face. Learn how different drawing materials (pencil, charcoal, conte, pastels and ink) produce strikingly different results. All levels welcome. (Kowallek) \$75

10 eve - Th. Jan 18, 19:30-21:30 - Lan

Watercolour Level I (500112)

Learn to stretch paper, lay washes and use the exciting & challenging medium of watercolour. Beginners welcome. (Kowallek) \$75

10 mng - Sa. Jan 20, 09:30-11:30 - Lan

Watercolour Level II (500113)

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

10 aft - Sa. Jan 20, 12:00-14:00 - Lan

Hele Kowallek is a Realist painter whose work is regularly exhibited at the Harrison Galleries in Vancouver. Her paintings can

also be found in the collections of Henry Kissinger and ex U.S. President Gerald Ford.

Portfolio Presentation (050417)

(For details see Graphic Design)

2 eve - Mo. Jan 22, 19:00-22:00 - CC

Greeting Card Workshop (500105)

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

1 day - Su. Feb 4, 09:30-14:30 - Lan

Sunday Afternoon Painting (& Drawing) (500139)

Relax on Sunday afternoons. Paint and draw from still life subjects as well as photographs. Some exercises will be given, especially concerning shading, as well as lights and darks. Lots of freedom of choice concerning subject matter, but no oils please. Supply list given on first day. (Stokvis) \$110

10 aft - Su. Jan 21, 13:00-16:00 - Lan

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

Learn to Print Textiles (500124)

"Clothworks" - textile designers, dyers and screen printers are offering a Saturday workshop for those interested in textile silkscreen printing. Learn to capture images from conception to completion. Learn to silkscreen fabrics from T-shirts to yardage. The workshop includes: construction of a silkscreen, designing images and patterns, stencil methods, how to set up a dark room, how to make a film positive. Workshops are designed so that students will be printing on their own in the studio at day's end. All supplies and material provided. Please bring bag lunch for studio session and an exacto knife, ruler, pencil and hair dryer, pen, scissors, small artist's paint brushes, wide masking tape, graphic artist's pen (rapidograph). (Drobner) \$90

1 day - Su. Jan 28, 08:00-15:00 - Clw

1 day - Su. Feb 11, 08:00-15:00 - Clw

1 day - Su. Feb 25, 08:00-15:00 - Clw

1 day - Su. Mar 11, 08:00-15:00 - Clw

1 day - Su. Mar 25, 08:00-15:00 - Clw

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

Fabric Painting Techniques Part I (500135)

This workshop is designed for those who want to learn how to create their own "art wear" or to learn how to paint on fabric. Workshop will focus on brush painting techniques, how to transfer designs to fabric, how to create stamps and stamp on fabric and how to create and use stencils. (Waters) \$50
1 day - Sa. Feb 17, 09:00-15:00 - FFS
1 day - Su. Feb 18, 09:00-15:00 - FFS

Fabric Painting Techniques Part II (500136)

This workshop is designed as a follow-up to Fabric Painting Techniques Part I. Workshop will focus on fish printing, 3-D printing, dye spraying, effects with salt and finger painting on fabric. (Waters) \$50
1 day - Sa. Feb 24, 09:00-15:00 - FFS
J. Waters is a Vancouver fabric designer and painter. For both workshops participants must bring either a T-shirt, or some other article of clothing or housewear in white or pastels in cotton or polycotton blends, a piece of corrugated cardboard 18" x 24", 4 green garbage bags, a pair of rubber gloves (Part II only), manicure scissors (Part I only). Brushes, paints, practice fabric, stencil material, sponges, stamp material, fish, dyes, and salt will be supplied. Part II can be taken without taking Part I.

ASTRONOMY**Astronomy (503401)**

This course takes you on a descriptive and visual tour of the Cosmos. Topics include: the sun and planets, stars, novae and supernovae, things that go flash in the night, the meaning of relativity, the future of the universe, life beyond earth and inside the black hole. There will also be 3 field trips to the UBC Observatory, the HR MacMillan Planetarium and Dominion Observatory near Victoria. (Travel costs not included in fees) (Van Luven) \$120
9 eve - Tu. Jan 16, 19:00-21:00 - Lan

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

BUILDING, CONSTRUCTION, RENOVATIONS & 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 17, 09:30-12:30 - Lan

Basic Plumbing Techniques (500401)

A reliable plumbing supply is often taken for granted. Find out what to look for in the supply and drain-waste-vent systems. Examine various problem situations and learn how to handle them. Includes a look at the various materials in use today. (Best) \$20
1 eve - We. Feb 21, 19:00-22:00 - Lan

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 24, 09:30-12:30 - Lan

Doors, Floors, Walls and Ceilings (500404)

Learn weather stripping, latches, deadbolts, doorbells and buzzers. Also included will be information on flooring, carpet and tiles (vinyl, asphalt and clay). (Best) \$20
1 day - We. Feb 28, 19:00-22:00 - Lan

Do We Paint or Paper? (500403)

Course explores estimation, preparation and application including information on panelling and patching cracks and holes in plaster and gyproc. (Best) \$20
1 day - Sa. Mar 3, 09:30-12:30 - Lan

Water... Problems and Cures (500407)

Water penetration causes more damage to the average home than all other damage causes combined. Learn how to look for potential trouble areas and how to examine roofs, gutters and drains, including flashing on skylights, chimneys and vents. Includes a section on concrete repair and a look at insulation and vapour barriers. (Best) \$20
1 eve - We. Mar 7, 19:00-22:00 - Lan

Building Construction Estimating (050201)

Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field. (Wilkinson) \$95
10 eve - We. Jan 24, 18:30-21:30 - CC

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

Building Your 'Dream Home' or Adding On (500410) ** New **

This course is designed to enable the student to communicate with designer, builders and permit authorities by becoming more familiar with codes, by-laws, construction methods and building materials used in B.C. residential construction. You will become familiar with the representation and standards used on residential blueprints and, therefore, understand what you will get before it is built. You will also learn how to prepare residential sketch drawings of your own design. (Atkinson) \$120
8 eve - We. Jan 17, 18:30-21:30 - CC

Ron Atkinson is Department Head of Drafting at CC.

BUILDING SERVICE WORKER**Building Service Worker - Level I (250401)**

Learn general cleaning and floor maintenance. A theoretical course in preparation for the hands-on program. Explore types of soils, sweeping methods and equipment, types of cleaners, germicides and disinfectants, washroom and window cleaning, floor machines and servicing specialty areas. (Clarke) \$135
5 day - Sa. Jan 20, 09:00-16:00 - CC
5 day - Sa. Mar 3, 09:00-16:00 - CC

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

Note: Students who would like hands-on training in general cleaning and the use of powered equipment should contact the Counselling Department at CC (681-8111) and enquire about the FULL-TIME Building Service Worker Program.

Building Service Management (250404)

Intended for building supervisors and others who wish to advance in the building service field, this course will explore basic supervisory and building management skills including purchasing, budgeting, inventory control, scheduling and motivation of staff. Floor types and the care of powered equipment will also be covered. (Vickery) \$135
10 eve - We. Jan 24, 18:30-21:30 - CC

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

BUSINESS**How to be a Great Trainer****How to be a Great Trainer (100150)**

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

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

Who Should Attend:

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

Course Objectives:

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

Instructor Information

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

Winter Schedule: Feb 15/16 and Mar 2, 08:30-16:30

Fee for non-profit organizations: \$295 course (#100150)

Fee: \$350 per person (course #100151) Location: ODH (#100151)

For further information contact Stacey Alm at 683-9188.

Leadership Skills for Business**Learning to Lead - Module 1 (102843)**

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

1. Understand the theory of leadership and its practical workplace implications.
2. Analyze and evaluate the effectiveness of your present approach to leadership and management.
3. Develop a plan to improve your personal leadership abilities.
4. Strategize on the implementation of enhanced leadership techniques in your present work environment. All materials, including handouts and lunch are provided. (Hunter) \$130
1 day - We. Jan 31, 09:00-15:00 - ODH

Supervision - Module 2 (102840)

The supervisory role is a necessary organizational function that calls for responsibility and competence. Most supervisors land in the role without preparation for the problems that occur in the complex relationships they find themselves managing daily. Some supervisors find it difficult to make the transition from peer/follower to accountable leader. This one-day survey of the supervisory role will illuminate the function of the supervisor in his or her organization by preparing participants to examine and improve his or her interpersonal style and relationships; leadership style; leader/follower relationship and conflict, and collaboration style. Topics include: the role of the supervisor; the supervisory cycle - planning, organizing, implementing and control; styles of leadership; behaviour vs. attitude and group dynamics. All materials, including handouts and lunch are provided. (Hunter) \$130
1 day - We. Feb 21, 09:00-15:00 - ODH

Delegation - Module 3 (102841)

In making the transition from non-supervisor to supervisor, the knowledge of effective delegation theory and techniques are essential. This module defines supervisors 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. All materials, including handouts and lunch are provided. (Hunter) \$130
1 day - We. Mar 14, 09:00-15:00 - ODH

Effective Communication - Module 4 (102838)

Communication is the key to success in business. Progressive employers and their employees know that effective communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and non-verbally. This course is recommended for individuals whose results depend on the effective actions of others and who choose to interact in a more productive way. At the completion of this 6-hour, one-day course (offered over three Wednesdays) you should be able to:

1. Analyze co-workers communication patterns.
2. Respond more effectively in a work environment. (Hunter) \$130
one-day - We. Mar 28, 09:00-15:00 - ODH

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

Team Building - Module 5 (102844)

Building a team from a diverse group of employees is never easy. A key leadership role - team building, is essential in developing an environment in which open communication and a shared vision can, when combined, result in a startling increase in productivity. Your effectiveness as a leader will in fact be determined by your understanding and practise of good team dynamics. This one-day survey course will introduce you to the importance of team building, the characteristics of effective and ineffective teams, the process of team building, including timing, the managers role, team building techniques and resolving team problems. All materials, including handouts and lunch are provided. (Dixon) \$130
1 day - We. Apr 25, 09:00-16:00 - ODH

Continued on Page 6

Business Administration Certificate Program**Accounting 3321 (102003)**

Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets and current liabilities. Prerequisite: Standing of "C" or higher in Accounting 2215. (Jeyakumar) \$150
13 eve - We. Jan 24, 19:00-22:00 - Lan

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

Accounting 3421 (102004)

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases, and financial statement analysis. (Burridge) \$150
13 eve - Th. Jan 25, 19:00-22:00 - Lan

Steven Burridge, B.A., C.A., R.M.C. - A chartered accountant in his own public practice.

Business Law 1115 (102006)

An introduction to Canadian business law including the law of contracts, negotiable instruments, partnerships, sales of goods, labour/management, insurance, banks and banking. (Schachter) \$150
13 eve - Mo. Jan 22, 19:00-22:00 - Lan

Business Law 2215 (102014)

Focus on various legal aspects, including business organizations, creditor rights, real estate law, and consumer protection. This is the follow-up course to Commercial Law 1115. All students must have credit for 1115 in order to take 2215. (Schachter) \$150
13 eve - We. Jan 24, 19:00-22:00 - Lan

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

Canadian Organizational Perspectives 1000 (102005)

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

Communications 1115 (102007)

Designed to improve interpersonal skills. Develop the skills of clear speaking and active listening in a variety of work-related situations. Activities and assignments will require you to work in small groups to solve problems, work in pairs to interview for employment, and work individually to speak to a group. Prerequisite: Successful completion of the LPI exam. (Sturmanis) \$150
13 eve - Tu. Jan 23, 19:00-22:00 - Lan

Dona Sturmanis, B.F.A., M.F.A., A professional teacher and writer. Her articles have appeared in many regional and national publications; now does freelance corporate consulting for a variety of clients.

Communications 1118 (102016)

This course is designed to prepare students to compose business correspondence. Training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes and employment correspondence. Pre-requisite: Successful completion of the LPI Exam. (Hyde) \$150
13 eve - Tu. Jan 23, 19:00-22:00 - Lan

Dave Hyde, Instructor with Yes Canada Inc. Has several years' experience teaching Effective Written Communication.

Computer Applications in Business 2000 (102008)

Learn how to effectively use computers to solve business problems. By using practical exercises you will learn how various computer applications: word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. A knowledge of typing is recommended for this course. (Tollstam) \$185
10 mng - Sa. Jan 20, 09:00-13:00 - CC
13 eve - Tu. Jan 23, 19:00-22:00 - Lan
13 eve - We. Jan 24, 19:00-22:00 - Lan

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

Managing for Organizational Effectiveness 2000 (102010)

Gain an understanding of the requirements for achieving organizational effectiveness through performance. The processes of strategic management and planning will be applied to the managerial functions of organizing, planning, leading and controlling. Prerequisite for this course is Canadian Organizational Perspectives 1000. (Sheinin) \$150
13 eve - We. Jan 24, 19:00-22:00 - Lan

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

Managing Through People 1000 (102011)

Learn to identify and understand the qualities of effective leadership and develop the skills necessary for successful supervision. Interpersonal skills, goal setting, motivational and problem-solving techniques, responding to changing needs and developing human resource potential will be explored. (Kay) \$150
13 eve - Mo. Jan 22, 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.

An Introduction to Marketing 1000 (102056)

The central focus of your business is Marketing! Should you wish to position yourself for the big jobs, the big money, the big sense of self-worth - Marketing is where you should be. Wherever you work in business today - this course will enhance your Street Smarts - give you the big opportunities - at a bargain price. This course covers all aspects of marketing through lectures, case studies and evaluations. Textbook to be purchased: "Marketing Your Product," Gray & Cyr, Self Help (\$12.95) available at Langara Bookstore. (Kelly) \$95
6 eve - We. Jan 24, 19:00-22:00 - Lan

At this time, this course cannot be used as one of the 8 needed for B.A.C. certificate.

Sales and Marketing 2000 (102012)

Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. The focus will be on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training. (Kelly) \$150
13 eve - Tu. Jan 23, 19:00-22:00 - Lan

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

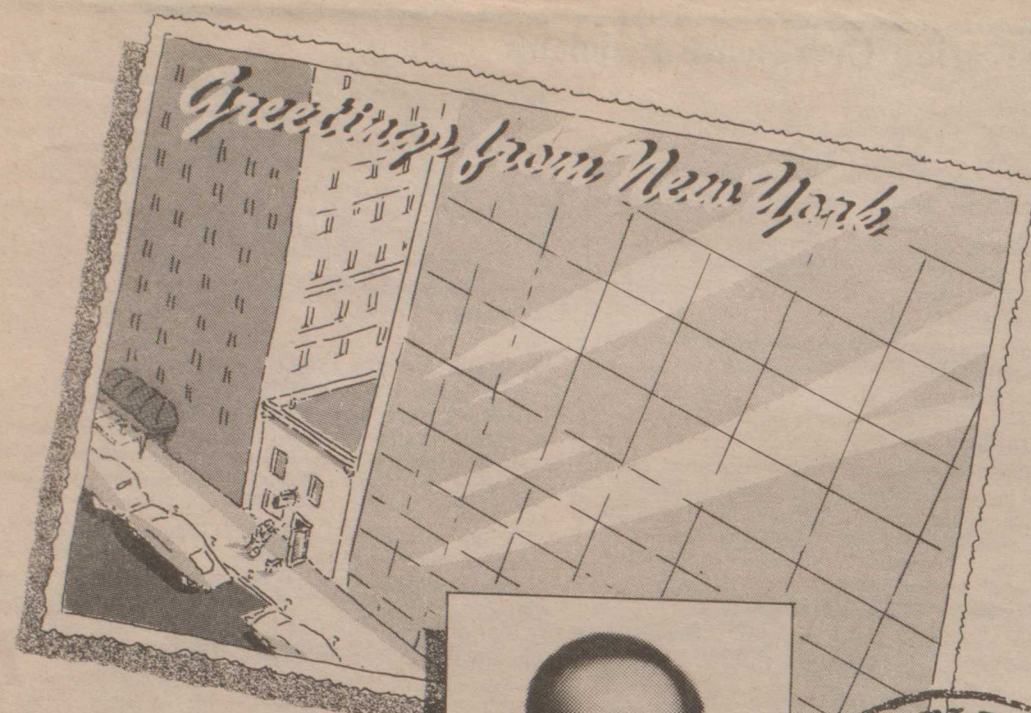
Advanced Marketing 3000 (102017)

Gain an understanding of the concept of strategic marketing and the establishment of a strategic framework for marketing management decisions. Learn to apply strategic marketing concepts to actual corporate decisions. By utilizing specific real world case studies to illustrate concepts, focusing on lectures, student presentations, in class exercises and class discussions, participants will be involved in hands on learning as individuals and in groups. Prerequisite: Sales and Marketing 2000 (102012) or an equivalent introductory marketing course. (Boyd) \$175
13 eve - We. Jan 24, 19:00-22:00 - Lan

Nick Boyd, Marketing/Communications Consultant, dealing with large corporations. Extensive career in Advertising, has taught at various community colleges.

Business Ethics 1000 (102015)

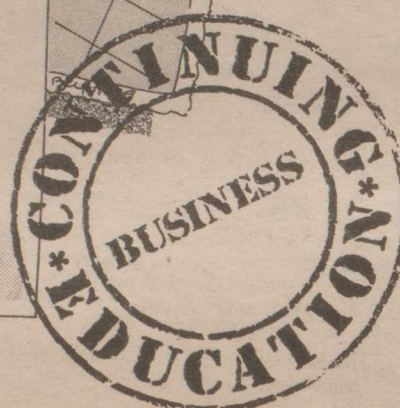
Examines the basis of ethical business activity. Specifically, participants will review the fundamental criteria that make a business ethical. In addition, participants will learn how to develop and apply ethical standards in the context of the day-to-day reality of business. As well, participants will, upon completion, be able to create specific procedures and policies for their own business situation. As an outgrowth of this class, participants will have created a publishable "Report on Business Ethics." (Hoare) \$150
13 eve - We. Jan 24, 18:00-21:00 - Lan



Name: Salvatore Santana

Destination: The Bronx,
New York, N.Y.

Purpose of Visit: to attend
a seminar on conducting
"inner city" small business.



Management Skills for Supervisors Certificate Program

Offered in cooperation with The Ministry of Advanced Education and Job Training and The British Columbia Business Council.
Management Skills for Supervisors Provincial Certificate Program

Program Goal:

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

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

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

Interpersonal Skills - Part I (100101) \$400

Objectives: Participants will be able to:

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

Group Skills - Part II (100102) \$400

Objectives: Participants will be able to:

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

Administrative Skills - Part III (100103) \$400

Objectives: Participants will be able to:

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

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 4-day modules.

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

Certification:

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

Trainer:

Sherrilee Schaffer is a dynamic, energetic individual who is highly qualified in Human Resource Development. Her expertise helps participants bridge the gap of training to reality in transferring concepts to knowledge to actual skills that can be used in today's work environment.

Sherrilee is a graduate of the University of Ottawa and has studied at the University of Victoria, McMaster and University of British Columbia. Sherrilee currently works as a Management Consultant and Trainer in Vancouver.

For information call Stacey Alm at 683-9188.

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

Schedule for January 1990 - May 1990

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

Winter/Spring 1990

Group B

Part I Jan 30-Feb 02, Interpersonal Skills

Part II Feb 20-23, Group Skills

Part III Mar 20-23, Administrative Skills

Group C

Part I Mar 27-30, Interpersonal Skills

Part II April 24-27, Group Skills

Part III May 15-18, Administrative Skills

Leadership continued from page 4

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

Managing Conflict and Change - Module 6 (102842)

The bottom line to the success of any people manager, supervisor, or leader is that individual's ability to keep communication channels open, managing change and the conflicts that result from change, as they occur. You are encouraged to attend this one-day conflict management session with a workplace conflict in mind. Your focus will be centred around your issue as you collaborate with others and explore conflict management strategies. Participants will examine the following topics: achievement model, feedback cycle, influencing through positive communication, analyzing performance problems and the change process. All materials, including handouts and lunch are provided. (Hunter) \$130
1 day - We. May 16, 09:00-15:00 - ODH

Time & Stress Management - Module 7 (102845)

Learn how to decrease your stress by gaining control of your time. During this intensive one-day course, you will identify strategies to speed the flow of paperwork and handle interruptions; improve your ability and comfort to delegate, enhance your goal setting methods; practice improved methods to communicate; refine your decision-making skills; learn negotiation skills, discuss the impact of perfectionism and discover relaxation techniques.

All materials, including handouts and lunch are provided. (Hunter) \$130
1 day - We. Feb 14/90, 09:00-16:00 - ODH

Marketing Financial Services

Financial Marketing and Customer Service

Today's financial industry is a highly competitive game of musical chairs with too few places to go around. Wily new players snapping at the heels of the traditional guard and an increasingly sophisticated marketplace have made marketing and customer service the watchwords of the day.

Customized for the financial community by Carla Furlong, author of "Marketing Money," these six managerial-level sessions offer a hands-on approach to the implementation of an effective financial marketing and customer service strategy.

In the six sessions you will learn to:

Session 1 -

Design a Financial Marketing Strategy (102501)

A hands-on approach to the design of a financial marketing plan. \$195

1-1/2 day - Th. Feb 1, 09:00-16:00 and Fr. Feb 2, 09:00-12:00 - TBA

Session 2 -

Implement Financial Marketing Ideas: To Get beyond the Marketing Plan (102502)

The nitty gritty of your marketing plan and its implementation. \$195

1-1/2 day - Th. Feb 15, 09:00-16:00 and Fr. Feb 16, 09:00-12:00 - TBA

Session 3 -

Design a Customer Service Strategy for a Financial Company (102503)

A practical session in the design of your customer service strategy. \$195

1-1/2 day - Th. Mar 1, 09:00-16:00 and Fr. Mar 2, 09:00-12:00 - TBA

Session 4 -

Provide Customer Service Leadership (102504)

A hands-on approach to the trickiest part of all - implementing service excellence through your employees. \$195

1-1/2 day - Th. Mar 15, 09:00-16:00 and Fr. Mar 16, 09:00-12:00 - TBA

Session 5 -

Develop Proactive Financial Marketing for Existing Customers (102505)

Practical ideas on how to get more business from those you've already got. \$195

1 1/2 day - Th. Mar 29, 09:00-16:00 and Fri., Mar. 30

09:00-12:00 - TBA

Session 6 -

Utilize Market Research in Financial Marketing (102506)

Using market research as a practical tool to tap into customer needs and to pretest and monitor your marketing campaigns. \$195
1-1/2 day - Th. Apr 19, 09:00-16:00 and Fr. Apr 20, 09:00-12:00 - TBA

The entire series of 6 sessions can be purchased as a group for (Course No. 102507) \$1095 - a savings to you of \$75.

You are invited to pre-screen the entire program free of charge and decide if it's for you.

Course No. 102508

We. Jan 17, 17:30-19:30 - TBA

Carla Furlong is an independent marketing consultant, instructor, workshop leader, writer and author. A specialist in financial services marketing, Carla's professional experience spans more than ten years, including a four-year tenure as Associate Vice President and Marketing Manager for a Canadian investment firm.

An MBA in finance and marketing with two undergraduate degrees, Carla has been a guest on television and radio business talk shows and teaches marketing courses at several British Columbia colleges and universities. She has also conducted numerous in-house company workshops.

She is a frequent contributor to a number of business and marketing publications including 'Canadian Business,' 'Bank Marketing,' 'Report on Business Magazine,' 'Moneywise,' 'ABA Banking Journal,' 'B.C. Business,' 'Sales and Marketing Management in Canada' and the 'International Journal of Bank Marketing.' Her recently published book on the marketing of financial services, 'Marketing Money,' is available in both Canada and the U.S.

Non-Certificate Courses in Office Administration

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) \$120
12 eve - We. Jan 24, 19:00-21:00 - CC

Keyboarding/Document Formatting 1000 (104501)

8 eve - Mo. Jan 22, 18:30-21:30 - CC

See Office Administration Certificate Section for details on this course.

Typing - Keyboarding For Beginners (104402)

Learn to touch type the alpha numeric keyboard on an electronic typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating, centering and letters will not be taught. Therefore more emphasis is placed on typing and keyboard skills. (Textbook to be purchased at CC Bookstore prior to first session.) (Tollstam) \$65
6 mng - Sa. Jan 20, 09:30-12:30 - CC
6 eve - Tu. Jan 23, 19:00-22:00 - CC
6 mng - Sa. Mar 3, 09:30-12:30 - CC

Typing - Speed Building (104402)

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to intense typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. Textbook provided in class. (Tollstam) \$70
6 eve - We. Jan 24, 19:00-22:00 - CC
6 eve - We. Mar 7, 19:00-22:00 - CC

Formatting Business Letters (104403)

Brush up your skills. Join us in this 3-hour workshop and learn how to set up professional style letters by reviewing current up-to-date styles, punctuation patterns and proper margin settings. You will type letters on the electronic typewriter. (Tollstam) \$30
1 aft - Sa. Apr 7, 12:30-3:30 - CC

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

Continued on page 8

The Office Administration Certificate Program

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

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

For registration call 682-5844.

Non-certificate students may enrol in any course.

Certificate Requirements:

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

Core Courses

Keyboarding/Document Formatting 1000 (104501)
Administrative Procedures for Today's Workplace Level I 1115 (104502)
Administrative Procedures for Today's Workplace Level II 1315 (104503)
Communications 1118 (102016)
Computer Applications in Business 2000 (102008)
Advanced WordPerfect 1210 (100520)
Introduction to the Organization - Management Concept & Practices 1315 (104507)

Elective Courses

Either:

Communications 1115 (102007)

Or Both:

Desktop Publishing 1800 (100516)

Accounting for the Non-Accountant 1415 (104510)

Entry Requirements:

Participants must have completed Grade 12, keyboarding speed of 20 words per minute or completion of either Typing-Keyboarding or Speed Building Courses.

Language Proficiency Index Exam - LPI (102055)

This exam is mandatory for all students wanting to register in the Communication Courses 1115 or 1118. The fee for this exam is non-refundable. \$25

1 eve - Th. Jan 11, 19:00-21:30 - Lan

Advisory Committee:

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

Winter Term 1990

Keyboarding/Document Formatting 1000 (104501)

Learn how to turn ordinary text into business documents. Topics will include formatting business documents, memoranda, tables, various styles of business correspondence incorporating special features, minutes, reports and various business forms. Prerequisite: 20 wpm or completion of either Keyboarding or Speed Building Course. (Textbook to be purchased at V.V.I. Bookstore prior to first session.) (Sherlock) \$95
8 eve - Mo. Jan 22, 18:30-21:30 - CC

Administrative Procedures for Today's Workplace - Level I 1115 (104502)

This course is designed to provide the student with the skills and knowledge necessary to meet the challenges of today's rapidly changing automated integrated office. Topics will include organization and people, productivity, time management and automated workstation environments. (Henderson) \$95
6 eve - Tu. Jan 23, 18:30-21:30 - CC

Administrative Procedures for Today's Workplace - Level II 1215 (104503)

Continuation of The Administrative Procedures for Today's Workplace - Level I. Focus will be on filing systems and how modern technology has changed the way documents are filed. The section on Records Management will define the necessity for a systematic approach to managing the information resources of a company. Traditional and Electronic Information Resources such as videotext will be covered. (Henderson) \$95
6 eve - Tu. Mar 13, 18:30-21:30 - CC

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

Introduction to the Organization - Management Concepts and Practices 1315 (104507) **New**

This course will give you an understanding of the organization and how it functions. Topics covered will be the benefits of employee orientation programs, techniques for reducing stress, the motivation process, characteristics for success as seen from a manager's perspective and leadership skills. (TBA) \$110
8 eve - We. Feb 28, 18:30-21:30 - CC

Communications 1118 (102016)

This course is designed to prepare students to compose business correspondence. Training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes and employment correspondence. Prerequisite: Successful completion of the LPI Exam. Please call 324-5322 to register. \$150
13 eve - Tu. Jan 23, 19:00-22:00 - Lan

Computer Applications in Business 2000 (102008)

Learn how to effectively use computers to solve business problems. By using practical exercises you will learn how various computer applications; word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. A knowledge of typing is recommended for this course. \$185 (9:00-13:00)
10 mng - Sa. Jan 20, 08:30-12:30 - CC
13 eve - Tu. Jan 23, 19:00-22:00 - Lan
13 eve - We. Jan 24, 19:00-22:00 - Lan

Advanced WordPerfect 1210 (100520)

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features will cover math columns, indexing, statistical typing, macros, long document preparation and much more. Prerequisite: Computer Applications in Business 2000. \$185 TBA

Communications 1115 (102007)

Designed to improve interpersonal skills. Develop the skills of clear speaking and active listening in a variety of work-related situations. Activities and assignments will require you to work in small groups to solve problems, work in pairs to interview for employment, and work individually to speak to a group. Prerequisite: Successful completion of the LPI Exam. Please call 324-5322 to register. \$150
13 eve - Tu. Jan 23, 19:00-22:00 - Lan

Desktop Publishing and Graphic Design with PageMaker 1800 (100516)

Teaches the participant how to use a microcomputer with desktop publishing software to design and produce a newsletter, brochure and a catalogue. Typography, graphic design, and page layout principles will be covered. Learn how to produce attractive printed products with this flexible and creative software. TBA

Accounting for the Non Accountant 1415 (104510)

Take the mystery out of accounting. This course is designed for the Administrative Support Person who does not require detailed bookkeeping knowledge, but wants an overview of the subject. You will learn by practical examples and gain an understanding of the various types of transactions, budgets and terminology. Day to day accounting work will be reviewed from expense reports to accounts payable invoices. Computerized and manual accounting systems will be explained. (TBA) \$95
6 eve - Tu. Jan 23, 18:30-21:30 - CC

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. (TBA) \$105
8 eve - Th. Jan 25, 18:30-21:30 - CC

Simplifying Financial Terminology (104415)

This 6-hour workshop will assist the non-accountant in understanding financial and accounting terminology, to read and understand statements/reports. Background experience in accounting is not required. (TBA) \$40
1 day - Sa. Feb 17, 10:00-16:00 - CC

Accounting for the

Non Accountant 1415 (104510) ** New **

6 eve - Tu. Jan 23, 18:30-21:30
See Office Administration Certificate Section for details on this course.

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. Jan 27, 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 3, 09:00-15:00 - Lan

Donna Bradbury has 20 years' experience in business.

Job Search Techniques (104416)

Don't lock yourself into a clerical position with little chance for advancement. This workshop will provide you with the confidence and tools that are essential to find the employment that you are trained for. You will learn the many facets of networking - how to pursue hidden job markets, successful interviewing techniques and professional resume preparation with the appropriate covering letters. If you currently have a resume that needs improving, please bring it. (Chisholm) \$40
1 day - Sa. Feb 17, 10:00-16:00 - Lan

Norma Chisholm has an extensive background in Human Resources and Relocation Counseling. She has experience in helping people identify their skills and pursue employment goals in an office environment.

Medical Terminology I (104417)

This program approaches the medical language through the study of word parts, prefixes, stems and suffixes. The students will review case histories and be introduced to symptomatic, diagnostic and surgical terms with the appropriate abbreviations. This course is the first half of a two part course designed for people currently working, or who would like to work or study in related medical technology. (Textbook to be purchased from Langara bookstore.) (Rogers) \$95
10 eve - Tu. Jan 23, 18:30-21:30 - Lan

Medical Terminology II (104420) ** New **

This course is the second half of a two-part program. Prerequisite is Medical Terminology I or a comparable certificate which must be approved by the instructor. The textbook used in Medical Terminology I will be used again in this course. Those who do not have the textbook, may purchase it at the Langara Bookstore. (Rogers) \$95
10 mng - Sa. Jan 20, 09:30-12:00 - Lan

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

Shorthand Beginners (104421) ** New **

Learn the basic theory of Shorthand Pitman. Ideal for office and personal use. The first five weeks will cover theory and the last five weeks will cover vocabulary and some speed development. (Halliday) \$85
10 mng - Sa. Jan 20, 09:30-12:00 - CC

Daisy Halliday is an instructor with several years' experience teaching Pitman Shorthand courses.

Shorthand Skill and Speed Building (104418)

Increase your shorthand speed and transcription techniques using any shorthand style or speed writing skill. This course is intended to help increase your present speed and refresh "rusty" shorthand. Minimum present speed should be approximately 40 wpm or permission from instructor. Please bring a shorthand note pad. (Sherlock) \$60
8 eve - Tu. Jan 23, 19:00-21:00 - CC

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

Administrative Procedures for Today's Workplace - Level I 1115 (104502)

6 eve - Tu. Jan 23, 18:30-21:30
See Office Administration Certificate Section for details on this course.

Administrative Procedures for Today's Workplace - Level II 1215 (104503) ** New **

6 eve - Tu. Mar 13, 18:30-21:30
See Office Administration Certificate Section for details on this course.

Introduction to the Organization - Management Concepts and Practices 1315 (104507) ** New **

8 eve - We. Feb 28, 18:30-21:30
See Office Administration Certificate Section for details on this course.

For registration call 682-5844 or 324-5322.

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

Business English for Today's Workplace

Polish your Business English skills! The following 4 workshops are 6 hours in duration and are offered on 4 Saturdays. Enrol individually at the regular price of \$50.00 or register for all 4 courses for a total of \$175.00 - a savings of \$25.00.

ALL 4 COURSES (104419) \$175

Grammar Review for Productive Business Writing
Building a Powerful Vocabulary
Writing Dynamic Business Letters
Effective Memo and Report Writing

Grammar Review for Productive Business Writing (104407)

Review points of grammar, punctuation, capitalization, spelling and conventions for word processing. Bring your own questions and concerns to share in this workshop. (Marchand)
1 day - Sa. Jan 27, 09:30-15:30 - Lan

Building a Powerful Vocabulary (104411)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of on-going study and give a large number of new words and meanings. (Marchand)
1 day - Sa. Feb 17, 09:30-15:30 - Lan

Writing Dynamic Business Letters (104406)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. (Marchand)
1 day - Sa. Mar 10, 09:30-15:30 - Lan

Effective Memo and Report Writing (104414)

Learn the standard formats for memoranda and reports, and review the modern and powerful language of business writing to get results. (Marchand)
1 day - Sa. Mar 31, 09:30-15:30 - Lan

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

Personnel

Becoming a Successful Supervisor (100202)

Intended for persons who are or are about to become new supervisors. Review of essential skills to deal with this new position and discuss the role of a supervisor, how to delegate, leadership skills, effective people skills and problem solving techniques. (Bradbury) \$45
1 day - Sa. Jan 27, 09:00-15:00 - Lan

Dealing With People and Time (100203)

For those who deal with other people and who must also deal with time restrictions. Focus on being organized and utilizing your capabilities in your career. Topics include communicating effectively; making the most efficient use of your time; handling interruptions; dealing with clients and/or customers. (Bradbury) \$45
1 day - Sa. Feb 03, 09:00-15:00 - Lan

Donna Bradbury has 20 years' experience in business.

Sales

Selling Successfully (102435)

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

- How to do a pre-approach
- How to approach a client
- How to organize a successful presentation
- How to handle objections
- How to close the sale
- How to service the client

The course mode will be in the form of lectures, roleplaying, videos, out-of-class projects, and class presentations: an action-oriented course to give you the ability to sell in your chosen field of interest. (Deville-Pratt) \$165
13 eve - Tu. Jan 16, 18:30-21:30 - Lan

Be in Demand! Train as a Retail Clerk (102436)

Dealing with all areas of retail clerking, this course will give you a comprehensive knowledge of requirements necessary to be a successful retail salesperson. Areas to be studied:

- the importance of retailing
- qualifications for store employment and how to find the right job
- receiving, checking and marking merchandise with some emphasis on basic math
- your appearance, personality and attitude
- selling techniques

- fielding, meeting and solving customer complaints and problems
The course presentation will be in the form of lectures, roleplaying, videoing class presentation and out-of-class projects. The course will allow you to apply with confidence for any entry level retailing position. (Deville-Pratt) \$105
4 eve - Mo. Feb 05, 18:30-21:30 - Lan

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

Small Business

Because we care about small business owners/managers and staff and we recognize their importance in the community, the Small Business Program is pleased to offer a variety of new and exciting courses this semester. These new courses, combined with existing ones, are designed to promote your business to grow and profit.

FREE to any Participant in a Small Business Course

As a public service, the Small Business Program is pleased to offer a free seminar to participants registered in any of our Small Business courses. Please note: registration is necessary. Space is limited to 40, so register early!

How Workers' Compensation Can Benefit You - The Small Business Owner (106504)

Receive an overview of WCB, statutory requirements and learn how WCB benefits you - the Small Business owner. The seminar will be conducted by a Workers' Compensation Board member. A question period will be available at the end of the seminar.
1 eve - We. Feb 7, 19:00-20:00 - Lan

Federal Business

Development Bank/VCC Series

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

Program 1 - How to Start a Business

This program shows you how to start and manage a business. Each course is 6 hours of instruction offered on 2 evenings for 3 hours per night. At \$70 per course or for a total of \$275 for all 5 courses for a saving of \$75.

Program 2 - Marketing for Small Business

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

For registration phone 324-5322.

For information call Peggy Worobetz at 875-8200.

Program 1

How to Start a Business

All 5 courses \$275 (106038)

Week 1

How to Start a Business (106039)

Running your own business doesn't have to be just wishful thinking - it's all in the planning. Learn the 7 key steps to developing your successful new business. \$70
2 eve - Tu/Th. Jan 23/25, 19:00-22:00 - Lan

Week 2

Identifying and Marketing Business Opportunities (106040)

Both parts \$70

Part 1: Tuesday - Finding Business Opportunities

Starting a successful business frequently centers on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan.

Part 2: Thursday - Marketing and Advertising

Learn how to answer the questions to create effective advertising: the when, where, what and how, by concentrating on the market, media and message.
2 eve - Tu/Th. Jan 30/Feb 1, 19:00-22:00 - Lan

Week 3

Financial Statements -

Forecasting and a Cash Budget (106043)

Both parts \$70

Part 1: Tuesday - Understanding Financial Statements

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

Part 2: Thursday - Forecasting and Cash Budgeting

Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line.
2 eve - Tu/Th. Feb 6/8, 19:00-22:00 - Lan

Week 4

Bookkeeping from Start to Finish (106042)

These two evenings will explain in easy to understand terms the 5 basic steps of bookkeeping, from recording the transactions to producing financial statements. \$70
2 eve - Tu/Th. Feb 13/15, 19:00-22:00 - Lan

Week 5

Financing and Business Strategy (106041)

Both parts \$70

Part 1: Tuesday - How to Win Funds and Influence Your Banker

Communication is a two-way street: from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.

Part 2: Thursday - Developing Your Business Plan and Strategy

Developing your business plan includes all of the factors to create a successful venture - markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. How to create your business character to stand out in the haze of competition.
2 eve - Tu/Th. Feb 20/22, 19:00-22:00 - Lan

Program 2

Marketing for Small Business

All five courses \$275 (106045)

Week 1

Introduction to the Total Marketing Concept/Learning

About Markets (106046)

Both parts \$70

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

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

Part 2: Thursday - Learning About Markets

Investigate segments and target markets, customer profiles and various sources of information and data. Learn how to "Do It Yourself Market Research" - surveys, questionnaires, focus groups.
2 eve - Tu/Th. Feb 27/Mar 1, 19:00-22:00 - Lan

Week 2

Pricing and Product/Service Mix (106047)

Both parts \$70

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

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

Part 2: Thursday - Your Product/Service Mix

Does your product have eye appeal? Both a good image and

packaging are important for a successful product. Product life cycle and marketing goods vs. services are also covered in this class.
2 eve - Tu/Th. Mar 6/8, 19:00-22:00 - Lan

Week 3

Communicating to Your Market (106048) \$70

Sell your product wisely. Weigh advertising vs. promotion. Consider the objectives set, planning your advertising, developing your image, good writing copy, using media and support services and efficient implementation of your promotion.
2 eve - Tu/Th. Mar 13/15, 19:00-22:00 - Lan

Week 4

Effective Use of Publicity, Non Paid Ads and Sales

Promotions (106049)

Both parts \$70

Part 1: Tuesday - Publicity and Non Paid Ads

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

Part 2: Thursday - Sales Promotions

This course covers the four main points of sales promotions:
1) ideas and opportunities
2) in-store promotions and mailout ideas
3) point of purchase, and
4) using direct mail effectively.
2 eve - Tu/Th. Mar 27/29, 19:00-22:00 - Lan

Week 5

Personal Selling Skills and Your Market Plan (106050)

Both parts \$70

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

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

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

Now your marketing plan and objectives are in place, learn how to monitor results, keep an eye on competition, look for new opportunities and markets.
2 eve - Tu/Th. Apr 3/5, 19:00-22:00 - Lan

More Courses!

How to Protect and Market Your Idea (106055)

The course is about turning ideas into successful business ventures. This 36-hour program will provide you with information and a plan to help you achieve commercialization of your product. It will introduce you to the opportunities and resources available in Vancouver. (Bordian) \$185
12 eve - Th. Jan 25, 19:00-22:00 - Lan

Jerry Bordian is an independent product development consultant.

He brings to this unique course a plastics engineering discipline, extensive business background and formal training skills. In addition, expert guest speakers will be featured throughout the 12-week program.

Harnessing Stress and Tackle Time - Get Organized (Both courses - Package) (106060)

\$85 - A saving of \$15.

Tackle Time - Get Organized! (106061)

How often have we missed deadlines, sales opportunities, suffered through long meetings and expended too much energy for too few results? Learn how to manage your priorities, eliminate time-wasters and be in control of your time and job. (Wilkinson) \$50
1 eve - Th. Feb 1, 19:00-22:00 - Lan

Harnessing Stress (106062)

In today's business world, the marketplace is "open" 24 hours a day. As a consequence, new stresses are quickly being brought into the lives of executives, managers and workers. Learn to conquer techno stress, responsibility without authority, corporate mergers, communications, delegation, deadlines and much more. (Wilkinson) \$50
1 eve - Th. Feb 15, 19:00-22:00 - Lan

Inventory Management and Control (106058)

This course will focus on three main aspects of inventory: forecasting, timing and quality. Forecasting will look at such things as trends, seasonality and forecasting methods. Timing will deal with concepts such as lead time, reorder point and safety stock, while quantity will look at economic order quantities, turnover and service levels. All three areas have been tailored for the small business. (Pescod) \$85
2 eve - Th. Feb 8, 18:30-22:00 - Lan

Mike Pescod, M.B.A. - Former small business owner/consultant, author of published articles on inventory management and control in small business.

Finance - Survival Skills

These modules have been designed specifically for the owner/manager of a small business in its second to third year of growth. In order to increase profitability, a sound financial knowledge is essential.

These modules are credit courses. Upon successful completion, credit may be transferred to the Small Business Management Certificate Program (effective April 1990).

Finance - Survival Skills - All 3 modules (106506) \$165 - A saving of \$30

Finance - Survival Skills

Module A - Financial Analysis (106503)

Participants will cover the main components of financial statement construction and financial analysis from a small business management perspective. It is designed for owners/managers to gain a better understanding of the financial statements and how financial statement analysis can be made to work in the small business environment to increase profitability. (Barron) \$65
4 eve - Mo/We. Jan 22, 19:00-22:00 - Lan

Finance - Survival Skills

Module B - Working Capital Management (106504)

Participants will cover the main components of working capital management from a small business perspective. It is designed for owners/managers to gain a better understanding of working capital management and how it can be made to work in a small business environment to increase profitability. (Barron) \$65
4 eve - Mo/We. Feb 19, 19:00-22:00 - Lan

Finance Survival Skills

Module C - Business Planning (106505)

Participants will cover the main components of business plans and planning management from a small business perspective. It is designed for people to gain a better understanding of the role of planning and business plans and how they can be made to work in a small business environment to increase profitability. (Barron) \$65
4 eve - Mo/We. Mar 19, 19:00-22:00 - Lan

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

One-Day Seminars

Winning Strategies for Women (106051)

Success in business can depend on the ability to negotiate effectively, yet women are often apprehensive about this aspect of business, despite the fact that negotiation is part of their personal lives. This seminar focuses on winning strategies which lead to successful negotiations. Designed and presented by the Federal Business Development Bank, this 6 hour course will be valuable for women entrepreneurs or other women who wish to improve their communication and negotiation skills. Topics include: Assertiveness, Effective Communication, Planning a Negotiation, Negotiation, Dealing With Tricky Tactics. (TBA) \$75
1 day - Sa. Feb 3, 09:00-16:00 - Lan

How to Start Your Home Based Business (106052)

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

In this information-packed 7 hour seminar you will learn practical step-by-step instructions on starting and operating your own part-time/full time import/export business. Whether you just want to import or export, or you are already in the business, you will learn many success tips, strategies and tactics. Learn how to benefit from free trade opportunities, provincial and federal government programs to assist you, how to find and market products, and much more. Seminar includes handout material. (Gray) \$95
1 day - Sa. Feb 24, 09:00-16:30 - Lan

How to Succeed in a Consulting Business (106056)

Earn a substantial income as a full or part-time independent consultant. Attend this practical seven-hour seminar and learn how to profitably turn your talent and skills into increased income. Topics include:
- How to identify potential clients
- Tax and legal considerations
- How to set fees and price your services
- Successful billing/collection techniques
- How to set up your practice inexpensively
- How to market your services successfully
- How to avoid giving away free advice and much more!
(Gray) \$95
1 day - Sa. Mar 10, 09:00-16:30 - Lan

Successful Negotiating (106057)

Whether you are negotiating to buy a business, purchase a car or home, striving to win a sales contract, settling a work dispute or communicating effectively in your personal life, you need effective negotiating skills. In this seven-hour seminar you will learn the secrets of negotiating so that both parties are left with a sense of having won. (Gray) \$95
1 day - Sa. Mar 24, 09:00-16:30 - Lan

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

CALLIGRAPHY

A Taste of Calligraphy (050305)

Glimpse into the world of calligraphy while creating your own thank-you note, invitation, etc. See your own handwritten message transformed into something wonderful through the use of calligraphy. Everything you need is provided except you buy the felt pen - supply on hand. (Poskitt) \$25
1 mng - Sa. Jan 13, 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) \$60
8 mng - Sa. Jan 20, 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) \$60
8 aft - Sa. Jan 20, 12:00-14:00 - Lan

Italic Correspondence Course (050313)

A comprehensive, pleasurable and useful correspondence course in Italic Handwriting for those who are unable to attend class. Useful for making cards, diplomas, invitations, etc., as well as improving everyday handwriting. Fee includes print materials and postage. For more information and a list of recommended supplies, call 324-5325. (Poskitt) \$135, 8 lessons (on-going)

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

CAREER & EMPLOYMENT

How to Find a Better Job (104004)

Most jobs are not advertised. This one-day course will help you tap the hidden job market. Learn a variety of interviewing styles and how to respond to them. Gain tips on writing resumes, organizing and managing time, dealing with stress and keeping a positive attitude. (Downey) \$35
1 day - Sa. Feb 10, 09:00-16:00 - KEC

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

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

The hardest part in a career change is deciding what to do. Clarify the skills you already have, identify the ones you most enjoy using,

consider where you might want to use them and explore the practical factors involved in changing jobs and choosing new careers. (Baal) \$40
1 day - Sa. Jan 20, 09:30-16:30 - KEC
1 day - Sa. Jan 27, 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 3, 09:30-13:30 - KEC

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

Say What? A Conversation Course (104007)

A course that explores your conversational speaking style; that is, how you talk to others and how this influences your personal and business relationships. We will investigate taped conversational samples to gain insights into your vocal personality. Interruptions, topic changes, listening, number of utterances, vocabulary, pet words, volume and pitch. (Having your own portable cassette recorder is essential.) (Coleman) \$85
6 mng - Sa. Mar 17, 10:00-12:30 - CC

Vocal Fitness for Speaking (104008)

A practical course that identifies the strengths and weaknesses of your speaking voice and through vocal exercises and experiences helps you to improve the basics of good speaking. We focus on: relaxation, alignment, breathing, centering, resonance, projection and articulation so you can avoid the problems of throat tension, poor breath support, fade-out, breathlessness, whiny tone, nasality and mumbling. It is a fun opportunity to shape up your voice. (Comfortable casual or exercise clothing is essential.) (Coleman) \$60
5 mng - Sa. Jan 27, 10:30-12:30 - CC

Beth Coleman has degrees in Theatre, Education and Speech, and is owner of her own business.

COMEDY

An Introduction to Performing and Writing Comedy (102801)

Dealing with comedy is a serious business for most in the field. Whether developing your own unique sense of humour, a comic routine to be performed, or setting down words on a page that will get people laughing, it can be a difficult process. Stand-up, TV and radio and screen plays scripting will all be explored. (Janeshewski) \$70
6 eve - Mo. Feb 5, 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) \$70
8 eve - Mo. Jan 19, 20:00-22:00 - 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.

歡迎！
燈哥華社區學院延展教育
部門非常高兴地替社區內的
人士服務。

“ਜੀ ਆਇਆ ਹੈ”
ਦੈਨਕੁਰ ਰਮਿਓਨਿਰੀ ਗਲਸ਼ਾ ਦਾ ਪੜ੍ਹਾਈ
ਕਾਰੀ ਅਤੇ ਹਲਾ ਵਿਗਰ ਮਾਪਦੀ
ਰਮਿਓਨਿਰੀ ਦੇ ਸਾਰੇ ਉੱਚ ਉੱਚਾ ਦੀ
ਮਦਦ ਕਰਨ ਵਿੱਚ ਖੁਸ਼ ਹੈ

COMPUTERS

Vancouver Community College offers computer courses in four areas:

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

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

At the VCC Oakridge Computer Lab and the Computer Station Lab 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 been included for the benefit of desktop publishing classes.

Course Locations:

VCC Langara Campus - 100 West 49th Avenue
Registration and information - 324-5322
VCC City Centre - 250 W. Pender Street
Registration and information - 682-5844
VCC King Edward Campus - 1155 E. Broadway
Registration and information - 875-8200
Computer Station - 2130 Burrard Street
Registration and information - 682-5844
Oakridge Centre North Tower, 320 - 650 West 41st Avenue
Registration and information - 682-5844

Class Sizes and Information:

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

Computer courses at Computer Station have a maximum of 10 students per class. VCC Langara classes have a maximum of 20 students. Classes at the Oakridge Microcomputer Lab permit a maximum of 12 students.

Note:

Basic keyboarding skills are recommended for most computer courses. We also recommend Basic Instruction in DOS for all students without previous computer experience. Computer Accounting students must have a basic knowledge of accounting principles.

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

Computer Counselling Guide

What do you wish to learn?

A. An Introduction to Microcomputers

The student has several choices:

Orientation to Microcomputers - Oak

Introduction to Microcomputers - Csn

Fundamentals of Microcomputers and Word Processing - Oak

MS-DOS/PC-DOS Introduction - Oak/Lan

MS-DOS/PC-DOS Intermediate - Oak

CSW1 - Introduction to Computing Concepts (100501) - Lan

B. How to Operate a Specific Software Program

Courses are listed according to the application area (eg. accounting, word processing, etc.) Check to see at which campus/centre the course you want is held. Please pay particular attention to prerequisites required.

C. Desktop Publishing and Programming

Courses available are listed under these headings.

D. Certificate Program in Microcomputers

See Computer Skills for the Workplace (CSW) Certificate Program for details.

Counselling:

Csn - Brian Pink (682-5844)
Oak - Jacqueline Bradshaw (261-2806)
Lan - Bob Andersen (324-5253)
CSW - Cornelius Constantinescu (324-5322)

1. Introduction to Computers

Orientation to Microcomputers

Please join us for a two-hour orientation to microcomputers and application software. There will be no registration charge. You will learn about microcomputer terminology, DOS, what the computer can do and about the most common application packages in word processing, spreadsheets and databases, or accounting. Sessions will be limited to twelve participants and each participant will have a separate microcomputer. The instructor can also answer questions on individual learning requirements. FEE: None

Word Processing (100611)

1 eve - Tu. Jan 16, 17:30-19:30 - Oak
1 eve - Tu. Jan 16, 20:00-22:00 - Oak
1 eve - Tu. Jan 23, 20:00-22:00 - Oak

Spreadsheets and Databases (100612)

1 eve - Th. Jan 18, 20:00-22:00 - Oak
1 eve - Tu. Jan 23, 17:30-19:30 - Oak
1 eve - Mo. Feb 26, 20:00-22:00 - Oak

Accounting (100613)

1 eve - Th. Jan 18, 17:30-19:30 - Oak
1 eve - Mo. Feb 26, 20:00-22:00 - Oak

Computer Skills for the Workplace Certificate Program

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

For information and registration, call 324-5322.

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

Certificate Requirements:

Eight courses completed successfully in not more than five years, 15 terms, consisting of:

CSW1 - Introduction to Computing concepts and DOS

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

CSW9 - DOS Operating System

and any other CSW course (elective)

Course Credit:

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

Entry Requirements:

No formal educational requirements are necessary.

Courses:

Most courses are three hours long, one session per week, for five weeks. Sessions are held in the evenings (eve), or mornings (mng), at Langara Campus. There is an optional one hour, supervised, open lab time to go with each session. Participants may use the open lab time as practice time. Note: due to shortage of lab space, some courses will have only half hour for open lab space.

CSW1 - Introduction to Computing Concepts and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used commands of PC/MS-DOS control program for the IBM-PC and compatibles. The most common business applications for the IBM-PC microcomputer are examined: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. \$190
5 eve - Mo. Jan 22, 19:00-22:00 - Lan
5 eve - Th. Jan 25, 19:00-22:00 - Lan
5 eve - Fri. Jan 26, 19:00-22:00 - Lan
5 eve - Th. Mar. 01, 19:00-22:00 - Lan
5 eve - Fr. Mar. 02, 19:00-22:00 - Lan
5 mng - Sa. Mar 03, 09:00-12:00 - Lan

CSW3 - Introduction to Programming (100503)

Introduces the basic principles of computer programming. The participants will learn how a problem can be formulated and solutions implemented using the popular BASIC programming language. Structured problem solving will be emphasized. A small application program is developed illustrating basic features found in most microcomputer application programs. Prerequisite CSW1. \$190
5 eve - Mo. Jan 22, 19:00-22:00 - Lan

CSW4 - Word Processing Using WordPerfect 5.0 (100504)

Teaches the participant how to use WordPerfect 5.0 to prepare documents. Topics include editing documents, formatting

Advance registration is required. Please phone 682-5844 or 875-8200. Sessions will be held at the Oakridge Lab: -320 North Office Tower, 650 West 41st Avenue.

Introduction to Microcomputers (100605)

Designed for the new user and/or those requiring basic DOS skills, this course explains fundamental hardware, software and microcomputer operations. Hands-on training involves extensive work with the DOS operating system, for managing disks and files (including hard disk management.) Also included are brief overviews of word processing, spreadsheets and databases. \$150
1 day - Th. Jan 11, 09:00-17:00 - Csn

documents with different layouts and styles, checking out spelling mistakes, merging with other documents, sorting and using macro features. Prerequisite CSW1. \$190
5 mng - Sa. Jan 27, 09:00-12:00 - Lan
5 eve - We. Feb 28, 19:00-22:00 - Lan
5 mng - Su. Mar 04, 09:00-12:00 - Lan

CSW4B - Advanced WordPerfect (100520)

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features will cover math columns, indexing, statistical typing, macros, long document preparation and much more. Prerequisite CSW4. \$190
5 eve - Fr. Jan 26, 19:00-22:00 - Lan
5 eve - Fr. Mar 02, 19:00-22:00 - Lan

CSW5 - Using dBase III Plus (100505)

Teaches the participant 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. \$190
5 mng - Su. Jan 28, 09:00-12:00 - Lan
5 eve - Th. Mar 01, 19:00-22:00 - Lan

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

Shows the participant how to set up a spreadsheet and perform "What if..." and "Is it worth it to..." type of analysis. Other topics covered will be: Data Management, Lotus Graphics and introduction to macros. The most popular spreadsheet package, Lotus 1-2-3, will be used. Prerequisite CSW1. \$190
5 mng - Sa. Jan 27, 09:00-12:00 - Lan
5 eve - Mo. Feb 26, 19:00-22:00 - Lan

CSW7 - Accounting Using ACCPAC G/L (100513)

Shows how to set up a chart of accounts, enter transactions and prepare financial statements. The most popular ACCPAC General Ledger package will be used. The participant will also be exposed to the concepts of using the Report Writer. Prerequisite CSW1. \$190
5 mng - Su. Jan. 28, 09:00-12:00 - Lan
5 mng - Su. Mar. 04, 09:00-12:00 - 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. \$190
5 eve - Fr. Jan 26, 19:00-22:00 - Lan
5 eve - Fr. Mar 02, 19:00-22:00 - Lan

CSW9 - DOS Operating System (100509)

Teaches the participant how to control and make the most effective use of the IBM/PC's via the DOS Operating System. DOS commands, directory structure, AUTOEXEC.BAT, CONFIG.SYS, plus various utilities will be covered. Technical information on hard disk organization and batch file programming will be covered. Prerequisite CSW1. \$190.
5 mng - Su. Jan 28, 09:00-12:00 - Lan
5 mng - Su. Mar 04, 09:00-12:00 - Lan

CSW10 - Desk Top Publishing and Graphic Design with PageMaker 3.0

Teaches the participant how to use a microcomputer with desktop publishing software to design and produce a newsletter, brochure, and a catalog. Typography, graphic design, and page layout principles will be covered. Learn how to produce attractive printed products with this flexible and creative software package. Prerequisite CSW1. \$190
5 eve - Tu. Jan 23, 19:00-22:00 - Lan
5 eve - Mo. Feb 26, 19:00-22:00 - Lan

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

This course serves as an introduction to the basics of network systems. Emphasis will be on developing a logical understanding of the basics of network operations and the implications for network management. Participants will use the Novell system to transform their knowledge into working network systems. Prerequisite CSW1 and CSW9. \$190
5 eve - We. Jan 24, 19:00-22:00 - Lan
5 eve - Tu. Feb 27, 19:00-22:00 - Lan

1 day - Sa. Jan 13, 09:00-17:00 - Csn
3 eve - Mo. Jan 15, 18:30-21:30 - Csn
1 day - Th. Feb 1, 09:00-17:00 - Csn
1 day - Sa. Feb 3, 09:00-17:00 - Csn
3 eve - Mo. Feb 5, 18:30-21:30 - Csn
1 day Th. Feb 15, 09:00-17:00 - Csn
1 day - Su. Feb 25, 09:00-17:00 - Csn
3 eve - Mo. Feb 26, 18:30-21:30 - Csn
1 day - Th. Mar 1, 09:00-17:00 - Csn
1 day - Sa. Mar 17, 09:00-17:00 - Csn

Fundamentals of Microcomputers and Word Processing (100614)

This course is an introductory course for individuals with no previous microcomputer experience. Topics include: Descriptions of hardware and applications programs, basic DOS commands required for successful operation of a micro, how to install software on a hard disk system, and the basics of operating a word processing program. Also covered are the importance of and methods for backing up data. \$150
3 eve - Tu. Feb 20, 18:30-21:30 - 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. \$150
1 day - Sa. Jan 13, 09:00-16:30 - Lan
1 day - Th. Jan 18, 09:00-17:00 - Oak
1 day - Tu. Jan 23, 09:00-17:00 - Oak
1 day - Th. Feb 8, 09:00-17:00 - Oak
1 day - Sa. Feb 17, 09:00-17:00 - Oak
1 day - Tu. Feb 20, 09:00-17:00 - Oak
1 day - We. Mar 7, 09:00-17:00 - Oak
1 day - Mo. Mar 12, 09:00-17:00 - Oak
1 day - Sa. Mar 17, 09:00-17:00 - Lan
1 day - Mo. Mar 26, 09:00-17:00 - Oak
3 eve - Th. Mar 15, 18:30-21:30 - Oak

1 day - Sa. Jan 13, 09:00-16:30 - Lan
1 day - Th. Jan 18, 09:00-17:00 - Oak
1 day - Tu. Jan 23, 09:00-17:00 - Oak
1 day - Th. Feb 8, 09:00-17:00 - Oak
1 day - Sa. Feb 17, 09:00-17:00 - Oak
1 day - Tu. Feb 20, 09:00-17:00 - Oak
1 day - We. Mar 7, 09:00-17:00 - Oak
1 day - Mo. Mar 12, 09:00-17:00 - Oak
1 day - Sa. Mar 17, 09:00-17:00 - Lan
1 day - Mo. Mar 26, 09:00-17:00 - Oak
3 eve - Th. Mar 15, 18:30-21:30 - Oak

MS-DOS/PC-DOS Intermediate (100912)

A further course for DOS users which explores the full powers of DOS. Topics include: Redirection of input and output, finding data in files, sorting files, advanced use of the config.sys and autoexec.bat files, effective use of directories and disk drives, and partitioning and assigning drives. Advanced file management is also covered, including changing file attributes to protect data, recovering lost data, and more. \$150
1 day - We. Feb 28, 09:00-17:00 - Oak
1 day - Tu. Mar 20, 09:00-17:00 - Oak

2. Computer Applications Word Processing

Introduction to WordPerfect 5.0 (100710)

Learn fundamental WordPerfect commands for creating and editing documents; moving around, saving, retrieving and printing documents; blocks formatting and moving/copying text. Emphasis is placed on WordPerfect's use of documents. This course is also suitable for students with version 4.2. (At Langara, mail/merge and labels are also covered.) \$150
1 day - Fr. Jan 12, 09:00-17:00 - Csn
1 day - Su. Jan 14, 09:00-17:00 - Csn
1 day - Tu. Jan 16, 09:00-17:00 - Oak
3 eve - We. Jan 17, 18:30-21:30 - Csn
1 day - Sa. Jan 27, 09:00-17:00 - Csn
3 eve - Tu. Jan 30, 18:30-21:30 - Oak
1 day - Th. Feb 1, 09:00-17:00 - Oak
1 day - Sa. Feb 3, 09:00-16:30 - Lan
1 day - We. Feb 7, 09:00-17:00 - Csn
3 eve - Th. Feb 8, 18:30-21:30 - Csn
1 day - Sa. Feb 10, 09:00-17

3 eve - We. Feb 7, 18:30-21:30 - Csn
1 day - Th. Feb 15, 09:00-17:00 - Oak
1 day - We. Feb 21, 09:00-17:00 - Csn
1 day - Sa. Mar 10, 09:00-17:00 - Csn
1 day - Th. Mar 15, 09:00-17:00 - Oak

Advanced WordPerfect 5.0 (100747)

This course covers the creation of tables of contents, indexes, macros and style sheets. Also discussed is the use of WordPerfect 5.0 as a desktop publisher including lines and boxes, and incorporating graphic images within a document. Experience with WordPerfect is essential. \$150
1 day - Sa. Jan 13, 09:00-17:00 - Csn
1 day - Fr. Jan 26, 09:00-17:00 - Csn
1 day - Sa. Feb 10, 09:00-17:00 - Csn
1 day - Th. Feb 22, 09:00-17:00 - Csn
3 eve - We. Feb 28, 09:00-17:00 - Csn
1 day - Sa. Mar 17, 09:00-17:00 - Csn

Introduction to MS-WORD 4.0 (100724)

Instruction covers fundamental MS-WORD operations including: creating and editing documents, moving/copying text, formatting, search/replace, printing, file management and more. \$150
1 day - We. Jan 31, 09:00-17:00 - Oak
1 day - Tu. Feb 6, 09:00-17:00 - Oak
1 day - Mo. Mar 5, 09:00-17:00 - Oak
3 eve - Mo. Mar 12, 18:30-21:30 - Oak

Intermediate MS-WORD 4.0 (100763)

Now that you have mastered the MS-WORD basics, learn sorting routines, Word's windows, creating headers/footers, assorted merges, newspaper style columns, using the spell checker, thesaurus and more. \$150
1 day - Mo. Feb 26, 09:00-17:00 - Oak
1 day - Th. Mar 29, 09:00-17:00 - Oak

Introduction to MS-WORD 5.0 (100778)

Learn fundamental MS-WORD commands for creating and editing documents including: selecting commands from the command bar, deleting, inserting, moving and copying text, formatting, setting tabs and margins, searching/replacing text, printing, file management and using windows. \$150
1 day - Su. Jan 21, 09:00-17:00 - Oak
1 day - Su. Feb 18, 09:00-17:00 - Csn
1 day - We. Mar 14, 09:00-17:00 - Csn

Intermediate MS-WORD 5.0 (100779)

Intermediate MS-WORD 5.0 topics include: using the thesaurus and spell checker, creating and using glossaries, style sheets and running heads, as well as creating and reorganizing tables, handling newspaper columns and side-by-side paragraphs, and basic merges. \$150
1 day - Sa. Feb 24, 09:00-17:00 - Csn

Advanced MS-WORD 5.0 (100780)

This course covers tables of contents, indexes, creating and running macros, inserting graphics into documents and adding paragraph borders (including shading boxes). Also included is: sorting paragraphs, lists, tables and data documents, as well as learning advanced merging commands. Experience with WORD is essential. \$150
1 day - Th. Jan 25, 09:00-17:00 - Csn

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. Suitable for persons with dBase compatible programs. \$150
1 day - Fr. Jan 19, 09:00-17:00 - Csn
3 eve - Mo. Jan 15, 18:30-21:30 - Oak
1 day - Sa. Feb 10, 09:00-17:00 - Csn
1 day - Th. Mar 8, 09:00-17:00 - Csn
1 day - Sa. Mar 17, 09:00-17:00 - Oak

Intermediate dBase III Plus (100775)

This course builds on the knowledge gained in Introduction to dBase III Plus. Topics include: commands from the dot prompt, creating input screens, data validation, and reports and mailing labels. Also covered are creating complex index keys, searching with filters and multiple search conditions, and relating two databases. Suitable for persons with dBase compatible programs. \$150
1 day - Sa. Jan 27, 09:00-17:00 - Oak
1 day - Tu. Feb 27, 09:00-17:00 - Oak
1 day - Sa. Mar 24, 09:00-17:00 - Oak

Introduction to dBase IV (100771)

This course covers three fundamental aspects of using dBase IV: Input (database creation, input screens), Data Manipulation (ordering records, database maintenance), and Output (selecting records through a Query for reports and mailing labels). Using the Control Center, this course details steps needed to accomplish basic database use. Suitable for persons with dBase compatible programs. \$150
3 eve - We. Jan 17, 18:30-21:30 - Csn
3 eve - We. Jan 31, 18:30-21:30 - Oak
1 day - Sa. Jan 27, 09:00-17:00 - Csn
1 day - Tu. Feb 13, 09:00-17:00 - Oak
1 day - Sa. Feb 24, 09:00-17:00 - Csn
1 day - Sa. Mar 24, 09:00-17:00 - Csn

Intermediate dBase IV (100781)

This course builds on the knowledge gained in Introduction to dBase IV. dBase IV screen design tools are used to construct input screens. Data validation techniques are explored. Using QBE (Query by Example) tools, complex data queries are constructed. Techniques include relating two databases, ordering and filtering, and searching for inexact matches. Mailing labels and reports are produced in a variety of formats. Suitable for persons with dBase compatible programs. \$150
1 day - Su. Feb 4, 09:00-17:00 - Oak
3 eve - We. Feb 21, 18:30-21:30 - Oak
1 day - We. Mar 28, 09:00-17:00 - Oak

Update to dBase IV for dBase III Users (100782)

This overview is designed for students who have used dBase III and are either upgrading or considering a change to dBase IV. The student should be familiar with design of input screens, filters and queries, and reports and mailing labels. A summary of new dBase IV features will be presented, including the Control Centre, QBE (Query by Example), Report and Label tools, and new index file types. \$75
1 eve - We. Jan 24, 18:00-22:00 - Oak
1 eve - Mo. Mar 5, 18:00-22:00 - Oak

dBase III/dBase III Plus Essentials (100706)

Acquire the knowledge to create, edit and display a database, add, delete and change records in the database, search for records using simple and compound criteria, perform arithmetic functions, sort and index records, create reports and mailing labels and set up a command file to automate repetitive tasks. \$150
1 day - Sa. Feb 24, 09:00-16:30 - Lan

Designing Systems with dBase III/dBase III PLUS (100808)

Learn to set up user-oriented systems and write menus and programs to perform database file maintenance (adding or deleting records, changing information in existing records), transaction processing and report writing. Prerequisite - dBase III Plus Essentials (100706) or equivalent is recommended. (B. Wuhner) \$150
1 day - Sa. Mar 3, 09:00-16:30 - Lan

Spreadsheets/Graphs

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

Learn to construct and modify spreadsheets and produce graphs. Become familiar with the LOTUS keyboard and screen display and use the commands to set up and format a worksheet, insert columns and rows, enter and copy formulas using relative and absolute addressing, copy and move ranges, save and load complete and partial worksheets, print worksheets, produce several different graphs with grids, titles and labels. (F. Wuhner) \$150
1 day - Sa. Jan 27, 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. Wuhner) \$150
1 day - Sa. Feb 16, 09:00-16:30 - Lan

Introduction to Lotus 1-2-3 (100711)

This course covers the fundamentals of Lotus 1-2-3 including spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, retrieving and printing worksheets; formatting, column widths, label alignments, and more. \$150
1 day - We. Jan 17, 09:00-17:00 - Csn
3 eve - Th. Jan 18, 18:30-21:30 - Csn
1 day - Sa. Jan 20, 09:00-17:00 - Csn
1 day - Mo. Jan 22, 09:00-17:00 - Oak
1 day - Tu. Jan 30, 09:00-17:00 - Oak
1 day - Su. Feb 4, 09:00-17:00 - Csn
3 eve - Mo. Feb 5, 09:00-17:00 - Oak
1 day - We. Feb 7, 09:00-17:00 - Oak
1 day - Fr. Feb 16, 09:00-17:00 - Csn
3 eve - We. Feb 28, 18:30-21:30 - Csn
1 day - Th. Mar 1, 09:00-17:00 - Oak
1 day - Sa. Mar 3, 09:00-17:00 - Csn
1 day - We. Mar 7, 09:00-17:00 - Csn
1 day - We. Mar 14, 09:00-17:00 - Oak
1 day - Sa. Mar 31, 09:00-17:00 - Csn

Intermediate Lotus 1-2-3 (100712)

Intermediate Lotus 1-2-3 topics include database functions (sorting, finding and extracting records) and creating and printing graphs. Other skills such as windowing, locking titles, recalculation, combining and extracting worksheets are also covered. A basic working knowledge of Lotus is required. \$150
1 day - We. Jan 31, 09:00-17:00 - Csn
1 day - Mo. Feb 5, 09:00-17:00 - Oak
1 day - Su. Feb 11, 09:00-17:00 - Csn
1 day - Su. Mar 11, 09:00-17:00 - Csn
1 day - We. Mar 21, 09:00-17:00 - Oak

Advanced Lotus 1-2-3 (100716)

Advanced Lotus 1-2-3 has been designed for individuals who want to put the full power of 1-2-3 to work. This course covers the development of detailed macros including the creation of menu

systems. A good working knowledge of Lotus 1-2-3 is a prerequisite. \$150
1 day - Mo. Feb 19, 09:00-17:00 - Oak
1 day - Tu. Mar 27, 09:00-17:00 - Oak

Accounting with Lotus 1-2-3 (100777)

This course builds on concepts learned in the introduction to Lotus. Typical accounting applications are used as the basis for exercises. Topics include: Spreadsheet manipulations, use of macros, database functions, table lookup, and use of financial functions. Prerequisites are a basic knowledge of Lotus 1-2-3 and of accounting principles. \$150
1 day - Th. Jan 25, 09:00-17:00 - Oak
1 day - Sa. Feb 24, 09:00-17:00 - Oak

Microcomputer Accounting

Accounting with Bedford (100702)

Learn how easy it is to set up and operate an accounting system with Bedford. A tutorial will be used to familiarize you with General Ledger, Receivables, Payables and Payroll modules of the software. Using exercises you will learn the process of structuring a chart of accounts and generating financial statements and reports, posting transactions and closing the books at the end of the month, the calendar year, and the fiscal year. (B. Wuhner) \$150
1 day - Sa. Feb 17, 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. \$150
1 day - Mo. Jan 15, 09:00-17:00 - Oak
1 day - Fr. Feb 2, 09:00-17:00 - Oak
1 day - We. Feb 21, 09:00-17:00 - Oak
1 day - Sa. Mar 3, 09:00-17:00 - Oak
3 eve - Tu. Mar 13, 18:30-21:30 - 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. \$150
1 day - Mo. Mar 19, 09:00-17:00 - Oak

Accounting With ACCPAC - G/L (100701)

You will learn how to use ACCPAC - G/L to set up a G/L system. Specifically, you will learn to convert your existing manual data to ACCPAC, add transactions in batches, edit transaction batches, post batches to the ledger and print out the various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is assumed. \$150
1 day - We. Jan 17, 09:00-17:00 - Oak
1 day - Mo. Jan 29, 09:00-17:00 - Oak
1 day - Mo. Feb 12, 09:00-17:00 - Oak
1 day - Th. Mar 22, 09:00-17:00 - Oak

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

Students will learn how to set up customers/vendors' files and process charges and payments through their accounts, as well as how to prepare the files for integrating with the Ledger package. \$150
1 day - Tu. Mar 6, 09:00-17:00 - Oak

Accounting with Lotus 1-2-3 (100777)

This course builds on concepts learned in the introduction to Lotus. Typical accounting applications are used as the basis for exercises. Topics include: Spreadsheet manipulations, use of macros, database functions, table lookup, and use of financial functions. Prerequisites are a basic knowledge of Lotus 1-2-3 and of accounting principles. \$150
1 day - Th. Jan 25, 09:00-17:00 - Oak
1 day - Sa. Feb 24, 09:00-17:00 - Oak

Desktop Publishing

IBM/IBM Compatible

Graphic Design for Desktop Publishing (100773)

An introductory course in design skills for the desktop publishing trainee. You will learn the basic techniques of: Typographical design, page architecture, rendering layouts, setting grid structures for DTP; production, marketing in design, print media reproduction techniques and preparation of camera ready art. Please note that this is a preparatory course and microcomputers are NOT used in this class. (Students will require the following supplies at the first class: a type scale ruler, layout pad, pencil and felt tip pens.) \$75
2 day - Sa. Jan 20, 09:00-16:00 - Lan
3 eve - We. Feb 7, 18:00-22:00 - Lan

Intermediate Design for Desktop Publishing (100783)

Designed for successful students from "Graphic Design for Desktop Publishing" who wish to increase their design skills. Students will learn typography and typographical design techniques; page layouts; catalogue design; creating grid structures; designing multi-page publications; and preparation of camera ready art. Assignments include a catalogue; report front covers; and newsletter design. Students will require a textbook (from the first course); a point rule and design pad. Please note: this class does NOT use microcomputers. \$75
3 eve - We. Jan 17, 18:00-22:00 - Lan

Introduction to PageMaker Desktop Publishing (100746)

Learn fundamental PageMaker skills for setting-up a document, typesetting and editing. You will develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting-up master pages for multi-page publications, creating a two-fold two-colour brochure, adapting designs at the corporate stationery from your design. \$150
3 eve - Th. Feb 1, 18:30-21:30 - Oak
3 eve - Th. Feb 22, 18:30-21:30 - Oak

Intermediate PageMaker Desktop Publishing (100766)

Designed for successful students from the introductory course. Students will learn the following: setting-up a four-page two-colour catalog, using master pages, creating spot colour separations, setting-up a style sheet, creating graphic structures in draw/paint programs, entering text via word processing programs, advanced page editing techniques, and producing a two-page brochure. \$150
3 eve - We. Mar 14, 18:30-21:30 - Oak

Introduction to Ventura Desktop Publisher (100739)

This course covers essential desktop publishing skills including: basic concepts, how desktop publishing differs from word processing, text formatting, tabs and indents, introducing graphics into documents and special file management techniques. Experience with Multimate, WordPerfect or Microsoft Word is required. \$150
1 day - Sa. Jan 20, 09:00-17:00 - Csn
1 day - Sa. Feb 17, 09:00-17:00 - Csn
1 day - Fr. Mar 9, 09:00-17:00 - Csn

MacIntosh Computer Courses

Drawing with Adobe Illustrator 88 (100785)

Learn to use Illustrator 88's powerful drawing and transform tools to produce high-quality line art and illustration. You will have access to the Abaton FB scanner to generate templates, and the LaserWriter II for proofs. Adobe's new tracing program "Streamline" will be introduced in this course. This course is designed for experienced Mac users. \$180
6 eve - Mo/We. Jan 22, 19:00-22:00 - CC

Animation with Macromind Director (100786)

Combine and manipulate colour text, graphics and animation, then synchronize all these elements with sound effects to produce your presentations. Macromind's "Accelerator" program will be made available for memory-intensive sequences. Content of the course will be directed toward the business environment. A solid familiarity with the Mac is required. \$240
8 eve - Tu/Th. Jan 16, 19:00-22:00 - CC

Local Area Network Administrator Certificate Program

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

For information and registration, call 324-5322.

Certificate Requirements:

Four courses completed successfully in not more than two years, six terms, consisting of:

- CSW1 - Introduction to Computing concepts and DOS
- CSW9 - DOS Operating System
- CSW12 - Local Area Network Management - Level 1 (100518)
- CSW12A - Local Area Network Management - Level 2 (100519)

Entry Requirements:

No formal educational requirements are necessary.

Courses:

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

CSW1 - Introduction to Computing Concepts and DOS (100501)

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

Page Layout with Quark Express (100787)

Learn to use this precise, grid-based program for assembling publications where accuracy and type quality are important. This course is designed for experienced Mac users. The course will be held on two Thursdays (7-10 pm) and two Saturdays (9 am-4 pm). \$180
2 eve/2 day - Th/Sa. Jan 4, 19:00-22:00/09:00-16:00 - CC

Medical Office Software

Introduction to Medical Office

Computer Billing (100772)

Intended for those who wish to become familiar with medical computer billing, Teleplan II and basic computer terminology and options. Previous computer knowledge is not required. This course will provide a generic introduction to medical billing. MED-TRAC 88 will be used as the example software to register patient files and to explain basic billing procedures, remittance processing, report printing and how to communicate with MSP. This course will also benefit psychiatrists, physiotherapists, chiropractors, podiatrists or any medical professional who does extra billing. \$150
1 day - Tu. Mar 13, 09:00-17:00 - Oak

3. Computer Programming

"BASIC" Programming for Beginners I (100801)

"BASIC" as a programming language that is easy to master even for those who have no programming experience. It is commonly used in personal computers, in business and in scientific applications. You will apply "BASIC" using practical real life situations. Each session will contain a lecture and "hands-on" time; each student is guaranteed a terminal that is connected to the Prime computer. (M. Goard) \$150
6 mng - Sa. Jan 13, 09:00-13:00 - Lan

"C" Language Programming (100802)

"C" is an elegant high level programming language that is widely used in business and government. Students must have some programming knowledge. Programming assignments will be completed outside class on your own personal computer or by accessing the Prime computer. (H. Kashani) \$150
8 eve - Mo/We. Jan 15, 19:00-21:30 - Lan
4 day - Sa. Jan 13, 09:00-14:00 - Lan

dBase III/dBase III Plus Essentials (100706)

Acquire the knowledge to create, edit and display a database, add, delete and change records in the database, search for records using simple and compound criteria, perform arithmetic functions, sort and index records, create reports and mailing labels and set up a command file to automate repetitive tasks. (F. Wuhner) \$150
1 day - Sa. Feb 24, 09:00-16:30 - Lan

oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. \$190
5 eve - Mo. Jan 22, 19:00-22:00 - Lan
5 eve - Th. Jan 25, 19:00-22:00 - Lan
5 eve - Fr. Jan 26, 19:00-22:00 - Lan
5 eve - Th. Mar. 01, 19:00-22:00 - Lan
5 eve - Fr. Mar. 02, 19:00-22:00 - Lan
5 mng - Sa. Mar 03, 09:00-12:00 - Lan

CSW9 - DOS Operating System (100509)

Teaches the participant how to control and make the most effective use of the IBM/PC's via the DOS Operating System. DOS commands, directory structure, AUTOEXEC.BAT, CONFIG.SYS, plus various utilities will be covered. Technical information on hard disk organization and batch file programming will be covered. Prerequisite CSW1. \$190
5 mng - Su. Jan 28, 09:00-12:00 - Lan
5 mng - Sa. Mar 04, 09:00-12:00 - Lan

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

This course serves as an introduction to the basics of network systems. Emphasis will be on developing a logical understanding of the basics of network operations and the implications for network management. Participants will use the Novell system to transform their knowledge into working network systems. Prerequisite CSW1 and CSW9. \$190
5 eve - We. Jan. 24, 19:00-22:00 - Lan
5 mng - Tu. Feb. 27, 19:00-22:00 - Lan

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

This course will explore the management issues involved in network installations, help the participants formulate and document network strategies, policies and procedures for their particular context and demonstrate what Novell and third-party vendors have to offer in the way of network management. Prerequisite CSW12. \$190
5 eve - Th. Jan 25, 19:00-22:00 - Lan
5 mng - Sa. Mar 03, 09:00-12:00 - 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. Wuhner) \$150
1 day - Sa. Mar 3, 09:00-16:30 - Lan

Programming in dBase (100825)

This course is for individuals who are familiar with dBase but would like to increase their ability to design systems using programming commands. You will learn how to write subroutines and use control structures to generate your own reports and construct a library of useful program modules. Some knowledge of programming would be helpful. \$150
1 day - Sa. Jan 20, 09:00-17:00 - Oak
1 day - Su. Feb 25, 09:00-17:00 - Oak

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. \$150
1 day - Sa. Jan 13, 09:00-16:30 - Lan
1 day - Th. Jan 18, 09:00-17:00 - Oak
1 day - Tu. Jan 23, 09:00-17:00 - Oak
1 day - Th. Feb 8, 09:00-17:00 - Oak
1 day - Sa. Feb 17, 09:00-17:00 - Oak
1 day - Tu. Feb 20, 09:00-17:00 - Oak
1 day - We. Mar 7, 09:00-17:00 - Oak
1 day - Mo. Mar 12, 09:00-17:00 - Oak
1 day - Sa. Mar 17, 09:00-16:30 - Lan
1 day - Mo. Mar 26, 09:00-17:00 - Oak
3 eve - Th. Mar 15, 18:30-21:30 - Oak

MS-DOS/PC-DOS Intermediate (100912)

A further course for DOS users which explores the full powers of DOS. Topics include: Redirection of input and output, finding data in files, sorting files, advanced use of the config.sys and autoexec.bat files, effective use of directories and disk drives, and partitioning and assigning drives. Advanced file management is also covered, including changing file attributes to protect data, recovering lost data, and more. \$150
1 day - We. Feb 28, 09:00-17:00 - Oak
1 day - Tu. Mar 20, 09:00-17:00 - Oak

MS-DOS/PC-DOS and Hard Disk Management (100908)

Increase your DOS skills. Learn to create multi-level file structures, creating and using subdirectories, paths and markers, displaying the directory structure, backing up and restoring files, creating smart commands, building batch files, menus and setting up and using a ram disk. Familiarity with microcomputers and a working knowledge of MS-DOS or PC-DOS is recommended. (B. Wuhner) \$150
1 day - Sa. Jan 20, 09:00-16:30 - Lan
1 day - Sa. Mar 24, 09:00-16:30 - Lan

CONSERVATION OF HERITAGE BUILDINGS

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

Conserving Vancouver's Architectural Heritage (051403)

Vancouver is losing many of its important residential and commercial buildings. Explore some of the critical issues of architectural conservation and heritage resource management in a quickly-changing environment, the contribution of older buildings

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
- Clinical experience in social services
- Completion of Basic Counselling Skills courses (101801 and 101803 or 101804) or equivalent
- Satisfactory interview with Program Coordinator

Certificate Requirements:

Satisfactory completion of: A 12-hour Program Orientation; four 36-hour courses; Introduction to Counselling Skills, Individual Counselling Skills, Group Counselling Skills, Family Counselling Skills; two 18-hour courses: Community Counselling Resources; Assessment and Referral; A 40-hour practicum. Courses must be taken in listed order.

Course Fees: 12 hours - \$50, 36 hours - \$180, 18 hours - \$90, Practicum - \$125

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 and Program Orientation in addition.

Advisory Committee:

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

Program Coordinator: **Joanne Rykers**

Application:

Call 875-8200 for 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.

Next intake dates: January or September 1990

Information Meetings:

For more information attend one of the following meetings:

1 eve - Mo. Feb 5, 19:00-20:00 - KEC, Room 4056

1 eve - We. Apr 4, 19:00-20:00 - KEC, Room 4056

Courses offered this term (open only to certificate program students who have met entry requirements):

Program Orientation (101837)

This short orientation is held at the beginning of the Certificate Program. It will involve self-awareness, exploration of personal values and how these values affect the counselling process. The course goal is to allow the class to develop into a cohesive group where students can support and rely on each other throughout the program.

(Coleman) \$50

2 day - Sa. Jan 20/27, 09:30-16:00 - KEC

Bill Coleman (Ph.D. Psychology) has a practice specializing in forensic services.

COURT INTERPRETING

Court Interpreting Certificate Program (150101)

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

48 eve - Tu./Th. Oct 02/Apr 11, 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, 1990. Late applications will be considered subject to

space availability. For more information call 324-5322 or 261-6635.

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

Seminar on Interpreting Skills (150114)

For Tour Guides and Community Workers

The five-day seminar will focus on interpreting techniques and strategies for handling cross-cultural communication with foreign visitors and immigrants. Participants must have an excellent knowledge of English and another language. For further information, contact Dr. S. Carr at 324-5521. (Edwards) \$325

5 day - Mo/Tu/Wed/Thu/Fri, May 14-18, 09:00-16:00

Alicia B. Edwards, Ph.D., a certified interpreter and translator for the U.S. State Department, U.S. Federal Courts and various District Courts, has taught at Berkeley and Harvard, and published extensively in the field.

COUNSELLING SKILLS

Basic Counselling Skills

Basic Counselling - Stage One (101801)

This course is designed to introduce individuals, volunteers and staff in helping professions to the listening skills that form the foundation of counselling. You will practise beginning phase helping skills which include attending, empathy, summarizing and concreteness. You will participate in counselling role plays as both a helper and a client. This process will require self-disclosure and self-exploration. You can expect to spend three hours per week completing reading and written assignments. This course is not part of the Counselling Skills Certificate Program, but may be used to satisfy the entrance requirements. Text: 'Counselling Skills for Social Service Workers,' Don Shebib. Approximate book cost at CC Bookstore - \$18. (Miller/Adilman) \$80

6 eve - Mo. Jan 8, 19:00-22:00 - CC (Adilman)

6 eve - We. Jan 10, 19:00-22:00 - CC (Miller)

David Miller, B.A., currently completing his M.A. in Counselling Psychology and is a Counsellor with Student Counselling Services, KEC.

Tamara Adilman M.A. is Director of Battered Women's Support Services, Vancouver.

Basic Counselling - Stage Two (101803)

This course is designed for individuals, volunteers and staff in helping professions who want to improve their basic counselling skills. Beginning phase helping skills will be reviewed and practised. You will be introduced to helper skills of the action phase, ie. advanced empathy, confrontation, immediacy, problem solving and goal setting. You will participate in counselling role plays as both a helper and a client. This process will require self-disclosure and self-exploration. You can expect to spend three hours per week completing reading and written assignments. This course is not part of the Counselling Skills Certificate Program, but may be used to satisfy the entrance requirements. Prerequisite: Basic Counselling Stage One. Text: 'Counselling Skills for Social Service Workers,' Don Shebib. Approximate book cost at CC Bookstore - \$18. (Miller, Adilman) \$80

6 eve - Mo. Feb 19, 19:00-22:00 - CC (TBA)

6 eve - We. Feb 21, 19:00-22:00 - CC (Miller)

Basic Counselling Skills - Stages One and Two (101804)

This course combines Stages One and Two and totals 36 hours - 12 x 3 hour sessions. For course description see Basic Counselling Skills - Stage One (101801) and Basic Counselling Skills - Stage Two (101803). Text: 'Counselling Skills for Social Service Workers,' Don Shebib. Approximate book cost at CC Bookstore - \$18. (Kenney, Hooge) \$160

12 eve - Th. Jan 11, 19:00-22:00 - CC (Kenney)

12 mng - Fr. Jan 12, 09:00-12:00 - CC (Hooge)

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

Suzanne Kenney (M.A., Counselling Psychology) is an E.A.P. Counsellor with Family Services in Vancouver.

CREATIVE DEVELOPMENT

Tools for Creative Awakening:

Exploring the Evolutionary Leap (102823)

Challenges in our world call for increasingly creative responses. In this course we explore how our consciousness is expanding and how we can access our higher creative potentials. Topics include: moving through blocks, activating imagination and intuition, harnessing creative energy, balancing creative energy, achieving emotional balance, developing the self-to-self connection. (Tickner) \$95

4 eve - Mo. Jan 29, 19:00-22:00 - KEC

Raymonde Tickner is a facilitator of the creative process and a counsellor in private practice.

DESIGN

An Orientation to Design (500141)

Learn about design - from what it is to the issues facing designers today. Learn about the design process, issues facing designers today and how to become an informed customer. Students should follow the following programs on the Knowledge Network in conjunction with this course. 'Design Classics' series (Saturdays beginning January 13 at 7:00 pm) and the 'Designers' series (Tuesdays, beginning January 16 at 9:30 pm). (Hudson) \$50

4 eve - We. Jan 24, 19:00-21:00 - CC

Tom Hudson is the Dean Emeritus at Emily Carr College of Art and Design and is the host of the Knowledge Network "Colour" and "Mark and Image" programs.

EARLY CHILDHOOD EDUCATION

Living and Working with Young Children

This series of non-credit workshops is designed for people who want to know more about children. The offerings will be of interest to parents, care givers, 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.

Learning Disabilities in the Young Child (151463)

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

1 eve - Mo. Jan 15, 19:00-22:00 - Lan

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

Puppetry and Its Effective Use With Children (151450)

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. (Kolotylyuk) \$20

1 day - Sa. Jan 13, 09:00-12:00 - Lan

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

The Smoke-Free Program for Preschoolers (151464) ** New **

The Smoke Free Program is a unique smoking prevention and education program. Sponsored by the Canadian Cancer Society and Health and Welfare Canada, it is designed to give preschoolers (ages 3-6) an awareness of the benefits of a smoke-free, healthy lifestyle. Rather than dwelling on the negative aspects of smoking, it encourages a positive attitude towards being smoke-free. (TBA) \$10

1 eve - Tu. Jan 23, 19:00-21:30 - Lan

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) \$20

1 eve - Mo. Jan 29, 19:00-22:00 - Jewish Community Centre, 950 West 41st Ave, Parking pass available from Preschool Room, Lower Level

Roz Kiron 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.

Enhancing Creativity Through Drama (151431)

In these two sessions you will learn how to use theatre and drama in programming for school age children. You will be introduced to theatre sports, improvisation, play-building and script writing. Here's an opportunity to overcome some of your own inhibitions and to boost your self-confidence. Dress comfortably. (Goldhar-Smith) \$30

2 eve - Tu. Feb 6, 19:00-22:00 - Lan

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

Cool Crafts for Kids! (151449)

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) \$20

1 eve - Mo. Feb 19, 19:00-22:00 - Lan

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

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. (Pattison/Herd) \$30

2 eve - Tu. Feb 22/Th. Mar 1, 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 care givers.

Multicultural Program Planning (151441)

How can child care providers meet the needs of English Second Language and/or minority culture children in preschool and school age programs? In this workshop participants will explore what multiculturalism means to them and will look at ways to foster positive cross-cultural learning for children in their care. (Fahlman) \$15

1 eve - Tu. Mar 6, 19:00-22:00 - Lan

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 1990.

B. Infant-Toddler Supervisor Training

A 1-year provincially certified 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 1990 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. (Taylor, Descantes) \$65

4 eve - Mo. Jan 22/29, Feb 5/12, 19:00-21:30 - Lan

2 day - Sa. Jan 27, Feb 17, 09:30-14:30 - Lan

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

Core Courses:

Family Day Care Certificate Program

Guiding Children's Behaviour (103803)

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

8 eve - We. Jan 10, 19:00-21:30 - Lan

Roz Kiron is involved as both a preschool teacher and early childhood educator. She has offered numerous courses and workshops related to young children.

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 7, 19:00-21:30 - Lan

2 day - Sa. Mar 10/31, 09:30-14:30 - Lan

Rosie Anslow is the Program Coordinator for Family Day Care. She has extensive background in the early childhood field which encompasses family day care, out-of-school care, Montessori experience, consultant and teacher training.

Health and Safety (103805)

The content of this course focuses on both the principles and practices of health, safety and nutrition in the family day care setting. Topics such as child proofing the environment, ensuring hygienic practices, recognizing common illnesses and meal planning will be highlighted. (Herd, Pattison) \$65

Ruth Fahlman has been Coordinator of Early Childhood Multicultural Services in Vancouver for the past ten years. She has presented numerous workshops and courses on ESL and multiculturalism and is co-author of the book "ECE for a Multicultural Society: A Handbook for Educators."

Super Hero Play: Here to Stay (151465) ** New **

Many of us feel a sense of uncertainty or discomfort when children are involved in super hero play! What makes it so compelling for young children? Why are we so ambivalent about it? This session will examine the role of super hero play in children's development and will explore the issues of fantasy, reality and play composition. Strategies for responding to this kind of play will be suggested. (Meyer) \$15

1 eve - Mo. Mar 12, 19:00-22:00 - Lan

June Meyer is involved in the early childhood field both as a teacher of young children and of adults. June is currently the Coordinator of the Burnaby Continuing Education Early Childhood program and an instructor at Kwantlen and Fraser Valley College.

Special Needs Children in the Family Day Care Setting (151456)

This session will address the needs of the child, the family and the day care home in developing an integrated program for children with special needs. Topics for the evening will include "who" is defined as having special needs; "how" to plan for a smooth transition period; "where" to find useful resources; "what" kind of funding assistance may be available and "how" the family care giver can play a vital role in providing quality care. (Mason) \$15

1 eve - Th. Mar 15, 19:00-22:00 - Lan

Pat Mason has been involved in special needs child care as an Infant Development Coordinator. She is currently a consultant for respite, emergency and relief handicapped care.

Working with English Second Language Families (151442)

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

1 eve - Tu. Mar 20, 19:00-22:00 - Lan

DON'T WAIT

If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if insufficient advance interest is shown.

6 eve - We. Apr 4/25, May 2/9/16/23, 19:00-21:30 - Lan

1 day - Sa. May 5, 09:30-14:30 - Lan

E. Working With School Age Children

A 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 five 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 10, 19:00-22:00 - Lan

1 day - Sa. Jan 27, 09:30-14:30 - Lan

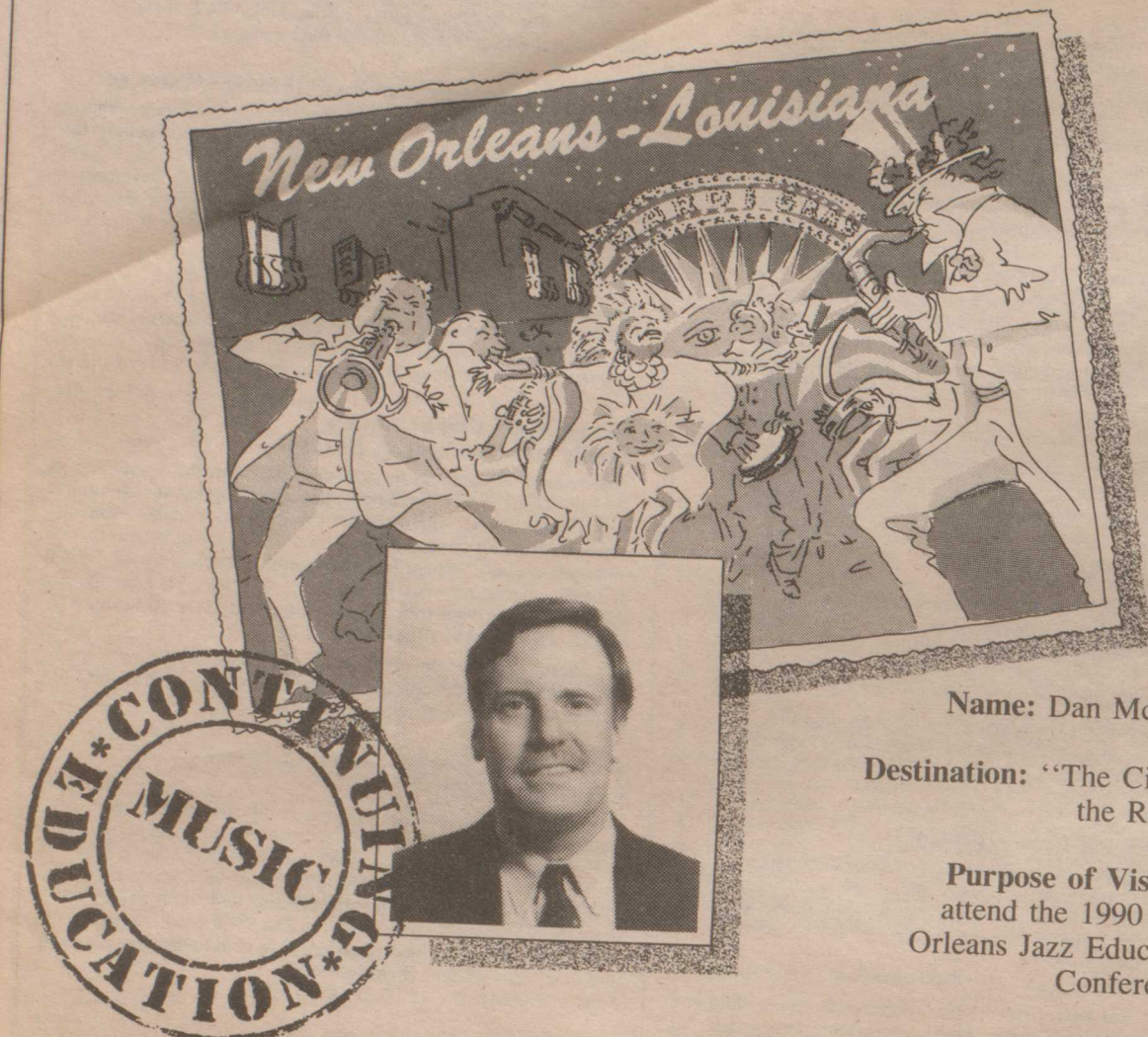
Working with Special Needs Children (150651)

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 21, 19:00-22:00 - Lan

1 day - Sa. Mar 10, 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 two reference guides - "New Youth Challenge" and "Working with School Age Children."



New Orleans - Louisiana

CONTINUING EDUCATION MUSIC

Name: Dan McCann

Destination: "The City by the River"

Purpose of Visit: to attend the 1990 New Orleans Jazz Educators Conference.

ELECTRIC/ELECTRONIC

Electrical Code - Intermediate (050602)

This course is designed for 4th year apprentices and journeymen electricians. (Ball) \$175
20 eve - Tu/Th. Jan 16, 19:00-21:30 - CC

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

Introductory Electronics (050706)

Learn electronic components, circuits and their functions, as well as an introduction to transistors. Theoretical knowledge is enhanced by laboratory projects. You will be required to purchase or provide some basic tools. (Kamm) \$190
20 eve - Tu/Th. Jan 16, 18:30-21:30 - CC

James Kamm is a full time instructor at CC.

Floppy Disk Drives and Alignment (050704)

In this popular course you will learn storage and retrieval of information from floppy disk drives with hands on experience in floppy disk drive alignment, timing and troubleshooting with an oscilloscope. A basic knowledge of electronics is necessary. Students attend classes on both dates listed below. (Johnson) \$50
1 eve - We. Mar 28, 18:30-21:30 - CC and
1 day - Sa. Mar 31, 09:00-15:00 - CC

Larry Johnson is a computer specialist in CC's Electronics Program.

Build Your Own Robot (050701)

This practical, "hands on" course is a simplified view of robotics. Build your own "turtle-like" robot which will be controlled by your home computer. You will be building the "Bert" robot as featured in the April/May 1988 issue of Byte magazine. Prerequisites: a basic understanding of electronics, access to a computer with a serial port and ability to program your computer. Course costs include robot parts. (Brown) \$170
10 eve - Mo. Jan 15, 18:30-21:30 - CC

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

Mathematics for the Electronic Technician (050719)

Specific mathematical skills are required in the electronics field. This course will prepare you for electronic courses at the technician level and enhance your understanding of technical information. (VanGroenigen) \$120
10 eve - Tu/Th. Jan 16, 18:30-21:30 - CC

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

Television Servicing (050721)

This course combines theoretical and practical knowledge for effective troubleshooting and repairs to B & W and Colour Television. Prerequisite: completion of a basic electronic course or presently employed in a related electronic field. Students requiring test equipment for lab projects will be required to purchase 3 I.D. cards. (Williams) \$195
20 eve - Mo/We. Jan 15, 18:30-21:30 - CC

VCR Head Servicing (050717)

Learn the professional way to clean and repair video and audio heads. Theory of recording and playback techniques will show you how to get the most out of your VCR. Bring your own VCR on the Saturday session and clean and adjust the heads. Students attend both class dates listed below. (Williams) \$50
1 eve Tu. Mar 27, 18:30-21:30 - CC and
1 day Sa. Mar 31, 09:00-15:00 - CC

Stereo Amplifier Servicing (050722)

Learn state-of-the-art circuitry in low power and high power audio amplifiers. Let the instructor guide you through input devices, voltage amplifiers, volume and tone controls, equalizers, power amplifiers, speaker protection and crossover networks and speakers. Schematic diagrams will be analyzed and troubleshooting techniques developed. Bring in your own amplifier in the final week for testing and servicing. Circuits will be built and tested in the lab. Parts are included in the tuition fee. Prerequisites: Successful completion of a basic electronics course or presently employed in the consumer servicing trade. (Williams) \$135
10 eve - Tu/Th. Jan 16, 18:30-21:30 - CC

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

Digital Cornerstones (050703)

Learn the basic building blocks of computer circuitry through theory and lab projects. Computers and microprocessors will not be covered. Design and construct an alarm system for your own use. Parts are included in the tuition. Prerequisites: Introductory electronics or equivalent. (Hein) \$190
20 eve - Mo/We. Jan 15, 18:30-21:30 - CC

Al Hein is Senior Electronic Instructor and Director of Student Services at Compucollege School of Business.

ENGLISH SKILLS IMPROVEMENT

An evaluation/information session will be held on Thursday, January 11 at Langara Campus from 18:00-20:00 for all students interested in any English Skills Improvement course. Please come to the Continuing Education office.

Beginners ESL (103003)

This course is designed for beginners who have some knowledge of spoken English and are able to read and write basic English. Emphasis is upon conversation and listening skills. Reading and writing skills are also taught. Text required. (Summers) \$140
24 eve - Mo/We. Jan 22, 18:00-20:00 - Lan

Cathy Summers, B.Ed., TESL has taught children and adults for five years.

Lower Intermediate ESL (103040)

A course for students who have taken Beginners ESL or those whose English is at a lower intermediate level. The focus will be on listening and conversation, but the course will also include some reading and writing. Text required. (Friesen) \$140
24 eve - Tu/Th. Jan 23, 18:00-20:00 - Lan

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

Mid-Intermediate ESL (103044)

A course for students who have taken a Lower Intermediate course and wish to continue learning and practising their English. The focus of the course will be on speaking and listening, but reading and writing skills will also be taught. (Bruk) \$140
24 eve - Tu/Th. Jan 23, 20:15-22:15 - Lan

Upper Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. \$140
24 eve - Mo/We. Jan 22, 20:15-22:15 - Lan (Strayski)
24 eve - Tu/Th. Jan 23, 18:00-20:00 - Lan (Tycho)

David Tycho, B.A., B.Ed., has taught ESL to adults for the past six years.

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. Text Required. \$140
24 eve - Mo/We. Jan 22, 18:00-20:00 - Lan (Strayski)
24 eve - Tu/Th. Jan 23, 20:15-22:15 - Lan (Patterson)

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

Study Skills (103014)
Proper study skills can save time and energy. Learn time management in studying, organization of course material, note taking tips and how to tackle a term paper. (Aylward) \$35
1 day - Sa. Feb 3, 10:00-16:00 - Lan

English Writing Skills Improvement I (103007)
Learn to write more fluently, skilfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. (Bobenic) \$100
12 eve - Tu. Jan 23, 18:00-20:00 - Lan
12 eve - We. Jan 24, 18:00-20:00 - Lan

Marlene Bobenic, B.A., M.A., has taught English in Japan and Canada for the past nine years.

English Writing Skills Improvement II (103008)

An extension of Writing Skills I, but open to all interested students. You will study expository, descriptive and narrative writing, examine different paragraph types, and learn to develop ideas and arguments in your writing. Special attention will be given to logical construction and individual difficulties. There will be in-class writing and some homework assignments. This course is designed for native speakers of English or ESL speakers with a high degree of fluency in English. (Filipelli) \$100
12 eve - Th. Jan 25, 20:15-22:15 - Lan

Sandra Filipelli, B.A., M.A., has taught English in Canada and overseas.

TOEFL Preparation (103020)

Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. The ten areas diagnosed as the greatest problem areas in English understanding and communication will be the focus. Study strategies will also be discussed. While the course is open to students from an intermediate level and up, a certain level of competency is assumed. Required text: "Building Skills for the TOEFL." Saturday class will have a 1/2 hour lunch break. (Thompson/Patterson) \$150
12 day - Sa. Jan 20, 09:30-14:00 - Lan
24 eve - Mo/We. Jan 22, 18:00-20:00 - Lan

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

Elizabeth Patterson, B.A., B.Ed.

English Upgrading & Composition Writing (103201)

Designed for students at the post-secondary level who require additional training in the fundamental skill of composition writing. Improve writing skills or upgrade your English in order to take the Language Proficiency Index test. (Formerly the English Placement Test). This course does not carry transfer credit to other institutions. For ESL and Native Speakers. Text required. \$120
16 eve - Mo/We. Jan 15, 17:00-19:00 - Lan (Siennicki)
16 eve - Mo/We. Jan 15, 20:15-22:15 - Lan (Patterson)
16 eve - Tu/Th. Jan 16, 17:00-19:00 - Lan (Patterson)
16 eve - Tu/Th. Jan 16, 18:00-20:00 - Lan (Filipelli)

Barbara Siennicki, Ph.D. teaches English to ESL and Native Speakers at UBC and Langara.

Advanced Canadian English Pronunciation (103019)

A course for people with Cantonese, Mandarin, Japanese, Malaysian or Thai background who wish to improve their pronunciation. The sessions cover the short and long vowels, diphthongs, and consonants, as well as practice in readings, conversation, and impromptu speaking. Pronunciation booklet is included and tapes can be purchased as desired. Each participant should speak English fluently. Limited enrolment. (Coleman) \$125
6 eve - We. Feb 7, 19:00-22:00 - CC
6 eve - Th. Feb 1, 19:00-22:00 - Lan

Conversational Skills Improvement I for Advanced ESL Speakers (103004)

Accuracy in speech is an important asset in Canadian society. In this course designed for advanced non-native speakers of English, you strengthen your command of spoken English. You correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You build up your knowledge and comprehension of idioms and colloquialisms, correct pronunciation errors and review grammatical problems. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. \$100
12 eve - Mo. Jan 22, 18:00-20:00 - Lan (Rosenke)
12 eve - We. Jan 24, 18:00-20:00 - Lan (Stewart)

Darlene Rosenke, B.Ed., M.Ed., has taught advanced ESL and College Prep English for the past eight 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. (Bruk) \$100
12 eve - Th. Jan 25, 18:00-20:00 - Lan

Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who still lack confidence in their oral skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feedback by the instructor. Limited Enrolment. Required text: "Clear Speech." \$135
12 eve - Tu. Jan 23, 19:00-22:00 - Lan (Strayski)
12 eve - We. Jan 24, 19:00-22:00 - Lan (Smith)

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

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

Oral Communication Skills for Business (103042)

Communicating in English in a business environment is a challenge for business people who are not native speakers. This course is designed to help you overcome the daily language and communication difficulties you face. This course teaches you strategies for communicating successfully in English with co-workers, supervisors and clients. You improve your skills by giving oral presentations, participating in simulated meetings and telephone conversations and by roleplaying typical on-the-job situations. Enrolment is limited to 14. There will be weekly assignments. (MacArthur) \$100
4 eve - Th. Jan 25, 19:00-22:00 - Lan

Writing Skills for Business (103043)

This course is designed for foreign-born business people who need to improve their writing skills for their present jobs or for career advancement. It provides an overview of business writing and a review of the grammar, punctuation and rhetorical elements used in business communication. There will be weekly assignments. Text required. Enrolment is limited to 14. (MacArthur) \$100
4 eve - Th. Feb 22, 19:00-22:00 - Lan

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

ENVIRONMENTAL ISSUES

Environment - A Matter of Choice (504905) ** New **

Everyone is aware of the problems facing the environment. The question is, "What can you as an individual do about it?" It has been identified that awareness is an essential prerequisite for environmental sustainability. Become aware of the issues that need to be addressed in order to keep a quality existence and find out about negative aspects of environmental degradation. (Sloan) \$75
8 aft - Su. Jan 21, 13:00-15:00 - Lan

Frank Sloan is an environmental activist who has worked for Pollution Probe (Canada's oldest non-profit environmental organization) and currently works for the Western Wilderness Committee. He holds an Environmental Sciences degree from the University of Toronto.

Environmental Issues - Awareness and Action (504904)

The issues of energy conservation, waste management (including recycling) and habitat preservation will be examined in the context of what we as citizens can do about them. The instructor will explain some of the basic biological principles behind each topic, and will identify the officials or departments at each level of government responsible for environmental management. Students will learn how to access these agencies in order to provide input and suggestions for improving environmental quality. On the last Saturday there will be a field trip to a local site of environmental concern (destination to be announced in class). (Schwarz) \$60
4 day - Sa. Feb 17, 10:00-13:00 - Lan

Abby Schwarz, a Ph.D. in Zoology, has taught and done research in animal behaviour and behavioural ecology for many years, and has been active in environmental issues.

How to Register 4 Ways

1 By MAIL. Fill in Registration Form (at left) and send it in with your cheque or charge card information. Sorry, NO POSTDATED CHEQUES.
Mail to:

VANCOUVER COMMUNITY COLLEGE
Continuing Education
1155 E. Broadway, Box 24785 Station "C"
Vancouver, BC V5T 4N5

2 By PHONE. Charge it to your MasterCard or VISA card.

City Centre 682-5844
King Edward Campus 875-8200
Langara Campus 324-5322
Nursing & Health Education 687-1757

3 In PERSON. At any of our three campuses. Pay with cheque, cash or charge card.

4 By FAX. Use the form on page 31 and FAX to 875-8241. Pay by charge card.

Registration Hours

Langara Campus, City Centre, and King Edward Campus
Monday - Thursday 09:00-20:00
Friday: 09:00 - 15:00
Saturday: 09:00 - 12:00

Nursing and Health Education
Monday - Friday 10:00 - 15:00

Vancouver Community College, Continuing Education Division, will be closed from Dec. 22, 1989 to Jan. 2, 1990 for the holidays. Registration begins at 9:00 a.m. Jan. 2, 1990.

FASHION ART'S

Fashion Arts Certificate Program

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

Planned by experienced educators and a professional advisory committee, the program is taught by experts in each subject. There are three Practical Certificate courses followed by one term of Applied Career Planning courses for the full Fashion Arts Certificate.

For a fully detailed brochure and application form, call the Continuing Education office at CC - 682-5844. (Apply by January 31 for April entry. Because of the Fashion Arts Trip to Japan this term will start on April 30 and run to July 21.)

Fashion Design Certificate

Term One - Fashion Illustration (Gray)
Term Two - Textiles (Mah): History of Fashion (Knight)
Term Three - Fashion Design (Gray)

Pattern Making Certificate

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

Garment Construction Certificate

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

Fashion Arts Certificate

Upon successful completion of all the above courses, the student is eligible for the final Applied Career Planning courses:

Term Four

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

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

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

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

Carolyne Knight is a freelance theatrical costumier. She studied Theatrical Costuming at Sir George William's University and graduated in Fashion at Sheridan College, Ontario.

Evelyn Mah, B.H.E., is Vice President responsible for Production at Gechtwerk Inc., Vancouver. She graduated in Home Economics and Education at the University of British Columbia.

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

Benoit Richard is a designer under his own label, a freelance display artist and fashion show producer. He graduated from the Institut des Arts Appliqués, Montreal.

Fashion Trip to Japan

The Fashion Arts Program is organizing a trip to Japan at Easter 1990, from April 9 to April 22. The first week is in Tokyo, with visits to designers' studios, showrooms, manufacturers and to the Toyoda Fashion Institute. The second week is based in Kyoto, old Japan, with its historic temples and markets. There will be day-trips to Osaka and Kobe, the other major "fashion" cities. This trip is open to students of VCC, other colleges and to the public, with a maximum of 30 participants, registering in order of application.

Please call 682-5844 for details before the confirmation/deposit payment meeting on Friday, January 19, 1990.

Fashion Courses at City Centre

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

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

Basic Fashion Illustration (050915)

Learn the basic techniques for fashion illustration. Topics include figure proportion and anatomy, development of croquis figures, experiment with a variety of media, drawing from the fashion model and portfolio development. Current International Fashion Videos will be shown. Some previous drawing experience desirable but not essential. (Staiger) \$100
8 mng - Sa. Jan 13, 09:00-12:00 - CC
8 eve - Th. Jan 18, 18:30-21:30 - CC

Fredericka Staiger is a graduate of the Fashion Design, Pattern Making and Garment Construction Certificate Programs, a freelance fashion illustrator and model.

Fashion Illustration Workshops (050919)

Prerequisite: Previous courses or experience in Fashion Illustration. For fashion designers or illustrators wanting to develop a professional and personal style of illustration. These workshops cover experiment and control with a variety of media, rendering techniques, layout, composition, camera-ready art and portfolio presentation. Current International Fashion videos will be shown and there will be a fashion model at each session for drawing exercises. (Thompson) \$120
8 eve - We. Jan 17, 18:30-21:30 - CC

Moira Thompson, Graphic Design Diploma (Hons.), graduated at George Brown College, Toronto. She trained in fashion in Vancouver, Toronto and Geneva, and has worked in print media in Vancouver for nine years.

Personal Pattern Making (050924)

Patterns becoming too expensive? Learn to make your own patterns to your own measurements with a perfect fit ensured. Individual instruction enables you to work at your own pace in constructing a set of personal blocks (slopes) and learning how to draft patterns for any design of your choice. This course is for women dressmakers only. (Zibin) \$160
10 mng - Sa. Jan 13, 09:00-12:00 - CC

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

Dressmaking - Basic (050928)

For beginners who want to learn how to make their own clothes. You will make a finished garment during this course, learning how to fit and alter commercial patterns, the principles of pattern layout and cutting, the use of industrial sewing machines, and basic dressmaking techniques. Pattern, fabric and supplies should be purchased after the first session. (Sustersich) \$160
10 mng - Tu. Jan 16, 09:00-12:00 - CC

Dressmaking - Advanced (050929)

Prerequisite: Previous courses or experience in sewing. For dressmakers who want to gain greater confidence and expertise in couture methods and tailoring construction. Instruction includes fitting and "haute-couture" sewing techniques. You will create quality garments during this course. Fabric and supplies should be purchased after the first session. (Sustersich) \$160
10 mng - We. Jan 17, 09:00-12:00 - CC

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

Fashion Business Studies at City Centre

A series of courses has been developed to supply the business skills required by fashion students, designers, entrepreneurs, retailers and others wanting to negotiate a winning position in Vancouver's developing fashion marketplace. Three courses are offered this term:

Fashion Business Studies - Marketing (050931)

Marketing is an attitude! This course is for designers and others who want to negotiate a winning position in the competitive fashion marketplace. Topics include: Negotiating with Buyers and Manufacturers, Market Analysis, Identifying Your Customer, Packaging and Promoting Your Work, Effective Selling Techniques, Pacific Rim Opportunities. (Slater) \$130
10 eve - Tu. Jan 16, 18:30-21:30 - CC

Anne Marie Slater is a marketing consultant, a professional whose background was gained in the world of fashion, publishing and business.

Fashion Business Studies - Trends in History (050914)

How did trends in fashion develop? A fascinating study of the development of fashion from the Medieval Age to the 1940s,

relating fashions from yesteryear to the recurring trends of today. This course is a must for retailers and anyone with an interest in fashion. (Baldock) \$110
8 eve - We. Jan 17, 18:30-21:30 - CC

Donna Baldock, B.H.E., graduated in Home Economics at the University of British Columbia. A freelance lecturer in Fashion History and Merchandising subjects, she was Director of the Fashion Merchandising Program at an Alberta College of Fashion.

Fashion Business Studies - Wardrobe Planning (050932)

Formulate the know-how of a fashion analyst when applying the principles of style to your wardrobe, or that of a client. Topics include: Colour Coordination, Wardrobe Planning for All Occasions, Accessories, and specialist speakers on Make-up and Hair choices. Gain the skills for a complete fashion make-over. (Mass) \$150
10 eve - Mo. Jan 15, 18:30-21:30 - CC

Deborah Mass, Provincial Instructors Diploma, graduated in Fashion at Ryerson Polytechnical Institute and is the Director of Fashion Merchandising at John Casablancas, Vancouver.

歡迎!

バンクーバー・コミュニティ・カレッジ (V.C.C.) の

学外研修部は 喜んで コミュニティー ナンバー

人々の為に 何か役に立つ事を 致します。

!Bienvenidos!

El departamento de Continuing Education del Vancouver Community College esta muy complacido en servir a todos los miembros de nuestra comunidad.

स्वागत

वैकल्पिक कम्यूनिटी कॉलेज का

निरन्तर पढ़ाई का विभाग

अपनी कम्यूनिटी की सहायता

करने में खुशी महसूस करता है

EARN A CERTIFICATE

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

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

Each Certificate Program must meet the following criteria:

1. An established sanctioned curriculum with a logical grouping of courses.
2. A program Advisory Committee composed of members with expertise in that field.
3. A Program based on an employer, outside agency, or industry standard.
4. A formal procedure for evaluation.
 - Building Manager (Residential)
 - Business Administration
 - Business and Local Area Networks
 - Childbirth Educators
 - Community Based Social Services
 - Computer Skills for the Workplace
 - Counselling Skills
 - Court Interpreting
 - Early Childhood Education
 - Effective Head Nurse
 - Fashion Arts
 - Management Skills for Supervisors
 - Management of Non-Profit Organizations
 - Office Administration
 - Property Management
 - Small Business Management
 - Sterile Supply
 - Substance Abuse Program
 - Teaching English As A Second Language
 - Telecommunications Management
 - Visual Arts - Photography Major
 - Volunteer Management
 - Working with School Aged Children

FILM, TELEVISION & THEATRE

Program in Film Production: The Business of Film and Television

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

Program Learning Objectives:

- At the conclusion of this program, the student will be able to:
- examine a film or video product for its commercial merit
- plan the production elements of a film or video
- explain vocabulary, concepts, etc.
- create a basic production budget and describe appropriate financing and marketing strategies.

Term One: Creating the Production (104107)

Covers terminology, practical studio direction, broadcasters and distribution, ownership rights, studio procedures, and making the program. (Richardson/Mackie) \$550
10 eve - Tu. Jan 23, 19:00-22:00 - CC

Term Two: Creating the Deal (104108)

Covers budgets/financing and facilities, completing the deal, and film proposal presentation. (Richardson/Mackie) \$550
10 eve - Tu. Apr 24, 19:00-22:00 - CC

Instructors:

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

Bill Mackie is a freelance TV producer/director with 21 years' experience in television broadcasting and dramatic film production. Mr. Mackie has held executive posts in Canadian television and has taught the course titled, "Careers in the Movie Industry" at Vancouver Community College.

Note:

The program is limited to 20 participants. Participants must complete the first term course before beginning the second term course. A complete outline is available upon request. Contact Brian Pink at 682-5844 or Wayne Decla at 875-8200.

Program in Film Production - Information Night

For persons interested in the Program in Film Production. Come and learn about the program content and meet the instructors. This is an excellent opportunity to discover whether or not this program is right for you.

Time: Tuesday, January 9, 1990, 19:30-20:30

Place: City Centre, Continuing Education office, 250 West Pender Street

Film, Television and Theatre - Courses

Careers in the Film Industry (104102)

A general review of career and employment opportunities in the growing B.C. film industry, with emphasis on working conditions, skills required, and professional associations. (Mackie) \$20
1 eve - Th. Jan 18, 19:00-22:00 - CC

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

Creating a Video Business Workshop (104105)

For those who are involved or wish to get involved in video production for profit. There is a large market for those with the interest and know how to produce quality video productions. Learn setting up and organizing a video business, marketing your company, client profiles, renting and/or buying video equipment and choosing formats for production. This is NOT a video production course. \$5 fee for booklet. (Cooperstone) \$40
1 day - Sa. Feb 3, 10:00-16:00 - Lan

Educational and Industrial Video Production (104106)

This is an intensive course designed for those interested in learning how to produce industrial/educational video productions. A practical hands-on approach will be coordinated with a strong theoretical understanding of all general principles of video production. This course will shift locations to The Studio Video Facilities, 1110 Seymour, after the first class. Course booklet fee of \$20 is not included in price and will be collected first night by instructor. (Cooperstone) \$160
12 eve - Tu. Jan 30, 19:00-22:00 - Lan

Advanced Video Production for Pleasure and/or Profit (104109) ** New **

For those people with previous video experience, this course will be in the video production of such events as weddings, travel, sports, theatrical performances, educational and commercial. All stages of production (pre-shooting-post) will be dealt with. As an option, students may wish to edit utilizing the facilities of the studio. The Studio Video Facility, where this class will move to after the first class, is located at -202 - 1110 Seymour Street. A fee of \$20 will be collected on the first night of class to cover the cost of the course booklet. (Cooperstone) \$160
12 eve - We. Jan 31, 19:00-22:00 - Lan

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

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

A workshop covering all aspects of auditioning and interview procedures for film, television, theatre and related professional and amateur experiences. The day will include resumes, photos, on-camera techniques, cold-readings, agents and casting agents, access to resources, acting for auditions and NOT acting for auditions, monologues and scenes, presentation of a character and presentation of yourself with confidence and integrity. Everyone must bring pencil/pen and notebook, and wear loose, comfortable clothing. (Lysell) \$50
1 day - Sa. Feb 3, 10:00-16:00 - Lan

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

Theatre for the Terrified (503449)

A chance to experience greater confidence in a group, let go of inhibitions and have fun. Using theatre games and exercises, sound and movement, improvisation and character work, participants grow through gradually increasing challenges to discover their natural creativity and spontaneity, develop different aspects of themselves and to laugh from the belly! (Laub) \$95
10 eve - Tu. Jan 16, 19:00-21:30 - Lan

Valerie Laub is a professional actor, writer and clown.

Writing for Screen, TV and Radio (102856)

The most important piece of equipment a script writer has is a complete, well-written script. This course will explain the various dramatic formats, and help you develop your ideas into a successful script. You'll learn the basics: how scenes are formed, then structured into sequences and acts. Examples will be presented and discussed. Techniques of creating characters, dialogue and plots will be demonstrated. (Van Luven) \$180
10 eves - We. Jan 17, 18:00-20:30 - Lan

Bill Van Luven, BA, MFA, has a Master's degree in Creative Writing and teaches dramatic writing in the UBC - CE Department. He has also studied film making and acting at the Simon Fraser Centre for the Arts. Bill has received numerous awards for his writing, including the CBC Prize in Playwriting. He is a Fellow of the Praxis Film Development Centre and a member of ACTRA.

FINANCIAL PLANNING & 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. Jan 20, 09:30-15:30 - KEC

Peggy Waterton - Budget planner and personal money management consultant.

Introduction to Financial Planning (503701)

This seminar, which is intended to be taken in conjunction with "Advanced Financial Planning," will help you build a financial program from the ground up. Learn to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies. (Hodgins) \$20
1 eve - Tu. Jan 23, 19:00-21:30 - KEC

Advanced Financial Planning (503702)

Looking for financial independence at an earlier age? Designed to be a logical follow-up to "Introduction to Financial Planning", includes an in-depth review and analysis of your financial affairs with specific emphasis on advanced financial planning techniques in money management, risk management, investment planning and analysis, proven tax planning strategies and retirement planning. (Hodgins) \$30
1 eve - Tu. Jan 30, 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 17, 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.

Women and Investing: Factors and Decisions (503710)

Join the fastest growing segment of the investing public - women. This seminar discusses the special needs of women in the investment world. A hands-on practical course designed to help make investing decisions easier. Setting goals and objectives in financial planning is also included. (Costain) \$25
1 eve - We. Mar 21, 19:00-22:00 - Lan

Successful Investing - Increasing Your Profits (503729)

Discover the important factors in making successful investment decisions and learn to utilize that information in developing sound investment principles. This course delves into the decision-making process of investment and methods of discovering undervalued stock situations and their subsequent sales process. This financial planning seminar covers all aspects of investing for profit. (Costain) \$25
1 eve - We. Mar 28, 19:00-22:00 - Lan

Investing For Your Future - RRSPs, RRI's and Annuities (503728)

Learn new ways to secure your retirement lifestyle. This indepth discussion of RRSPs and RRI's and annuities examines methods of building capital, ensuring income and the eventual withdrawal of capital. Included is tax planning strategies, income tax considerations, spousal accounts, flow-through shares, mutual funds, capital gains, dividends and interest income. This retirement planning seminar covers all areas important to making sound investment decisions for your future. (Costain) \$25
1 eve - We. Feb 14, 19:00-22:00 - Lan

Maximize Your Dividend and Interest Rate Returns (503727)

Discuss the risk-reward ratios of the various investment vehicles available and how to make sound investment choices in interest rates. Then put principles to practice and maximize your investment returns. Learn how to shop for the best interest rates available. This course explores types of bonds and preferred shares - all in easy to understand language. (Costain) \$25
1 eve - Mo. Mar 12, 19:00-22:00 - KEC

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

R.R.S.P.'s - Why Should I Bother (503706)

For anyone who is setting up an RRSP or has a plan established, this one evening course will show exactly how you profit from contributing regularly to your R.R.S.P. Determine whether or not you need a self-directed plan at this time, contribution levels and deadlines, rules and regulations that affect your plan, and the various investment vehicles that are eligible and whether or not they suit your plan. (Schindler) \$30
1 eve - Mo. Jan 29, 19:00-22:00 - KEC

Introduction to Basic Investing (503704)

This course is designed to assist the newcomer to investing in understanding basic investment objectives and in establishing a balanced portfolio according to your personal needs. The right mix within an investment portfolio is one of the most important factors in successful long-term investing. Topics include establishing a financial plan, basic investment terminology, risk management and portfolio choices. (Schindler) \$30
1 eve - Mo. Feb 12, 19:00-22:00 - KEC

Pia Schindler is an investment broker with C.M. Oliver 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. Jan 30, 19:00-21:00 - Lan

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

Introduction to Estate Planning (503721)

Learn how estate planning can be integrated with overall financial planning to protect your capital and ensure your family is adequately provided for. Using "real life" examples, this course explains how to establish your estate planning goals, steps in estate planning, and how to use trusts to shelter your investments from tax. Each participant will complete a basic personal estate plan. (Smithies) \$25
1 eve - We. Feb 7, 19:30-21:30 - Lan

Edi Smithies, President, E.M. Smithies and Associates 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 merchandising and practical labs. No prerequisites required and the fee includes the cost of flowers. Bring shears and a knife. (Cassetta) Supplies \$70, Tuition \$180, Total \$250
12 eve - Mo/We, Jan 15, 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) Supplies \$70, Tuition \$180, Total \$250
12 eve - Mo/We, Feb 26, 18:30-21:30 - KEC

Marguerite Cassetta has taught Floral Design at VCC for three years.

Introduction to Japanese Cut Ribbon Flowers (250103)

This is an introductory course for those interested in making ribbon flowers. Students will make a gerbera and a fantasy during this class. Please bring scissors, white glue and green florist tape to the class. (Tam) Tuition \$10, Supplies \$10, Total \$20
1 eve - Th, Jan 11, 18:30-21:30 - KEC

Japanese Cut Ribbon Flowers (250104)

Learn to make beautiful and elegant flowers, corsages and greenery with ribbon. Make up to 20 types of flowers including roses, daffodils, chrysanthemums, poppies, lilies, etc. Bring scissors, white glue and green florist tape to class. (Tam) Tuition \$135, Supplies \$75, Total \$210
10 eve - Th, Jan 18, 18:30-21:30 - KEC

Serah Tam has taught ribbon flower classes in Hong Kong for one year. She has completed the Japanese Cut Ribbon Flower Association Program in Hong Kong.

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 - and storing food safely - warewashing and storage methods.
\$50 1 day - CC
1 day - Sa, Jan 27, 09:00-18:00 - CC
1 day - Sa, Feb 10, 09:00-18:00 - CC
1 day - Sa, Feb 24, 09:00-18:00 - CC

Level I (Basic) - In Cantonese

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

Level II (Advanced) (250202)

Designed for managers, chefs and supervisory staff, covers: food poisoning/food protection - facilities and equipment - housekeeping and pest control - managing sanitary practices in a foodservice operation. \$50
1 day - Sa, Mar 10, 09:00-18:00 - CC

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

GEMMOLOGY

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

Preliminary Year (051109)

Covers the scientific and aesthetic aspects of gemmology. A wide variety of gemstones will be studied. Students will also learn about crystallography, chemical, optical and physical properties; the nature of colour; identification of gemstones using instruments such as the refractometer, spectroscope, dichroscope, polariscope and microscope; the differentiation between natural and synthetic and imitation stones.

Second Year (051113)

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



Name: John Chisum

Destination: North Atlantic

Purpose of Visit: to take part in the Atlantis expedition underwater archaeology.

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

The Canadian Gemmological Association course in gemmology is a serious and intensive professional course and requires a considerable amount of home study, weekly written papers and comprehensive final examinations.

Program Coordinator and Instructor:

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

Instructors:

Murry Cook, F.G.A., G.G., J.J., has worked as a jeweller for 29 years and as a gemmologist for 24 years. He has a Journeyman Jeweller's certificate and is a Fellow of the Gemmological Association of Great Britain and has a Graduate Gemmologist diploma from the Gemmological Institute of America.

Ken Dale has over 8 years' experience as a gem cutter and 4 years as an instructor in faceting and lapidary work.

John Mattinson, B.Sc.(Alta), G.G., has a Bachelor of Science degree in Geology from the University of Calgary and has a Graduate Gemmologist diploma from the Gemmological Institute of America.

For further information contact 682-5844.

GRAPHIC DESIGN

Graphic Design - An Introduction (050408)

Examine the problems of design layout, rendering, lettering and the theory of advertising. This is a course with emphasis on creativity and is considered the basic level of the Graphic Design series. (Aston-Moore, Russell) \$95
10 eve - We, Jan 17, 19:00-22:00 - CC
10 mng - Sa, Jan 20, 10:00-13:00 - CC

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

Janet Russell works as a graphic designer/computer consultant.

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 17, 18:30-22:00 - CC
10 mng - Sa, Jan 20, 09:30-13:00 - CC

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. Material cost is approximately \$50. (Lim) \$95
10 eve - Tu, Jan 16, 19:00-22:00 - CC

Mr. D. Lim has worked 13 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. (Knott) \$55
6 eve - Tu, Jan 16, 19:00-22:00 - CC

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. (Knott) \$70
8 eve - Th, Jan 18, 19:00-22:00 - CC

Crystal Knott has 7 years' experience working as an illustrator and does work for architects, publishers and graphic designers.

Life Drawing (500107)

(For details see Art Section)
10 eve - Tu, Jan 16, 19:30-21:30 - Lan

Anatomy for the Artist/Illustrator (050422)

This course will assist artists and illustrators in creating more realistic and 3-dimensional figures by a detailed study of anatomy as it relates to drawing bones and muscle structure. Skeletal bones and slides will be used as teaching aids, and life drawing from a model will be part of each session. Some basic drawing skills desired. (Finlay) \$95
8 eve - We, Jan 17, 19:00-22:00 - CC

Perspective Drawing and Rendering (050415)

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



Name: Ms. Daisy Wong

Destination: Pisa, Italia

Purpose of Visit: to grasp historically the principles of Heritage Conservation/Management.

Portfolio Presentation (050417)

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

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. (Jakubke) \$30
2 eve - Tu, Jan 23, 19:00-22:00 - CC
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.

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 18, 19:00-22:00 - CC

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

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 18, 19:00-22:00 - CC
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 17, 19:30-21:30 - Lan

Design and Display Techniques (050404)

Lectures, class projects and videos, will help you create window and merchandising displays. Emphasis is on basic principles of design and creative uses of colour and materials. (Richard) \$95
10 eve - Tu, Jan 16, 19:00-22:00 - CC

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

Graphic Design - Trade Shows (050425)

This course has been designed to give the general public a better understanding of modular displays and exhibition design. The process of production and implementation will be examined through tours and lectures. (Miller) \$40
03 eve - Tu, Jan 23, 19:00-22:00 - CC

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

HEALTH

Health Promotion

These courses will be of interest to the general public. For phone registration call 687-1757.

Pre-registration is required for all courses.

How to Prevent Asthma, Hay Fever and Food Allergies in 1990 (201037)

This workshop will explore the best possible ways to cope with and prevent allergy-related illnesses. Latest research discoveries will be discussed as well as practical tips for environmental control and food allergy management. (Vacek) \$45
1 day - Sa, Feb 10, 09:00-13:00 - CC

Dr. L.V. Vacek, allergy specialist.

Women as Health Care Consumers (201031)

Get the most from your health care - learn practical ways to find a practitioner, improve communication skills, and find and understand reliable medical information. Also learn about common exams and procedures, second opinions and informed consent. (Barnett) \$10
1 eve - Th, Feb 8, 18:30-21:30 - CC

R. Barnett, B.A.

Food and Food Allergy Workshop for Food Service Workers (201036)

The Canadian Restaurant and Food Service Association strongly endorses a better understanding of food allergies within the food service industry. This workshop is important for food service employees involved in food preparation or serving to gain an understanding of the causes, symptoms and treatment of food and food additive allergies. Learn about the foods and ingredients that create the most problems, how to provide ingredient information, how to communicate with an allergy-prone customer, and learn some "allergy" recipes. (Vacek) \$50
1 day - Sa, Mar 10, 09:00-13:00 - CC

Dr. L.B. Vacek, allergy specialist.

Heal Yourself - Mind Over Matter (201034)

Learn how to improve your resistance to illness and disease, reduce fatigue and depression, alleviate allergy symptoms, manage stress without symptoms and more. Learn the relationship between your immune system and your lifestyle and how to apply dietary, exercise and attitude management strategies to strengthen your immune system and keep yourself healthy. (Fearn) \$55
1 day - Sa, Feb 24, 09:00-16:00 - CC

L. Fearn, R.N., B.A. (Psychology) candidate

Attaining Wellness -

How to Remove the Obstacles to Health (201035)

Explore the aspects of your life that contribute to health - nutrition, stress load, exercise habits, attitudes, emotions and relationship with self, others, a higher power and the world. In addition, a short introduction to the major alternative healing modalities will be given - homeopathy, oriental medicine, hydrotherapy, vitamins and supplements. Format will be lecture with ample time for discussion. Two experiential events will happen - the first, a mind map, will help to identify the areas of wellness and imbalance in your life, and the second, a visualization, will help you experience an inner sense of wellbeing. (Roscoe) \$80
8 eve - Th, Jan 18/25/Feb 1/8/15/22/Mar 1/8, 20:15-22:15 - CC

P. Roscoe, licenced naturopathic physician.

What to do When Surgery is Recommended (201037)

This is a course designed to help you make decisions and communicate more clearly and confidently when surgery is recommended - not just major surgery, but minor surgery, even those done in day surgery as an out-patient. Learn how to find a doctor to obtain a second opinion, how to find and understand reliable medical information, and informed consent. Find out why these are important. (Barnett) \$10
1 eve - Th, Feb 22, 18:00-20:00 - CC

R. Barnett, B.A.

Health Care

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

For phone registration call 687-1757.

Conflict Resolution for Health Professionals (202802)

This one-day workshop for health care professionals combines theory with practice to help you effectively manage conflict in the workplace. (Boychuk) \$60
1 day - Th, Feb 22, 09:00-16:00 - CC

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

Anger Management for Health Professionals (202739)

This one-day workshop for health care professionals is designed to help you to deal effectively with anger among staff, clients and public. (Boychuk) \$60
1 day - We, Feb 21, 09:00-16:00 - CC

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

Managing Stress & Burnout for Health Professionals (202735)

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

R. Boychuk - M.A., doctoral Candidate

Assertiveness for Health Professionals (202715)

Learn and practise assertive strategies which lead to positive changes in the workplace. Video feedback component. (Boychuk) \$60
1 day - Fr, Feb 23, 09:00-16:00 - CC

R. Boychuk - M.A., doctoral Candidate

Understanding the 12 Lead ECG (202607)

For CCU and ICU nurses, ECG technicians and paramedics - unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. Fee includes lunch on Friday. (Cooper) \$140
2 day - Fr/Sa, Feb 23/24, 09:00-16:00 - Ming Court Hotel, 1160 Davie St.

J. Cooper - R.N.

Advanced Arrhythmias (202601)

Nurses, ECG technicians and paramedics can enhance their expertise at interpreting monitor strips with this two-day workshop. The workshop will focus on consideration of the arrhythmogenic environment before planning the nursing management of the patient. (Cooper) \$140 (Includes lunch Friday)
2 day - Fr/Sa, Mar 9/10, 09:00-16:00 - Ming Court Hotel, 1160 Davie Street, Penthouse

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

If you are a health professional who teaches or would like to teach, come and improve your skills at this interactive, practice-oriented workshop. Course is designed to help you learn the principles of

adult education and explore teaching strategies from the planning to evaluation phase. (Moore) \$210

5 day - Mo/Tu/We/Th/Fr. Mar 5/6/7/8/9, 09:00-16:00 - CC

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

Business Writing for Health Professionals (200410)

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

1 day - Sa. Mar 3, 09:00-16:00 - CC

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

Writing for Publication (202729)

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

1 day - Sa. Mar 31, 09:00-16:00 - CC

Resume Writing and Job Hunting (202743)

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

1 day - Sa. Feb 17, 09:00-16:00 - CC

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

"Time" for Your Life (202740)

This workshop introduces you to various self-care techniques that will give you time and health for your life - even in the demanding milieu of the hospital and other health care settings. Nadene's down-to-earth ways will lead you through a day laced with fun as she focuses on ways to tap your resources for health through the use of breathing, gentle stretching, sound and relaxation techniques. Developed especially for nurses and other health care providers. (Castellanos) \$25

1 eve - Tu. Feb 20, 19:00-22:00 - Lan - L001

N. Castellanos - R.N., B.Sc.N., M.Ed.

Health in Business

Good Health is Good Business (203301) ** New **

In this interactive workshop you will learn how to design and implement an employee wellness program for your business or organization, which may include smoking cessation, stress management, back care, health risk appraisal, etc. Emphasis will be placed upon assessing needs, promoting wellness to employees and to management, and locating resources in B.C. You will be able to discuss specific concerns or problems with a panel of managers of successful B.C. wellness programs operating in a variety of workplace settings. (Miller) \$150 (includes lunch)

1 day - Fr. Feb 16, 09:00-16:00 - TBA

Gord Miller is Manager of Adult Health Programs with the B.C. Ministry of Health. He has extensive knowledge of successful program design and an excellent overview of programs currently in operation in B.C. and across Canada.

Substance Abuse Certificate Program

Substance Abuse Certificate Program (200112 - 200119)

This part-time Certificate Program is designed for individuals who wish to develop knowledge, skills and experience in the substance abuse field.

Participants may already be employed in the substance abuse field, or may be seeking to enter this field, or may possess developed skills, knowledge or experience in a more general counselling area and now seek a very specific focus in the substance abuse field.

Emphasis will be placed on providing fundamental knowledge and skills about alcohol and drug dependency and applying assessment, referral and counselling skills to working with substance abuse clients. Basic Counselling Skills are a prerequisite. For those individuals who require this prerequisite, a Basic Counselling Skills course is offered prior to the first course of this Certificate Program.

Course description:

The Certificate Program consists of 8 courses of varying length totalling 196 hours over a 9 month period.

Level I - Developing a Knowledge Base

1. Fundamental Concepts of Substance Abuse
2. Assessment and Referral Techniques
3. Community Resources
4. Pharmacology

Substance Abuse Workshops

In addition to the Certificate Program, a number of workshops focusing on substance abuse issues will be offered during January - March 1990. These workshops will be of interest to the general public, educators, youth and family workers, mental health workers, substance abuse counsellors, employee assistance program practitioners, and others.

Workshops will be offered in the following areas:

1. Dual Diagnosis: Assessing mental illness and substance abuse
2. Multiple Addictions: Recent trends in assessment and treatments
3. How to Identify and Treat Substance Abusers in the Work Place
4. Substance Abuse Prevention and Youths
5. Relapse Prevention Strategies
6. Medical Assessment of Substance Abuse
7. Advanced Counselling Skills: Individual, group and family
8. Intervention and the Substance Abuser

Further information is available at 687-1757.

CPR & First Aid

To register by phone, call 687-1757.

Location to be announced.

Introduction to Industrial First Aid (202034)

This is a course designed to introduce the student to some of the basic skill components of the Industrial First Aid Program.

Valuable for the first time student in particular, this course includes instruction in: initial assessment, artificial respiration, one and two operator CPR, oxygen therapy, use of the bag and mask and the recovery position. (Sarah Rogers) \$35 (\$15 to be refunded when the student registers for a full IFA program.)

1 eve - Tu. Jan 9, 18:00-22:00 - N. Van (North Van Fire Training Centre, 900 St. Denis)

1 eve - Th. Jan 11, 18:00-22:00 - N. Van

Workers' Compensation Board

Industrial First Aid (202026)

This is an advanced course for those persons 19 years of age and over with a good understanding of English. Prior training in CPR or Introduction to Industrial First Aid are highly recommended for first time students. It is also recommended that students register and pick up course materials at least one week in advance of the course. Instruction will include: anatomy and physiology, CPR, oxygen therapy, patient assessment, injury management, bandaging, immobilization and transportation of injured workers. Those successfully completing the course will be qualified to work as first aid attendants in industry. (Sarah Rogers) \$335 includes books and examination fees.

7 wks - 2 eve/wk plus Sa. Jan 16-Mar 1, Tu/Th. 18:30-22:00, Sa. 09:00-13:00 - N. Van

Industrial First Aid - Pro Course (202033)

A popular 40 hour Industrial First Aid program designed specifically for ticket holders, this course emphasizes practical skills only. It is recommended that students register at least one month in advance of the course as all homework assignments must be completed prior to the start of the program. (Sarah Rogers) \$245 includes books and examination fee.

5 wks - 2 eve/wk Mar 6-Apr 3, Tu/Th. eve 18:30-22:00 plus 1 day Sa. Mar 31, 09:00-13:00 - N. Van

Industrial First Aid Tutorial (202032)

A 4 hour review session with emphasis on full problem management. Students will be individually monitored and assessed

Level II - Developing Counselling and Intervention Skills

5. Individual Counselling Skills
6. Group Counselling Skills
7. Family Counselling Skills
8. Practicum

Professional Advisory Committee:

This Certificate Program has been developed in consultation with a Professional Advisory Committee representing professional counsellors, government agencies, educators, administrators, and employee assistance program professionals in the substance abuse field in B.C.

Program Coordinator: George Grant, B.A., R.S.W. C.E.A.P.

Entrance Requirements:

1. Demonstrated communication skills in written and oral English
2. Satisfactory documented completion of Vancouver Community College Basic Counselling Skills courses (101801, 101803) OR equivalent
3. Three (3) years of successful recovery for those candidates affected by chemical dependency
4. Maturity and emotional stability
5. Completion of satisfactory entrance interview

Applications are now being taken for the May 1990 program. Applicants are accepted in order of receipt of application. You are urged to apply as soon as possible as enrolment is limited.

For a complete program description, program brochure, application form or other information, please contact 687-1757.

to prepare them for the Industrial First Aid examination. (Sarah Rogers) \$12 (No charge for students registered in a full IFA Program.)

1 day - Sa. Mar 3, 09:00-13:00 - N. Van

1 day - Sa. Mar 31, 13:00-17:00 - N. Van

CPR - Basic Cardiac Life Support "C" (202010)

An 8 hour CPR program designed for persons working in the health care field. Topics include: one and two operator CPR for adults and children, infant CPR, management of obstructed airways in conscious and unconscious patients, risk factors and recognition of heart attack signals. \$40 includes CPR manual.

2 eve - Tu/Th. Jan 9/11, 18:00-22:00 - CC

2 eve - Mo/We. Jan 29/31, 18:00-22:00 - CC

2 eve - Tu/Th. Feb 20/22, 18:00-22:00 - CC

2 eve - Mo/We. Mar 12/14, 18:00-22:00 - CC

2 eve - Mo/Tu. Apr 2/3, 18:00-22:00 - CC

CPR - Basic Life Support "C" - Recertification (202015)

A 4 hour BCLS "C" Recertification course for health care professionals. Prerequisite: Student must have completed a "C" level or equivalent within 2 years prior to taking this course. \$20 includes CPR manual.

1 eve - Th. Jan 18, 18:00-22:00 - CC

1 eve - We. Feb 7, 18:00-22:00 - CC

1 eve - Mo. Mar 5, 18:00-22:00 - CC

1 eve - We. Apr 4, 18:00-22:00 - CC

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

In this basic CPR course you will learn one person adult CPR, management of conscious and unconscious choking patients, recognition of heart attack signals and guides to healthy heart living. No previous CPR experience is necessary. \$20 includes CPR manual.

1 day - Sa. Jan 13, 09:00-13:00 - CC

1 eve - Mo. Feb 12, 18:00-22:00 - CC

1 day - Sa. Mar 24, 09:00-13:00 - CC

CPR - Basic Cardiac Life Support "B" (202020)

A 7 hour CPR course covering: one person CPR for adults, children and infants, management of conscious and unconscious choking patients, risk factors, recognition of heart attack signals and the recovery position. No previous training in CPR required. \$35 includes CPR manual.

2 eve - Tu/Th. Jan 9/11, 18:00-22:00 - CC

2 eve - Mo/We. Jan 29/31, 18:00-22:00 - CC

2 eve - Tu/Th. Feb 20/22, 18:00-22:00 - CC

2 eve - Mo/We. Mar 12/14, 18:00-22:00 - CC

2 eve - Mo/Tu. Apr 2/3, 18:00-22:00 - CC

Red Cross Standard First Aid/Basic

Cardiac Life Support "C" (202021)

This course prepares the student to react appropriately to a variety of life threatening situations and treat patients in distress. Topics include: initial and secondary assessments, airway management, one and two person CPR for adults and children, infant CPR, choking, limb, head and spinal injury management, burns and poisons. The program is required for entry into registered nursing programs but is also a valuable course for the general public. Recommended: Completion of BCLS CPR "A" level or equivalent. \$82 includes CPR and First Aid manuals.

5 eve - We/Mo/We/Mo/We. Jan 10-24, 18:00-22:00 - N. Van

5 eve - Mo/Mo/We/Mo/We. Feb 12-28, 18:00-22:00 - N. Van

5 eve - Mo/We/Mo/We/Mo. Mar 19-Apr 2, 18:00-22:00 - N. Van

Red Cross Standard First Aid/Basic

Cardiac Life Support "B" (202027)

This program is essentially the same as that listed above except for the exclusion of two operator CPR for adults and children. Suited for the general public, no prerequisites are required. \$82 includes CPR and First Aid manuals.

5 eve - We/Mo/We/Mo/We. Jan 10-24, 18:00-22:00 - N. Van

5 eve - Mo/Mo/We/Mo/We. Feb 12-28, 18:00-22:00 - N. Van

5 eve - Mo/We/Mo/We/Mo. Mar 19-Apr 2, 18:00-22:00 - N. Van

Red Cross Emergency First Aid/BCLS "A" (202028)

An 8 hour basic First Aid and CPR course providing the skills necessary to prepare the participant to deal with a variety of life threatening situations. Content includes: management of airway and breathing problems, choking and CPR skills, heart education, handling of the unconscious patient, bleeding control and wound management. \$40 includes First Aid and CPR manuals.

1 day - Sa. Jan 13, 09:00-17:00 - CC

2 eve - Mo/Th. Feb 12/15, 18:00-22:00 - CC

1 day - Sa. Mar 24, 09:00-17:00 - CC

Red Cross Childsafe (202024)

This revolutionary program developed by the Red Cross demonstrates to parents how to make homes, cars and play areas safe for children. Much of the focus is on preventative safety in the child's environment, as well as teaching parents simple ways to teach their children First Aid and safety skills. The course includes instruction in how to prevent and cope with a variety of common childhood injuries including: child and infant CPR, burns, poisons, drowning, motor vehicle accidents and limb injuries. In addition to our scheduled classes, this course is offered on a contract basis to groups of 8 or more participants. For further information, please contact the Program Coordinator. \$38 includes the Childsafe manual.

2 eve - Tu/We. Jan 23/24, 18:00-22:00 - CC

2 eve - Mo/We. Mar 19/21, 18:00-22:00 - CC

CPR & First Aid for Dental Staff - Part I (202004)

This two part program is designed to update the emergency CPR and First Aid skills of dental staff. Part I covers the latest in CPR techniques (providing BCLS "C" recertification) and includes: one and two operator adult and child CPR, infant CPR, management of conscious and unconscious choking patients, recognition of heart attack signals, risk factors and the recovery position. Prerequisite: completion of a CPR BCLS "C" level program within two years prior to the course. This course is offered on a contract basis to groups of 6 or more participants. For further information, please contact the Program Coordinator. \$20 includes CPR manual.

CPR and First Aid for Dental Staff - Part II (202005)

Part II of our dental program provides instruction in first aid techniques appropriate to the dental office, including primary and secondary assessments, management of unconscious patients and the implementation of office emergency procedures. Prerequisite: completion of Part I or equivalent within one year prior to the course. This course is offered on a contract basis to groups of 6 or more participants. For further information, please contact the Program Coordinator. \$25

Fitness CPR - 'Life Consultants' (202035)

The Fitness CPR course is designed and offered specifically to meet the needs of dance exercise, fitness and weight training professionals. This 4 hour course will provide instructors with the knowledge and "hands-on" skills necessary to prevent, recognize and manage cardiorespiratory emergencies before, during and after exercise. The student will be taught how to initiate an orderly set of emergency procedures including: initial assessment, support procedures, medical referral procedures and follow-up reports and/or assessments. The fitness CPR course exceeds the requirements of the BCRPA Fitness Accreditation Program (2 hours BCRPA credit renewal). Students to wear clothing suited to exercise. Prerequisite: fitness instructor candidate/certified instructor/fitness participant. \$25 includes certificate and Manual.

1 eve - We. Jan 17, 18:00-22:00 - Lan

1 eve - We. Feb 21, 18:00-22:00 - Lan

1 eve - We. Mar 21, 18:00-22:00 - Lan

Fitness First Aid - 'Life Consultants' (202036)

Designed and offered specifically to meet the needs of dance exercise, fitness and weight training professionals, the 4 hour Fitness First Aid course will provide instructors with the knowledge and skills necessary to prevent, recognize and manage soft tissue, musculoskeletal and environmental injuries and other special considerations. A "hands-on" course, stressing emergency situations, this course exceeds the requirements of the BCRPA Fitness Accreditation Program (4 hours BCRPA credit renewal). Students to wear clothing suited to exercise. Prerequisite: fitness instructor candidate/certified instructor/fitness participant. \$30 includes certificate and manual.

1 eve - We. Jan 24, 18:00-22:00 - Lan

1 eve - We. Mar 28, 18:00-22:00 - Lan

LANGUAGE

Modern Languages

Learn the language of your choice in a relaxed, informal atmosphere. All courses emphasize the acquisition of conversational skills that will prepare you for travelling or doing business in the country of your choice.

A variety of teaching techniques, including oral practice, role playing, recording, films and videos, will make the language come alive.

Our instructors are native speakers experienced in teaching students to acquire useful language skills as quickly as possible.

Note:

Some courses may require the purchase of a book and/or cassette. These will be available at the campus bookstore.

Level 1

Introductory course for students with no previous knowledge of the language. This course will give you the ability to engage in simple conversations dealing with matters of everyday interest.

Level 2

This course will develop your fluency in the language and enhance your understanding of its formal structure.

Level 3

This course will introduce the more advanced student to idiomatic expressions of the language and develop the ability to converse fluently on a wide variety of different topics.

Placement:

In the first half hour of the first class, there will be a placement test for all students to determine their level.

Classes will end the week of April 2.

Inquiries: 324-5323

Arabic Conversation Level I (501901)

(Hamlin) \$75

10 eve - Tu. Jan 30, 20:00-22:00 - Lan

Cantonese Conversation Level I (501903)

\$75

10 eve - Mo. Jan 29, 20:00-22:00 - Lan (Lu)

10 eve - We. Jan 31, 18:00-20:00 - Lan (Leung)

10 eve - We. Jan 31, 18:00-20:00 - Lan (Lu)

Cantonese Conversation Level II (501904)

\$75

10 eve - We. Jan 31, 20:15-22:15 - Lan (TBA)

French in Action - Level 1 (502001) Level 2 (502002)

Level 3 (502004) Level 4 (502005)

French in Action is the latest in language teaching methodology. It is a combination of audio, video and text using a variety of techniques with feature film quality. This course will immerse you in a real French atmosphere that will make your language learning pleasurable and effective. Book required: "French in Action: The Carpezt method." (Available at the campus bookstore) This book will cover 5 levels which will be offered in the coming semester. 30 hour course, \$110

Level 1 - 10 eve - Mo. Jan 29, 19:00-22:00 - Lan (Visscher)

Level 2 - 10 eve - We. Jan 31, 19:00-22:00 - Lan (Visscher)

Level 3 - 10 eve - We. Jan 31, 19:00-22:00 - Lan (TBA)

Level 4 - 10 eve - Th. Feb 1, 19:00-22:00 - Lan (TBA)

French Conversation Level I (501913)

\$75

10 eve - Tu. Jan 30, 18:00-20:00 - Lan (Hassaine)

10 mng - Sa. Feb 3, 09:00-11:00 - Lan (Visscher)

French Conversation Level II (501914)

\$75

10 eve - Tu. Jan 30, 18:00-20:00 - Lan (Visscher)

10 eve - Th. Feb 1, 20:00-22:00 - Lan (Visscher)

German Conversation Level I (501919)

\$75

10 eve - Mo. Jan 29, 18:00-20:00 - Lan (Rommel)

German Conversation Level II (501920)

\$75

10 eve - Mo. Jan 29, 20:00-22:00 - Lan - (Scheuermann)

Italian Conversation Level I (501923)

\$75

10 eve - Tu. Jan 30, 20:15-22:15 - Lan (Visscher)

10 day - Sa. Feb 3, 11:00-13:00 - Lan (Visscher)

Italian Conversation Level II (501924)

\$75

10 eve - Th. Feb 1, 18:00-20:00 - Lan (Visscher)

Japanese Conversation Level I (501926)

\$90 - 25 hour course

10 eve - Mo. Jan 29, 19:00-21:30 - Lan (Nakata)

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. 22, 19:00-21:30 - KEC

Michael Leroux is a solicitor whose area of practice is real estate and corporate commercial.

Dealing with ICBC (502204)

Explore the fundamentals of dealing with ICBC when you have a claim. You will discuss the philosophy behind coverage and insurance and what to do with a property damage and personal injury claim. Other topics include obtaining legal representation, how to deal with an adjuster and breaches in coverage such as drinking and driving. (Morris) \$20

1 eve - Mo. Mar. 5, 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) \$75

10 eve - Th. Jan. 25, 19:00-21:00 - KEC

Gary Keenan is an accomplished jazz artist who has been working as a freelance musician in Vancouver for several years. He has developed his own successful version of the 'jazz shorthand' approach to the study of improvisation.

Music Theory (102613)

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

10 eve - Mo. Jan. 22, 19:00-20:00 - 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 - Mo. Jan. 22, 20:00-22:00 - KEC

Evelyn Buriak received her musical training at UBC. Her specialization is classical music, particularly the Baroque era.

Enjoying Classical Music - A Painless Approach (502537)

Vancouver composer Brian Tate performs, demonstrates and discusses popular classical music. The course requires no musical knowledge or experience - just your own ears! Combining his extensive musical knowledge with a lively sense of humour, Mr. Tate covers music from the baroque, classical, romantic, and contemporary periods on compact discs and tapes, with ongoing demonstrations from the piano. The course also includes at least one live performance from a guest artist. (Tate) \$90

10 eve - Tu. Jan. 23, 19:00-21:00 - CC

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

The Great Composers (502551)

Enjoy ten weeks of selected profiles of some of the world's greatest composers; the men, their music, the events and attitudes which helped to shape them. Each week instructor Judy Specht will bring alive the music of these masters via lectures, recordings and keyboard demonstrations. Featured works will highlight the influences of the external world on the composer, plus the internal make-up of his music, for a more profound appreciation of his music in general. No previous experience necessary. (Specht) \$80

10 eve - Th. Jan. 25, 19:00-21:00 - Lan

Judy Specht is a Vancouver composer of many published and recorded works, and an experienced lecturer who has shared her wisdom at the University of Ottawa, Douglas College and VCC Langara. She holds a Master of Music Degree in composition and an A.R.C.T. in piano.

Kodaly Pedagogy (102616)

Kodaly classes are used to develop musical literacy and musicianship skills. This course is for elementary school teachers, and post-secondary music students who have completed some Kodaly training. It is designed to develop pedagogical skills in the Kodaly concept. (Cuthbertson) \$100

10 aft - We. Jan. 24, 16:00-18:00 - KEC

Basic Note Reading (502546)

Designed to help the novice musician, particularly those interested in participating in a community or church choir. The course helps the student learn the basics of sight-reading and note-reading from a four-part score. (Gowans) \$35

10 eve - Tu. Jan. 23, 18:00-19:00 - KEC

Alex Gowans received his Diploma in Musical Arts from VCC. He currently sings with the Vancouver Choral, and is also working on post-Diploma studies. As a vocal soloist, he was the winner of the 1988 Vancouver Community College Concerto Competition.

Jazz History (502547)

Examine the roots and development of jazz, from its early conception through to modern day fusion and vocal jazz. Mr. Matheson's extensive record collection is used frequently during the course. (Matheson) \$75

10 eve - We. Jan. 24, 20:00-22:00 - KEC

Alan Matheson is on the faculty of the VCC Music Department, in addition to being a sought-after performer in Vancouver. He is a member of the jazz ensemble 'Fifth Avenue', which was the winning ensemble in the 1989 Alcan Jazz Festival, and he is widely recognized as the finest jazz historian on the West Coast.

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. 23, 18:00-20:00 - KEC

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

Jon Stanko has worked with computers and music notation 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. (Sikora) \$75

10 mng - Sa. Jan. 27, 10:00-12:00 - KEC

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

Women's Swing Choir (502523)

If you enjoy singing for the sake of singing, this is the choir for you. The choir's repertoire is drawn from Broadway Musicals, Pop and some Jazz. (True) \$70

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

Women's Vocal Jazz Ensemble (502524)

A choral ensemble for the more experienced choir member or vocalist. All musical styles will be explored with an emphasis on Pop and Jazz. Smaller ensembles will be open to those interested. (True) \$90

12 eve - Tu. Jan. 23, 20:00-22:00 - KEC

Pacific Youth Wind Ensemble (502548)

Under the direction of Jerry Domer, this auditioned ensemble will rehearse and perform standard repertoire, as well as a significant amount of challenging new material, and Canadian works. Performance oriented students in the high school system are invited to audition, as well as students currently studying at the post-secondary level. Phone 875-8220 to arrange for an audition. (Domer) \$50

12 aft - Sa. Jan. 13, 14:00-16:30 - KEC

Instrumental Music**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. 24, 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. 24, 20:00-22:00 - KEC

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

Jazz Fusion Improv (502544)

Beginning with an introduction to intervals and ear training, the course goes on to explore the structure and movement of chords and their corresponding scales. Special attention is given to creatively expressing class material on the guitar. Prerequisite: Knowledge of notes on finger board and staff. (MacDonald) \$45

10 eve - Mo. Jan. 22, 19:00-20:00 - KEC

Blues and Jazz Jam for Guitar and Bass (502543)

Here's the perfect opportunity to meet and play with other musicians of similar ability. Each week a new tune will be used as a means of exploring specific problems in accompanying and improvising. Prerequisite: Jazz Fusion Improv or equivalent. (MacDonald) \$60

10 eve - Mo. Jan. 22, 20:00-21:30 - KEC

Peter MacDonald studied at VCC in the Jazz and Commercial Music Program and continued his studies in Banff and in Los Angeles. He has been working as a performer and teacher 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. (Lutz) \$45

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

Saxophone: Intermediate (502520)

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

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

Clarinet (502550)

Introduce you to tone production, reading and other basic skills through ensemble playing. Learn the proper technique of the instrument through ensemble playing. Bring your clarinet and music stand. (Lutz) \$45

10 eve - We. Jan. 24, 20:00-21:00 - KEC

Dan Lutz received his Diploma in Musical Arts from Vancouver Community College. He performs regularly in the Lower Mainland, and has been teaching for several years.

Piano**Class Jazz Piano (502504)**

Instruction on individual pianos. A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrollment limited to 8 per class. (Lee) \$75

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

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

10 eve - We. Jan. 24, 20:00-21:00 - KEC

Class Jazz Piano Intermediate (502531)

A continuation of the beginners course, with emphasis on reading, and chording skills. Instructor's approval required before registration is completed. Enrollment limited to 8 per class. (Lee) \$75

10 eve - We. Jan. 24, 21:00-22:00 - KEC

Jeanie Lee studied in the Keyboard Program at Vancouver Community College. She has been teaching for a number of years, and has developed a highly successful method of 'class' instruction for piano. She is skilled in both classical and jazz repertoire and technique.

Piano 1 for Beginners (502517)

Class instruction on individual pianos. Learn notation, basic playing skills, and chording techniques. Students should have access to piano for home practice. Enrollment limited to 8 per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. (Diggins) \$75

10 eve - Mo. Jan. 22, 18:00-19:00 - KEC

10 eve - Mo. Jan. 22, 19:00-20:00 - KEC

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

Piano Intermediate (502518)

Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrollment limited to 8 per class. Seniors discount not available due to limited enrollment. (Diggins) \$75

10 eve - Mo. Jan. 22, 20:00-21:00 - KEC

Elena Diggins received her Bachelors Degree from SFU. She has taught in the VCC Piano program for several years. In addition to her duties with CE, she is a talented performer, and also a teacher in the Coquitlam School District.

Vocal Music**Vocal Coaching (102614)**

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

10 eve - Mo. Jan. 22, 18:00-20:00 - KEC (Newman)

10 eve - We. Jan. 24, 18:00-20:00 - KEC (Brauner)

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

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

Vocal Production (502522)

Basic singing techniques with emphasis on breathing, support, resonance, and tone quality. Ideal for those singing in a Church or community choir. (Gowans) \$45

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

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

Voice Workshop (502549)

The original course in singing which began at VCC 15 years ago. Your opportunity for solo singing with accompaniment in classical or pop music, with coaching in vocal techniques to develop your singing potential. Students should be prepared to bring a copy of their music for the accompanist. (Newman) \$75

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

Vancouver Community College Conservatory

This unique program offers you the chance to study with any of our faculty members, in the Continuing Education, or Music Credit Program. Lessons may be started at any time during the year, and continue as long as you wish.

Instruction is offered on all instruments, at varying rates beginning at \$135 for ten 1/2-hour lessons, students from beginner to advanced are welcome. (Auditions may be required to study with certain instructors.)

For further information, or to obtain a brochure, phone the Continuing Education office at 875-8200. To register simply phone the office, leave your name, instrument, phone number, and experience. We'll contact you to set up your lesson plan. In some cases, transfer credit to the VCC Music Diploma Program will be granted.

Summer Workshops

Plan now to participate in the summer workshop that interests you. Brochures and applications will be available beginning January 22 for all VCC summer programs. Phone 875-8200 or 875-8220 for further information.

Choral Workshop

Under the direction of Gerald Van Wyck, this two-week program will examine repertoire, work on vocal technique and choral ensemble. Guest conductors to be announced soon.

July 9-July 20 - Daily

String Workshop

Under the direction of Fred Nelson, a two-week study of chamber music, private instruction and large ensemble material. Theory rudiments and some ear training are also included. Open to all ages and levels.

July 23-August 3 - Daily

Soundwave Vocal Jazz Workshop

Peter Taylor heads an international faculty, including Michelle Weir, Roger Treece, Janet Warren, Alan Matheson, and more. This intensive workshop includes theory, jazz history, ear training and improvisation, in addition to ensemble work.

August 6-10 - Daily

Pacific Junior Wind Ensemble Workshop

Under the leadership of Jerry Domer, this workshop will include an international faculty dealing with technique, master classes, as well as small and large ensemble work. A perfect opportunity to get your 'chops' in shape before the next fall season.

August 13-17 - Daily

NATURAL HISTORY

For information and booking call 875-8200

Courses coordinated by Marja de Jong Westman

Field Trips**Snowflake Photography (502834)**

Single crystals of snow and each one unique...capture snowflakes on film with photographer, David Jennings. Course includes lectures on composition, lighting and weather; a field trip to Mount Seymour and a critique of student's work. \$40

Lectures: Mo. Jan. 22 and Tu. Jan. 30, 19:30-21:30

Field Trip: Sa. Jan. 27, 09:00-14:00

Wildlife Photography (502835)

Enhance the quality of your wildlife photographs with professional photographer, David Jennings. Course covers the unique requirements of wildlife photography - blinds and photographer's behaviour and a review of photographic basics. A field session to Squamish River to photograph bald eagles provides the chance to photograph these birds under professional guidance. Previous photographic experience is an asset. Students should have access to a single lens reflex camera and telephoto lens. \$55

Lectures: Th. Feb. 1/8/15, 19:30-21:30

Field Trip: Sa. Feb. 10, all day

Birds, Birds, Birds (502814)

With avid birder, Alice Cassidy, learn bird biology and the identification and ecology of Vancouver's resident and winter migrants. Lectures are extensively illustrated with slides, preserved specimens and sound recordings. Field trips to Jericho and Stanley Parks and Reifel Sanctuary offer guided field study. \$65

Lectures: Mo. Feb. 5/12/19, 19:30-21:30

Field Trips: Su. Feb. 11/18/25, mornings

Victoria Birding Weekend (502821)

Victoria boasts an abundant, diverse and rare collection of wintering birds. With ornithologist, Alice Cassidy, this excursion introduces the richest birding spots in and near Victoria...Martindale Flats for trumpeter swans, Quick's Bottom for eagles, Clover Point for various 'rarities' and Beacon Hill Park for forest specialities. Lodgings at Sunnymeade B. & B. (\$31.50 double). Carpools arranged at orientation. \$90

Orientation: Mo. Feb. 26, 19:30-21:30

Trip: Mar. 3/4

Gulf Islands Day Cruise (502813)

On a boat trip around the Gulf Islands, observe the thousands of seabirds and other marine animals which congregate at the peak of herring spawning. Wildlife biologist, Rob Butler, accompanies cruise and provides a wealth of information on the natural history of the area and on the field habits of seabirds. Cost includes boat charter. Bring lunch. \$70

Lecture: We. Mar. 14, 19:30-21:30

Trip: Su. Mar. 18, all day

Ucluellet Natural History Weekend (502810)

Discover the west coast with experienced biologist, Peter Ballin and other naturalists. Study seashore, coastal forest and sand dune ecology via daily field trips and evening lectures and films. Expect to see colourful marine life, misty rainforests, and perhaps gray whales on a boat trip offshore. Cost includes food, transportation, boat charter and lodging in school. (Motel accommodation can be arranged.) \$170

Orientation: Th. Mar. 22, 20:00-21:30

Trip: Mar. 30/31 and Apr. 1

Bowen Island Hike (502822)

With enthusiastic biologist, Nancy Baron, explore the natural heritage of this island on a day hike through 200 hectare Crippen Regional Park. Highlights include birding lagoons, spectacular examples of Canada's largest maple species, fish spawning channels, bogs rich in insect-eating plants and with luck...fields with blacktail deer. Cost include ferries. Bring lunch. \$35

Trip: Su. Apr. 22, all day

Newcastle Island Hike (502812)

Join naturalist, Bill Merilees, on a comfortable hike of this interesting island. Located across the channel from Nanaimo, the island was the site of some of B.C.'s earliest coal mines, sandstone quarries, and Japanese herring salteries. Now a Provincial Marine Park, it boasts 17 miles of hiking trails, active beaver colonies and rich samplings of native plants. Costs include ferries.

Bring lunch. \$40

Trip: Su. Apr. 29, all day

Gulf Island Natural History Cruise (502803)

Aboard motor sailer, Island Roamer, cruise the ecological reserves, marine parks and historically interesting areas of the Gulf Islands. With accompanying biologists, visit Sydney Spit, Mandarte Island seabird colony, rich shores of Race Rocks and Haro Strait...home to the southern community of killer whales. \$440 (\$140 tax-deductible tuition included)

Orientation: Wed. Apr. 25, 19:30-21:00

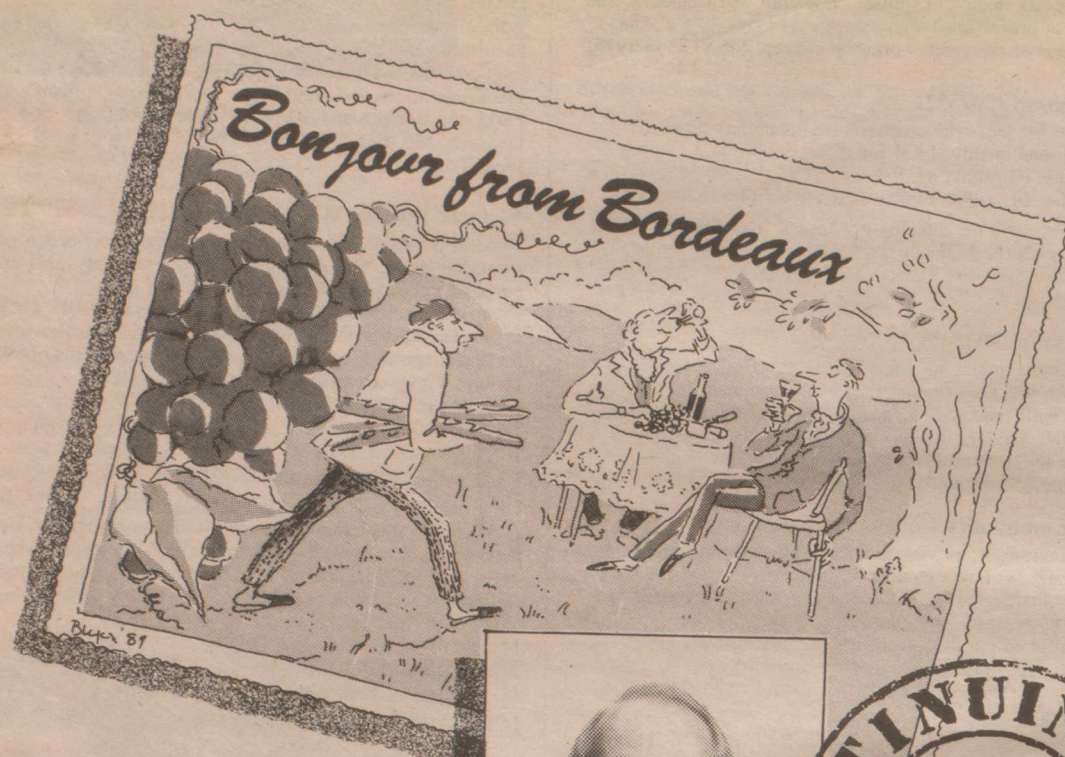
Trip: May 4/5/6

Queen Charlotte Islands (502808)

These islands are the earth's special gift. They are biologically unique - there are plants here which occur nowhere else in Canada, land mammals are subspecific to the islands and close to 500,000 seabird pairs nest here yearly. Human history is also of great importance - the decaying Haida poles at Ninistints are protected as world treasures. Biologist and anthropologist accompany cruise. \$1,795 air fare not included. (\$200 tax-deductible tuition included)

Orientation: We. May 16, 19:30-21:00

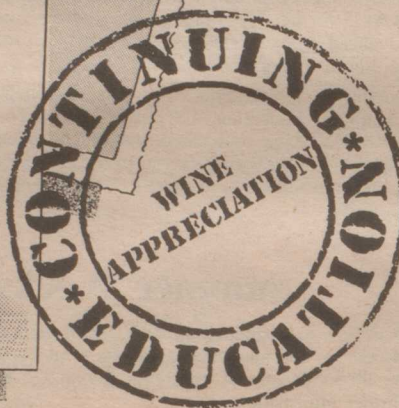
Trip: May 25 - June 0



Name: Roland Madox

Destination: Mareull-sur-Belle

Purpose of Visit: to savor a Medoc, St. Emillion and a Cabernet Sauvignon.



Natural History Travel Tours

Thailand's Natural History

Thailand is often hailed as the best country in which to see the lush tropical forest of southeast Asia. Stretching 1000 miles from the temperate forest of its northern mountain ranges to the jungles and pristine beaches of the Malay Peninsula, Thailand has an incredibly diverse flora and fauna. Although it is only half the size of B.C., it is home to more bird species than the entire North American continent. Thailand is also committed to conservation - its government recently banned all logging. On this tour we will visit Thailand's highest mountain at Doi Inthanon National Park; one of the finest tracks of tropical forest in southeast Asia in Khao Yai National Park; the beaches, seabird colonies and limestone caves near Phuket; and the coastal marshlands of Sam Roi Yot National Park.

Dates: Feb 24-Mar 16, 1990

Cost: \$3650 (includes tax-deductible tuition of \$750)
Leader: Dick Cannings, Naturalist, Cowan Vertebrate Museum, UBC For information and booking call: Great Expeditions - 263-1476.

Mexico - Exploring Nature Under the Volcanoes

During this one-week natural history adventure to the relatively unexplored areas of Barras de Navidad and Colima on the Pacific coast of central Mexico, there will be ample opportunity to observe, photograph and enjoy a range of outdoor activities.

Barras - Sleepy fishing village with animal-rich mangrove estuaries.

Tenacatitlan - One of the most gorgeous beaches in Mexico which also offers terrific snorkelling and birding potential with regular sightings of white pelicans, brown boobies and skimmers. **Colima** - Volcanoes National Park - Birding on the slopes of twin volcanoes, "Fire" and "Ice," for gray silky flycatchers and red-faced warblers. **San Antonio** - Tropical forest and birds such as shrike tanagers and trogons.

Dates: Feb 18-26, 1990

Cost: \$1545 (includes tax-deductible tuition \$350)
Leaders: Biologists, Nancy Baron and Allison Watt
For information and booking call: Great Expeditions - 263-1476

The High Arctic (502836)

Touch another world - experience life with an Inuit family, travel by dog sled camp on the ice and observe an unparalleled wildlife spectacle of beluga whales, narwhals, seals, polar bears and walrus.

Base camp is established on Lancaster Sound and daily excursions to the ice floe edge for wildlife observations are planned.

Experienced hunter-guides ensure the comfort of participants and Vancouver Aquarium researcher, Nancy Baron accompanies tour.

Dates: Jun 16-24, 1990

Cost: \$3700 approximate (includes on-site transportation, food, lodging and guides; excludes airfare from Vancouver to Resolute)

For information and booking call: Wayne Decler - 875-8200

PERSONAL ENRICHMENT

Goal Setting as a Skill (503406)

When you set goals for yourself they work in two ways - you work on them and they work for you. You will learn to set life goals and methods to achieve mastery of present and future life situations. Areas of concentration - financial/career, physical/health, mind/educational, family/home and relationships, spiritual/emotional, social/political, and recreation/vacation. (McGrattan) \$60
6 eve - We. Feb 7, 19:00-21:00 - Lan

The Art of Listening (503457) ** New **

The course is designed for anyone who wants to communicate better. Listening is 46 percent of communication and it is not formally taught. Participants will identify non-listener/passive and active listening characteristics. Learn to distinguish feelings and how to express them appropriately. (McGrattan) \$40
1 day - Sa. Feb 10, 09:00-16:00 - Lan

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

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. (Joy) \$65
6 eve - Mo. Jan 15, 19:00-22:00 - Lan

Susan Joy has six years' experience as a personal growth consultant, working extensively with self-esteem and positive change.

Getting Off the Scales (503454)

Your body weight is your choice. Unwanted weight is like unwanted information ... it just gets in the way. We're not going to tell you how to exercise or what to eat. Using practical meditation tools this course is designed to help you recreate your physical shape. Throw away your scales forever. (Skay) \$85
8 eve - Tu. Jan 30, 19:00-21:30 - Lan

Deborah Skay, B.A., is a consultant with Oracle Consulting, which specializes in education and communication consulting.

Public Speaking for the Terrified (503424)

In a relaxed environment, gain confidence and learn to speak out publicly through group participation. Control the jitters, dispel that fear! Emphasis on the practical. (Goodey) \$70
10 eve - Tu. Jan 16, 19:30-21:30 - Lan

Ron Goodey has 21 years' experience in office work and 6 years in Toastmasters International.

The Art of Conversation (503452)

Enrol now and meet new friends, be comfortable in large groups even when alone! Recognize possible irritating voice tones, opinions and mannerisms. Learn helpful hints in memorizing, showing animation and overcoming boredom. Learn to save grace in difficult situations and overcome self-consciousness. This course could change your life or social calendar at least! (McLaren) \$75
8 eve - We. Jan 17, 19:30-21:30 - Lan

How to Get Organized

When You don't Have the Time (503453)

Stop procrastinating. Learn skills in reducing stress, increasing productivity, retaining control and in gaining perspective. Add more time to your daily life. (McLaren) \$30
1 day - Sa. Jan 27, 09:30-14:30 - Lan

Sylvia McLaren enjoys sharing her leadership and motivational skills to promote your personal and professional goals. She is a self-employed businesswoman who has taught many self-development courses.

The Art of Presentation (503456) ** New **

Present yourself at your best. Make that first impression count. A hands-on program and complete guide to developing your own personal style. Includes colour and personality analysis, wardrobe building, skin care, make-up and much more. (Smith) \$75
8 eve - We. Jan 17, 19:30-21:30 - Lan

From Razors to Red Socks (503455) ** New **

Personal style for men. Understanding and creating your personal style can be easy and fun. This is a one-day workshop covering colour and you, wardrobe building, your clothing personality and basic skin care. (Smith) \$35
1 day - Sa. Jan 20, 09:30-15:30 - Lan

Wynne Smith is a licensed esthetician and wardrobe consultant dedicated to increasing your self-confidence through her self-development courses for men and women.

Learn to Meditate (503409)

Learn how meditation can improve your life and bring more joy. Each week you will learn new techniques to cover related topics. (Runkel) \$20
4 eve - Tu. Jan 16, 20:15-21:15 - Lan

Trace Your Family Tree (503414)

You will complete a personal research plan, utilizing libraries, institutions, obvious and obscure sources and finding aids. Learn to solve special problems relating to the country of your "Roots." Extensive hand-out materials with basic information and filing system will be supplied. Bring a lunch. (Leduc) \$25
1 day - Sa. Feb 10, 09:30-16:30 - Lan

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

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 5, 19:00-21:30 - Lan

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

Cake Decorating (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. Feb 4, 20:00-22:00 - Lan

DON'T WAIT

If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if insufficient advance interest is shown.

PHOTOGRAPHY

The following courses may be taken either for GENERAL INTEREST or toward the Visual Arts Certificate Program Photography Major. For further information and registration see below or contact Focal Point at 224-3636 between 11:00-15:30 hours, Tuesday - Saturday, starting January 9, 1990. For those unable to register during the day, evening registration will be from 19:00-20:00, January 9 and 10 only.

Basic Photography (300101)

Learn how to operate a 35mm camera! Through lectures, workshops, demonstrations, field trips and critiques, students will develop a good foundation in basic photographic concepts such as: exposure control, depth of field, motion, night photography, plus some black and white film processing and printing techniques will also be covered. (Hayes) \$130
10 eve - Mo. Jan 15, 19:00-22:00 - FP
10 aft - Tu. Jan 16, 12:30-15:30 - FP
10 eve - Tu. Jan 16, 19:00-22:00 - FP
10 eve - Fr. Jan 19, 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 while learning compositional and lighting techniques. Learn basic studio lighting techniques for both portrait and still life, and also how to get the most out of available light. Students will gain hands-on experience with lighting equipment through shooting sessions with professional models. Good technical and compositional techniques are stressed throughout the course. Prerequisite: "Basic Photography" or equivalent. (Brons) \$145
10 eve - Mo. Jan 15, 19:00-22:00 - FP
10 aft - Tu. Jan 16, 12:30-15:30 - FP
10 eve - Tu. Jan 16, 19:00-22:00 - FP
10 eve - Fr. Jan 19, 19:00-22:00 - FP

Doug Brons, CAPIC - A commercial photographer who works extensively in the studio and on location as well as spending a considerable amount of time shooting images for stock files.

Commercial Photography (300116)

Gain practical experience in the field of commercial photography with emphasis placed on advertising. You will be given assignments, each stage of which will be followed and guided by a professional art director and photographer. Topics will include: working with clients, art directors and models, composing layouts, and getting the most out of photographic equipment and lighting. "Intermediate Photography" or equivalent is a prerequisite. (Blue/Hawco) \$195
10 eve - We. Jan 17, 19:00-22:00 - FP

Greg Blue is a commercial photographer specializing in studio and product photography.

David Hawco is an art director and designer.

Basic Darkroom (300102)

Through lectures and demonstrations with lots of workshop time, students will learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, dry mounting and some print finishing techniques. (Chin) \$140
10 eve - We. Jan 17, 19:00-22:00 - FP
10 mng - Sa. Jan 20, 10:00-13:00 - FP
10 aft - Sa. Jan 20, 13:30-16:30 - FP

Phil Chin, CAPIC - A freelance photographer who specializes in people, video and black and white darkroom photography.

Fashion Photography (300117)

This course, taught by a fashion photographer, will introduce the student to the various aspects of Fashion Photography. The course will cover the different styles and types of fashion photography, as well as some of its history. Lighting techniques as they apply to fashion will be covered, as well as the relationship between the photographer and the model. Students will have practical demonstrations in both fashion styling and make-up. Choosing the right model will be covered with a practical casting session. Students will also have shooting sessions with professional models. Students must have completed Intermediate Photography or its equivalent. (Harvey) \$195
10 eve - Th. Jan 18, 19:00-22:00 - FP

Tim Harvey is a commercial photographer specializing in Fashion Photography.

Practical Darkroom (300104)

Learn fine quality black and white photographic printmaking through practical applications of various techniques and individualized teacher instruction. Bleaching and toning procedures are also covered. Prerequisite: "Basic Darkroom" or equivalent. (Tripp) \$145
10 eve - Th. Jan 18, 19:00-22:00 - FP

Andrew Tripp - Works commercially, specializing in people photography.

Practical Lighting (300122)

This ten week course will teach the student advanced fundamentals of lighting as it applies to People and Still Life. The course will cover equipment selection, and technique, with several practical shooting sessions in and out of the studio. Students will learn to

recognize the potential of lighting, use it in a way that suits the needs of the subject, and to treat each set as a completely fresh situation. Students must have completed Intermediate Photography or its equivalent. (Harvey, Blue, Brons) \$195
10 mng - Sa. Jan 20, 10:00-13:00 - FP

Studio Management (300131) ** New **

Designed to complement the Business Practices course, this course introduces the student to the day-to-day mechanics of running a photographic business. Students will be given instruction in preparing estimates, simple accounting procedures, relationships with employees and suppliers, communication skills and copyright. Students must have completed Business Practices. (O'Brien-Bell) \$175
10 mng - Sa. Jan 20, 10:00-13:00 - FP

Business Practices (300126)

This course will introduce students to the business of photography. Students will be given instruction in marketing and self promotion, setting up a business, business law, portfolio presentation, professional practices, and a discussion of the Free Trade Agreement and its effect on photographers. This course is designed for the working professional or the aspiring professional. Students must have completed Intermediate Photography or its equivalent. (O'Brien-Bell) \$175
10 aft - Sa. Jan 20, 14:00-17:00 - FP

Catharine O'Brien-Bell, CAPIC, Brooks graduate specializing in propping, styling and production management.

Photo Retouching (300110)

Learn to restore, correct or enhance photographic prints. You will learn to modify black and white or colour photographs with the use of dyes and several different media. You will be required to purchase additional supplies. (Jensen) \$130
10 eve - We. Jan 17, 19:00-22:00 - CC

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 16, 19:00-22:00 - CC

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 City Centre. (Hawkes) \$130
10 eve - We. Jan 17, 19:00-22:00 - CC

Kiku Hawkes - A local photographic artist who specializes in the hand tinting of historical and contemporary black and white photographs.

Visual Arts Certificate Photography Major

This Certificate Program offered by the CE Division is designed for those employed in the photographic industry and for those who use photography in their work. Amateur photographers and those not interested in the complete certificate may take courses for general interest. Certificate students will be required to complete approximately 400 hours of instruction to receive the Photography Certificate. Students wishing entry into the certificate program must have a successful interview and show a portfolio of their work. The courses are taught by working professionals in professionally equipped studios and darkroom facilities. Classes are limited in size. Registration at Focal Point (4474 West 10th Avenue) will be held from 11:00 - 15:30, Tuesday through Saturday, starting January 9, 1990. For those unable to register during the day, evening registration will be from 19:00-20:00 on January 9 and 10 only. For information please contact Focal Point at 224-3636.

CAPIC Lecture Series

CE and the Canadian Association of Photographers and Illustrators in Communication are pleased to announce the following lectures at CC:

Financial Planning (300130) - Jan 18

Slide Show (300128) - Feb 22

Annual General Meeting - Mar 21

CAPIC members \$10

Non-members \$15

Lectures begin at 19:00

For further information call 872-1248.

EARN A CERTIFICATE

If you need training to get ahead in your job, to broaden your career path or blaze a new one, a Vancouver College Continuing Education Certificate Program is designed specifically to meet your needs. Representatives of industry and the professions help plan these programs for adults who want to get thorough background in a particular field, but who do not want to undertake a degree program.

Each Certificate Program must meet the following criteria:

1. An established sanctioned curriculum with a logical grouping of courses.
2. A program Advisory Committee composed of members with expertise in that field.
3. A Program based on an employer, outside agency, or industry standard.
4. A formal procedure for evaluation.
 - Building Manager (Residential)
 - Business Administration
 - Business and Local Area Networks
 - Childbirth Educators
 - Community Based Social Services
 - Computer Skills for the Workplace
 - Counselling Skills
 - Court Interpreting
 - Early Childhood Education
 - Effective Head Nurse
 - Fashion Arts
 - Management Skills for Supervisors
 - Management of Non-Profit Organizations
 - Office Administration
 - Property Management
 - Small Business Management
 - Sterile Supply
 - Substance Abuse Program
 - Teaching English As A Second Language
 - Telecommunications Management
 - Visual Arts - Photography Major
 - Volunteer Management
 - Working with School Aged Children

TO GRADUATES AND FORMER STUDENTS OF VANCOUVER COMMUNITY COLLEGE

The Vancouver Community College Alumni Association is your organization, — a means to stay in touch with the college, former classmates and teachers. We will work to keep you up to date on college activities, special events and lectures and to provide a network of Alumni contacts for social or business purposes.

We cordially invite you to join the Association and we welcome your participation.

Name _____

Address _____

Postal Code _____

Ph. (Res) _____ (Bus) _____

Program _____

Campus _____

Month & Year Completed _____

Tell us about yourself _____

Barbara Alldritt,
Director

875-1131

Local 353

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



REAL ESTATE & PROPERTY MANAGEMENT

Vancouver Community College, Continuing Education Division, offers two certificate programs in real estate management, as well as several non-credit courses and seminars on selected real estate topics.

The Property Management Certificate Program is designed to meet the educational needs of commercial/residential property managers. The Building Manager (Residential) Certificate Program is uniquely tailored to meet the educational requirements of resident managers in apartment buildings and other multi-family properties. Both of these professional programs enjoy the support and guidance of PAMA (the Association of Professional Residential Property Managers).

Our non-credit courses and seminars cover a wide range of special topics. These courses and seminars have been developed by VCC in response to your continuing interest in the field of real estate.

Program Coordinators:

Building Manager (Res.) Certificate Program - Brian Pink (682-5844)

Property Management Certificate Program - Chuck Dunn (324-5511)

Non-credit real estate courses - Wayne Declé (875-8200)

Real Estate and Property Management

Information Night

Learn about

- Property Management Certificate Program
- Building Manager Certificate Program
- Non-Credit Real Estate Courses

Please drop by to see us on Thursday evening January 11, 1990, from 5 - 8 pm to learn about VCC's real estate programs and courses. Program advisors will be on hand to answer your questions. Course outlines and other literature will also be available.

Location:

Langara Continuing Education Office
100 West 49th Avenue
Vancouver, B.C.
324-5322

Time:

Thursday, January 11, 5 - 8 pm.

If you are thinking about taking a course in real estate or property management this Winter (for either career or general interest purposes), please come in and see us.

Refreshments will be available.

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 20, 09:00-15:30 - Lan

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

Fridge and Stove Repair (109006)

Learn the basic operation and repair of household fridges and stoves. Students will learn to identify common problems and how to perform basic repairs. Use of voltage and OHM meters included. This workshop will be held at 776 Kingsway, Vancouver. Students must pre-register through Continuing Education. There will be no registration at the course site. (Archambault) \$45

1 day - Sa. Feb 3, 09:00-15:00 - 776 Kingsway

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

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. Hand-outs included. (Best) \$45

1 day - Sa. Feb 10, 09:00-15:30 - CC

Gerry Best is an independent, licensed renovations contractor with over 19 years' experience on the Lower Mainland. He specializes in residential renovations and finishing carpentry.

Property Management Certificate Program

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

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

For registration call 324-5322.

Non-Certificate students may enrol in any course without meeting certificate requirements except Appraisal 1118, Part 2 and Property Management 2415 and 3415.

Certificate Requirements:

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

Property Management 1415

Property Management 2415

Property Management 3415

Real Estate Law 1325

Real Estate Appraisal 1118 Part 1

Real Estate Appraisal 1118 Part 2

Micro Economics 222

Macro Economics 221

Computer Applications in Business 2000

Real Estate Marketing 1420

Accounting 1115

Communications 1118

Entry Requirements:

Participants must have completed Grade 12 and be proficient in English. For Communications 1118, the prerequisite is the successful completion of the L.P.I. (Language Proficiency Index Exam). This exam will be administered Thursday, January 11.

Transfer Credit:

Transfer credit for previously completed courses will be considered for Accounting 1115, Communications 1115, Micro Economics 222 and Macro Economics 221 where students have received a grade higher than 65%.

Economics 221 and 222 (Micro and Macro) must be taken through one of the community colleges as they are university credit courses. They are offered at VCC in the evening. Registration is the week of January 2, 1990. Phone 324-5511 for further details on times and days.

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 1990

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. \$195

13 eve - We. Jan 24, 19:00-22:00 - Lan (Agnew)

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

B. Agnew is a practising property manager with extensive experience and has taught property management courses and seminars at various institutions.

Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing Commercial and Industrial Type Properties. Prerequisite - successful completion of Property Management 1415. (Read) \$195

13 eve - Mo. Jan 22, 19:00-22:00 - Langara

Property Management 3415 (109103)

An in-depth course that discusses the management of shopping centres. Topics will include: shopping centre location, tenant mix, leases, insurance, promotion and advertising, security, budgets, problems with retailers, future trends. Prerequisite is the successful completion of Property Management 1415 and 2415. (Read) \$195

13 eve - We. Jan 24, 19:00-22:00 - Lan

P. Read is a practising property manager, specifically in commercial and shopping centre properties with over 25 years' experience in the Real Estate field.

Real Estate Appraisal 1118 - Part 2 (109106)

More focus on building construction. In depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. Prerequisite: Successful completion of Part 1. (Dunn) \$195

13 eve - We. Jan 24, 19:00-22:00 - Lan

C. Dunn is a real estate appraiser and teaches the Appraisal course at Langara.

Real Estate Law - 1325 (109104)

A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate. (Milden) \$195

13 eve - Wed. Jan. 24, 19:00-22:00 - Lan

Dan Milden is a practicing lawyer.

Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$150

13 mng - Sa. Jan 20, 10:00-13:00 - Lan (Brimm)

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

13 eve - Tu. Jan 23, 19:00-22:00 - Lan (Glass)

13 eve - We. Jan 24, 19:00-22:00 - Lan (Badley)

13 eve - Th. Jan 25, 19:00-22:00 - Lan (Martin)

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

Barrie Martin, C.G.A., Senior Auditor, Revenue Canada, has 14 years' teaching experience at VCC.

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.

Tammy Brimm, C.M.A., teaches Computer Accounting at VSB, as well as working in private industry.

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises you will learn how various computer applications; word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. (Tollstam) \$185

10 mng - Sa. Jan 20, 09:00-13:00 - CC

13 eve - Tu. Jan 23, 19:00-22:00 - Lan

13 eve - We. Jan 24, 19:00-22:00 - Lan

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

LPI (102055)

Language Proficiency Index Exam. This exam is mandatory for all students registering in Communications 1118. The fee for this exam is non-refundable. The exam will be written Thursday, Jan 11, 19:00-21:30 - \$25

Communications 1118 (102016)

This course is designed to prepare students to compose business correspondence and training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes, and employment correspondence. \$150

13 eve - Tu. Jan 23, 19:00-22:00 - Lan

Real Estate

Non-credit Courses

Buying a Condominium (500701)

Introduces new buyers to the financial and legal structures of a condominium (strata) corporation - how are by-laws enacted, who controls the corporation, what are an owner's rights, duties and obligations, and how to distinguish the good condominiums from the poor ones. (Fanaken) \$25

1 mng - Sa. Feb 10, 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. Feb 24, 09:00-12:00 - KEC

Gerry Fanaken - President of a property management company in Vancouver and author of two books on condominium administration.

Dealing in Real Estate (500703)

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

7 eve - Th. Jan 25, 19:00-21:30 - Lan

Vic Krueger, LL.B., is a lawyer and a lease negotiator with the Government of Canada.

Managing Residential Tenancies (500705)

For owners of rental houses, single suites and small apartment buildings. Learn tenant screening techniques, handling evictions, dispute resolution, good tenant relations and the Residential Tenancy Act. (Pink) \$45

1 day - Sa. Jan 20, 09:00-15:30 - Lan

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

Legal Aspects of Buying a House (502203)

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

1 eve - We. Feb 22, 19:00-21:30 - KEC

Michael Leroux is a solicitor whose area of practice is real estate and corporate commercial.

Ten Steps to Selling Your Own Home (500708)

Have you toyed with the idea of selling your own home but were deterred by what seems to be a very complicated process? Being the salesperson for your own home gives you the control in the selling process and, of course, saves you the commissions normally payable to a real estate company. It is not a complicated process, but it must be worked through methodically. The process is outlined in a comprehensive 40-page document, researched and produced by the instructor, covering the Ten Steps to Selling Your Own Home. It includes: the ten most important facets of real estate sales, preparing yourself and your home for the sale, pricing a home, effective advertising, buying techniques, completing the process. (Smail) \$35

1 eve - Tu. Feb 6, 19:00-22:00 - KEC

David Smail has been teaching this course for five years in the Lower Mainland.

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.

Building Manager (Residential) Certificate Program

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

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

Non-certificate students may enrol in any courses.

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

The entire program (4 courses) costs \$500.

Entry Requirements:

Completion of grade 12 is not necessary, but students must possess reasonably good oral, reading and writing skills. Good manual dexterity is highly preferred.

Certificate Requirements:

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

Individual seminars on various landlording issues are also offered for the benefit of residential building managers and rental property owners. These seminars do not carry credit towards the Program Certificate.

Evaluation:

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

Advisory Committee:

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

Courses:

Law and Tenant Relations (109001)

Learn to manage residential tenancies 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 23, 19:00-21:30 - CC

Building Maintenance and Cost Control (109002)

Learn how to maintain your building and control costs through preventative maintenance, pest control measures, basic appliance repair, fire safety, building security and simple analysis of heating, plumbing and electrical systems. Classes shall include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$135

10 eve - Mo. Jan 22, 19:00-22:00 - CC

Building Service Management (250404)

Intended for building supervisors and others who wish to advance in the building service field. This course will explore basic supervisory and building management skills including purchasing, budgeting, inventory control, scheduling and motivation of staff. Floor types and the care of powered equipment will also be covered. (Vickery) \$135

10 eve - We. Jan 24, 18:30-21:30 - CC

Building Service Worker - Level 1 (250401)

Learn general cleaning and floor maintenance. A theoretical course in preparation for the hands-on program. Explore types of soils, sweeping methods and equipment, types of cleaners, germicides and disinfectants, washroom and window cleaning, floor machines and servicing specialty areas. \$135

5 day - Sa. Jan 20, 09:00-16:00 - CC

5 day - Sa. Mar 3, 09:00-16:00 - CC

RECREATION, SPORTS, LEISURE

Interval Training (Sequence System in Weight Training (151224)

Learn how to use weight training to improve your cardiorespiratory system, stamina, flexibility, tonization and strength. Find how to adopt your weight training to your body type, limitations, recreational activities or sport which you are involved in. (Kodet) \$20

1 eve - Th. Feb 1, 18:00-22:00 - Lan

Ski for Fun (504039) ** New **

In cooperation with Seymour Mountain, learning to ski the basics adds to the enjoyment of skiing. Bring your own skis if possible. Develop the proper basics of this sport. Gain knowledge of equipment use, warm-up techniques, safety procedures and various weather conditions. Equipment provided. Transportation NOT included. \$40 09:00-14:00 - Classroom lecture, demonstration (Langara), (Cooper) 15:30-17:00 - Lesson on Seymour Mountain, 17:00 - ? - Open skiing

1 day - Sa. Jan 20, 09:00-17:00 - Lan

1 day - Sa. Feb 3, 09:00-17:00 - Lan

1 day - Sa. Feb 10, 09:00-17:00 - Lan

Ray Cooper has been skiing recreationally for 17 yrs. and teaching privately on local mountains.

Sport Massage (151227)

Learn the very basic, mainly practical part, of sport massage and auto-massage to improve your recovery after a tough workout or injury. Also find how to alleviate the back pain just by using your fingers. (Kodet) \$25

1 day - Sa. Feb 10, 09:00-16:00 - Lan

Antoinin Kodet, PhD has studied at Charles University in Prague, Czech., Faculty of P.E. and Sport.

Shiatsu: An Introduction to Japanese Acupressure in Five Parts

This series is intended to help you help others, and feel better yourself, using Shiatsu - A Japanese bodywork system that effectively alleviates many of the effects of today's stresses and tensions. Relaxation and self Shiatsu techniques will also be taught. Take the complete series, and learn a full treatment, or any class that appeals to you. Please wear loose comfortable clothing and bring a mat or blanket and a small pillow to each of the classes.

Shiatsu-Workshop (Neck & Shoulder) (504027)

(Thomas) \$15

1 mng - Sa. Jan 27, 09:30-12:30 - Lan

1 mng - Sa. Mar 3, 09:30-12:30 - Lan

Shiatsu-Workshop (Back Tension) (504028)

(Thomas) \$15

1 mng - Sa. Feb 3, 09:30-12:30 - Lan

Shiatsu - Hips/Legs/Feet (504036)

(Thomas) \$15

1 mng - Sa. Feb 10, 09:30-12:30 - Lan

Shiatsu - Arms/Torso (504037)

(Thomas) \$15

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

Shiatsu - Head/Neck/Face (504038)

(Thomas) \$15

1 mng - Sa. Feb 24, 09:30-12:30 - Lan

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CONTINUING EDUCATION

LANGUAGE

Name: Mae Jones

Destination: Shanghai Academy of Languages

Purpose of Visit: to acquire fluency in Cantonese conversation.

RESIDENTIAL DESIGN

Introduction to Residential Interior Design - Part I (504201)

Learn personal expression in functional interiors. Topics include space planning, scaled layouts, the history and development of furniture, style planning and colour theory. Find practical solutions for your residential design projects. (Leviton) \$80
5 eve - We. Jan 24, 19:00-22:00 - KEC

Introduction to Residential Interior Design - Part II (504202)

Build upon concepts introduced in Residential Interior Design Part I. Topics include textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures (Leviton) \$80
5 eve - We. Feb 28, 19:00-22:00 - KEC

Residential Interior Design Workshop (504203)

Students will design a residential interior by adapting a client profile (information on lifestyle, needs and preferences) to a given house plan. Solve design problems, explore a variety of solutions, and stimulate creativity in an informal workshop. Bring "I" scale rule, scissors, pencil and eraser. Prerequisite: Introduction to Residential Interior Design course or equivalent basic understanding of design required. (Leviton) \$60
2 mng - Sa. Jan 20/Feb 3, 10:00-13:00 - KEC

Irene Leviton - B.A. Fine Arts, Interior Design Diploma, N.C.I.D.Q., 17 years' design experience. Irene specializes in residential and store design for the fashion industry.

SAILING

Sailing - Theory and Practical Training

March 1990 is sailing time on the Knowledge Network. At this time, the Network, in conjunction with VCC Continuing Education Division and Sail Train International, will offer two televised courses:

Set Your Sails (600047)

Coastal Navigation Skills (600048)

Each course is designed to provide students with an introduction to the skills, techniques and theory that must be developed through hands-on training.

Each 6-lesson series, accompanied by a Viewer's Guide, will be broadcast on the Knowledge Network prior to the Practical Courses listed below.

For further information on program scheduling, costs, various guides, and registration, please call Vancouver Community College - Continuing Education Division at 875-8200.

Set Your Sails/Basic (503458)

Canadian Yachting Association

We're off to learn/cruise exciting Howe Sound for three days. A great way to learn to handle your own yacht as skipper. Course has now been extended to three classroom sessions and an optional televised home study program. Course includes: manoeuvring under sail and power, basic navigation and many other seamanship skills to complete the CYA Learn to Cruise standard. Optional CYA certification offered with bare boat chartering privileges to 30' on successful completion of written/practical exams. Class size is limited; pre-registration required.

Yacht, instructor, sleeping berth, safety gear and some food provisions with dinner wine are provided. Ashore accommodation optional at student's expense. \$345
3 eve - We. Apr 4, 19:00-22:00 - KEC
Easter long week-end practical departs Sa. 10:00, returns Mo. 17:00

If more information is needed, call Sail-Train Int. 439-1191 or Wayne Deele, Vancouver Community College - Continuing Education Division - 875-8200.

Set Your Sails/Intermediate (503459)

Canadian Yachting Association

This course requires CYA Learn to Cruise Basic certification as a prerequisite for Intermediate certification. Confident sailors without Basic certification, but with several seasons of experience, may challenge Basic written/practical exams at \$75 additional cost. Practical session includes 20 mile night passage to Gulf Islands on a luxurious state-of-the-art racer/cruiser, spinnaker handling, heavy weather skills, coastal navigation and much more to exceed CYA standard. \$345

2 eve - We. May 16, 19:00-22:00 - KEC
Practical departs Sa. May 19, returns May 21
For more information, call Sail-Train Int. 439-1191

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. Mar 3, 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 17, 09:30-16:00 - KEC

Debbie Laidler is a kinesiologist who has developed and taught self-defence courses in B.C. She is a second degree black belt in judo and has competed internationally with the Canadian Judo Team.

SOCIAL SERVICES

Community Based Social Services Certificate Program

General Information

This program was developed and first offered in 1982. Its purpose is to improve the skills of people working in the Social Services field who do not have a formal qualification. It examines social service skills and practice relating to a variety of client groups in the community, in order to expand the knowledge and skill base of social service workers. This part-time certificate program is designed to meet the needs of those working full-time. It is scheduled over a ten-month period and is 180 hours in length.

For Whom?

For those currently working in the Social Service field. This is not an entry level program. It is aimed at those individuals with a combination of volunteer/work experience in human services but limited formal training.

The Program (150401)

The program has four components:

- Part I - 6 skill-based foundation courses (51 hours)
- Part II - 6 courses focusing on specific social service client populations (54 hours)
- 5 group seminars (15 hours)
- practicum (60 hours)

The program begins in September each year and must be completed by August 31st of the following year. Classes are held one evening a week.

A College Certificate in Community Based Social Services will be granted to those students who successfully complete the program requirements.

Courses

The Part I courses are:

- Service Needs
- Record Keeping
- Counselling and Interviewing Skills
- Social Service Practice
- Economics of B.C. Social Service
- Resource Utilization

The Part II courses are:

- Services to the Community
- Services to Children
- Services to the Mentally Disabled
- Services to the Older Adult
- Services to the Physically Disabled
- Services to the Multicultural Client

Admission Requirements:

- Grade 12 completion
- Current work experience in the social service field/combination of work/volunteer experience in human services
- Good knowledge of English, both oral and written

Fees for program: \$550 which may be paid in full or instalments.

Program Coordinator: Lynda Dassik

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

Vancouver Community College, Continuing Education Division, will be closed from Dec. 22, 1989 to Jan. 2, 1990 for the holidays. Registration begins at 9:00 a.m. Jan. 2, 1990.

SPECIAL EDUCATION

Learning About Disabilities (010303)

For people wishing to learn about hearing or visual impairment, learning or physical disability, mental handicap and mental illness. Learn causes, how to help and relate, adaptations, mobility and services available. Introduction is a prerequisite for one other session. Introduction and one disability section. \$40. Total course \$95.
13 eve - Tu. Jan 16, 19:00-21:30 - KEC

Schedule:

- Introduction - Jan 16
- Visual Impairment - Jan 23/30
- Mental Handicap - Feb 6/13
- Hearing Impairment - Feb 20/27
- Physical Disability - Mar 6/13
- Mental Illness - Mar 20/27
- Learning Disability - Apr 3/10

Each session will be taught by an expert in that field of disability.



CONTINUING EDUCATION

NATURAL HISTORY

Name: Linda Takata

Destination: Grand Canyon National Park, Arizona USA

Purpose of Visit: to witness a true "wonder of the world" first hand.

TELECOMMUNICATIONS

Telecommunications Management Certificate Program

Scheduling:

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

*Understanding Telecommunications (102208)

This introductory course is designed as an overview for the newcomer to telecommunications who has little or no experience in the field. The various aspects of telecommunications will be explored at an introductory level giving the student the basic knowledge needed to prepare him/her to progress to the next level. (Laughland) \$145
6 eve - Mo. Jan 15, 18:00-21:00 - CC

Sandra Laughland has 18 years' experience in telecommunications with Bell Canada and B.C. Tel, primarily in voice and data sales. Currently a Network Marketing Manager with B.C. Tel.

*Telecommunications Management I (Voice) (102201)

Learn the basics of telecommunications (voice) in this course involving the study and review of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (Jenkins) \$195
12 eve - Mo. Jan 15, 18:00-21:00 - CC

Katie Jenkins has over 20 years' experience in the telecommunications industry. Positions held include administration, marketing, sales and management. Most recently she was the Western Regional Account Manager with a national telecommunications firm in charge of sales, support and consulting ranging from small users to major corporations.

Telecommunications Management II (Voice) (102202)

Building on what was learned in Telecommunications Management I (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. (Swan) \$195
12 eve - Th. Jan 18, 18:00-21:00 - CC

Sharon Swan is the Telecommunications Supervisor for Eaton's Western Canada. Previously a major accounts sales representative/trainer for a large communications company.

Data Communications (102204)

Participants in this course will learn the basics of data terminology. Designed for the Telecommunications Manager, this course is also a good introduction for the sales or technical representative. Learn about the hardware and software that is available today. Guest speakers from the Telecommunications Industry bring this content into immediate use. Topics include modems, multiplexes, fibre optics, LANs and ISDN.
12 eve - We. Jan 17, 18:00-21:00 - CC

Gerald Paul is a training specialist with B.C. Telephone. He has developed and instructed courses on Data Communications Concepts, Data Communication Networks, Multiplexed Services and Datapac.

Designing the Integrated Office (102205)

This course blends knowledge from previous courses and more! Participants 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 information systems. Textbook required: Automated Office Systems Management by Smith, Baker, Sumner & Bate, John Wiley & Son Inc. 1985 (available at Langara Bookstore) (Pescod) \$195
12 eve - Mo. Jan 15, 18:00-21:00 - Lan

Mike Pescod is the Senior Engineer for Federal Express. His past experience includes expertise in the telecommunications/management consultant and educational fields.

* Challenge Examination

A challenge examination will be available for those students seeking a certificate who may already be in the Telecommunications field and feel they will not benefit from the Understanding Telecommunications course or the Telecommunications Management I (Voice) course. Students will have only ONE opportunity to pass the examination.

Challenge Examination - Understanding Telecommunications (102207)

\$125
2 hrs - Mo. Jan 8, 20:00-22:00 - KEC

Challenge Examination - Telecommunications Management I (Voice) (102206)

\$125
2 hrs - Mo. Jan 8, 18:00-20:00 - KEC

TEACHING ENGLISH AS A SECOND LANGUAGE

Overview of Teaching ESL

An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. Topics include language needs assessment, oral skills, writing, reading, dialogues, pronunciation, oral testing, and lesson planning. Maximum enrollment: 25 \$150

5 day - Th/Fr/Mo/Tu/We. Jan 11/12/15/16/17, 09:00-16:00 - KEC (House)

10 aft - Mo. Jan 22, 14:30-17:30 - KEC (Hinkle)

10 aft - We. Jan 24, 13:00-16:00 - KEC (Rabinowitz)

10 eve - We. Jan 24, 19:00-22:00 - KEC (Hinkle)

10 eve - Th. Jan 25, 19:00-22:00 - KEC (Rabinowitz)

5 day - We/Th/Fr/Mo/Tu. Feb 21/22/23/26/27, 09:00-16:00 - KEC (House)

Ann Hinkle, B.A., - an experienced ESL instructor, has taught at VCC for 14 years and spent 2 years teaching EFL in Asia. Currently the instructor in charge of VCC's Homefront Learning

Program. Has written several ESL publications and has taught at UBC.

Jennifer House, B.A., B.Ed., M.Ed., - an experienced ESL instructor, has taught at VCC since 1972. She is interested in teacher training, community based ESL classes, ESL tutor training and has written many ESL publications. Program Coordinator for the Vancouver Community College TESL Program.

Myrna Rabinowitz, B.A. - an experienced ESL teacher and tutor trainer, has written many publications for the ESL field and developed the TESL elective, ESL and the Arts - Music and Jazz Chants.

Teaching English as a Foreign Language

Teaching English as a Foreign Language (150828)

will also be offered in 1990 on the following dates:

20 day - Mo/Tu/We/Th/Fr. Jun 4-Jun 29, 08:30-12:30

20 day - Mo/Tu/We/Th/Fr. Nov 5-Nov 30, 08:30-12:30

Teaching English as a Foreign Language (150828)

A 90-hour intensive course for people planning to teach overseas. This course examines in depth topics such as the principles of testing and assessment, lesson planning, classroom management, pronunciation, grammar, listening skills, reading, writing, communication skills and EFL instructional resources. The prerequisite, Overview of Teaching ESL (150802), or an equivalent ESL methodology course must be completed prior to taking this

course. To apply, call 875-8200. Maximum enrollment: 20 (Aceman) \$600

20 day - Mo/Tu/We/Th/Fr. Mar 5-Apr 2, 08:30-12:30 - KEC

Lee Aceman, B.Ed., is presently completing her Masters Degree in ESL at UBC. She has taught at VCC for 12 years and overseas for 3 years. Her special area of interest is curriculum development in ESL.

Rittenberg 10-Day "Active Learning" Workshop (150833)

Mark Rittenberg, of Harvard will be joined by Penny Kreitzer, Jane Nichol, G. Hofman Soto to lead a 10-day workshop exploring the dynamic use of drama, voice, body movement and Shakespeare in the classroom. An ideal workshop for any ESL instructor wanting to involve students totally in the learning process. The prerequisite, the 2½ day "Active Learning" course (150816) must be completed prior to taking the workshop. (Active Learning 150816 will be offered again in the spring of 1990.) VCC, in cooperation with UBC will offer the 10-day workshop at UBC, August 17-26. Cost \$795. Enrolment deadline February 1, 1990.

DON'T WAIT

If a course tempts you, don't wait to register. Some courses fill up quickly. Others are cancelled if insufficient advance interest is shown.

Teaching English as a Second Language to Adults Certificate Program

This program is intended for those who wish to teach English as a Second Language to Adults. The program focuses on practical teaching methodologies and techniques. Candidates may be planning to teach overseas or to teach at an educational institution or community agency in Canada. The TESL Certificate Program does not train candidates to teach in the elementary or secondary school system.

The TESL Certificate Program is two hundred and sixty hours in length and consists of seven core courses, thirty hours electives and a teaching internship. On successful completion of all of the requirements, participants are eligible to receive a Vancouver Community College Certificate in Teaching English as a Second Language to Adults. A comprehensive program guide may be obtained by phoning 875-8200.

Entry requirements:

- 1) A standard of written and spoken English equivalent to that of an educated native speaker
- 2) An Overview of Teaching ESL (150802) or an equivalent university course
- 3) A Bachelor's Degree or Canadian Teaching Certificate
- 4) A successful interview

Teaching English as a Second Language Summer School (150830)

The 1990 TESL Summer School Program offers the TESL Certificate core courses full time in the day from June 4 to August 24, 1990. The TESL Internship will be offered in the Fall term. TESL Summer School students will complete their TESL Certificate by the end of November 1990. January 31, 1990 is the deadline for applications for the TESL Summer School (1990). Interviews will be held the week of February 12 to 16, 1990. Priority will be given to students enrolling in the entire TESL Summer School Program. Applications and a program guide may be obtained by phoning 875-8200.

Entry requirements for the TESL Summer School (1990):

- 1) A standard of written and spoken English equivalent to that of an educated native speaker
- 2) An Overview of Teaching ESL (150802) or equivalent university course in ESL teaching methodology
- 3) A Bachelor's Degree or Canadian Teaching Certificate
- 4) A successful interview (The week of February 12-16, 1990)

TESL Certificate Core Courses Offered in the Winter Term

Students will not be permitted to register for the Certificate Core Courses prior to completing An Overview of Teaching ESL. It is recommended that the TESL Certificate Core Courses be taken in the order recommended in TESL Information Guide. A maximum of three core courses is recommended per term. An information session for individuals interested in the TESL Certificate Program will be held 16:30 to 17:30 on Monday, February 5th. Call 875-8200 to pre-register for the information session.

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. (Eight sessions) (Hawes) \$115

4 mng - Sa. Jan 20/27, Feb 3/10, 09:30-12:30 - KEC and

4 eve - Th. Jan 25, Feb 1/8/15, 19:00-22:00 - KEC

Lorna Hawes, M.A. Linguistics - taught Linguistics at UBC. Presently teaching Linguistics, ESL and Writing at VCC Langara.

Teaching Grammar (150822)

Learn the techniques and methods for teaching structure of the English language. (Gerber) \$130

3 day - Sa/Su Feb 3/4, Sa. Feb 10, 09:00-18:00 - KEC

3 day - Sa/Su Jan 13/14, Sun Jan 21

Barbara Gerber has been teaching English as a Second Language at King Edward Campus since 1974. She has created materials and techniques for grammar instruction. She is a graduate of Boston University and is currently completing her Masters in ESL.

Teaching Pronunciation (150812)

Learn methods and techniques for teaching pronunciation. Topics include vowel dimensions, consonants, contractions and reductions, stress and intonation. Maximum enrollment: 20 (\$195)

10 eve - We. Jan 24, 19:00-22:00 - KEC (Pidgeon)

10 mng - Sa. Feb 3, 09:30-12:30 - KEC (Pearson)

Michael Pidgeon, B.A., M.A. Linguistics, TESL Certificate (VCC) 15 years' experience teaching English and Linguistics at the university level. Presently teaching in the ESL College Preparatory Department at VCC.

Chris Pearson, B.A. (Linguistics and English) is presently teaching in the ELS Department at King Edward Campus. She is also completing her Masters in ESL at UBC.

Teaching Listening and Speaking (150817)

Concentrates on the techniques and materials to teach oral communication and improvement of listening skills. Use of the language lab as a tool included. (Clark) \$195

10 eve - Mo. Jan 22, 19:00-22:00 - KEC

Chris Clark, B.A., - an instructor at the Canada Language Centre and Vancouver Community College; 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 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 must be taken at the end of the TESL Certificate Program. (Pidgeon and Lovelace) \$195

6 eve - Th. Jan 25, Feb 1/8/22, Mar 1/15, 19:00-22:00 - KEC and

2 day - Sa. Feb 17/Mar 10, 09:30-16:30 - KEC

Michael Pidgeon, B.A., M.A. Linguistics, TESL Certificate (VCC) - 15 years' experience teaching English and Linguistics at the university level. Presently teaching in the ESL College Preparatory Department at VCC.

Marian Lovelace, B.A., B.Ed., TESL Certificate (VCC) is currently completing her Masters through Lesley College. Presently teaching in the ESL College Preparatory Department at Vancouver Community College. Has published poetry in several anthologies.

Electives:

The following courses will be of interest to those connected with or interested in the ESL field. The elective courses may also be used to fulfil the "Elective" requirement in the TESL Certificate Program.

ESL Tutor Training Workshop (150814)

Learn to tutor ESL students one-on-one, or in small groups. Gain basic training in assessing language needs, lesson planning and developing language learning activities for students in a one-to-one teaching situation. This elective is recommended for those with limited ESL teaching experience. It is also recommended that participants pre-read the course text prior to taking the workshop. (Norman) \$75

2 day - Sa. Mar 3/10, 09:00-17:00 - KEC

Alison Norman is an experienced ESL instructor. She has taught ESL at VCC, been Department Head at School Canadiana and taught in Thailand and Laos. She is presently coordinating the Learning Centre at KEC and working on a Masters Degree in Curriculum and Instruction through Lesley College.

ESL and the Arts -

Poetry, Story Telling and Drama (150832) ** New **

An eight hour workshop in which students will explore a variety of techniques for teaching poetry, story telling and drama to ESL students. Maximum enrollment: 25 (Gerber) \$50

1 day - Su. Mar 18, 09:00-18:00 - KEC

Barbara Gerber has been teaching English as a Second Language at King Edward Campus since 1974. She is a graduate of Boston University and is currently enrolled in the Masters program at Lesley College. Her special area of interest is curriculum development with an emphasis on the integration of the arts in the ESL classroom.

ESL and the Arts -

Music and Jazz Chants (150831) ** New **

A six-hour workshop on how to make your ESL classroom come alive with music and jazz chants. This elective will present methods and techniques for developing and using jazz chants and music to teach ESL. Maximum enrollment: 25 (Rabinowitz) \$35

1 day - Sa. Feb 17, 09:00-16:00 - KEC

Myrna Rabinowitz, B.A., B.Ed. - an experienced ESL teacher and tutor trainer, has written many publications for the ESL field. She is an experienced 'jazz chanter' and a professional musician.

New Language - New Culture (150821)

Culture is a way of being, feeling and thinking and language is a means of communicating culture. Therefore, when you teach a language, you are also "teaching" culture. An understanding of your students' cultural backgrounds, along with an awareness of particular difficulties encountered when faced with a new culture, can enhance your job as a language instructor. This course will explore the inter-relationship between language and culture as a basis for effective instruction. Maximum enrollment: 25 (Dosanjh, Mumick, Thomson) \$95

Raminder Dosanjh, B.A., B.Ed., has over 17 years' ESL teaching experience at KEC. She is on the Advisory Committee of Immigrant and Visible Minority Women of B.C.

Guninder Mumick, B.A., M.A. English, M.A. International Communication, is a cross-cultural consultant, community volunteer and is presently the Multicultural Health Educator for the Vancouver Health Department.

Lesley Thomson has taught ESL at KEC for 12 years. She has also taught Spanish and French at the Berlitz School of Languages. She has travelled extensively. She has a B.A. (French/Spanish major) and a Teaching Certificate from UBC.

Telecourses - Continuing Education

Study at Home

The Knowledge Network and Continuing Education are working together to offer you quality educational experiences in the comfort of your own home. Starting in January, the following courses will be offered on the Knowledge Network, with audio-conferencing discussion opportunities, campus-based tutorials, and reading materials.

Art Appreciation
Looking Into Paintings
Shakespeare Plays

Sailing
Set Your Sails
Learn to Navigate

Languages
A Vous La France
Espana Viva
Mandarin
Japanese

Organic Gardening
All Muck and Magic 1
All Muck and Magic II

Archaeology
Archaeology From the Ground Up

For scheduling information and fees, please call 875-8200 and request a Study-At-Home flyer.

VANCOUVER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION

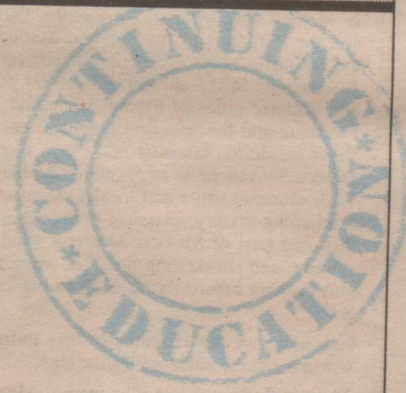
The Educational Foundation's goal to raise voluntary funds and support for the college's programs. It is an incorporated charitable society.

The foundation give support to talented, dedicated students.

Your contributions are needed. Either contribute to an existing fund or establish a fund in your own name.

For more information contact:
Vancouver Community College Educational Foundation
1155 East Broadway
Box 24700, Station "C"
Vancouver, BC V5T 4N4
Phone: 875-1131

Charitable Registration number 066975-23



REGISTER EARLY!

Popular programs fill up quickly so register early to avoid disappointment. Some programs are cancelled if there is insufficient enrolment. This decision is made well before a program begins so early registration is important.

TRAVEL COURSES & TOURS

Travel Courses

Thailand - "The Land of Smiles" (504606)

An exotic kingdom where the doors are open and the welcome sign is posted. An introduction to where to go and what to see. Background information on keeping costs down, helpful hints to make your trip more enjoyable and rewarding. (Flack) \$20

1 mng - Sa. Feb 10, 09:30-14:30 - Lan

1 mng - Sa. Mar 3, 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 Photography (504634)

Good preparation and a different approach are required to maximize creative possibilities when photographing during trips. This course is for serious amateurs or those aspiring to do travel shooting professionally, either as photographers or to complement travel writing. Photographic techniques and principles, as well as logistics specific to travel shooting will be discussed. Topics include: film, equipment, colour theory, composition, lighting, metering, etc., as they relate to photographing people, scenes, architectural and other subjects that capture the destination. Varying approaches to personal record, editorial and advertising travel photography, as well as markets for images will be touched upon. Slides will be shown throughout. Please bring your camera and some slides (preferably) or photographs for the first class. (Dee) \$65

2 day - Sa/Su. Feb 17/18, 10:0-17:00 - Lan

Stuart Dee, B.F.A., is a fine art/advertising photographer based in Vancouver. His fine art work is represented in private and corporate collections; his advertising and editorial work have been published in Canada, the U.S., Europe and Asia.

Inside Mexico - A Travel Workshop (504625)

The land of beauty and contrast welcomes you with friendly people, breathtaking scenery, fabulous archaeological sites and intriguing culture/history. You will learn how to do and see it all - solo, or with a group. The focus on Mexico includes slides, photos, crafts, travel planning, financial tips, basic social history and possible travel itinerary. Also, mini Spanish lesson and valuable possible contacts and travel bibliography. (Sheward) \$20

1 mng - Sa. Feb 17, 10:00-13:00 - Lan

Teresa Sheward has travelled extensively throughout Mexico and has an intimate knowledge of Mexican culture, having spent her childhood in Patzcuaro, Michoacan. She holds a degree in Anthropology and is presently employed at the Museum of Anthropology at UBC.

Exotic Morocco (504629)

From all sources it is said that Morocco is an incredibly diverse and exotic country. With the aid of slides, you will experience the contrasts, the colours, the lifestyles found only in this unique part of the world. Particular attention will be paid to the native Berber people with their lifestyles remaining virtually unchanged for several centuries, and the contrast between the village life of the mountainous south and the Imperial cities of the North. (Boycott) \$20

1 day - Sa. Mar 3, 10:00-12:00 - Lan

Chris Boycott owns his own tour company. He has been leading tours for many years to destinations such as Egypt, Turkey, Morocco, Yugoslavia, Greece, Syria, Jordan and Algeria. He is well known around Vancouver for his colourful side shows and he has travelled independently to places such as Russia, S.E. Asia, New Zealand and Europe.

Turkey - "Romance of a Rugged Land" (504630)

This course concentrates on the Graeco-Roman and Ottoman history of Turkey with the use of slides to illustrate archaeological and historical aspects. These two periods will be placed in the context of Mediterranean civilisation and other cultures of Turkey such as the Hittites, Byzantines and Selchuk Turks. The great diversity of geography found in Turkey will also be discussed and an insight will be given into the lives of the present day Turkish people - both in the cities and rural villages. (Bruce) \$20

1 mng - Sa. Mar 10, 09:30-12:00 - Lan

Norman Bruce has a B.Sc. degree in Zoology and a post-graduate diploma in Business Studies. He had travelled extensively in Western and Eastern Europe and Turkey as well as spending 6 months travelling in India before starting to lead tours professionally in 1986. Norman led tours in Egypt for one year and spent six months leading tours in Turkey. Travel is Norman's great passion. In the past 2 years he has travelled to countries as diverse as Bolivia, New Zealand and North Yemen. In 1988 Norman was honoured to be elected a Fellow of the Royal Geographical Society of London.

Splendours of Italy (504631)

For armchair travellers or those planning a trip, this is a survey of the best of Italy. It takes you on an imaginary journey to Rome, the eternal city of Michelangelo's St. Peter's, with its museums, palaces, piazzas, pines, forums, fountains and fine food. Then old Siena, golden Florence, Pisa of the Leaning Tower, and romantic

Venice, and ending with Pompeii, Sorrento, Amalfi, and the Isle of Capri. Illustrated with slides, brochures, and travel tips by a tour manager. \$20

1 aft - Sa. Feb 10, 13:00-16:00 - Lan

Karin and George Storey have led many cultural tours to Mediterranean Rim countries.

Intro Central Asia (504633) ** New **

Once the exclusive domain of explorers and mountaineers, the Himalayan region is becoming more accessible to the adventurous traveller. This one-day travel orientation focuses on touring and trekking in Nepal, Ladakh, Tibet, West China and other parts of the Himalayan and Karakoram regions of Central Asia. Emphasis is on practical details for the independent traveller. Slide show included; bring bag lunch. (Buckley) \$25

1 day - Sa. Mar 3, 10:00-15:00 - Lan

Michael Buckley has travelled extensively in Nepal, Tibet, China and other parts of Asia. He is co-author of two guidebooks in the 'Lonely Planet' series.

Travel Tours

British Virgin Islands Caribbean Sail Training Tour/Canadian Yachting Association

Ten days in paradise, where the sun always shines. The warm trade winds are gently blowing. The water and air temperatures are in the '80s. Safe, comfortable anchorages almost in sight of each other, with breathtaking beaches. Called the "Friendly Virgins," each island is unique, with a great variety of places to visit ashore, both day and night. We will explore some six different islands, with time aside from sailing for other activities. The crystal blue water visibility of some fifty feet offers an unforgettable opportunity to explore the abundant sea life on tropic reefs. Sailing/cruising instruction is by an advanced CYA cruising instructor with many years' experience bringing friends together with sailing tours.

Our yacht is the queen of the fleet, a new "Beneteau Oceanius 50," luxurious, high performance and with private accommodation.

You don't have to be an "Old Salt" to come along - just ready to have an unforgettable, great time. Internationally recognized bareboat Captain's certification is offered upon successful completion of voluntary course.

Cost is all-inclusive of yacht, skipper/instructor, split food provisioning and air fare. Preregistration is a must. Avoid disappointment and register now. Space is limited. Orientation class will be held on Wednesday, May 9, 19:00 - KEC, Room 4043 for trip No. 1. Registration deposit fee \$400 due prior to orientation. Complete tour cost \$1950 due May 31, 1990 for trip No. 1.

Departure Dates:

Trip No. 1 - June 15 - June 25, 1990 - \$1950

Trip No. 2 - Nov 25 - Dec 5, 1990 - \$2240

Trip No. 3 - Dec 7 - Dec 17, 1990 - \$2240

Trip No. 4 - Dec 28 - Jan 9, 1991 - \$2440

For more information, call Marcus Kerry, Sail Training International Ltd. at 439-1191, or Wayne Declu, Vancouver Community College - Continuing Education at 875-8200.

Instructor **M. Kerry** has sailed some 20,000 miles internationally and locally! During the last nine years he has been involved with promoting the Canadian Yachting Association's Learn to Cruise Program.

Vietnam - A Nation Emerging

The focus of this study tour will be to view first hand the cultural, social and life style achievements of present day Vietnam. This 15 day trip is designed to offer more than the "sightseeing" offered by the state tourist authority which leans towards visiting sites of the recent bitter conflict.

The name Vietnam conjures up protest movements during the Mid 60s; as well as fighting along the Mekong River and the many helicopter battles over Vietnam.

But there is now-a-days more to Vietnam than the memories of the war years. The Socialist Republic of Vietnam is now an emerging country within the Asia-Pacific area. With this in mind the Continuing Education division of Vancouver Community College has completed plans for a study tour of the country, from April 28th to May 13th, 1990. It is intended that participants on the tour will have an opportunity to gain more of an indepth knowledge of the country than would be found in a straight tourist visit. Correspondence has been initiated with various levels of government to help achieve this goal. Plans depend on specific reaction from Vietnam officials.

In addition, two days will be spent in Bangkok at the start and end of the tour. Cost is \$3495, but is subject to revision upward or downward depending on international monetary movements.

Airline: Thai Air

Includes:

- all meals in Vietnam, 1 dinner Bangkok
- all transfers
- all accommodations
- all flights within Vietnam
- return airfare Vancouver to Bangkok via Seattle
- all sightseeing as outlined above plus more

For further information, please contact Howard Grieve, Great Expeditions, a specialty tour division of Hagen's Travel at 263-1476 or Wayne Declu, Vancouver Community College, 875-8200.

Morocco "Mountain Villages and Colourful People"

"With its blend of Africa and Islam, medieval crafts and culture there are few more exciting countries to travel than Morocco." During your journey of 19 days you will see Casablanca and the Imperial cities of Fes and Marrakesh. Exploring the narrow streets and souks of these cities and other villages is a joy. Travel off the beaten track to visit remote villages in the Atlas mountains, here in a lovely area there is an opportunity to enjoy optional walking activities. Later you can relax on the sand beaches of the warm Atlantic coast. This journey also gives you a chance to drive south to the very fringes of the Sahara Desert.

Departure dates (optional)

October '90, Mar. 3, '90
Christmas '90

Tour Cost \$2875 - approximately

Tour Cost includes airfare with KLM, transfers, ground transportation, 3 and 4 star hotel accommodation for 18 nights (based on twin occupancy), breakfasts and dinner included, sightseeing and local guides where necessary. Tour leader throughout.

Tour Leaders: Chris Boycott owns his own tour company. He has been leading tours for many years to destinations such as Egypt, Turkey, Morocco, Yugoslavia, Greece, Syria, Jordan and Algeria. He is well known around Vancouver for his colourful slide shows and he has travelled independently to places such as Russia, S.E. Asia, New Zealand and Europe.

To register or for more information, please call Chris Boycott at Adventures Abroad, 732-9922 or Wayne Decle, VCC-CE, 875-8200.

Turkey - "Romance of a Rugged Land"

Often called "the crossroads of World Civilizations", Turkey is a mysterious land of geological wonders, beautifully preserved Greek and Roman ruins, lovely beaches, friendly people and, of course, Istanbul! On this tour we devote 3 full weeks to exploring this vast and diverse land in an in depth but relaxed manner.

The unique lunar landscape of Cappadocia has been formed by wind and water erosion over thousands of years to leave stone mushrooms and cones 30 feet high. Burrowed into the mountains in this area are painted churches and hidden cities.

Along the warm Aegean and Mediterranean coast we visit ruins of many Pamphylian and Lycian cities and enjoy the rugged coastal scenery.

At the extensive ruins of Ephesus we include the beautiful Library of Celsus, the 24,000 capacity amphitheatre and the (in)famous brothel! Excavation of private houses has revealed much about the lives of ordinary people in Roman times.

At Troy we walk on the walls of the great city and look out over the plain where Achilles, Hector and the other Greek and Trojan heroes fought for the honour of the beautiful Helen.

At Pamukkale we see another of Turkey's unique geological phenomena. Here mineral-rich water, heated deep underground, cascades down the hillside forming huge white goblets which change colour as they catch the soft light of dawn and dusk.

A highlight among many on this tour is our "Blue Voyage". We spend 2 days cruising along the peaceful Aegean coast on our own Gulets - traditional Turkish yachts. This is a time of pure relaxation as we soak up the sun and stop to swim in secluded bays. Our attentive crews cater for our every whim, serving delicious Turkish meals and an endless supply of strong Turkish tea.

We complete our exploration of Turkey in Istanbul, a city which stands partly in Europe and partly in Asia. It is an Islamic city with a great Christian past. Istanbul contains so much of the world's history - palaces, mosques, churches, art collections, museums, religious relics. The narrow covered streets of the bazaars are a wonderful place to stock up on souvenirs - jewellery, leather jackets and Turkish carpets.

Tours:

June 1990
September 1990

Tour Cost - \$3750 (Approx.)

Tour Includes:

All flights with KLM, 20 days in Turkey plus 1 day in Amsterdam, 4 star hotels throughout, breakfast and evening meal each day, all transport and site entrance fees, services of a tour leader.

Tour Leader:

Norman Bruce has a B.Sc. degree in Zoology and a post-graduate diploma in Business Studies. He has travelled extensively in Western and Eastern Turkey as well as spending 6 months travelling in India before starting to lead tours professionally in 1986. Norman led tours in Egypt for one year and spent six months leading tours in Turkey. Travel is Norman's great passion. In the past 2 years he has travelled to countries as diverse as Bolivia, New Zealand and North Yemen. In 1988 Norman was honoured to be elected as a Fellow of the Royal Geographical Society of London.

To register or for more information, please call Chris Boycott at Adventures Abroad - 732-9922 or Wayne Decle, Vancouver Community College - Continuing Education Division - 875-8200.

Splendours of Italy Tour * New *

Once in a lifetime, visit glorious Italy! See Rome, the eternal city of Michelangelo's St. Peter's, with its museums, palaces, piazzas,

Name: Antonio (Tony) Lastoria

Destination: UBC Observatory, H.R. MacMillan Planetarium, Dominion Observatory.

Purpose of Visit: to conduct a descriptive and visual tour of the cosmos.

Continuing Education ASTRONOMY

piners, forums, fountains and fine food. Then old Siena, golden Florence of the Medicis, Pisa, and romantic Venice. Try a gondola ride. Next, Ravenna's mosaics, St. Francis' Assisi, and lastly Pompeii, Sorrento, and Amalfi Coast and the Isle of Capri. An optional one-week extension to Sicily will be available.

Cost: \$3799

TBA (part of the course cost is tax deductible)

Registration deadline Feb. 12, 1990, on a first come first served basis.

Karin Storey, B.Ed., M.A. and George Storey, P.Eng. have led many successful tours to Mediterranean rim countries. This tour is one of a series.

For detailed brochure, call tour leaders: 922-0689 or Wayne Decle, V.C.C., C.E., 875-8200.

London Theatre Tour

March 15-25, 1990

Includes seven shows with the possibility for the real theatre lovers to see an additional six shows. Sit in best seats and enjoy Britain's best dramas, comedies, thrillers, and musicals. Specific show titles available from Banner Travel. As an added feature, the tour will include a day trip to St. Albans to see the stately homes and cathedral. Price includes air, accommodation in West End bed and breakfast hotel, show tickets, St. Albans tour, all transfers, and more. Prior to departure, John Parker will give four seminars to help you enjoy the shows fully. (Receipts for income tax rebates will be available.) For details phone Banner Travel, 261-0226 or Vancouver Community College, Continuing Education - Wayne Decle, 875-8200.

The Second Annual "Best of Canadian Theatre" Tour

August 16-27, 1990

After a successful 1989 tour, the Continuing Education Division is pleased to announce another feast of Canadian theatre at the Shaw Festival in beautiful Niagara-on-the-Lake and at the Stratford Festival in charming Stratford. This year you will be able to choose from an "A Tour" or a "B Tour." The A Tour - for the theatre buffs - includes fifteen shows, the B Tour - for those who want to have more free time in Niagara and Stratford - nine shows. Both tours will culminate in the best seats of Toronto's blockbuster, "Phantom of the Opera." Prior to departure, John Parker will give six seminars to help both groups enjoy the plays fully. (Receipts for income tax rebates will be available.) Prices include air, transfers, accommodation in charming bed and breakfast homes in Niagara and Stratford and in a luxury hotel in Toronto, and more. For details, phone Banner Travel, 261-0226 or Vancouver Community College - Continuing Education Division - Wayne Decle at 875-8200.

Tour Guide - John Parker, theatre director, actor, lecturer of theatre history, author and instructor at Vancouver Community College will serve as tour guide for both the London and Ontario tours.

Thailand (Fall 1990)

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 31 - Nov 13) Approximate \$2,425.

Geoff Flack - VCC instructor, has made over 20 trips to Thailand and has personally visited every part of the tour.

For more information on this tour, or proposed tour for Fall 1990, please call Canada World Travel, Dr. Bob Gallacher - 872-0355 or Wayne Decle, VCC - 875-8200.

Mexican Heritage

May 1990 - dates TBA

Pyramids, Caribbean beaches, colonial cities and deserted islands . . . join us as we tour the fabulous Yucatan Peninsula, Oaxaca and Mexico City.

In Mexico City we visit the Zocalo, the Museum of Anthropology and the Pyramids of the Sun and Moon. Next we fly to Oaxaca, the colourful state of excellent handicrafts still produced by the descendants of the ancient indigenous people. We see the Mixtec and Zapotec cities of Monte Alban and Mitla, then we're off to Palenque and the beautiful botanical part at La Venta. A short flight to Merida takes us into Maya country, where we see the famous Mayan ruins of Uxmal, Chichen-Itza, Coba and Tulum. With museum visits and local tour guides, we'll discover the fascinating history, classical culture and natural beauty of this awe-inspiring part of Mexico. Our trip winds up with two days of sunning and snorkelling amongst tropical fish at Xel-ha, Akumal and Cancun before flying back to the capital city for our flight home.

Join us as we see Hispanic history unfold and explore some of the world's richest ancient civilizations.

Tour includes: expert tour leader, Mexican guides, transportation by air and coach, accommodation, museum entrances and some meals. Price TBA.

For more information, please call Genny MacLean at Great Expeditions - 263-1476 or Wayne Decle, Vancouver Community College - Continuing Education, 875-8200.

Teresa Sheward, tour leader, has travelled extensively throughout Mexico and has an intimate knowledge of Mexican culture, having spent her childhood in Patzcuaro. She holds a degree in Anthropology and is currently employed at the Museum of Anthropology at UBC.

Summer Workshops in France '90

Paul and Babette Deggan's Centre for the Arts at Montaigut-le-Blanc since 1980.

Enjoy Painting and Drawing and/or French Language

Workshops in a medieval hill village overlooking valleys rich in orchards, vineyards and fields of giant sunflowers. June 8 to 27, July 8 to 27, August 8 to 27. Optional week in Paris for museums and river tour: June 3 to 7, July 3 to 7, August 3 to 7.

\$1450 CAN (subject to change) for 19-day residential workshop. Attend both workshops for only \$100 extra. Cost includes: tuition, accommodation, food, wine/beer, three excursions, loan of sketching easels and stools, loan of personal cassette player and language tapes (language students only), use of bicycles, guide services in Paris. Not included in cost: travel Montaigut-le-Blanc return (air/rail/taxi/bus), all expenses in Paris (except guide services), insurances, personal laundry.

Brochure/Information: Paul or Babette Deggan - 986-0082 or Capilano College, Joy Smith - 984-4907.

Literary Pilgrimage of England

Join former UBC English professor, Jan de Bruyn, for this literary sweep through England, including Canterbury, Cotswolds, Lake District, Bronte country and much more. \$2230 approximately, per person (double occupancy) includes two nights hotel in London, deluxe coach, accommodation with breakfast, two theatre admissions, all admission fees and tour escort.

For more information call Capilano College, Extension 984-4907 - Joy Smith.

VOLUNTARY SECTOR MANAGEMENT

Training for Non-Profit Board Members

Through a program known as "Boardwalk," the Volunteer Leadership Development Program presents workshops designed to train effective board members. Contact us to organize a session specifically for your Board.

The program is sponsored by the United Way and the Vancouver Volunteer Centre and administered by the Vancouver Volunteer Centre. Also available are open workshops for individuals from a variety of organizations. These workshops are delivered in cooperation with Vancouver Community College and located at the Vancouver Volunteer Centre, -301 - 3102 Main Street.

For workshop details call 875-9144.
To register call 875-8200.

Planning and Goal Setting (101603)

This course focuses on the three key concepts of strategic planning for not-for-profit organizations: the importance of clear articulation of values, mission, and management principles, the critical nature of environmental analysis, and how these two factors influence strategic goal setting. \$20
1 eve - Th Feb. 8, 18:00-21:00 - VCC

Fundraising (101608)

A major responsibility of not-for-profit boards is to ensure that the organization has adequate resources to carry out its mission. This workshop addresses six major topics: 1) The role of philanthropy in not-for-profit organizations; 2) Diversified funding bases; 3) Fundraising options, strategies and techniques; 4) Fundraising integrated with other activities; 5) Board and staff roles and; 6) Written plan. \$20
1 eve - We. Mar 7, 18:00-21:00 - VCC

Organizing and Governing the Agency (101602)

Prepare your board and board members to understand their roles and responsibilities so that the group can become effectively informed and organized. \$20
1 eve - We. Mar 21, 18:00-21:00 - VCC

COURSE CANCELLATION

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.

Managers of Non-Profit Organizations Certificate Program

This newly revised part-time Certificate Program provides practical management skills training specific to non-profit organizations.

Entry Requirements:

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

The Program:

The program consists of ten courses and totals 192 hours. Overview of Non-Profit Organizations is the prerequisite course and must be taken first.

Evaluation:

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

Length of Program:

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

Advisory Committee:

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

Program Coordinator:

Susan Entwistle

Call 875-8200 for detailed brochure and application form.

Course Fees:

\$5 per instructional hour

Information Meetings Voluntary Sector:

Wed Jan 10, 13:00-14:00 or 17:30-18:30 - Room 4043 - KEC

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

Overview of Non-Profit Organizations (101201)

Purpose: to familiarize you with the scope of non-profit management. Topics include: structure and functioning of non-profits, roles and responsibilities, board development, legal, ethical and advocacy issues, future trends and community resources. Prerequisite for all courses in the program. (Bird) \$90
3 day - Sa/Mo/Sa. Jan 20/22/27, 09:00-16:00 - KEC

Maryann Bird is Coordinator of WestCoast Childcare Resources and has extensive non-profit management experience.

Working Effectively with Individuals and Groups (101209)

Purpose: This course will provide you with the knowledge and skills to effectively work with individuals and groups in non-profit settings. Topics include: verbal and written communications, group dynamics, conflict resolution and team building. Prerequisite: Overview of Non-Profit Organizations (101201) (Kalef) \$90
3 day - Sa/Fr/Sa. Feb 3/9/10, 09:00-16:00, KEC

Reva Kalef is principal with R.K. Educational Design Associates and specializes in training for adult learners.

Program Planning and Evaluation (101202)

Purpose: to provide you with the knowledge and skills required to effectively plan and evaluate programs in non-profit organizations. An introduction to strategic planning is also included. Prerequisite: Overview of Non-Profit Organizations (101201) (Sork) \$120
4 day - Fr/Sa/Fr/Sa. Feb 23/24, Mar 2/10, 09:00-16:00 - TBA

Tom Sork is a faculty member of the Department of Adult Education at UBC and is recognized internationally for his work in the area of program planning and evaluation.

Marketing for Non-Profit Organizations (101210)

Purpose: to provide you with the knowledge and skills required to effectively plan, manage and evaluate the marketing needs of non-profit organizations. Prerequisite: Overview of Non-Profit Organizations (101201) (Lemer) \$120
8 eve - We. Jan 24, 19:00-22:00 - TBA

Harriett Lemer is a consultant specializing in marketing strategies. She consults to a wide variety of clients and has extensive experience in the non-profit sector.

Volunteer Management Certificate Program

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

Entry Requirements:

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

The Program consists of three components:

- 11 full-day workshops (Wednesdays) 09:00-16:00 and 1 half-day training presentation practice
- Workshop assignments
- Volunteer internship of 75 hours under supervision of an experienced Coordinator of Volunteers

Evaluation:

Program students will be evaluated on the basis of workshop assignments and internship.

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

Length of Program:

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

Advisory Committee:

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

Program Coordinator: Brenda Reynolds

Call 875-8200 for detailed brochure and application form. Next full program starts September 1990. Recommended application date: before July 31, 1990. Qualified students accepted in order of receipt of application.

Certificate Program Fee:

\$485 in full or 3 term payments.

Workshops offered this term:
(Limited space available)

Administrative Effectiveness (101402)

You will discuss and practise the administrative skills and strategies which are essential in the management of volunteer programs. (Worsfold) \$50
1 day - We. Jan 10, 09:00-16:00 - KEC

Norah Worsfold, M.Ed., is Coordinator of Volunteer Resources, B.C./Yukon Division, Canadian Red Cross.

Training (101411)

You will gain an understanding of the training process. Topics include: identifying training opportunities, instructional styles, needs assessment, instructional design and techniques and evaluation strategies. (Kalef) \$50
1 day - We. Feb 7, 09:00-16:00 - KEC

Reva Kalef, M.Ed. Adult Education, is a recognized educational consultant who has led numerous workshops in the voluntary, private and public sectors over the last ten years.

Planning and Evaluating Volunteer Programs (101409)

You will learn a practical approach to planning and evaluating volunteer programs. A systematic planning model is described and applied to specific volunteer programs. (Chuback) \$50
1 day - We. Mar 7, 09:00-16:00 - KEC

Josie Chuback is Regional Coordinator of Boys' and Girls' Clubs of B.C. and is an experienced trainer.

Marketing/Public Relations (101403)

This workshop provides an introduction to the knowledge and skills necessary to manage the marketing and public relations component of the volunteer program. (O'Brien) \$50
1 day - We. Apr 4, 09:00-16:00 - KEC

Rick O'Brien is Director of Support Services, B.C./Yukon Division, Canadian Red Cross.

National Certificate Program in Fundraising Management

Effective fundraising efforts are critical to the long term success and growth of non-profit organizations in today's dynamic marketplace. As competition for available funds accelerates, those individuals and organizations with the skills and knowledge of fundraising techniques and strategies will possess the winning edge.

The National Certificate Program in Fundraising Management is designed to provide fundraising professionals and those interested in fundraising as a career with the skills necessary to succeed in this exciting and growing profession.

Vancouver Community College is pleased to pilot the program in conjunction with the Canadian Centre for Philanthropy. Instructors for the program are all experts in the field of financial development and provide unique insights into the British Columbia fundraising environment.

Entry Requirements:

- Grade 12 completion
- Good knowledge of English, both verbal and written
- Experience in the nonprofit sector

The Program:

The Certificate Program is composed of eight courses (approximately 200 hours) and can be completed in eighteen months from date of entry. Entry into the program can be made at the beginning of any semester. Courses in the program are as follows:

Overview of Fundraising Management

Campaign Strategies
Applied Marketing for Fundraisers
Developing Fundraising Volunteers
Fundraising Approaches I
Fundraising Approaches II
Information and Financial Management for Fundraisers
Overview of Nonprofit Agency Management

Evaluation:

Students will be evaluated on the basis of tests, assignments and class participation.

Courses offered this term:

Applied Marketing for Fundraisers (101304)

This course presents the concepts of marketing as they apply to fundraising activities. Topics include developing a donor perspective, planning a marketing strategy, fundraising marketing plans, communication strategies, case development, and effective public relations. (Textbook: "Marketing for Public and Nonprofit Managers" - to be purchased at CC Bookstore) (Hopkins) \$205
1 day - Th. Jan 11, 19:00-22:00 - CC

John Hopkins is Director of Fundraising at the B.C./Yukon Heart Foundation and has many years of experience in major fundraising campaign efforts.

Developing Fundraising Volunteers (101303)

The focus of this course is volunteer management from the fundraiser's point of view. Subjects include needs assessment, recruitment strategies, orientation and training, support mechanisms, recognition, and evaluation. (Grant) \$75
2 day - Sa/Fr. Feb 3/16, 09:00 - 16:00 - KEC

Sheilah Grant is President of the VCC Educational Foundation and has extensive experience working with volunteers during major fundraising campaigns.

Call 875-8200 for fact sheet and more information

Introduction to Volunteer Coordination (101601)

This course is sponsored by the Vancouver Volunteer Centre in cooperation with Vancouver Community College, Continuing Education.

You will be introduced to the various components of a volunteer program including recruiting, interviewing, training and supporting volunteers. You will also have the opportunity to explore the organizational and human relations skills needed to coordinate a successful volunteer program. Facilitators are experienced coordinators and/or trainers in volunteerism. (Various facilitators) \$150
10 eve - Tu. Jan 30, 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

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. Workshops are held either at the Vancouver Volunteer Centre, -301 - 3102 Main Street or King Edward Campus.



"Ciao Bella!" de Milano

Name: Veronica Rivers

Destination: Milano Italia

Purpose of Visit: accompanying V.C.C. Fashion Arts trip to Milano to visit studios, showrooms and manufacturers.

Skills for Self-Help Groups (101713)

This one-day workshop will be of interest to members of self-help groups who want to develop their skills in sharing leadership, supporting group members and developing groups. In addition to instruction, there will be opportunities for group discussion and networking. (Syrette) \$30
1 day - Sa. Mar 31, 09:30-16:30 - KEC

Sharon Syrette is an independent trainer/consultant experienced with self-help groups in the areas of women's, seniors' and health issues.

Developing Volunteer Policies and Procedures (101729)

You will learn how to set up internal guidelines that will ensure consistency and credibility for your volunteer program. Develop a draft policies and procedures manual that will benefit the volunteer program manager, your organization and the volunteers. (Worsfold) \$15
1 eve - We. Feb 7, 17:30-20:00 - VVC

Norah Worsfold is the Coordinator of Volunteer Resources for the Canadian Red Cross, B.C./Yukon Division.

Volunteers and the Law (101730)

You will examine the general legal issues of concern to managers of volunteers and to volunteers. Specific attention will be given to concerns of those registered a week in advance. Board issues not included. (McRae) \$15
1 eve - Mo. Feb 12, 17:30-20:00 - VVC

Brian McRae is Legal Director of The Public Legal Education Society and co-author of the publication, "Volunteers and the Law."

Financial Management/Resource Development (101405)

This workshop provides a brief introduction to the knowledge and skills necessary to manage the financial and resource development component of the volunteer program. (Biely, Wightman) \$50
1 day - We. May 2, 09:00-16:00 - KEC

Carol Biely is Executive Director of Richmond Information and Volunteer Centre.

Faye Wightman is Vice President, Development and Community Relations, B.C. Children's Hospital.

Time/Stress Management (101415)

This workshop provides an introduction to the time and stress management issues which face coordinators of volunteers. Practical strategies for coping with these issues are emphasized. (Goodall) \$50
1 day - We. Jun 6, 09:00-16:00 - KEC

Rob Goodall is Manager of Education Services B.C. Health Association.

WINE APPRECIATION

For the past seven years VCC King Edward Campus has led the way with the most diversified wine appreciation courses in the Northwest. This year will not be any different. Paul Warwick, a member and newly elected Secretary of The Society of Wine Educators, will lead you through many great and interesting courses. Paul will be teaching on Tuesdays and Thursdays at KEC. As well, Paul is a "Celebrity Chef" and cook book author and brings this experience to class to enhance your knowledge on wine and food.

Introduction to Wine Appreciation (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, various types and production methods; effect of soil, climate and man; proper reading of labels; purchasing, storing, caring and serving, and getting the best value for your money. Tasting each session with wines chosen from the major wine countries of the world. Light snack served. \$70
4 eve - Tu. Jan 23, 19:30-21:30 - KEC

Advanced Wine Appreciation (505202)

This course is designed for those who want to know more about the intricacies of wine. Participants will gain an increased understanding of the importance of balance, acidity and finish, and smell and taste of red, white and sparkling wines. Limited to 25 students. \$50
2 eve - Th. Jan 25, 19:30-21:30 - KEC

Wines and Food - How to Match Them (505226)

There are some wines that don't go with food. We will attempt to answer those obvious questions and show the sensations. This seminar will allow the interchange and analysis of the rights and wrongs of food and wine. There will be a number of wines that will be paired up with the right and wrong foods. This type of seminar was made famous by Barbara Lang, Food Consultant at Inglenook Winery in the Napa Valley. \$20
1 eve - Th. Feb 08, 19:30-21:30 - KEC

The Challenge Series - The Chardonnay (505207)

Chardonnay, the King of white wines, from the soft, delicate Champagne to the powerful, rich Corton Charlemagne, is the white wine grape of Burgundy. Look forward to comparing wines from all points of the globe and deciding which one you think is the best. Light snack served. \$25
1 eve - Th. Feb 15, 19:30-21:30 - KEC

Bargain Wines of the World -

A Guide to Inexpensive Wines (505213)

There are some great wines out there at bargain prices on the liquor store shelves. But you have a hard time keeping up with all of the bargains. Taste and compare some of those wines, red or white. Light snack served. \$20
1 eve - Tu. Feb 20, 19:30-21:30 - KEC

The Challenge Series -

Nebbiolo Against Chianti (505243)

This challenge is another unique tasting. The wines are both of Italy from different regions, Tuscany and Piedmont. They have their distinct character and therefore will add to challenge of making that decision. These wines rank as some of the best in the world and I am sure will excite you. Refreshments will be served. \$25
1 eve - Th. Feb 22, 19:30-21:30 - KEC

The Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Nebbiolo, Chianti, Hermitage and, of course, Port. These, to name a few, are the best wines in the world. Taste and compare and make your own decision. Sign up early so there won't be any disappointment. Light food will be served. \$30
1 eve - Tu. Feb 27, 19:30-21:30 - KEC

The Challenge Series -

Alsace on Gewurztraminer (505218)

Alsace has made the Gewurztraminer so perfectly, so spicy and so different from any other country. Don't be too hasty to choose. Take your time and enjoy a wine that is winning over more people every day. (This is my favourite because of its complexity.) There will be wine from USA, Australia, New Zealand, Canada, Germany, Italy and some surprises, and of course France. Light snack served. \$25
1 eve - Tu. Mar 6, 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 smoky to fruity, you will taste them all and decide which is best - French, Australian, Californian, or a surprise country. See you there. \$25
1 eve - Tu. Mar 20, 19:30-21:30 - KEC

The Challenge Series - The Cabernet Sauvignon (505210)

This grape probably produces the best red wine in the world. France, California, Australia or maybe??? Which is the best? A must for wine lovers. \$30
1 eve - Th. Mar 22, 19:30-21:30 - KEC

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 27, 19:30-21:30 - KEC

California Wine Tour -

Napa, Sonoma and San Francisco (505231)

Join us for a five day weekend tour of the Napa and Sonoma Valleys with a visit and stay in San Francisco. At least 10 wineries, most meals and transportation included. June, 1990. \$800 - \$100 deposit.

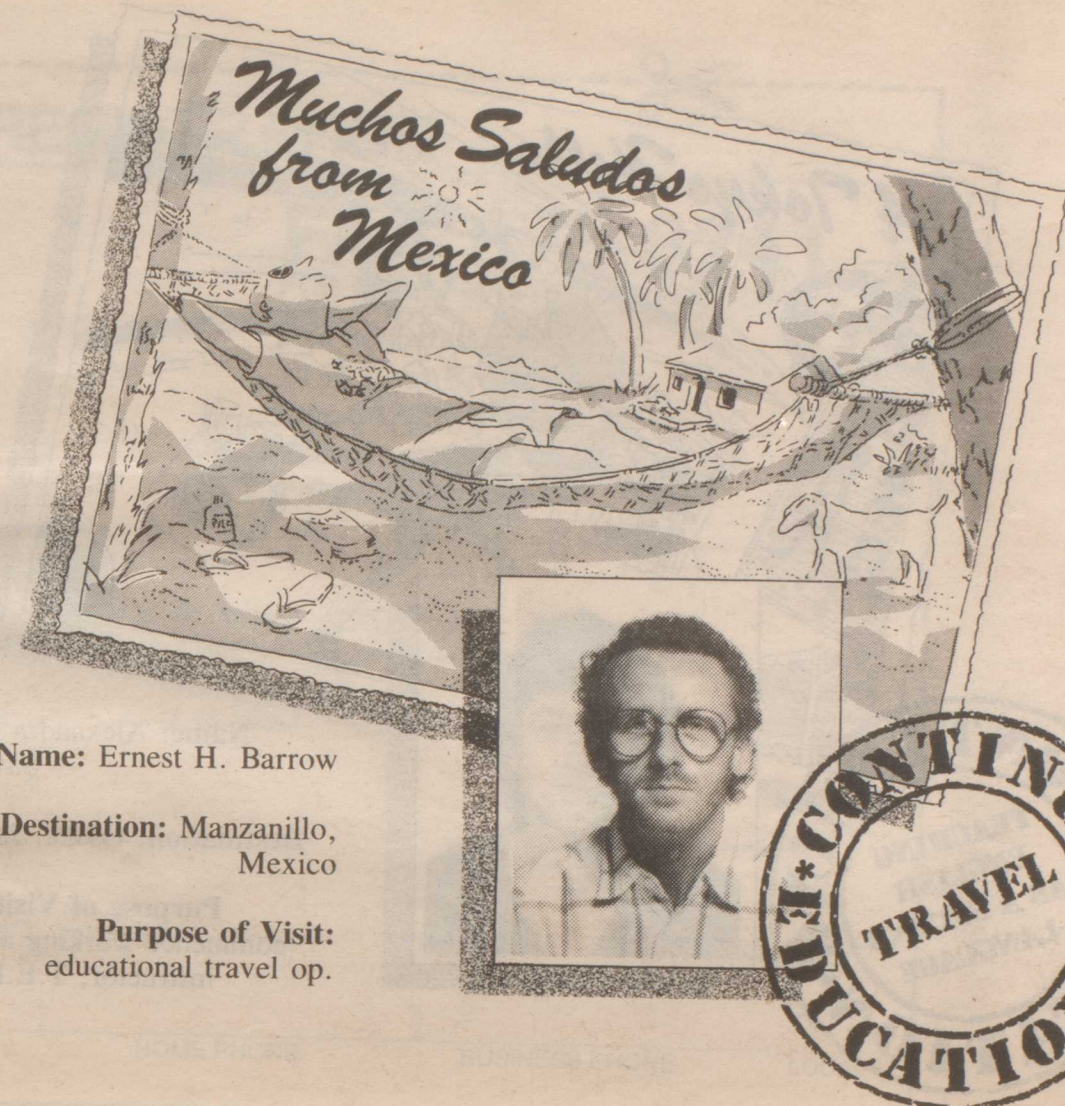
APPLICANT INFORMATION Withdrawals, Refunds and Course Cancellations

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education Division before the second session of the class. Request for refunds must state reasons and be accompanied by your receipt.

A different refund policy may apply for some courses and events; e.g. courses of five sessions or less require refund requests 24 hours before the start date; nursing and health courses require refund requests either five or ten business days before the course start date.

Refunds are subject to an administrative charge of 20% of course fees or a minimum of \$10. As an alternative, we would be pleased to issue a "deferred fee credit" for 100% of the course registration fee. Refunds are made by cheque. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your account.

The College reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrolment. Should a course be cancelled, a FULL refund will be made.



Muchos Saludos from Mexico

Name: Ernest H. Barrow

Destination: Manzanillo, Mexico

Purpose of Visit: educational travel op.

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, business writing and technical writing.

Participants will generally begin the program with the most junior course, The Writing Skills Workshop and will then move into a self-designed program, completing a total of 75 course hours to receive the final Certificate of Completion.

Non-certificate students may enrol in any course. For information call Wayne Decle - 875-8200. For registration call 875-8200.

Entry Requirements:

It is recommended that all participants in the certificate program start by completing The Writing Skills Workshop or demonstrate in an interview that this level has been achieved.

Evaluation:

Program students shall be evaluated on the basis of assignments, participation and course projects. Upon successful completion of designated program requirements, students may apply for the Writing Program Certificate.

Writing Skills Workshop (102811)

Explore the fundamentals of writing: clear thesis, coherent structure and clean, appropriate 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. (Schut) \$85
6 eve - Tu. Feb 13, 19:00-21:30 - KEC (Schut)
6 eve - We. Feb 14, 19:00-21:30 - Lan (Schut)
6 eve - Th. Feb 15, 19:00-21:30 - Lan (Schut)

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.

Writing Skills Workshop II (102836)

In this information age, language is power. This course will help you communicate on paper more dynamically - on the job and off. You will sharpen your psychological skills, learn to write poetry messages at specific audiences and develop creative strategies to make words work for you. Techniques for conveying difficult information will also be discussed. (Dubanski) \$85
6 eve - Tu. Feb 20, 19:00-21:30 - Lan

R. Dubanski, M.A., is a Communications instructor and a freelance writer. His business background has given him a firsthand understanding of the importance of developed communication skills.

Poetry Workshop (102858)

Learn to tap your creative self by writing poetry without gimmicks, rules or formulas. Rediscover your love for the language by having fun with words. In this workshop you will learn to write poetry through in-depth discussions of both your own and established poets' works. Weekly writing assignments will cover areas of specific interest to the poet - rhythm, rhyme, metaphor, etc. Also, you will receive information about where and how to market your work. (Schut) \$85
6 day - Su. Feb 25, 13:00-15:30 - Lan

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 19, 19:00-21:30 - Lan
6 eve - We. Feb 21, 19:00-21:30 - Lan

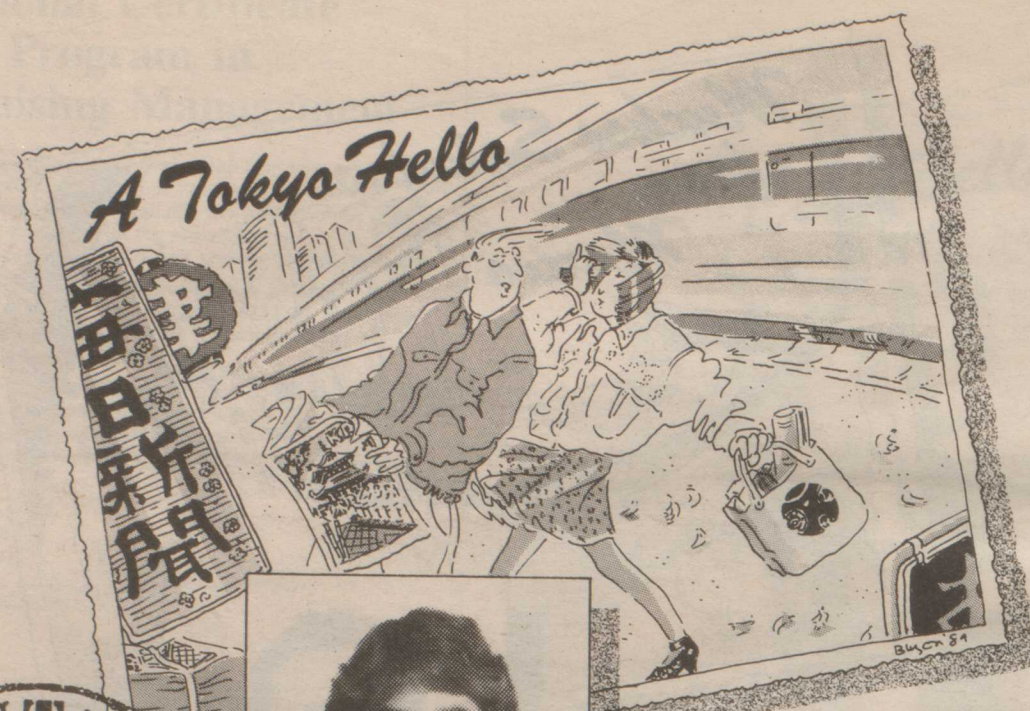
Wayne Decle - English Literature and Creative Writing; presently works as a program developer and instructor at VCC - CE.

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 20, 19:00-21:30 - Lan

Michele Adams, M.A., has published fiction and has worked as a freelance editor and journalist.



Name: Alexandra Rae Saville

Destination: Osaka, Japan

Purpose of Visit: to commence working as an instructor, T.E.F.L.

Effective Technical Writing Communications (102851)

This course provides a survey of the skills 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, organization, style and format. (Montagnes) \$85
6 day - Sa. Feb 17, 10:00-13:00 - Lan

Ramona Montagnes, M.A. has published articles and bibliographies and is currently lecturing and instructing English and technical writing.

An Introduction to Writing a Novel (102814)

This course focuses on all major practical and creative aspects of beginning and completing a novel. Through study of work by effective writers as well as through reading and discussing each others' work, students can expect to discover their own literary voice (or voices) and independently pursue their literary projects. (Dunn) \$85
6 eve - Mo. Feb 19, 19:00-21:30 - Lan

James Dunn is a published novelist, short fiction writer and poet. He was the 1987 Pulp Press Three-day Novel contest winner. James has taught novel writing in Vancouver for the past few years.

Writing for the Media (102862) ** New **

This course is designed for anyone interested in improving and focusing his/her writing skills, but would be particularly useful to those wishing to enter the fields of media relations or freelance writing. Students will learn how to write effective press releases and PSAs, as well as how to write and market copy for radio and newspapers. \$85
6 eve - We. Feb 14, 19:00-21:30 - Lan

Alan MacInroy is a graduate in Communication Arts, Grant MacEwan College, Edmonton and received a B.A. in Fine and Performing Arts, SFU. He currently works as a publicist and freelance writer for CHQM Radio, The Sunday News and B.C. Film News.

Writing - Non-Certificate

The Writing Group (102863)

If you are a beginning writer unsure of your abilities, this workshop helps to assess your potential, identify natural strengths and learn specific techniques. By making a longer term commitment to writing, you will provide an opportunity to expand, develop and refine ideas for short fiction. Students will present work-in-progress and receive technical support and feedback in a

comfortable setting on an on-going basis. Through in-depth discussion the group will explore the intangible aspects of the craft. (Decle) \$265
16 eve - We. Feb 14, 19:00-22:00 - Lan

Wayne Decle - English Literature and Creative Writing; presently works as a program developer and instructor at VCC - CE. Wayne writes primarily in the area of non-fiction.

Romance Novel Workshop (102861) ** New **

Frieda Vasilopoulos will host this workshop on techniques and trends in writing a romance novel. She will also discuss the latest requirements of the different lines. Coffee will be served during the extensive open question-and-answer period which will follow Frieda's talk. (Vasilopoulos) \$25
1 mng - Sa. Feb 10, 09:30-12:30 - Lan

Frieda Vasilopoulos is the author of seven published novels, including two Harlequin super romances and three Harlequin intrigues.

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 15, 20:00-22:00 - Lan

Writing Magazine Articles (102817)

Learn the basics of producing an article from the initial idea to the completed manuscript, as well as a consideration of various markets. No Experience Necessary. (Lekich) \$30
1 day - Sa. Feb 3, 09:30-15:30 - Lan

John Lekich is an award winning writer who has written for a number of regional and national publications.

Writing for Screen, TV and Radio (102856)

The most important piece of equipment a script writer has is a complete, well-written script. This course will explain the various dramatic formats, and help you develop your ideas into a successful script. You'll learn the basics: how scenes are formed, then structured into sequences and acts. Examples will be presented and discussed. Techniques of creating characters, dialogue and plots will be demonstrated. (Van Luven) \$180
10 eve - We. Jan 17, 18:00-20:30 - Lan

Bill Van Luven, BA, MFA, has a Master's Degree in Creative Writing and teaches dramatic writing in the UBC - CE Department. He has also studied film making and acting at the Simon Fraser Centre for the Arts. Bill has received numerous awards for his writing, including the CBC Prize in Playwriting. He is a Fellow of the Praxis Film Development Centre, and a member of ACTRA.

YOUR SATISFACTION GUARANTEED

- MY PERSONAL GUARANTEE

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

Dear Prospective Student:

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

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

Sincerely

Gail Rochester

Gail Rochester
Director of Continuing Education

The Small Print:

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

INTERNATIONAL EDUCATION HOMESTAY PROGRAMS

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

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

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

Host families are required for the following programs:

S.E.L.P. - Summer English Language Program students from Japan who require Homestay as part of their English language and cultural experience. The program runs July through August with student 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 student 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.

PRODUCTION TEAM

Editor/Project Co-ordinator Gayle Thody
Layout/Design Lynda Hurst
Cover Design/Illustrations Bernie Lyon
Photo captions Wayne Decle
Photos Mike Letring
Word Processing Lola Pagnossin
Phylis Michaelides

FAX & MAIL-IN REGISTRATION

VANCOUVER COMMUNITY COLLEGE

Continuing Education Division

FAX 875-8241

FOR VISA or MASTERCARD USE ONLY

Mail Registration to:
1155 East Broadway
Box 24785, Station 'C'
Vancouver, B.C. V5T 4N5
Phone 875-8200

PLEASE TYPE or PRINT in BLACK ink.

Note: one student may register on this form, place additional registrants on a separate sheet. Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms S.I.N. Number _____

SURNAME

GIVEN NAMES

ADDRESS:

APT. and/or NUMBER - STREET

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

LOCAL

COURSE INFORMATION

COURSE NUMBER	COURSE NAME	LOCATION	START DATE	TIME
1				
2				
3				
4				

TOTAL FEES

1 _____
2 _____
3 _____
4 _____

METHOD OF PAYMENT

\$ _____
☐ MONEY ORDER
☐ CHEQUE
☐ CREDIT CARD

CREDIT CARD INFORMATION ☐ VISA ☐ MASTERCARD
NAME ON CARD _____

CREDIT CARD ACCOUNT# _____

START DATE _____ END DATE _____

SIGNATURE

DATE

How to Register 4 ways

1 By MAIL. Fill in Registration Form (at left) and send it in with your cheque or charge card information. Sorry, NO POST-DATED CHEQUES.

Mail to:
VANCOUVER COMMUNITY COLLEGE Continuing Education
1155 E. Broadway, Box 24785, Station 'C', Vancouver, B.C. V5T 4N5

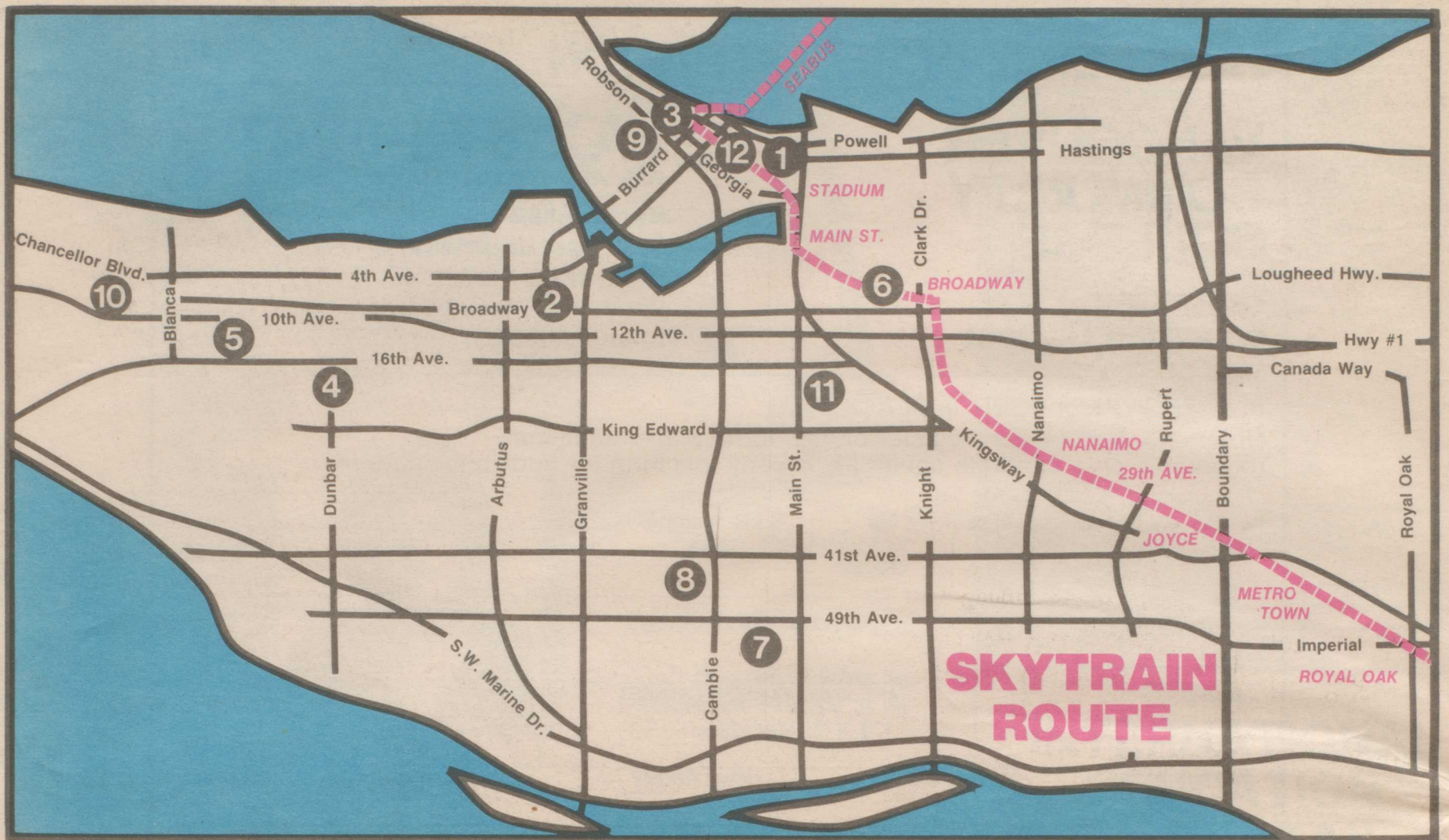
2 By PHONE. Charge it to your MasterCard or VISA card.
Vancouver Vocational Institute . . . 682-5844
King Edward Campus . . . 875-8200
Langara Campus . . . 324-5322
Nursing & Health Education . . . 687-1757

3 In PERSON. At any of our three campuses. Pay with cheque, cash or charge card.

4 By FAX. Use the form on page 31 and FAX to 875-8241. Pay by charge card.

REGISTRATION HOURS
Langara Campus
Vancouver Vocational Institute
and
King Edward Campuses
Monday-Thursday: 09:00-20:00
Friday: 09:00-15:00
Saturday: 09:00-12:00

Nursing and Health Education
Monday-Friday: 10:00-15:00



VANCOUVER COMMUNITY COLLEGE CLASS LOCATIONS

- | | |
|--------------------------------------------------------|--------------------------------------------------------------|
| 1 CLW — Clothworks, 132 Powell St. | 7 LAN — Langara Campus, 100 W. 49th St. |
| 2 CSN — Computer Station, 2130 Burrard St. | 8 OAK — VCC Oakridge Shopping Centre, Cambie & 41st |
| 3 DEC — Downtown Education Centre, 549 Howe St. | 9 ODH — O'Doul's Hotel, 1300 Robson St. |
| 4 FFS — Festive Fabric Studio, 3210 Dunbar St. | 10 UGC — University Golf Club, University Boulevard |
| 5 FP — Focal Point, 4474 W. 10th St. | 11 VVC — Vancouver Volunteer Ctr., #301-3102 Main St. |
| 6 KEK — King Edward Campus, 1155 E. Broadway | 12 CC — City Centre, 240 W. Pender |

City Centre Campus
(Formerly Vancouver Vocational
Institute)
250 W. Pender

King Edward Campus
1155 E. Broadway

Langara Campus
100 W. 49th Ave.

682-5844

875-8200

324-5322