

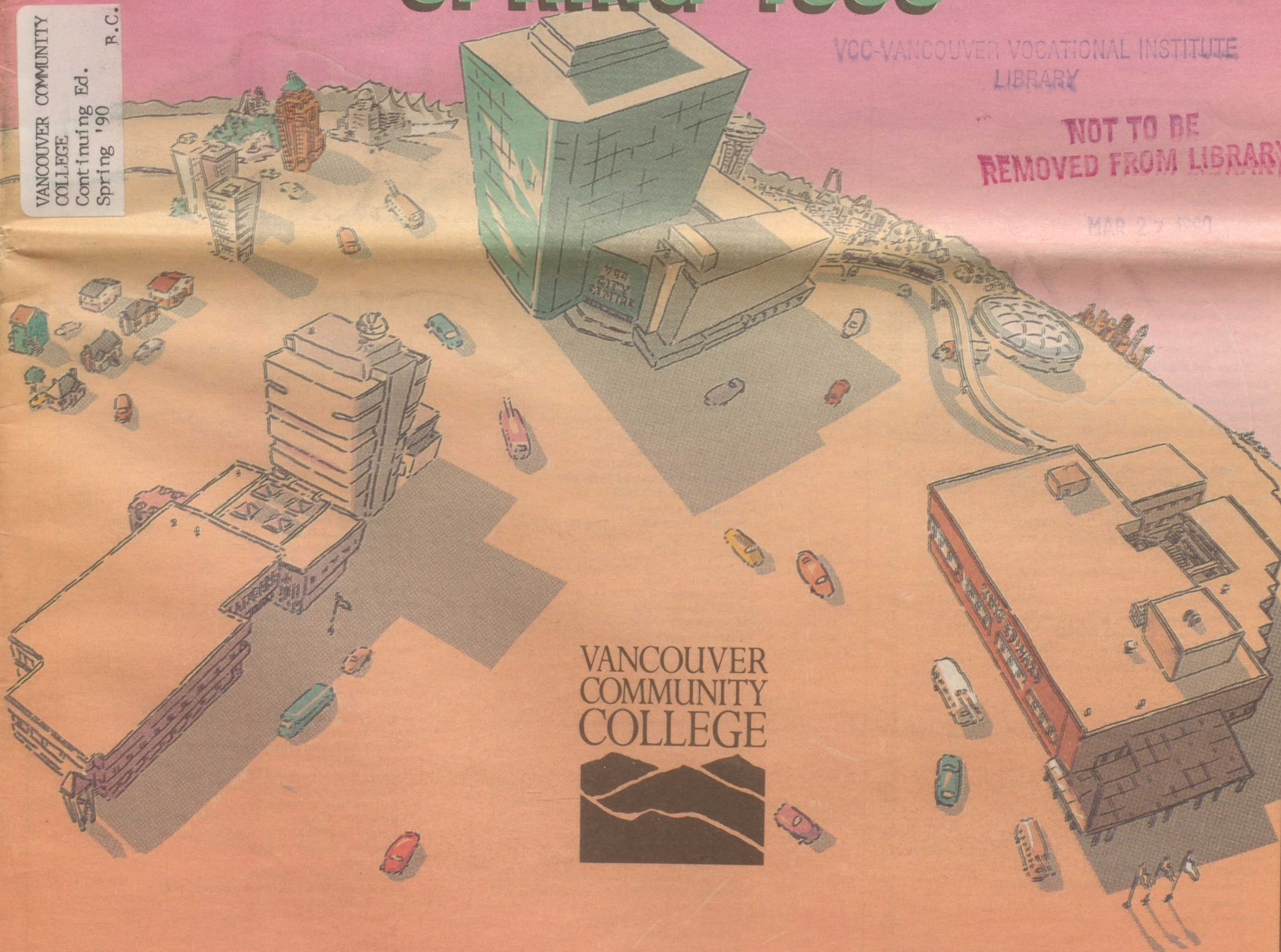
# CONTINUING EDUCATION SPRING 1990

VANCOUVER COMMUNITY  
COLLEGE  
Continuing Ed.  
Spring '90 R.C.

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VANCOUVER  
COMMUNITY  
COLLEGE



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# Vancouver Community College Continuing Education

• Acting Director  
Gail Rochester: 875-8200

• Acting Associate Director, Program Services    • Associate Director, Finance & Administration  
Bob Lajoie: 875-8200    Fred Wylie: 875-8200

Program Director, International Education  
Rorri McBlane, 324-5506

## Program Coordinators

- Art, Calligraphy, General Interest  
Bernie Lyon: 324-5322
- Business Administration  
Gordon Clough: 324-5511
- Business Computers, Telecommunications  
Hal Hoare: 875-8200
- Childbirth Educators  
Diane Donaldson: 687-1757
- C.P.R. and Industrial First Aid  
Sarah Rogers: 685-2802
- Community Based Social Services Program  
Lynda Dassuk: 875-8200
- Computer Skills  
Cornelius Constantinescu: 324-5322
- Counselling Skills  
Joanne Rykers: 875-8200
- Court Interpreting  
Silvana Carr: 324-5521
- Critical Care Nursing  
Rhona Pantom: 687-1757
- Dental Assistant  
Liz Wilkes: 687-1757
- Dental Hygiene  
Sheila Stickney: 687-1757
- Early Childhood Education  
Gyda Chud: 324-5521
- Electronics  
Bill McBride: 681-8111
- English Skills Improvement  
Leanne Quirk: 324-5322
- Family Day Care  
Rosie Anslow: 324-5322
- Fashion Arts  
Sally Hudson: 682-5844
- Floral Design, Gemmology, Design  
Special Education, Conservation of Heritage Buildings  
Donald Oakes: 682-5844
- Foodsafe, Building Manager  
Residential, Computers,  
Brian Pink: 682-5844
- Gemmology  
Eric Leyland, 682-5844

- Graphic Design  
David Lim: 682-5844
- Humanities, Investment, Design, Real Estate, Travel, Creative Development, Advertising, Writing Program  
Wayne Decl: 875-8200
- International Education - Homestay  
Valerie Peters: 875-8235
- Jewellery  
Maciek Walentowicz, 681-8111
- Languages  
Patricia Martin: 324-5322
- Leadership Skills, Management Skills  
Stacey Alm: 875-8200
- Managers of Nonprofit, Fundraising  
Susan Entwistle, 875-8200
- Music  
Terry Smith: 875-8220
- Nursing and Health  
Sheila Stickney: 685-2893
- Office and Administration  
Ann Tollstam: 682-5844
- Photography - Focal Point  
Walter Evans: 224-3636
- Property Management  
Chuck Dunn: 324-5511
- Recreation, Sports, Leisure  
Bob Andersen: 324-5253
- Small Business, Telecommunications  
Management  
Peggy Worobetz: 875-8200
- Sterile Supply Processing Aide  
Barbara Bolding: 687-1757
- Substance Abuse  
George Grant: 687-1570
- Teaching English as a Second Language  
Jennifer House: 875-8200
- TESL, Modern Languages, Interpreting  
Brenda Pengelly: 875-8200
- Voluntary Sector/Fund Raising, Social Services, Counselling Skills  
Marilyn McClaren: 875-8200
- Volunteer Management  
Brenda Reynolds: 875-8200

## 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 two-evening workshop will provide an overview of public relations, publicity, media relations and advertising as essential ingredients in your marketing mix. (Lerner) \$45  
2 eve - We. May 30, 19:00-22:00 - Lan  
Harriett Lerner is Vice President, 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. Apr 26, 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.

## 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. Apr 25, 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. Apr 26, 19:30-21:30 - Lan  
Roz Marshall is a painter whose colourful work is regularly exhibited at the Bau-xi Gallery in Vancouver and Toronto.

### Life Drawing (500107)

Examine the scope of visual language in detail by working from live models. Learn principles of colour, movement and gesture. Be presented with the challenge of memory drawing, new media and more. Models at all classes. Bring a pencil and paper to first class. (Wedman) \$75  
10 eve - Tu. Apr 24, 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)

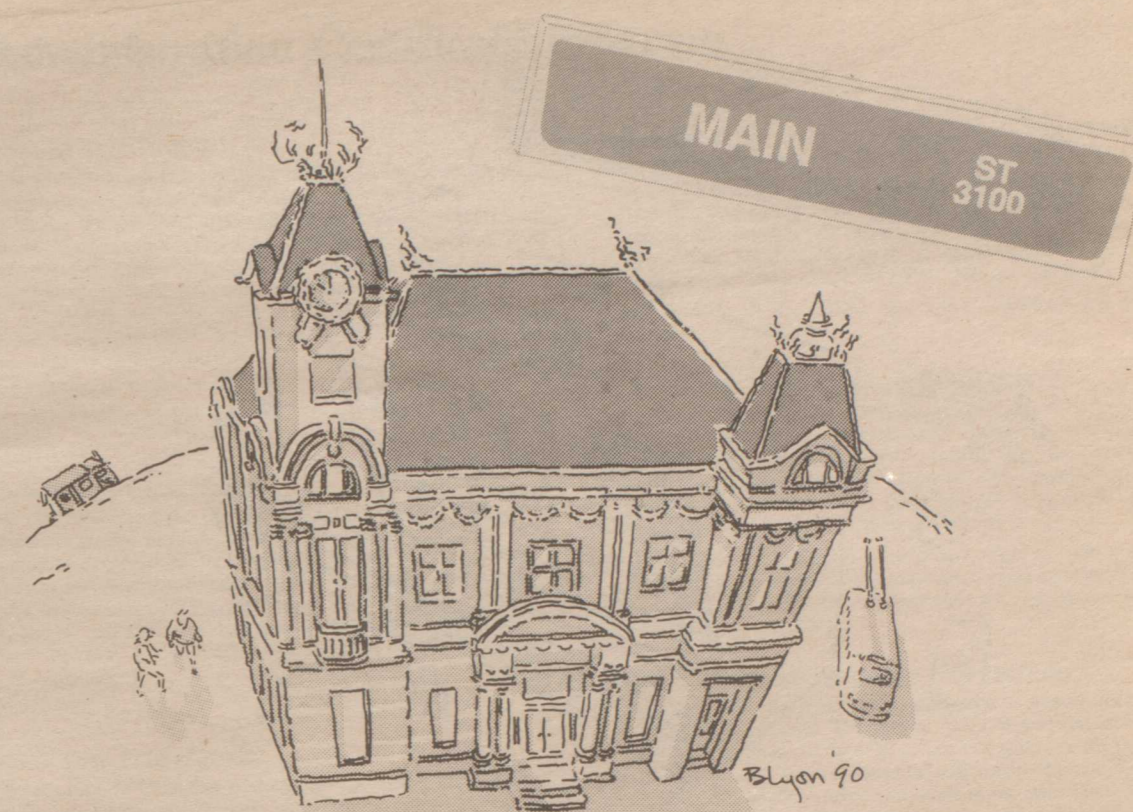
(For details see Graphic Design)  
8 eve - We. Apr 25, 19:00-22:00 - CC

### Cartooning, Basic (050403)

(For details see Graphic Design)  
8 eve - Th. Apr 19, 19:00-22:00 - CC

### Drawing - Dark and Light (500142)

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 - Th. Apr 26, 19:30-21:30 - Lan



**Vancouver Volunteer Centre**  
#301-3102 Main Street  
V.C.C. Continuing Education  
Division's off-campus site  
offering Training for Non-Profit Board  
Members and Issues and Skills for  
Leaders of Volunteers.

### 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  
9 aft - Sa. Apr 21, 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. Apr 23, 19:00-22:00 - CC

### Sunday Afternoon Painting (& Drawing) (500139)

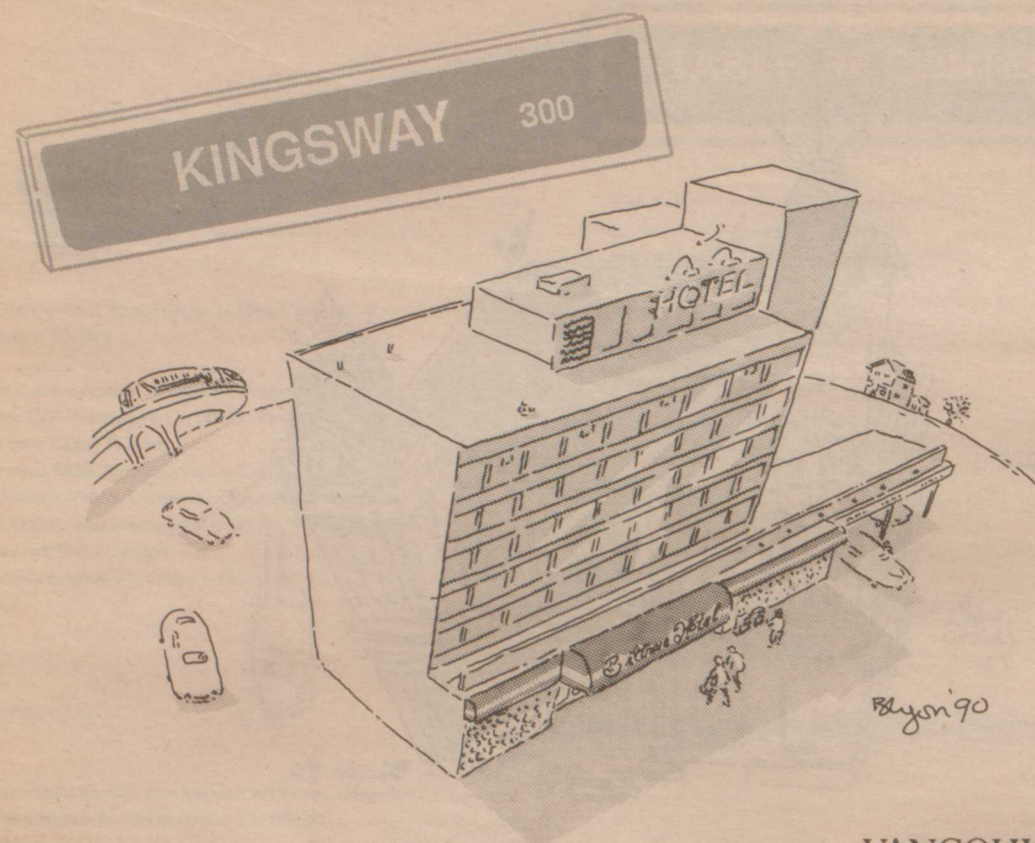
Relax on Sunday afternoons. Paint and draw from still life subjects as well as photographs. Some exercises will be given, especially concerning shading, as well as lights and darks. Lots of freedom of choice concerning subject matter, but no oils please. Supply list given on first day. (Stokvis) \$75  
6 aft - Su. May 6, 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 Sunday 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, 1½" wide masking tape, graphic artist's pen (rapidograph). (Drobner) \$105  
1 day - Su. Apr 29, 08:00-15:00 - Clw  
1 day - Su. May 06, 08:00-15:00 - Clw  
1 day - Su. May 27, 08:00-15:00 - Clw  
1 day - Su. Jun 10, 08:00-15:00 - Clw  
1 day - Su. Jun 24, 08:00-15:00 - Clw

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



**Biltmore Hotel**, 395 Kingsway Street  
V.C.C. Continuing Education Division's  
off-campus site for Creative Develop-  
ment - Life Charting - Recreating  
Interior Landscapes.



#### 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. May 05, 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 - Su. May 06, 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 three 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 - We. Apr 25, 18:00-20:00 - Lan

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

## BUILDING SERVICE WORKER

#### Building Service Worker - Level I (109008)

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. Apr 21, 09:00-16:00 - CC  
5 Day - Sa. Jun 02, 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. Apr 25, 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

### Leadership Skills for Business

#### Learning to Lead (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 course, offered over two evenings, 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 are provided. (Hunter) \$130  
2 eve - Mo/We. Apr 23/25, 18:00-21:00 - TBA

#### Supervision (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 two-evening 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 are provided. (Hunter) \$130  
2 eve - Mo/We. Apr 30 & May 02, 18:00-21:00 - TBA



## Business Administration Certificate Program

This program offers you the opportunity to enhance your business talents through a broad range of options. Courses are taught by practising business professionals who bring first-hand experience and knowledge to the classroom. Learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your job potential. For registration and detailed course information and brochure call Program Assistant - Joanne Bydal, 324-5322.

Non-Certificate students may enroll in any course.

#### Certificate Requirements:

8 courses completed successfully in no more than 5 years, 15 terms, including 1 core course: Communications 1115 or 1118  
Changes to Program for Winter 1990

Communications is the only mandatory course required for a Certificate in Business Administration.

#### Entry Requirements:

No formal educational requirements are necessary except for Communications 1115 and 1118. Prerequisite for these two courses will be the successful completion of the L.P.I. (Language Proficiency Index) Exam. Exam date: Tuesday, April 24, 19:00-21:30 - \$25 non-refundable.

#### Scheduling:

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

**Refund Policy:** See Applicant Information, Withdrawals, Refunds and Course Cancellations in this flyer.

#### Note: To Accounting Students

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

Mid-term exam for all classes of Accounting 1115 and 2215 will be Saturday, June 16, 10:00-13:00.  
Final exam for all classes of Accounting 1115 and 2215 will be Saturday, July 28, 10:00-13:00.

#### Note: To All Students

Textbooks for each BAC class cost between \$40 and \$50 and are not included in the price of the course. It is advisable for first time students to register in one course only.

#### LPI (102055)

Language Proficiency Index Exam. This exam is mandatory for all students registering in Communications 1115 or 1118. The fee for this exam is non-refundable. The exam will be written Tuesday, April 24, 19:00-21:30 - \$25

#### 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. Apr 28, 10:00-13:00 - Lan (Brimm)  
13 eve - Mo. Apr 30, 19:00-22:00 - Lan (Martin)  
13 eve - Tu. May 01, 19:00-22:00 - Lan (Glass)  
13 eve - We. May 02, 19:00-22:00 - Lan (Badley)

**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. - Teaching Computer Accounting at VSB, as well as working in private industry.

#### Accounting 2215 (102002)

Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, intercorporate investments, statements of changes in financial position and analysis of financial statements. Preparation for Accounting 3321 and Accounting 3421. Prerequisite: Standing of 'C' or higher for entry into Accounting 3321. \$150  
13 eve - Tu. May 1, 19:00-22:00 - Lan (Badley)  
13 eve - Th. May 3, 19:00-22:00 - Lan (Mahden)

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

#### Accounting 3321 (102003)

Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets and current liabilities. Prerequisite: Standing of 'C' or higher in Accounting 2215. (Jeyakumar) \$150  
13 eve - We. May 2, 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 - Tu. May 1, 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. Apr 30, 18:30-21:30 - 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 - Tu. May 1, 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 "Not Available This Term"

#### 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. May 1, 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. May 1, 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. Apr 28, 09:00-13:00 - CC  
13 eve - Tu. May 1, 19:00-22:00 - Lan  
13 eve - We. May 2, 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 "Not Available This Term"

**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. Apr 30, 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.

#### Introduction to Marketing 1000 (102056)

At this time, this course cannot be used as one of the eight needed for BAC Certificate. 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. May 2, 19:00-22:00 - Lan

#### 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. May 1, 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. May 2, 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. (Hoare) \$150  
13 eve - We. May 2, 18:00-21:00 - Lan

#### Delegation (102841)

In making the transition from non-supervisor to supervisor, the knowledge of effective delegation theory and techniques are essential. This module defines supervision as "getting the job done through the active support of others." Understanding delegation as a tool of leadership is the focus of this 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 are provided. (Hunter) \$130  
2 eve - Mo/We. May 28/30, 18:00-21:00 - TBA

**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 (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

**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 (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

To register call 875-8200.

## How to be a Great Trainer

#### How to be a Great Trainer (100151)

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 factors
  - 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

**Spring Term:** Apr 20, 26 & 27, 09:00-16:30 - ODH

**Fall Term:** Oct 18, 19; Nov, 2 or Nov, 22, 23 and 30, 09:00-16:30 - TBA

**Fee:** \$350 per person

## Customer Care Excellence Certificate Programs

Customer Care Excellence Certificate programs are comprehensive training programs designed to provide participants with the concepts, techniques, knowledge and skills necessary to design and implement an efficient and effective customer care program. There are 2 programs; one designed for the front line customer care provider and the second program for supervisory and managerial staff.

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

#### Program One - Customer Care Excellence Certificate Program - For Front Line Employees

##### Certificate Requirements:

Students must complete the following five (5) courses in no more than two (2) calendar years (6 semesters).

1. Customer Care Excellence: An Introduction for the Front Line 1210 (104606)
2. Introduction to Marketing and Customer Care Excellence 2210 (104607)
3. Introduction to Selling and Customer Care Excellence 3210 (104608)
4. Internal and Personal Marketing of Customer Care Excellence 4210 (104609)
5. Communication and Customer Care Excellence 5210 (104610)

#### Spring Semester 1990

##### Customer Care Excellence: An Introduction for the Front Line 1210 (104606)

Learn the basic principles and practices of customer care excellence. This introductory course will focus on the rationale for service excellence; the basics of dealing effectively with your customers by adopting a customer care attitude and developing customer empathy. Participants will discover the importance of doing the little things as well as diffusing customer hostility and dealing with customer concerns and complaints. \$350  
10 eve - Tu. Apr 24, 17:30-20:30 - TBA

#### New for Fall '90!

##### How to Plan a Great Workshop

In this highly interactive course you will learn the fundamentals of developing a successful workshop. Enrolment will be limited to ensure individual attention. For details, watch for the Fall '90 calendar. Call for further information.

#### 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.

To register call 875-8200.

## Business English for Today's Workplace

Polish your Business English Skills! The following four workshops are offered on four Saturdays. Enrol individually at the regular price of \$50 or register for all four courses for a total of \$175 - a saving of \$25.

#### ALL FOUR 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. (Rogers)  
1 day - Sa. Apr 28, 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. Please bring a dictionary. (Rogers)  
1 day - Sa. May 12, 09:30-15:30 - Lan

#### Program Two - Customer Care Excellence Certificate Program - For Supervisors and Managers

##### Certificate Requirements:

Students must complete the following five (5) courses in no more than two (2) calendar years (6 semesters).

1. Customer Care Excellence: An Introduction for the Supervisor/Manager 1410 (104601)
2. Designing a Customer Care Excellence Strategy 2410 (104602)
3. Providing Customer Care Excellence Leadership 3410 (104603)
4. Communication and Presentation Skills for Customer Care Excellence 4410 (104604)
5. Sales and Marketing Skills for Customer Care Excellence 5410 (104605)

#### Spring Semester 1990

##### Customer Care Excellence: An Introduction for the Supervisor/Manager 1410 (104601)

Learn the basic principles and practices of customer care excellence. This introductory course will focus on the basics of customer care including a rationale for service excellence and the development of customer empathy. Participants will discover the importance of having a customer care excellence mission statement as well as how to strategically implement the basic elements of a customer care excellence program. \$495  
10 eve - Th. Apr 26, 17:30-20:30 - TBA

For further information, call Hal Hoare at 875-8200.

For registration call 875-8200.

#### 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. (Rogers)  
1 day - Sa. May 26, 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. (Rogers)  
1 day - Sa. Jun 9, 09:30-15:30 - Lan

**Natalie Rogers**, B.P.H.E., has taught Business English and Medical Terminology for various colleges. She is the author of two books and has written several articles and reports on health technologies.

## 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. Apr 28, 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. May 05, 09:00-15:00 - Lan

**Donna Bradbury** has 20 years' experience in 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 twelve-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 registration and invoicing call Lynda Boothby - 875-8200.

##### Spring 1990

Group C

Part I Mar 27-30, Interpersonal Skills

Part II April 24-27, Group Skills

Part III May 15-18, Administrative Skills

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

## 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

##### 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 - Tu. Apr 24, 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. Apr 23, 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. May 1, 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)

This course will give you an understanding of the organization and how it functions. Topics covered will be decision-making, leadership skills, the motivation process, techniques for managing change and conflict and characteristics for success, as seen from a manager's perspective. Textbook to be purchased at CC Bookstore prior to first class. (Guenard) \$110  
8 eve - We. Apr 25, 18:30-21:30 - CC

**Lorna Guenard** has a BA in Public Administration and is currently employed as an administrative manager. She has taught several workshops on Selection Interviews, Employee Appraisals and Orientation.

##### 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. May 01, 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  
10 mng - Sa. Apr 28, 09:00-13:00 - CC  
13 eve - Tu. May 01, 19:00-22:00 - Lan  
13 eve - We. May 02, 19:00-22:00 - Lan

##### CSW4B - 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 CSW4. \$190  
5 eve - Fr. Apr 20, 19:00-22:00 - Lan  
5 eve - Fr. May 25, 19:00-22:00 - Lan  
5 eve - Fr. Jun 29, 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. Please call 324-5322 to register. \$150  
13 eve - Tu. May 01, 19:00-22:00 - Lan

##### CSW10 - Desktop Publishing and Graphic Design with PageMaker 3.0 1800 (100516)

Teaches the participant how to use a microcomputer with desktop publishing software to design and produce a newsletter, brochure, and a catalog. Typography, graphic design, and page layout principles will be covered. Learn how to produce attractive printed products with this flexible and creative software package. Prerequisite CSW1. \$190  
5 eve - Tu. Apr 17, 19:00-22:00 - Lan  
5 eve - Mo. Jun 04, 19:00-22:00 - Lan, No class on Jul 02  
5 eve - Tu. Jun 26, 19:00-22:00 - Lan

##### 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. (Strachan) \$95  
6 eve - Tu. Apr 24, 18:30-21:30 - CC

**Richard Strachan** is a CMA. He has taught accounting courses for Vancouver Community College for seven years and has several years' experience dealing with small business.

## 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. (Tollstam) \$120  
10 eve - Th. Apr 26, 19:00-21:30 - CC

### Keyboarding/Document Formatting 1000 (104501)

8 eve - Mo. Apr 23, 18:30-21:30 - CC  
See Office Administration Certificate Section for details on this course.

### Typing - Keyboarding For Beginners (104404)

Learn to touch type the alpha numeric keyboard on an electronic typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating, centering and letters will not be taught. Therefore more emphasis is placed on typing and keyboard skills. Access to a typewriter/keyboard between class time would be helpful. Please bring your own paper. (Textbook to be purchased at CC Bookstore prior to first session.) (Tollstam) \$65  
6 mng - Sa. Apr 21, 09:30-12:30 - CC  
6 eve - Tu. Apr 24, 19:00-22:00 - 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. Apr 25, 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 mng - Sa. Jun 16, 09:30-12:30 - CC

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

### Typing - Beginners (Mini-Summer Course) (104401)

Learn touch typing of letters, symbols/numbers, centering, tabulation and business letters on the electronic typewriter. Please bring your own paper. (Worobetz) \$50  
4 eve - Tu/Th. Jul 3/5, 18:30-21:30 - CC

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

### 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. (Shipman) \$105  
8 eve - Th. Apr 26, 18:30-21:30 - CC

### Simplifying Financial Terminology (104415)

This 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. (Shipman) \$40  
1 day - Sa. Apr 28, 10:00-16:00 - CC

Ted Shipman is a business educator who has taught a variety of courses for Vancouver Community College and lower mainland high schools since 1971.

### Accounting for the Non Accountant 1415 (104510)

6 eve - Tu. Apr 24, 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. Apr 28, 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. May 05, 09:00-15:00 - Lan

Donna Bradbury has 20 years' experience in business.

### Job Search Techniques - Focusing on the Hidden Job Market (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. Apr 21, 10:00-16:00 - Lan

Norma Chisholm has an extensive background in Human Resources and Relocation Counselling. 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. Apr 17, 18:30-21:30 - Lan

### Medical Terminology II (104420)

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 eve - Th. Apr 19, 18:30-21:30 - Lan

Natalie Rogers, B.P.H.E., has taught Business English and Medical Terminology for various colleges. She is the author of two books and has written several articles and reports on health technologies.

### Shorthand Beginners (104421)

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. Textbooks to be purchased at the CC Bookstore prior to the first session. Please bring a shorthand note pad and HB pencil to the class. (Sherlock) \$85  
10 mng - Sa. Apr 21, 09:30-12:00 - CC

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

### Shorthand Skill and Speed Building (104418)

Increase your shorthand speed and transcription techniques using your present shorthand method. Although this course is suitable to all shorthand or speedwriting users, extra instruction will be given for Pitman Shorthand phrases and short forms. Please bring a shorthand note pad and HB pencil to the class. (Halliday) \$45  
4 mng - Sa. Apr 21, 19:00-21:00 - CC

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

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

6 eve - Tu. May 1, 18:30-21:30  
See Office Administration Certificate Section for details on this course.

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

8 eve - We. Apr 25, 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.

## 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) \$160  
4 weekend sessions - Fr. Apr 27. Each weekend session: Fr. 18:30-21:30 & Sa. 09:00-16:00 - 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) \$85  
4 eve - We. Apr 25, 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

The Federal Business Development Bank and Vancouver Community College are pleased to offer the following five-week step-by-step program.

### How to Start a Business

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

For registration phone 324-5322.

For information call Peggy Worobetz at 875-8200.

### 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. Apr 24/26, 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. May 1/3, 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. May 8/10, 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. May 15/17, 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. May 22/24, 19:00-22:00 - Lan

## 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) \$30  
1 mng - Sa. Apr 21, 09:00-12:00 - Lan

### Calligraphy: Italic Lettering (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. Students with experience will also benefit from this class. (Poskitt) \$85  
8 mng - Sa. Apr 28, 09:30-12:00 - Lan

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

## CAREER AND EMPLOYMENT

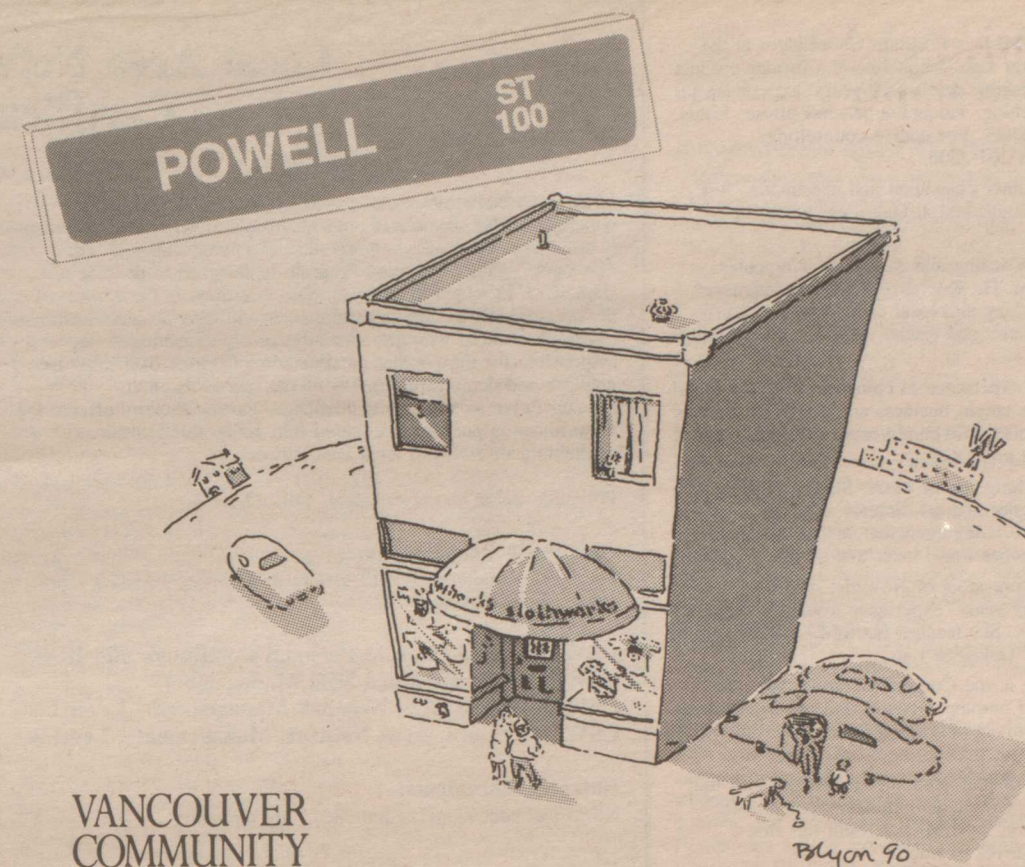
### How to Find a Better Job (104004)

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. May 12, 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. May 05, 09:30-16:30 - KEC



**Clothworks, 132 Powell Street**  
V.C.C. Continuing Education Division's  
off-campus site offering courses in  
Learning to Print Textiles.

### 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. May 12, 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. May 26, 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 eve - Tu. Apr 24, 19:00-21:00 - Lan  
5 eve - We. Apr 18, 19:30-21:30 - 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. Apr 23, 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. Apr 23, 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.

## 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 and Desktop Publishing.
  3. Computer Programming, and
  4. Computer Operations.
- These courses are offered at three different locations: Langara Campus, Computer Station and the VCC 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.

#### VCC Computer Instructors

**Jacqueline Bradshaw**, BA, MLS is Program Coordinator at the VCC Oakridge Microcomputer Lab. Jacqueline is a former product manager for Columbia Computing and has 10 years' experience in computer consulting and teaching. Jacqueline teaches dBase, Lotus, WordPerfect, MS-Word and DOS. For course counselling, Jacqueline may be reached at 261-2806.

**Ray Chung**, CGA is a computer consultant and accountant. Ray teaches at the City Centre Campus and at Oakridge, where he teaches accounting programs.

**Chris Cowling** is owner of Cowling and Associates Computer Consulting, a Vancouver firm. He specializes in dBase language programming, desktop publishing and local area networks. Chris has taught for a number of years and teaches dBase at the Oakridge Lab.

**Jan Farley** has many years' experience in computer instruction and office administration. Jan has taught business and computer courses at Vancouver Community College for nine years. At the Oakridge Lab she teaches WordPerfect and DOS.

**Stan Newman** has been teaching for 14 years. Stan has 28 years' experience as a graphic designer and art director. He has experience in publishing, advertising agencies, design studios and the corporate sector. Stan teaches PageMaker and graphic design.

**Marilynne Nowell**, MBA is president of Nowell Computer Services. Marilynne has many years' experience teaching computer software and business courses. She teaches Bedford, AccPac, Lotus and WordPerfect at the VCC Oakridge Lab.

**Pat Austin** is head instructor at the Computer Station Lab. She holds a bachelor's degree in Computer Science and has been a full-time computer instructor for seven years. Pat is known as an energetic and enthusiastic instructor.

**Mishele Mathern**, BA is a full-time computer instructor with four years' experience in teaching and curriculum development. She teaches at the Computer Station Lab. Michele built her first computer from a kit and she loves to teach.

#### Course Locations:

VCC Langara Campus - 100 West 49th Avenue

Registration and information - 324-5322

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.

## Computer Counselling Guide

### What do you wish to learn?

#### A. An Introduction to Microcomputers

The student has several choices:

Orientation to Microcomputers - Oak

Fundamentals of Microcomputers and Word Processing - Oak

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

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)

## 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 Personal Computers and DOS

#### CSW9 - DOS and Hard Disk Management

#### CSW12 - Local Area Network Management - Level 1

#### CSW12A - Local Area Network Management - Level 2

#### 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 as practice time.

#### Course Credit:

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW1 and CSW9. Students who are confident with Hard Disk Management should register in the other courses and not wait for credit confirmation. Application for credit must be made in writing and include a transcript of courses taken as well as documentation of PC related experience. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education office, c/o CSW Coordinator, Langara Campus, 100 West 49th Avenue, Vancouver, B.C. V5Y 2Z6

#### CSW1 - Introduction to Personal Computing 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 - Tu. Apr 17, 19:00-22:00 - Lan

5 eve - Th. Apr 19, 19:00-22:00 - Lan

5 eve - Fr. Apr 20, 19:00-22:00 - Lan

5 mng - Sa. Apr 21, 09:00-12:00 - Lan, No class on May 19

5 eve - Tu. May 22, 19:00-22:00 - Lan

5 eve - We. May 23, 19:00-22:00 - Lan

5 mng - Sa. Jun 02, 09:00-12:00 - Lan, No class on Jun 30

5 eve - Mo. Jun 04, 19:00-22:00 - Lan, No class on Jul 02

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

5 eve - Fr. Jun 29, 19:00-22:00 - Lan

5 mng - Sa. Jul 14, 09:00-12:00 - Lan

#### CSW9 - DOS and Hard Disk Management (100509)

Teaches the participant how to control and make the most effective use of the IBM/PCs via the DOS Operating System. DOS commands, directories, AUTOEXEC.BAT, CONFIG.SYS, RAMDISK, XCOPY will be covered in addition to items pertaining specifically to hard disk management, such as preventing accidental FORMATing of the hard drive and how to develop custom-made menu systems through batch file programming. Prerequisite CSW1. \$190

5 eve - Mo. Apr 23, 19:00-22:00 - Lan, No class on May 21

5 eve - Mo. Jun 04, 19:00-22:00 - Lan, No class on Jul 02

5 eve - Th. Jun 28, 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. Apr 18, 19:00-22:00 - Lan

5 eve - We. May 23, 19:00-22:00 - Lan

5 mng - Sa. Jun 02, 09:00-12:00 - Lan, No class Jun 30

5 eve - We. Jun 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 mng - Sa. Apr 21, 09:00-12:00 - Lan, No class on May 19

5 eve - Tu. May 22, 19:00-22:00 - Lan

5 mng - Sa. Jul 14, 09:00-12:00 - Lan

#### 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 - Mo. Apr 30, 18:30-21:30 - Oak

3 eve - Mo. Jun 11, 18:30-21:30 - Oak

3 eve - Tu. Jul 10, 18:30-21:30 - Oak

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

Learn how to operate any model of the IBM PC or compatible computer. Exercises will show you the purpose of DOS, how to use the keyboard, load DOS, format diskettes and manage files. Hard disk management concepts include creating and using sub-directories efficiently and backing-up data. Setting your computer environment automatically is introduced. No previous experience with computers is necessary. \$150

1 day - We. Apr 18, 09:00-17:00 - Csn

3 eve - Mo. Apr 23, 18:30-21:30 - Csn

1 day - We. Apr 25, 09:00-17:00 - Oak

1 day - Th. May 03, 09:00-17:00 - Oak

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

1 day - Su. May 06, 09:00-17:00 - Csn

1 day - We. May 09, 09:00-17:00 - Oak

3 eve - Th. May 10, 18:30-21:30 - Oak

1 day - We. May 16, 09:00-17:00 - Csn

1 day - Sa. May 26, 09:00-17:00 - Oak

3 eve - Mo. May 28, 18:30-21:30 - Csn

1 day - Tu. May 29, 09:00-17:00 - Oak

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

1 day - Th. Jun 14, 09:00-17:00 - Csn

1 day - Sa. Jun 16, 09:00-17:30 - Lan

1 day - Sa. Jun 16, 09:00-17:00 - Oak

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

1 day - Fr. Jun 28, 09:00-17:00 - Oak

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

1 day - Th. Jul 19, 09:00-17:00 - Csn

1 day - We. Jul 25, 09:00-17:00 - Oak

1 day - Tu. Aug 07, 09:00-17:00 - Csn

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

1 day - We. Aug 22, 09:00-17:00 - 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. Building a complete menu system and setting up a RAM disk will be covered. Advanced file management is also covered, including changing file attributes to protect data, recovering lost data, and more. \$150

1 day - Th. Apr 26, 09:00-17:00 - Oak

1 day - Sa. May 12, 09:00-16:30 - Lan

1 day - Th. May 24, 09:00-17:00 - Oak

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

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

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

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

## 2. Computer Applications

### Word Processing

#### Introduction to WordPerfect (100710)

Learn fundamental WordPerfect commands for creating and editing documents; moving around, saving, retrieving and printing documents; blocks formatting and moving/copying text. Emphasis is placed on WordPerfect's use of codes. This course is suitable for students with all versions. (At Langara, mail/merge and labels are also covered.) \$150

1 day - Tu. Apr 08, 09:00-17:00 - Oak

3 eve - We. Apr 18, 18:30-21:30 - Csn

1 day - Sa. Apr 21, 09:00-17:00 - Csn

1 day - Mo. Apr 23, 09:00-17:00 - Oak

1 day - Sa. May 05, 09:00-17:00 - Csn

3 eve - Th. May 10, 18:30-21:30 - Csn

1 day - Tu. May 15, 09:00-17:00 - Csn

1 day - Sa. May 26, 09:00-17:00 - Oak

1 day - We. May 30, 09:00-17:00 - Oak

1 day - We. May 02, 09:00-16:30 - Lan

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

3 eve - We. Jun 13, 18:30-21:30 - Csn

1 day - Th. Jun 14, 09:00-17:00 - Oak

1 day - We. Jun 20, 09:00-17:00 - Csn

1 day - We. Jun 27, 09:00-17:00 - Oak

1 day - Th. Jul 12, 09:00-17:00 - Csn

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

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

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

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

#### Introduction to WordPerfect - Fast Track (100784)

This course is designed for students who are already very familiar with word processing systems on microcomputers, but who have not previously used WordPerfect. The course will be faster paced than the regular course. Topics covered are the same as in Introduction to WordPerfect. In addition, some topics will be covered in greater depth and extra techniques will be mentioned. \$150

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

1 day - We. May 23, 09:00-17:00 - Oak

#### Intermediate WordPerfect (100735)

Now that you have mastered the WordPerfect basics, learn how to do text and math columns, assorted merges and sorts, transfer text between documents, use the spell checker and thesaurus, and more. Experience with WordPerfect is essential. This course is suitable for students with all versions. \$150

1 day - Fr. Apr 27, 09:00-17:00 - Csn

1 day - We. May 02, 09:00-17:00 - Oak

3 eve - We. May 09, 18:30-21:30 - Csn

1 day - Sa. May 12, 09:00-17:00 - Oak

1 day - Th. May 24, 09:00-17:00 - Csn

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

1 day - Su. Jun 10, 09:00-17:00 - Csn

1 day - Mo. Jun 25, 09:00-17:00 - Oak

1 day - Th. Jul 26, 09:00-17:00 - Csn

1 day - Th. Aug 09, 09:00-17:00 - Csn

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1 day - Fr. Aug 24, 09:00-1

## 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 Personal Computers 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 and Hard Disk Management**  
and any other CSW course (elective)

### Course Credit:

Credit for previously completed introductory course/s to Personal Computers and DOS will be considered for CSW1. No previous credit will be considered toward another CSW course. Students who are confident with DOS commands may register for other courses in the CSW program before receiving confirmation of credit for CSW1. Application for credit must be made in writing and include a transcript of the course/s previously taken. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education office, c/o CSW Coordinator, 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.

### CSW1 - Introduction to Personal Computing 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 - Tu. Apr 17, 19:00-22:00 - Lan  
5 eve - Th. Apr 19, 19:00-22:00 - Lan  
5 eve - Fr. Apr 20, 19:00-22:00 - Lan  
5 mng - Sa. Apr 21, 09:00-12:00 - Lan, No class on May 19  
5 eve - Tu. May 22, 19:00-22:00 - Lan

5 eve - We. May 23, 19:00-22:00 - Lan  
5 mng - Sa. Jun 02, 09:00-12:00 - Lan, No class on Jun 30  
5 eve - Mo. Jun 04, 19:00-22:00 - Lan, No class on Jul 02  
5 eve - Tu. Jun 26, 19:00-22:00 - Lan  
5 eve - Fr. Jun 29, 19:00-22:00 - Lan  
5 mng - Sa. Jul 14, 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 - Th. Apr 19, 19:00-22:00 - Lan  
5 eve - Fr. May 25, 19:00-22:00 - Lan  
5 eve - Fr. Jun 29, 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 documents with different layouts and styles, checking out spelling mistakes, merging with other documents, sorting and using macro features. Prerequisite CSW1. \$190

5 eve - Th. Apr 19, 19:00-22:00 - Lan  
5 mng - Su. Apr 22, 09:00-12:00 - Lan, No class on May 20  
5 eve - Fr. May 24, 19:00-22:00 - Lan  
5 mng - Su. Jun 03, 09:00-12:00 - Lan, No class on Jul 01  
5 eve - Th. Jun 28, 19:00-22:00 - 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. Apr 20, 19:00-22:00 - Lan  
5 eve - Fr. May 25, 19:00-22:00 - Lan  
5 eve - Fr. Jun 29, 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 eve - We. Apr 18, 19:00-22:00 - Lan  
5 eve - Fr. May 25, 19:00-22:00 - Lan  
5 mng - Su. Jul 15, 09:00-12:00 - Lan

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

Expert Level. Recommended for those who have used dBASEIII Plus in an Applications Development environment and wish to go beyond. This course will provide the participants with enough information to begin to use Clipper in a productive and professional way to speed up, enhance and expand dBASE applications. Instructors are practising Applications Developers in the Clipper environment. Prerequisite CSW5A or equivalent. \$185  
5 eve - Mo. Apr 23, 19:00-22:00 - Lan, No class on May 21

### 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 eve - Fr. Apr 20, 19:00-22:00 - Lan  
5 eve - Th. May 24, 19:00-22:00 - Lan  
5 eve - We. Jun 27, 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 eve - Mo. Apr 23, 19:00-22:00 - Lan, No class on May 21  
5 mng - Su. Jun 03, 09:00-12:00 - Lan, No class on Jul 01  
5 mng - Su. Jul 15, 09:00-12:00

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

This course is intended for those familiar with the ACCPAC General Ledger package. Following a review of G/L features this course concentrates on the Accounts Receivables package, the second most popular in the ACCPAC series. Integration of G/L and A/R are part of this course. Prerequisite CSW7 (may be taken concurrently). \$185  
5 mng - Su. Apr 22, 09:00-12:00 - Lan, No class on May 20  
5 mng - Su. Jun 03, 09:00-12:00 - Lan, No class on Jul 01  
5 mng - Su. Jul 15, 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 mng - Su. Apr 22, 09:00-12:00 - Lan, No class on May 20  
5 eve - Th. May 24, 19:00-22:00 - Lan  
5 eve - Th. Jun 28, 19:00-22:00 - Lan

### CSW9 - DOS and Hard Disk Management (100509)

Teaches the participant how to control and make the most effective use of the IBM/PCs via the DOS Operating System. DOS commands, directories, AUTOEXEC.BAT, CONFIG.SYS, RAMDISK, XCOPY will be covered in addition to items pertaining specifically to hard disk management, such as preventing accidental FORMATING of the hard drive and how to develop custom-made menu systems through batch file programming. Prerequisite CSW1. \$190  
5 eve - Mo. Apr 23, 19:00-22:00 - Lan, No class on May 21  
5 eve - Mo. Jun 04, 19:00-22:00 - Lan, No class on Jul 02  
5 eve - Th. Jun 28, 19:00-22:00 - Lan

### CSW10 - Desktop Publishing and Graphic Design with PageMaker 3.0 (100516)

Teaches the participant how to use a microcomputer with desktop publishing software to design and produce a newsletter, brochure, and a catalog. Typography, graphic design, and page layout principles will be covered. Learn how to produce attractive printed products with this flexible and creative software package. Prerequisite CSW1. \$190  
5 eve - Tu. Apr 17, 19:00-22:00 - Lan  
5 eve - Mo. Jun 04, 19:00-22:00 - Lan, No class on Jul 02  
5 eve - Tu. Jun 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. Apr 18, 19:00-22:00 - Lan  
5 mng - Sa. Jun 02, 09:00-12:00 - Lan, No class on Jun 30  
5 eve - We. May 23, 19:00-22:00 - Lan  
5 eve - We. Jun 27, 19:00-22:00 - Lan

### Intermediate Lotus 1-2-3, Version 3.0 (100789)

Intermediate Lotus 1-2-3 topics include using a 3-dimensional spreadsheet, database functions (sorting, finding and extracting records), and creating and printing graphs. Other skills such as windowing, locking titles, and linking spreadsheets are also covered. A working knowledge of Lotus 1-2-3 is required. \$150  
1 day - Tu. May 23, 09:00-17:00 - Csn  
1 day - Th. Jun 21, 09:00-17:00 - Csn

### Lotus Macro Programming (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 - Tu. Apr 24, 09:00-17:00 - Oak  
1 day - Th. May 17, 09:00-17:00 - Oak  
1 day - Sa. Jun 23, 09:00-17:00 - Oak  
1 day - We. Aug 15, 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 - Fr. Jun 08, 09:00-17:00 - Oak

### Introduction to MS-Works 2.0 (100790)

Microsoft Works is an integrated collection of four software tools. Learn the basics of WORDPROCESSING (including creating, editing, formatting, printing and saving documents), SPREADSHEETS and GRAPHING (entering numbers, labels and formulas; relative, absolute and mixed references; printing worksheets; and building and printing graphs and charts). Also covered are fundamentals of DATABASE creation, maintenance and information enquiries. Sharing information between environments and concepts of communications functions are also discussed. \$150  
1 day - Su. Apr 29, 09:00-17:00 - Csn  
1 day - Th. May 17, 09:00-17:00 - Csn  
1 day - Sa. Jun 02, 09:00-17:00 - Csn  
1 day - Fr. Jun 22, 09:00-17:00 - Csn  
1 day - We. Aug 15, 09:00-17:00 - Csn

## Microcomputer Accounting

### 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. Structuring a chart of accounts and closing the books at the end of the month, calendar year and fiscal year are also covered. \$150  
1 day - Sa. Apr 21, 09:00-17:00 - Oak  
1 day - Mo. May 07, 09:00-17:00 - Oak  
1 day - Fr. May 18, 09:00-17:00 - Oak  
1 day - Sa. Jun 02, 09:00-17:00 - Oak  
3 eve - Th. Jun 14, 18:30-21:30 - Oak  
1 day - Fr. Jun 22, 09:00-17:00 - Oak  
1 day - Fr. Jul 20, 09:00-17:00 - Oak  
1 day - Sa. Jul 28, 09:00-16:30 - Lan  
1 day - Fr. Aug 17, 09:00-17:00 - Oak

### Advanced Bedford (100765)

Learn how to operate the Inventory and Job Cost modules of the Bedford system; and how to export to Lotus and process data prepared with Bedford. \$150  
1 day - We. Jun 06, 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. Apr 18, 09:00-17:00 - Oak  
3 eve - Tu. Apr 24, 18:30-21:30 - Oak  
1 day - Fr. May 04, 09:00-17:00 - Oak  
1 day - Mo. May 28, 09:00-17:00 - Oak  
1 day - Fr. Jun 15, 09:00-17:00 - Oak  
1 day - Th. Jul 19, 09:00-17:00 - Oak  
1 day - Mo. Aug 13, 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 - Sa. Apr 28, 09:00-17:00 - Oak  
1 day - Fr. Jun 01, 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 - Fr. Jun 08, 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: Beinfang Graphics 360 design layout pad 11" x 14", type scale ruler (6 & 12 pt. increments) and felt tip pens.) \$75  
3 eve - Tu. Apr 24, 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  
2 day - Sa. May 26, 09:00-16:00 - Lan

### Introduction to PageMaker Desktop Publishing (100746)

Learn fundamental PageMaker skills for setting-up a document, typesetting and editing. You will develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting-up master pages for multi-page publications, creating a two-fold two-colour brochure, adapting designs at the production stage, adjusting and editing text, and production of corporate stationery on your design. \$150  
3 eve - We. May 02, 18:30-21:30 - Oak  
3 eve - Tu. May 22, 18:30-21:30 - Oak

### Intermediate PageMaker Desktop Publishing (100766)

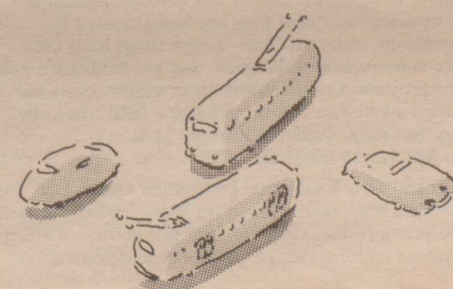
Designed for successful students from the introductory course. Students will learn the following: setting-up a four-page two-colour catalog, using master pages, creating spot colour separations, setting-up a style sheet, creating graphic structures in draw/paint programs, entering text via word processing programs, advanced page editing techniques, and producing a two-page brochure. \$150  
3 eve - Tu. Jun 12, 18:30-21:30 - Oak

### Desktop Publishing Workshop with Pagemaker (100791)

A four-day workshop in which you will learn to produce your design and carry it to the camera-ready stage. You will spend two days learning graphic design (Th/Fr. at Langara, 13:00-18:00), and two days learning PageMaker (Sa/Su. at the Oakridge Computer Lab, 09:00-17:00). Graphic Design topics include: the basics of design, typography, page layout and balance (two assignments). Desktop Publishing topics include: introduction to PageMaker, setting up a publication using the grid structure, setting up a style sheet, colour separating and type setting. This course is limited to twelve participants. Students will require the following supplies at the first class: Beinfang Graphics 360 design layout pad 11" x 14", type scale ruler (6 & 12 pt. increments) and felt tip pens. \$375  
4 day - Th/Fr/Sa/Su. Jul 12, 13:00-18:00/09:00-17:00 - Lan/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. Apr 22, 09:00-17:00 - Csn  
1 day - We. May 16, 09:00-17:00 - Csn  
1 day - Sa. Jun 06, 09:00-17:00 - Csn



## 3. Computer Programming

### "BASIC" Programming for Beginners 1 (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. You may also complete your programming projects on your own PC. (M. Gourd) \$150  
12 eve - Mo/We. May 07, 19:30-21:30 - 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  
4 day - Sa. May 05, 09:00-14:00 - Lan  
8 eve - Mo/We. May 07, 19:00-21:30 - 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 - Th. Jun 21, 09:00-17:00 - Oak  
2 eve - Th. May 31, 18:00-22:00 - Oak

## BE A GRACIOUS HOST INTERNATIONAL EDUCATION HOMESTAY PROGRAMS

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

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

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

Host families are required for the following programs:

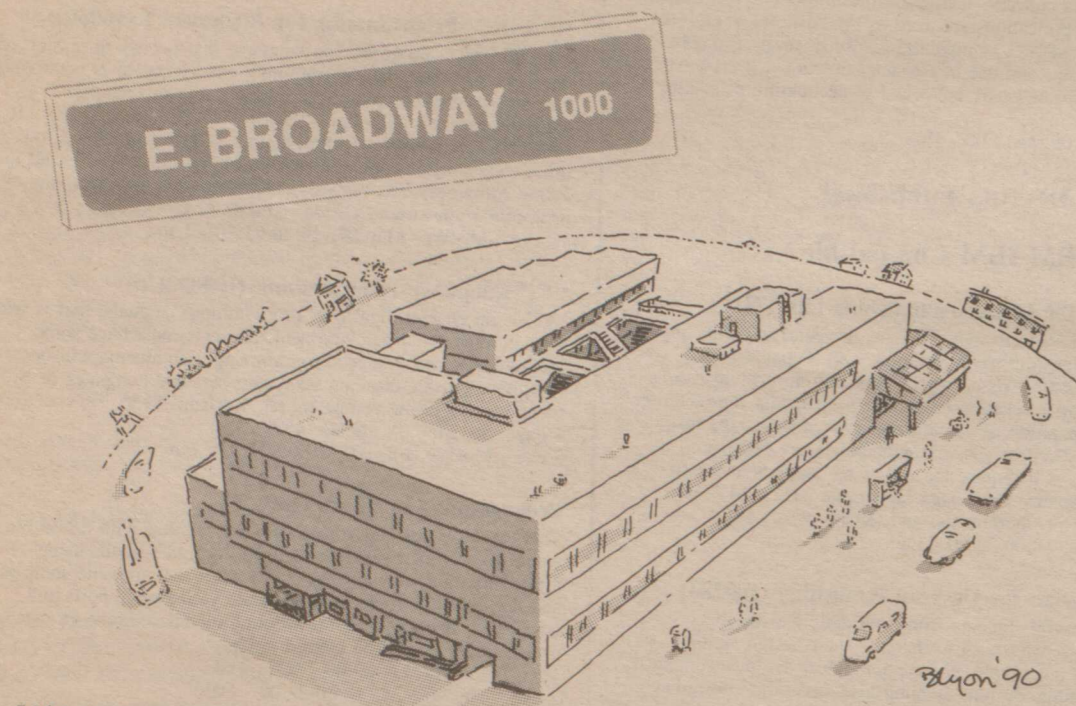
**S.E.L.P. - Summer English Language Program** students from Japan who require Homestay as part of their English language and cultural experience. The program runs July through August with students staying for three week periods. Families are required to accept two students per session.

**International Students** - Long-term students in VCC English as a Second Language, High School completion, and University programs. The program runs year-round and 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 56 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.



Vancouver Community College,  
King Edward Campus 1155 E.  
Broadway Continuing Education  
875-8200

#### Lotus Macro Programming (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 - Tu. Apr 24, 09:00-17:00 - Oak  
1 day - Th. May 17, 09:00-17:00 - Oak  
1 day - Sa. Jun 23, 09:00-17:00 - Oak  
1 day - We. Aug 15, 09:00-17:00 - Oak

### 4. Computer Operations

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

Learn how to operate any model of the IBM PC or compatible computer. Exercises will show you the purpose of DOS, how to use the keyboard, load DOS, format diskettes and manage files. Hard disk management concepts include creating and using sub-directories efficiently and backing-up data. Setting your computer environment automatically is introduced. No previous experience with computers is necessary. \$150

1 day - We. Apr 18, 09:00-17:00 - Csn  
3 eve - Mo. Apr 23, 18:30-21:30 - Csn  
1 day - We. Apr 25, 09:00-17:00 - Oak  
1 day - Th. May 03, 09:00-17:00 - Oak  
1 day - Sa. May 05, 09:00-16:30 - Lan  
1 day - Su. May 06, 09:00-17:00 - Csn  
1 day - We. May 09, 09:00-17:00 - Oak  
3 eve - Th. May 10, 18:30-21:30 - Oak  
1 day - We. May 16, 09:00-17:00 - Csn  
1 day - Sa. May 26, 09:00-17:00 - Oak  
3 eve - Mo. May 28, 18:30-21:30 - Csn  
1 day - Tu. May 29, 09:00-17:00 - Oak  
1 day - Mo. Jun 04, 09:00-17:00 - Oak  
1 day - Th. Jun 14, 09:00-17:00 - Csn  
1 day - Sa. Jun 16, 09:00-16:30 - Lan  
1 day - Sa. Jun 16, 09:00-17:00 - Oak  
1 day - Tu. Jun 19, 09:00-17:00 - Oak  
1 day - Fr. Jun 28, 09:00-17:00 - Oak  
1 day - We. Jul 11, 09:00-17:00 - Oak  
1 day - Th. Jul 19, 09:00-17:00 - Csn  
1 day - We. Jul 25, 09:00-17:00 - Oak  
1 day - Tu. Aug 07, 09:00-17:00 - Csn  
1 day - Tu. Aug 14, 09:00-17:00 - Oak  
1 day - We. Aug 22, 09:00-17:00 - 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. Building a complete menu system and setting up a RAM disk will be covered. Advanced file management is also covered, including changing file attributes to protect data, recovering lost data, and more. \$150

1 day - Th. Apr 26, 09:00-17:00 - Oak  
1 day - Sa. May 12, 09:00-16:30 - Lan  
1 day - Th. May 24, 09:00-17:00 - Oak  
1 day - We. Jun 20, 09:00-17:00 - Oak  
1 day - Sa. Jun 23, 09:00-16:30 - Lan  
1 day - We. Jul 18, 09:00-17:00 - Oak  
1 day - Th. Aug 16, 09:00-17:00 - Oak

### CONSERVATION OF HERITAGE BUILDINGS

These courses are designed for people interested in the conservation of our heritage buildings, including architects, drafters, designers, craftsmen and policy makers.

#### Styles of Architectural Heritage (051402)

Can you name the architectural style of your house? Building styles, like fashion, change over time, leaving a rich variety of historic buildings in our urban environment. Learn to identify familiar, and not-so-familiar, local styles and their historic precedents. In addition, architectural "Do's and Don'ts" will be covered, such as the "Seven Deadly Renovation Sins." The course includes a field trip to be scheduled on a Saturday. (Vidners/Luxton) \$130  
9 eve - Mo. Apr 23, 19:00-21:00 - CC

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

Is Vancouver losing too many of its familiar landmarks? One of our hottest public issues is the fate of our heritage buildings. Explore these concerns and how they are being treated by developers, architects and politicians. Learn about local area history, proper conservation techniques, and the motivation behind recent heritage projects. Controversial preservation issues will be discussed as they arise. The course includes a field trip to be scheduled on a Saturday. (Vidners/Luxton) \$140  
10 eve - We. Apr 18, 19:00-21:00 - CC

Valda Vidners and Don Luxton of Foundation Group Ltd. are heritage consultants who have worked on many heritage projects throughout the province including building inventories, municipality management plans, building design guidelines and restoration projects.

### 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 lectured in Italian at U.B.C.

#### Escort and Community Interpreting (150114) \*\* New \*\*

The two subfields of interpreting that one hears about most often are conference interpreting and court interpreting. However, much of the interpreting activity in North America takes place outside the conference room and the courtroom. This third "branch" of interpreting, which is called by different names (escort interpreting, community interpreting, etc.), is the focus of this workshop. Students will learn to interpret effectively in various settings such as the school, doctor's office, the store, etc. The techniques of "short" consecutive, summary interpretation, and basic sight translation will be taught through a variety of learning activities.

This workshop will be of equal interest to those who are beginning interpreters and those who are already practising as interpreters. (Roberts) \$225

3 day - Mo/Tu/We. June 4-6, 09:00-16:00 - Lan

**Note:** Registration closes May 1. Pre-authorization required. Participants must have an excellent knowledge of English and another language. Enrolment is limited.

#### Techniques of Tape Transcription and Translation (150115) \*\* New \*\*

Learn and practise effective techniques for handling a difficult and increasingly sought-after challenge to the interpreter's skill: the translation and transcription of taped speech into document form. Participants, who must have an excellent knowledge of English and another language, will prepare an individual transcription as part of the practical, hands-on approach of the workshop. (Roberts) \$95  
Postponed until further notice. For information contact Program Coordinator.

#### Work Your Way Through the Translation Process (150116 and 150117) \*\* New \*\*

Following a brief presentation of various stages in the process of translating a text from one language to another, participants will work through a specific text with guidance from the instructor. In order to make the workshops as effective as possible, each session will be limited in enrolment and will be geared to individuals with comparable expertise as translators. (Roberts)  
Course No. 150116 - \$45  
1 eve - Th. Jun 7, 19:00-22:00 - Lan  
1 eve - Fr. Jun 8, 19:00-22:00 - Lan  
Course No. 150117 - \$90  
1 day - Sa. Jun 9, 09:30-14:30 - Lan

**Note:** Registration closes May 1. Pre-authorization required. Enrolment is limited. Since the workshops will be structured around locally defined needs, interested persons should contact the Program Coordinator as soon as possible.

Roda P. Roberts, Ph.D., former Director of the School of Translators and Interpreters at the University of Ottawa, is a master teacher and lecturer. She has published extensively on translation and interpretation theory and methodology and is pioneering in the training of interpreters for the legal, business and community sectors.

**Pre-authorization:** Applications must be approved prior to registration for all courses listed above. For more information, contact the Program Coordinator, Dr. S. Carr, at 324-5322 or 261-6635.

### COUNSELLING SKILLS

### Basic Counselling Skills

#### Basic Counselling Skills (101804)

This course is designed to introduce individuals to the listening skills that form the foundation of counselling. It may be of particular interest to volunteers and staff in the helping professions. You will practise beginning phase helping skills, which include attending, empathy, summarizing, and concreteness. You will be introduced to the helping skills of the action phase, which include advanced empathy, confrontation, immediacy, problem solving, and goal setting. You will participate in counselling interviews 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 a prerequisite for those applying to the Counselling Skills Certificate Program. Text: "Counselling Skills for Social Service Workers," Don Sheibib. (\$19.99 at CC Bookstore) \$170  
12 eve - Tu. Apr 10, 19:00-22:00 - CC (Adilman)  
12 eve - We. Apr 11, 19:00-22:00 - CC (Miller)  
12 eve - Th. Apr 12, 19:00-22:00 - CC (Menzel)  
12 mng - Sa. Apr 7, 09:00-12:00 - CC (Kenney)  
(Saturday a.m. classes on holiday weekends will be held the previous Thursday - 19:00-22:00)

Tamara Adilman (M.A., Women's Studies, M.Ed. Candidate, Counselling Psychology) is Program Coordinator, Battered Women's Support Services, Vancouver.

Sara Menzel (M.Ed., Counselling Psychology) is an Employment Training Counsellor with the Provincial Ministry of Advanced Education.

### 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
- Relevant experience in social services
- Completion of Basic Counselling Skills courses (101804) or equivalent
- Satisfactory interview with Program Coordinator

#### Certificate Requirements:

Satisfactory completion of: A 12-hour Program Orientation; five 36-hour courses - Introduction to Counselling Skills; Individual Counselling Skills; Group Counselling Skills; Family Counselling Skills; Assessment, Referral, and Community Resources; A 40-hour practicum.

**Course Fees:** 12 hours - \$55, 36 hours - \$190, 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:

#### 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: September 1990; January 1991

#### Information Meetings:

For more information attend one of the following meetings:  
1 eve - We. Apr 4 19:00-20:00 - KEC Room 5042  
1 eve - Mo. Jun 11, 19:00-20:00 - KEC, Room 4056

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

David Miller (M.A. Candidate, Counselling Psychology) is a Counsellor with Student Counselling Services, KEC.

Suzanne Kenney, (M.A., Counselling Psychology) is an EAP Counsellor with Family Services of Greater Vancouver.

### CREATIVE DEVELOPMENT

#### Tools for Creative Awakening: Exploring the Evolutionary Leap (102823)

Challenges in our world call for increasingly creative responses. In addition, we feel a quickening in the unfolding of our own consciousness. 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. May 07, 19:00-22:00 - KEC

#### Life Charting: Recreating Interior Landscapes (102864)

The experiences of fulfillment, love, wellness and creativity that we seek are to be found within. They lie as treasures, often hidden and undiscovered within the landscape of our lives. As we journey inward, we encounter our early life imprinting, our emotional patterning, our belief systems, our unhealed wounds and our separations now asking for integration. Along the way there are lessons and turning points . . . places to choose wholeness. (Tickner) \$160  
2 day - Sa/Su. May 12/13, 10:00-17:00 - Biltmore Hotel, 12th & Kingsway

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

### EARLY CHILDHOOD EDUCATION

### Living and Working With Young Children

#### "Alligator Pie, Alligator Pie, Cook Up Your Own and Don't Be Shy" (151468) \*\* New \*\*

Participants will learn simple techniques for altering unsuitable poems, dashing off spontaneous poems and for composing just the poem you need for programming (but can never find)! This stimulating evening will provide the opportunity for students to create two poems of their own to practise the techniques discussed. The session is designed for caregivers working with pre-school children. (Mackin) \$20  
1 eve - Mo. Apr 23, 19:00-22:00 - Lan

Sharon Mackin has a Master's Degree in English Literature with a minor in creative writing. She has published in several small poetry magazines including "Piggy Back Songs III."

#### The Smoke-Free Program for Preschoolers (151464)

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 life style. Rather than dwell on the negative aspects of smoking, this class encourages a positive attitude towards being smoke-free. Participants will receive a Smoke-Free Kit that includes many hand-outs and a music tape. \$15  
1 eve - Tu. Apr 24, 19:00-21:30 - Lan

#### Child Abuse: Birth - Six Years (151443)

This session will focus on the basic needs of children, how we can best meet these needs, and what can happen when these needs are not being met. Topics will include family dynamics, special needs of abusive families, handling disclosures, legal responsibilities, community resources and strategies for prevention. This session will be offered by the Red Cross Child Abuse Prevention Program. \$15  
1 eve - Th. May 3, 18:00-21:30 - Lan

#### Child Abuse: Six - Twelve Year Old (151444)

This session will address the same themes as noted in the course above, but with a focus on the school aged child. It is also sponsored by the Red Cross Child Abuse Prevention Program. \$15  
1 eve - Th. May 10, 19:00-21:30 - Lan

#### Sports and Tournament Programming (151466) \*\* New \*\*

This workshop provides an opportunity for school age child care workers to explore the rationale for developing a Sports and Tournament Program. Topics for this session will include examination of the psychology of the young athlete; age appropriate skills; coaching techniques and competitive verses cooperative sports. (Wallace) \$20  
1 eve - Tu. May 15, 19:00-22:00 - Lan

#### Adventures for Kids (151413)

Have you ever found yourself wondering what to do and where to take your energized children for some fresh air and adventure? If so, then this is the workshop for you. Exploring new places is an important part of a child's growing up. Come and discover new sights within the lower mainland. A slide presentation will feature outdoor playgrounds, parks and natural learning wonders. Learn how to plan for a safe, fun outing. (Wallace) \$20  
1 eve - Tu. May 22, 19:00-22:00 - Lan

Randy Wallace has developed out-of-school programs and outdoor summer education camps. He is currently the Program Coordinator at Fraserview Boys and Girls Club and has a long history of working with school age children.

#### Science in a Bucket (151430)

This workshop will introduce you to many quick, exciting and easy ideas for organizing your science programs. Activities will be appropriate for presentation to the whole class within a preschool setting or for fun in your own home. (Bartnik) \$20  
1 eve - Mo. May 28, 19:00-22:00 - Lan

Gwen Bartnik has been involved in the Early Childhood Education field as a preschool and kindergarten teacher. In addition, she has offered many courses and workshops related to science, math and curriculum activities for young children.

#### Self Esteem: The Child and You (151469) \*\* New \*\*

This workshop explores the concept of self-esteem as it relates to children's healthy development. The aim of the session is to provide child care practitioners, parents and anyone interested in children's healthy development with a definition and methods for promoting positive self-esteem. The three-hour session will be dedicated to experiential activities that participants may use with children in their own settings. (McElroy) \$20  
1 eve - Mo. Jun 4, 19:00-22:00 - Lan

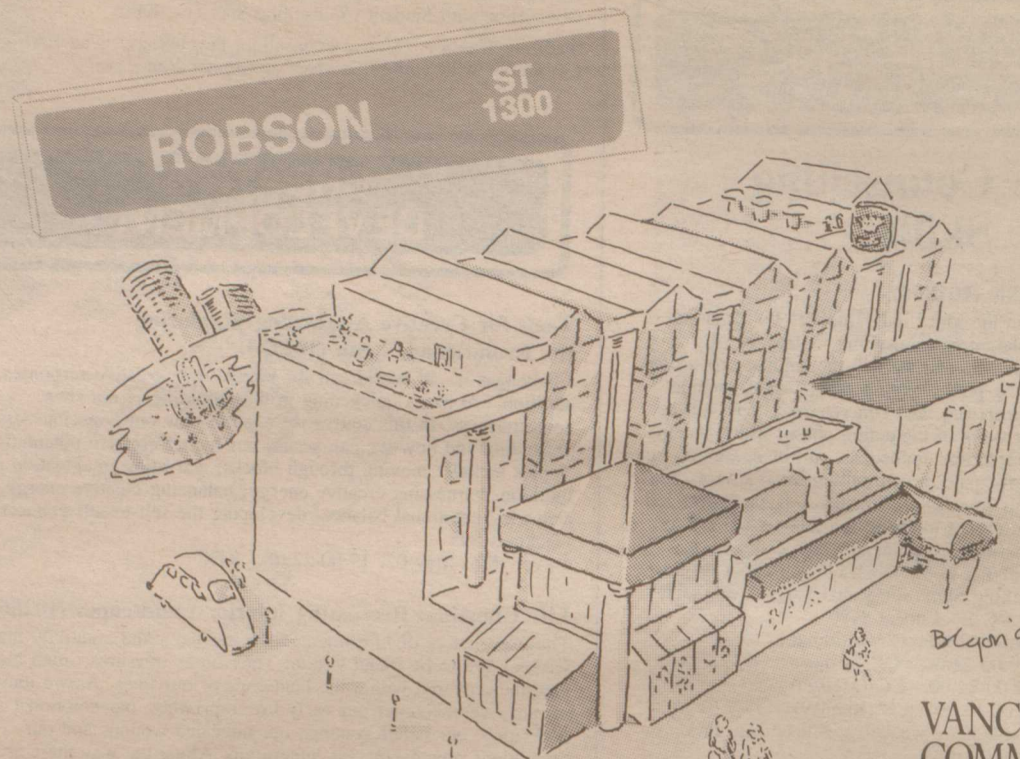
#### Empowering Children (151467) \*\* New \*\*

This three-hour workshop provides an opportunity for child and youth care practitioners, parents and teachers to explore the issue of empowering children. By utilizing the concepts of Control Theory, we will examine ways we can transfer ownership of children's experience with us so that they may gain awareness and take responsibility for issues in their development. A special focus on group process and discipline - areas where we often exert our control for the so-called "benefit" of the children - will provide practical hands-on experience. (McElroy) \$20  
1 eve - Th. Jun 7, 19:00-22:00 - Lan

#### Introduction to Peer Counselling (151470) \*\* New \*\*

Peer counselling, peer helping and peer tutoring are all forms of training children to help one another by capitalizing on the natural peer helping relationships. This workshop will provide you with a working knowledge of peer counselling through exploration of its origins, usage, and issues. By focusing on the facilitation process, you will discover, through experiential activities, the unique nature of peer counselling training. (McElroy) \$20  
1 eve - Mo. Jun 11, 19:00-22:00 - Lan

**Shaun McElroy** is an undergraduate in the School of Child and Youth Care at University of Victoria. He has extensive experience in residential camping, designing and implementing outdoor programs, and working with children and youth in his native Victoria and Australia.



**O'Doul's Hotel**, 1300 Robson Street  
V.C.C. Continuing Education Division's  
off-campus site offering Management  
Skills for Supervisors and Leadership  
Skills for Business.

## Early Childhood Education Certificate Programs

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

#### A. Early Childhood Education Level I

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

#### B. Infant-Toddler Supervisor Training

A 1-year program which prepares already qualified E.C.E. graduates with the specialized skills and knowledge to supervise infant and toddler group day-care settings. Applications for September 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. Following this, core courses may be taken in any order.

This term, the following courses are offered:

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

This course provides an introduction to a variety of issues relating to family day-care. Please note that this course meets 4 Mondays AND 2 Saturdays. (Taylor, Descantes) \$70  
4 eve - Mo. May 7/14/28 & Jun 4, 19:00-21:30  
2 day - Sa. May 26/Jun 9, 09:30-14:30 - Lan

**Beverly Taylor** and **Isolde Descantes** are both 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 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  
6 eve - We. Apr 4/25 May 2/9/16/23, 19:00-21:30  
1 day - Sa. May 5, 09:30-14:30 - Lan

**Linda Pattison** and **Sylvia Herd** have worked with young children in a variety of settings. Presently both are operating family day care and are involved in caregiver training opportunities.

#### Managing a Family Day-Care (103806)

The focus in this course is on the business management and administrative aspects of operating a successful family day-care. Topics will include licensing procedures, budgeting, tax issues and parent - caregiver communication contracts. (Anslow, Norman) \$65  
6 eve - We. May 30, 19:00-21:30 - Lan  
1 day - Sa. Jun 9, 09:30-14:30 - Lan

**Rosie Anslow** and **Karen Norman** are well known and respected for their contributions in the family day-care field. Both have offered numerous courses both at VCC and throughout the province.

#### E. Working with School Age Children

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

#### Working With 5 Year Olds

#### Working With 6-9 Year Olds

#### Working With 9-12 Year Olds

#### Working With Special Needs Children Leadership and Organizational Skills

This term the following core courses will be offered:

#### Leadership and Organizational Skills (150659)

This course focuses on the communication skills and leadership styles associated with effective team functioning. It also offers an introduction to administrative procedures such as developing policies, procedures, budgets, fundraising strategies and marketing techniques. (Musson) \$65  
6 eve - We. Apr 11, 19:00-22:00 - Lan  
1 day - Sa. Apr 28, 09:30-14:30 - Lan

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

## ELECTRIC / ELECTRONIC

#### Electrical Code - Intermediate (050602)

This course is designed for 4th year apprentices and journeyman electricians. (Note: First class is on a Wednesday) (Ball) \$175  
20 eve - Mo/We. Apr 18, 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. Apr 17, 18:30-21:30 - CC

#### James Kamm is a full time instructor at CC.

#### 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 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. Apr 23, 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.

#### Basic Digital Circuits (050703)

Learn the basic building blocks of computer circuitry through theory and lab projects. The course includes number systems, logic circuits, counters and latches. This course is a prerequisite for Computer Repairs (Basic Level 1). Prerequisite: completion of a basic electronic course or equivalent or instructor's permission. (Hein) \$125  
10 eve - We. Apr 18, 18:30-21:30 - CC

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

#### Television Servicing (050721)

This course combines theoretical and practical knowledge for effective troubleshooting and repairs to B & W and Colour

#### Italian Conversation Level I (501923)

\$75  
10 eve - Tu. May 08, 20:00-22:00 - Lan (Visscher)

#### Italian Conversation Level II (501924)

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

#### Japanese Conversation Level I (501926)

\$90 - 25 hour program  
10 eve - Mo. May 07, 19:00-21:30 - Lan (Wong)  
10 eve - Tu. May 08, 19:00-21:30 - Lan (Miyata)  
10 eve - Th. May 10, 19:00-21:30 - Lan (Tsukiuka)

#### Japanese Conversation Level II (501927)

\$90 - 25 hour program  
10 eve - Mo. May 07, 19:00-21:30 - Lan (TBA)

#### Japanese Conversation Level III (501928)

\$90 - 25 hour program  
10 eve - Tu. May 08, 19:00-21:30 - Lan (Tsukiuka)

#### Mandarin Conversation Level I (501937)

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

#### Mandarin Conversation Level II (501938)

\$75  
10 eve - Th. May 10, 20:15-22:15 - Lan (Chao)

#### Spanish Conversation Level I (501949)

\$90 - 25 hour program  
10 eve - Mo. May 07, 19:30-22:00 - Lan (Ruiz)  
10 eve - Tu. May 08, 19:30-22:00 - Lan (Daudet)  
8 mng - Sa. May 12, 09:30-12:30 - Lan (Daudet)

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

An intensive course for those wishing to learn the language more quickly. Beginner level. \$150  
20 eve - Tu/Th. May 08, 20:00-22:00 - Lan (Ruiz)

#### Spanish Conversation Level II (501950)

\$90 - 25 hour course

## ENGLISH SKILLS IMPROVEMENT

An evaluation/information session will be held on Thursday, April 19 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. (Smith) \$140  
16 eve - Tu/Th. May 08, 19:00-22:00 - Lan

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

#### 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. (Tycho) \$140  
16 eve - Tu/Th. May 08, 19:00-22:00 - Lan

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

#### 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  
16 eve - Tu/Th. May 08, 19:00-22:00 - Lan

**Nela Bruk**, B.A. has taught ESL at UBC and Columbia College.

#### 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. (Ferrer) \$140  
16 eve - Mo/We. May 07, 18:00-21:00 - Lan

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

#### Advanced ESL (103018)

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

questions. Text Required. (Strayski) \$140  
16 eve - Mo/We. May 07, 19:00-22:00 - Lan

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

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

Learn to write more fluently, skillfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. (Paterson) \$100  
8 eve - Mo. May 07, 19:00-22:00 - Lan  
8 eve - We. May 09, 19:00-22:00 - Lan

**Elizabeth Patterson**, B.A., B.Ed. has been teaching English and ESL in the Lower Mainland for twelve 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  
8 eve - Th. May 10, 19:00-22:00 - 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  
8 day - Sa. April 28, 09:30-16:00 - Lan  
16 eve - Mo/We. May 07, 18:00-21:00 - 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. May 07, 17:00-19:00 - Lan (Paterson)  
16 eve - Tu/Th. May 08, 17:00-19:00 - Lan (Filipelli)

**Elizabeth Paterson**, B.A., B. Ed.

**Sandra Filipelli**, B.A., M.A.

#### 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. Apr 25, 19:00-22:00 - CC

**Beth Coleman** is a qualified teacher with experience in high school and adult education, a theatre graduate and speech instructor.

#### 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  
8 eve - We. May 09, 19:00-22:00 - Lan (Stewart)

**Ruth-Ann Stewart**, B.A.

#### 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. (Quirk) \$100  
8 eve - Th. May 10, 19:00-22:00 - Lan

**Leanne Quirk**, B.A., has taught and coordinates ESL programs for twelve years.

#### 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

16 eve - Mo/We. May 07, 18:00-20:00 - Lan (Smith)  
16 eve - Tu/Th. May 08, 18:00-20:00 - Lan (Strayski)

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

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

#### TOEFL Practice Tests (103045) \*\* New \*\*

Designed for people who have completed a TOEFL prep course or have already taken the TOEFL test. For ten sessions you will write tests and have discussion/review sessions. Two sessions will be devoted to private tutorials. Participants will sign up for one tutorial. (Christopher) \$80  
12 eve - Tu/Th. May 08, 18:00-20:00 - Lan

**Virginia Christopher**, B.F.A. and P.D.P. has taught and coordinated ESL courses in the Lower Mainland.

#### Spelling Made Easy (103046) \*\* New \*\*

A spelling workshop with simplified rules, hints and tips to make you more proficient with those words you always spell incorrectly. Suitable for ESL students, business people or anyone wanting to improve his/her spelling. Lectures, drills, games and written exercises with mini-quizzes will be the format. (Delville-Pratt) \$60  
5 eve - Th. May 10, 19:00-22:00 - Lan

**Inga Delville-Pratt**, B.Ed., has taught ESL and business courses for the past 12 years.

## FASHION ARTS

## 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. These practical courses have limited enrolment - early registration is advised.

Call 682-5844 to register and to find out what to bring to the first class.

#### Personal Pattern Making (050924)

Patterns becoming too expensive? Learn to make your own patterns to your own measurements with a perfect fit ensured. Individual instruction enables you to work at your own pace in constructing a set of personal blocks (slopers) and learning how to draft patterns for any design of your choice. This course is for women dressmakers only. (Zibin) \$170  
10 mng - Sa. Apr 21, 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. Apr 24, 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. Apr 25, 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.

#### 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) \$120  
8 eve - Tu. Apr 24, 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 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 June 30 for September entry.)

### Fashion Design Certificate

**Term One - Fashion Drawing (Arculus)**

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

**Term Three - Fashion Design (Arculus)**

### 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 (Arculus)
- 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 Arculus, 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 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 - Mo. Apr 23, 18:30-21:30 - CC

**Moirá 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.

## 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. (Baldock) \$120

8 eve - We. Apr 25, 18:30-21:30 - CC

### 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) \$120

8 eve - Mo. Apr 23, 18:30-21:30 - CC

**Donna Baldock, B.H.E.**, graduated in Home Economics at the University of British Columbia. She was the director of Fashion Merchandising Program at Alberta College of Fashion, has many years experience in retail fashion management and buying and is a freelance lecturer in Fashion History and Merchandising.

### 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. (Zrill-Mass) \$150

10 eve - Th. Apr 26, 18:30-21:30 - CC

**Deborah Zrill-Mass**, Provincial Instructors Diploma, graduated in Fashion at Ryerson Polytechnical Institute and is the Director of Fashion Merchandising at a Vancouver Career Institute.

## Film, Television and 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) \$295

10 sessions - Scheduled for Fall Term 1990

#### Term Two: Creating the Deal (104108)

Covers budgets/financing and facilities, completing the deal, and film proposal presentation. (Richardson/Mackie) \$295

10 sessions - Scheduled for Winter Term 1991

#### 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. For information, contact Brian Pink at 682-5844 or Wayne Deele at 875-8200.

## 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. Apr 26, 19:00-22:00 - CC

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



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. May 12, 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) \$60

6 eve - Tu. Apr 24, 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 eve - Tu. Apr 23, 18:00-20:30 - Lan

**Bill Van Luven, BA, MFA**, has a Masters 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 AND INVESTMENT

### Dollars and Sense (503716)

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

- build a personal budget
- set up a banking system
- realize and check credit card abuse
- obtain extra income (Waterton) \$30

1 day - Sa. Apr 28, 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. May 15, 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. May 22, 19:00-21:30 - KEC

### Financial Independence in Retirement (503703)

Whether you're presently retired or planning to retire in the future, this half-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. May 26, 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 - Tu. May 01, 19:00-22:00 - Lan

1 eve - Th. May 10, 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 - Tu. May 08, 19:00-22:00 - Lan

### Maximize Your Interest and Dividend 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 - Tu. May 15, 19:00-22:00 - KEC

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

### RRSP'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 RRSP. 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. May 28, 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. May 14, 19:00-22:00 - KEC

### Investor Awareness (503724)

This evening course will enlighten you on the various aspects and components of the securities industry - the role and function of the various stock exchanges, the changing face of the brokerage firms and how the public fits into this everchanging picture. Explore the differences between stock brokers and financial planners and what they do and do not offer. Discuss commissions, fees and hidden charges to determine your real rate of return or yield. Become better informed as an "investment consumer" so that you are better able to make investment choices. \$30

1 eve - Mo. May 07, 19:00-21:00 - KEC

**Pia Schindler** is an investment broker with C.M. Oliver Co. Ltd. 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. Apr 25, 19:30-21:30 - Lan

**Edi Smithies**, President, E.M. Smithies and Associates Investment Management.

### Post RRSP Workshop (503715)

Which maturity option is right for you? This is an all-important decision, one which will affect your financial situation for the rest of your life. This seminar is designed to make you better informed of the options available so you can make that decision more confidently. Key topics are: RRIFs; Annuities; New Budget Rules; Spousal RRSPs; Minimizing Taxes and Maximizing Returns. (Rapaport) \$30

1 eve - We. May 16, 19:00-21:30 - Lan

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

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

1 mng - Sa. May 12, 09:00-12:00 - Lan

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

## 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. (Note: First class is on Wednesday) (Cassetta) Supplies \$70, Tuition \$180, Total \$250

12 eve - Mo/We. Apr 18, 18:30-21:30 - KEC

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

### 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. Apr 19, 18:30-21:30 - KEC

**Serah Tam** has taught ribbon flower classes for one year and 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 - receiving and storing food safely - warewashing and storage methods. \$50

1 day - Sa. Apr 21, 09:00-18:00 - CC

1 day - Sa. May 05, 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. May 26, 09:00-18:00 - CC

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

## 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, B.C. V5T 4N4

## 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. \$760

### Second Year (051113)

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

**Classes begin in September.** 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. \$1310

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 14 years' experience as a goldsmith and jewellery designer and 9 years' experience as a gemmologist. He holds the Gemmological Association of Great Britain Diploma, and has a graduate gemmologist diploma from the Gemological Institute of America. He is a senior member of the Canadian Professional Jewellery Appraisers Association.

### Instructors:

**Murray 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 Gemological 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 Gemological 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. (Lim/Russell) \$95  
10 eve - Th. Apr 19, 19:00-22:00 - CC  
10 mng - Sa. Apr 21, 10:00-13:00 - CC

**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. Apr 18, 18:30-22:00 - 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. Apr 17, 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. Apr 17, 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. Apr 19, 19:00-22:00 - CC

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

### 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. Apr 25, 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. Apr 19, 18:30-22:00 - CC

### 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. Apr 23, 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. (P. Jakubke) \$30  
2 eve - Tu. Apr 24, 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. Apr 19, 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. Apr 19, 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. Apr 25, 19:30-21:30 - Lan

### Life Drawing (500107)

(For details see Art Section)  
10 eve - Tu. Apr 24, 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 - We. Apr 18, 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.

## 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. May 5, 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. May 3, 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. Apr 28, 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. Jun 9, 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, hydro therapy, 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 unbalance in your life, and the second, a visualization, will help you experience an inner sense of wellbeing. (Roscoe) \$60  
1 day - Sa. May 26, 09:00-16:00 - CC  
**P. Roscoe**, licenced naturopathic physician.

### What to do When Surgery is Recommended (201038)

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. May 17, 18:30-20:30 - CC

**R. Barnett**, B.A. Health Care

## 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.

### 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. May 11/12, 09:00-16:00 - Ming Court Hotel, 1160 Davie St.  
**J. Cooper** - R.N.

### Cardiac Pacemakers (202604)

Nurses, ECG technicians and paramedics will expand their knowledge of cardiac pacing at this workshop. The focus during the day will be on understanding pacing systems, trouble-shooting, and interpreting paced rhythms. The course manual will include valuable information on patient preparation, assessment, nursing care and patient education. (Flavelle) \$60  
1 day - Sa. May 12, 09:00-16:00 - CC  
**S. Flavelle**, R.N.

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

If you are a health professional who teaches or would like to teach, come and improve your skills at this interactive, practice-oriented workshop. Course is designed to help you learn the principles of adult education and explore teaching strategies from the planning to evaluation phase. (Moore) \$210  
5 day - Mo/Tu/We/Th/Fr. Jun 11/12/13/14/15, 09:00-16:00 - CC  
**Pru Moore**, B.A., R.N., M.Ed.

### Confusion and Disorientation in the Elderly (202737)

This one-day workshop focuses on nursing assessment - the type of confusion and what is causing it - and nursing management - what to do about it. Provides useful strategies to reduce or eliminate reversible types of confusion/disorientation in the elderly in any setting. (Steckler) \$60

**J. Steckler**, RN, BA MScN (Candidate)

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

Independent study (correspondence) course offered for individuals working as sterile supply processing aides or technicians, who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization storage and distribution of equipment, instruments and supplies. (B. Bolding) \$200  
Ongoing Registration - For further information call 687-1757.

## Effective Head Nurse Certificate Program (202801)

This program is designed for nurses with or without head nurse experience, but wishing to develop management skills. Course content includes elements of practical performance as well as theoretical foundations underlying effective behaviours. Assigned exercises will be completed on the job or through simulated situations. A Vancouver Community College Certificate is awarded upon satisfactory completion of the program and transfer credit to Health Care Management Program Level 1, BCIT, is available.

### Course description:

The Certificate Program is offered in two formats totalling 45 hours, with an additional 15 hours of reading and assignment requirements.

### Content areas:

Management theory  
Management processes - planning, organizing, staffing, directing, controlling  
Communication skills  
Communication styles  
Interviewing skills  
Written communication  
Power and change  
Group process  
Quality assurance and risk management  
Staff development  
Employment processes - hiring, performance appraisal, termination  
Labour relations  
Handling the problem employee  
Personal strategies for survival  
Successful job hunting

Offered in two formats twice a year - January and September

Part-time format: Three (3) day sessions and nine (9) evening sessions over 2½ months. Daytime format: One full day a week over seven (7) weeks  
Next offered: Mid to late April (will be finished by mid-June)

For further information on course dates, phone 687-1757.

**Instructor:** Lynda Anderson, RN, BA, BScN  
**Program Coordinator:** Sheila Stickney

## Non-Certificate Course for Childbirth Educators

### Teaching Skills for Childbirth Educators (202504)

Persons already teaching childbirth education who wish to upgrade their skills may enrol in this course.  
Full-time - 5 days  
Part-time - 2 weekends

Offered two (2) times a year - October and March

For course information and registration, phone 687-1757.

## Childbirth Educators Certificate Program

This Certificate Program is designed to prepare registrants to teach childbirth preparation classes. The three courses provide the knowledge and skills necessary to select appropriate content, develop lesson plans, use effective teaching techniques and manage the learning situation.

Participants should be eligible for RNABC registration or have a health or education background. Previous maternal-child experience is an asset.

### Course description:

The Certificate Program consists of three (3) courses - two (2) (guided) independent study and one (1) part-time or full-time classroom course of 45 hours. Participants have one (1) year to complete Course I and two (2) years to complete the entire program for the Certificate Program. Courses I and II may be taken independently by persons already teaching childbirth education classes.

### Course I - Core Content for Childbirth Educators (202502)

Guided study - 14 modules, 39 hours

### Course II - Teaching Skills for Childbirth Educators (202504)

Full-time - 5 days  
Part-time - 2 weekends

Course II is offered two (2) times a year in both formats. Next offering (both formats) in October/November 1990.

### Course III - Practicum for Childbirth Educators (202501)

Arranged on an individual basis

Program Coordinator: Diane Donaldson, RN.

For course information, call 687-1757.

## Continuing Education for Dental Personnel

Courses to be offered this Spring term for Certified Dental Assistants, Registered Dental Hygienists and other interested dental personnel include:

Clinical update courses in:

Dental Radiography  
Dental Materials and Lab procedures  
Licensed Intra-oral Procedures

A re-entry program is also planned for this summer's licensing exam.

Please call 687-1757 for more information.

## Substance Abuse Workshops

In addition to the Certificate Program, a number of workshops focusing on substance abuse issues will be offered during April, May and June 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; Multiple Addictions. April 1990
2. Relapse Prevention Strategies. May 1990
3. How to Identify and Treat Substance Abusers in the Work Place. June 1990

Further information and workshop brochures are available by telephoning 687-1757.

## CPR & First Aid

To register by phone, call 687-1757.

### 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. Apr 24, 18:00-22:00 - N. Van (North Van Fire Training Centre, 900 St. Denis)  
1 eve - Th. Jun 19, 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.

Continued on page 22

## 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 162 hours of instruction plus an additional 40 hours of a Practicum. The Program can be completed within a nine-month period.

### Term I - Developing a Knowledge Base

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

### Term II - Developing Counselling and Intervention Skills

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

### Term III - Practicum

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, 101804) 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 September 1990 programs. 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.

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.  
6 wks - 2 eve/wk plus Sa. Apr 26-Jun 9, Tu/Th. 18:30-22:00, Sa. 10:00-13:30 - 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 Jun 20, Jul 23, Mo/We. eve 18:00-22:00 - 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 to prepare them for the Industrial First Aid examination. (Sarah Rogers) \$12 (No charge for students registered in a full IFA Program.)  
1 eve - Tu. Jun 12, 18:00-22:00 - N. Van

#### Red Cross Standard First Aid/Basic Cardiac Life Support "B/C" (202038)

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 - Mo/We. May 7/9/14/16/23, 18:00-22:00 - N. Van  
5 eve - Mo/We. Jun 4/6/11/13/18, 18:00-22:00 - N. Van

#### CPR - Basic Cardiac Life Support "C" (202037)

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 - Mo/Tu. Apr 2/3, 18:00-22:00 - CC  
2 eve - Mo/We. Apr 30/May 2, 18:00-22:00 - CC  
2 eve - Tu/We. Jun 19/20, 18:00-22:00 - CC

#### CPR - Basic Cardiac Life Support "B" (202037)

An 8-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. \$40 includes CPR manual.  
2 eve - Mo/Tu. Apr 2/3, 18:00-22:00 - CC  
2 eve - Mo/We. Apr 30/May 2, 18:00-22:00 - CC  
2 eve - Tu/We. Jun 19/20, 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 - We. Apr 4, 18:00-22:00 - CC  
1 eve - We. May 30, 18:00-22:00 - CC  
1 eve - Tu. Jun 26, 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. Apr 7, 09:00-13:00 - CC  
1 day - Sa. May 19, 09:00-13:00 - CC  
1 day - Sa. Jun 16, 09:00-13:00 - CC

#### Red Cross Emergency First Aid (202039)

A 4-hour basic First Aid course providing the skills necessary to prepare the participant to deal with a variety of life threatening situations. Content includes: management of airway problems, handling of the unconscious patient, bleeding control and wound management. Prerequisite: Completion of BCLS CPR 'A' level or equivalent. \$20 includes First Aid manual.  
1 day - Sa. Apr 21, 09:00-13:00 - CC  
1 day - Sa. May 26, 09:00-13:00 - 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 showing 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

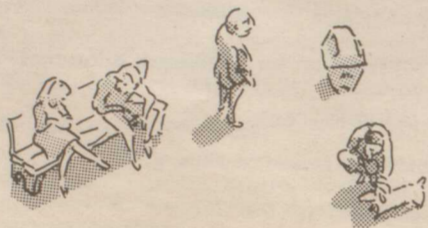
groups of eight (8) or more participants. For further information, please contact the Program Coordinator. \$40 includes the Childsafe manual.  
2 day - Sa. Jun 2/9, 09:00-13:00 - CC  
2 day - Sa. Apr 28/May 5, 19:00-13:00 - CC

#### CPR & First Aid for Dental Staff - Part I (202104)

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 six (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 (202105)

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 six (6) or more participants. For further information, please contact the Program Coordinator. \$25



## VANCOUVER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION

The Educational Foundation's goal is to raise voluntary funds and support for the college's programs. It is an incorporated charitable society.

The foundation gives support to talented, dedicated students.

Your contributions are needed. Either contribute to an existing fund or establish a fund in your own name.

For more information contact:  
Vancouver Community College  
Educational Foundation  
1155 East Broadway  
Box 24700, Station "C"  
Vancouver, BC V5T 4N4  
Phone: 875-1131

## JEWELLERY

#### Creative Jewellery - Basic Skills (051101)

Learn the fundamental skills needed in jewellery making. Traditional as well as contemporary materials will be utilized. The interrelationship between design and workmanship will be stressed throughout the course. No previous experience required. (Note first class is on a Wednesday.) \$230  
20 eve - Mo/We. Apr 18, 18:00-21:00 - CC

#### Jewellery Making Workshop - Advanced (051102)

Further explore and develop various techniques and approaches learned in the Basic Skills course. Practical experience on more advanced and complicated projects will be encouraged. Prerequisites: Successful completion of the Basic Skills course or its equivalent. (Zalatnai) \$230  
9 day - Sa. Apr 21, 08:00-15:00 - CC

Tamas Zalatnai is a European-trained silversmith with 20 years' experience in the best jewellery workshops in Montreal and Vancouver.

## 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.

Inquiries: 324-5324

#### Cantonese Conversation Level I (501903)

\$75  
10 eve - Mo. May 07, 20:00-22:00 - Lan (Lu)  
10 eve - We. May 09, 20:00-22:00 - Lan (Leung)

#### Cantonese Conversation Level II (501904)

\$75  
10 eve - We. May 09, 18:00-20:00 - Lan (Cheung)

#### French Conversation Level I (501913)

\$75  
10 eve - Tu. May 08, 18:00-20:00 - Lan (Hassaine)

#### French Conversation Level II (501914)

\$75  
10 eve - Tu. May 08, 18:00-20:00 - Lan (Visscher)

#### German Conversation Level I (501919)

\$75  
10 eve - Mo. May 07, 18:00-20:00 - Lan (Rommel)

#### German Conversation Level II (501920)

\$75  
10 eve - Mo. May 07, 20:00-22:00 - Lan (Scheuermann)

#### Italian Conversation Level I (501923)

\$75  
10 eve - Tu. May 08, 20:00-22:00 - Lan (Visscher)

#### Italian Conversation Level II (501924)

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

#### Japanese Conversation Level I (501926)

\$90 - 25 hour program  
10 eve - Mo. May 07, 19:00-21:30 - Lan (Wong)  
10 eve - Tu. May 08, 19:00-21:30 - Lan (Miyata)  
10 eve - Th. May 10, 19:00-21:30 - Lan (Tsukiuka)

#### Japanese Conversation Level II (501927)

\$90 - 25 hour program  
10 eve - Mo. May 07, 19:00-21:30 - Lan (TBA)

#### Japanese Conversation Level III (501928)

\$90 - 25 hour program  
10 eve - Tu. May 08, 19:00-21:30 - Lan (Tsukiuka)

#### Mandarin Conversation Level I (501937)

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

#### Mandarin Conversation Level II (501938)

\$75  
10 eve - Th. May 10, 20:15-22:15 - Lan (Chao)

#### Spanish Conversation Level I (501949)

\$90 - 25 hour program  
10 eve - Mo. May 07, 19:30-22:00 - Lan (Ruiz)  
10 eve - Tu. May 08, 19:30-22:00 - Lan (Daudet)  
8 mng - Sa. May 12, 09:30-12:30 - Lan (Daudet)

#### Fast Track Spanish Conversation - Level 1 (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. \$150  
20 eve - Tu/Th. May 08, 20:00-22:00 - Lan (Ruiz)

#### Spanish Conversation Level II (501950)

\$90 - 25 hour course  
10 eve - Tu. May 08, 19:30-22:00 - Lan (Miskurka)

#### Spanish Conversation Level III (501951)

\$90 - 25 hour course  
10 eve - We. May 09, 19:30-22:00 - Lan (Léschot)

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

French in Action is the latest in language teaching methodology. It is a combination of audio, video and text using a variety of techniques with feature film quality. This course will immerse you in a real French atmosphere that will make your language learning pleasurable and effective. Book required: "French in Action: The Capretz Method. (Available at the campus bookstore) This book will cover five levels which will be offered in the coming semester. 40 hour course. \$150  
Level 1 - 20 eve - Mo/We. May 07, 18:00-20:00 - Lan (Visscher)  
Level 2 - 20 eve - Mo/We. May 07, 20:00-22:00 - Lan (Visscher)

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

All courses will be taught by qualified and experienced instructors from the Vancouver First Mandarin School. The next term for children's classes runs from September 8 to January 26, 1991. The next term for adults' classes runs from April 28, 1990 to June 23, 1990. No previous experience required.

#### Registration:

- All students from 4 years old and up will be accepted.
- All students will be assigned to the appropriate class at registration time.
- The fee for each course is \$65 per child per term and \$75 per adult per term, unless otherwise indicated.
- All children's language courses are taught at KEC on Saturdays 09:30-12:00 or 13:00-15:30.
- Each children's course is 16 sessions.
- All adults' courses are taught at KEC on Saturdays, 09:30-12:00 or 13:00-15:30.
- All adults' courses are 8 sessions.

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

#### Mandarin for Adults (505709)

Emphasis is on reading, writing and conversation. \$75  
8 mng - Sa. Apr 28, 09:30-12:00 - KEC



Vancouver Community College  
City Centre Campus,  
250 West Pender Street,  
Continuing Education - 682-5844  
C.E. Nursing and Health 687-1757

## MUSIC

### Appreciation and Theory

#### Jazz Improvisation (102611)

An in-depth study of the relationship between scales and chords, utilizing the jazz "shorthand" approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution. Also included will be an analysis of several standards, blues, and contemporary jazz works. Students must be able to read music, and have a knowledge of all major scales. (Keenan) \$65  
8 eve - Th. May 3, 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.

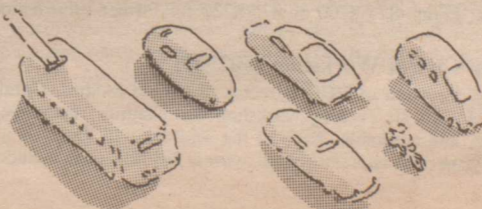
#### Enjoying Classical Music - A Painless Approach (502537)

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) \$75  
8 eve - Tu. May 1, 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.

#### 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) \$50  
2 day - Sa. May 5, 10:00-14:30 - KEC



Jazz History (502547)

Examine the roots and development of jazz, from it's early conception through to modern day fusion and vocal jazz. Mr. Matheson's extensive record collection is used frequently during the course. (Matheson) \$60  
8 eve - Tu. May 1, 18:00-20:00 - 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) \$70  
8 eve - Th. May 3, 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) \$70  
8 eve - Th. May 3, 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) \$60  
8 mng - Sa. Apr 28, 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.

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) \$60  
8 eve - We. May 2, 18:00-20:00 - KEC

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

Woodwinds: 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. Open to saxophone and clarinet students. (Lutz) \$40  
8 eve - We. May 2, 18:00-19:00 - 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) \$65  
8 eve - We. May 2, 18:00-19:00 - KEC  
8 eve - We. May 2, 19:00-20:00 - 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) \$65  
8 eve - We. May 2, 20:00-21:00 - KEC

**Jeannie 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. (Lyster) \$65  
8 eve - Mo. Apr 30, 18:00-19:00 - KEC  
8 eve - Mo. Apr 30, 19:00-20:00 - KEC

Piano Intermediate (502518)

Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrollment limited to 8 per class. Seniors discount not available due to limited enrollment. (Lyster) \$65  
8 eve - Mo. Apr 30, 20:00-21:00 - KEC

**Lauri Lyster** received her Diploma in Musical Arts from VCC, and furthered her studies at UBC. She performs regularly throughout the city, and teaches keyboard and percussion.

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) \$135  
10 eve - We. May 2, 18:00-20:00 - KEC  
10 eve - Th. May 3, 18:00-20:00 - KEC

**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).

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) \$65  
8 eve - Th. May 3, 18:00-20:00 - KEC

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

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 are available for all VCC summer programs. Phone 875-8200 or 875-8220 for further information.

Summer Choral Workshop (502540)

Under the direction of VCC Director of Choral Studies, Gerald Van Wyck, this six-evening workshop will examine repertoire, technique, and ensemble. Each of the sessions will focus on a different aspect of choral singing, with a full rehearsal included.

Mr. Van Wyck will be assisted by members of the VCC faculty, and will also have guest conductors in attendance. Private vocal instruction will also be available for an additional fee. \$80  
6 eve - Tu. Jul 10, 19:30-22:00 - KEC

Soundwave Vocal Jazz Workshop (502545)

Peter Taylor heads an international faculty, including Michelle Weir, Roger Treece, Janet Warren, Alan Matheson, and Shannon Gunn. This year's guest artist will be LA recording artist, Sunny Wilkinson. This intensive workshop includes theory, jazz history, ear training and vocal improvisation, in addition to ensemble work. (Taylor) \$265  
5 day - Mo. Aug 6, 08:30-17:00 - KEC

Pacific Youth Winds Summer Workshop (502553)

Directed by Jerry Domer, Chairman of the VCC Faculty of Music, this five-day workshop is designed to assist wind ensemble performers in getting 'back into shape' after the summer. Mr. Domer will have Vancouver professionals working with him throughout the week, including David Branter and Tom Parriot, with guest clinician, horn player Christopher Leuba. Many aspects of ensemble performance will be covered throughout the week, in addition to instrumental master classes, and music theory classes. (Domer) \$175  
5 day - Mo. Aug 13, 08:30-17:00 - KEC

NATURAL HISTORY

For information and booking call 875-8200

Courses coordinated by Marja de Jong Westman

Field Trips

Mitlenatch Island (502838) \*\* New \*\*

This park boasts one of Georgia Strait's largest seabird colonies . . . most of Vancouver's gulls come here to nest; abundant life resides on its current-swept shores; and a wide variety of wild flowers thrive in the island's unusually dry climate. Hike with naturalist Alison Watt. Vancouver-Nanaimo ferry; bus charter to Campbell River; boat charter to island all included. Bring lunch. \$110  
Lecture: We. May 23, 19:00-20:00  
Trip: Sa. May 26, all day

Pond Life (502840) \*\* New \*\*

The plant-choked shores and still waters of a pond are a haven for an assortment of plants and animals whose life and its cycles depend on this special habitat. With naturalist, Russ Haycock, study Campbell Valley Park's ponds and see giant water beetles, ferocious dragonfly larvae, frog tadpoles - all framed by blooming water lilies. Carpool transport. Bring lunch. \$30  
Lecture: We. May 30, 19:30-21:30  
Trip: Su. Jun 3, 10:00-14:00

Mandarte Island Seabirds (502816)

Mandarte Island supports one of the largest colonies of breeding seabirds in our inland waters. Its over 5,000 inhabitants have been intensively studied for over 40 years. With ornithologist, Alice Cassidy, observe the breeding activities of many birds, including pigeon guillemots, gulls, cormorants, and with luck, . . . the island's pair of tufted puffins. Cost covers boat charter. Bring lunch. \$85  
Lecture: Th. May 31, 19:30-21:00  
Trip: Sa. Jun 2, all day

Carmanah Valley (502837) \*\* New \*\*

Day hike to a valley, revered worldwide for its massive Sitka spruce. Growing undisturbed for perhaps 800 years, the trees here are some of Canada's largest. Hike with Alison Watt, a naturalist and artist who contributed to the book entitled, "Carmanah." Artistic Visions of an Ancient Rainforest. Vancouver-Nanaimo ferry and bus charter Nanaimo-Carmanah Valley included. Bring lunch. \$64  
Lecture: We. May 23, 20:15-21:15  
Trip: Su. Jun 10, all day

Campbell Valley Park (502824)

This park has great appeal to naturalists for both its wild beauty and its variety of plant and animal life. With naturalist, Russ Haycock, discover native plants, amphibians, reptiles, owls and prey, pond life and perhaps . . . black-tailed deer. Carpool transport. Bring lunch. \$30  
Lecture: Th. Jun 14, 19:30-21:30  
Trip: Sa. Jun 16, 10:00-14:00

Manning Park (502839) \*\* New \*\*

This park was originally established as a reserve for Blackwell Peak's spectacular 27 km stretch of alpine meadows. Hike and photograph your way through these with naturalist Russ Haycock; explore Strawberry Flats, where about 25% of B.C.'s floral species are represented; search for orchids at Rhododendron Flats and be

serenaded by whistling marmots, squeaking pikas and mountain bluebirds. Carpool transport. Bring lunch. \$55  
Lecture: Th. Jul 19, 19:30-21:30  
Trip: Sa. Jul 21, all day

Reptiles and Amphibians (502832) \*\* New \*\*

With illustrated lectures, live animal displays, sound recordings and a guided field walk, this course introduces the life histories of B.C.'s 20 species of amphibians and 11 species of reptiles. Of all B.C.'s reptiles, only one is dangerous and all the others are fascinating examples of an often overlooked group. Well-adapted to their specific homes . . . including perhaps your garden, many are now protected by law. Learn about these and more with herpetologist, Russ Haycock. \$40  
Lectures: We. May 2/9, 19:30-21:30  
Field trip: Su. May 13, 10:00-14:00

Local Natural History Tours

Whales, Eagles and Totems (502809)

The waters and lands of Johnstone Strait provide a stimulating introduction to B.C.'s marine life and Kwakiutl culture. The area teems with life - seabirds, bald eagles, sea lions, and minke, grey and killer whales. Explore virgin rainforests and study abandoned native villages with biologist Marja de Jong Westman and accompanying anthropologist. World-renowned killer whale biologist, John Ford, presents introductory lecture. \$550 (\$200 tax-deductible tuition included)  
Lecture: Tu. Aug 14, 19:30-21:30  
Trip: Aug 30/31, Sep 1/2

Queen Charlotte Islands (502808)

These islands are one of the earth's special gifts. They are biologically unique, and human history is also of great importance - the decaying Haida poles at Ninistints are protected as world treasures. Biologist and anthropologist accompany cruise on Island Roamer. \$1795 (Vancouver-Sandspit airfare not included, \$200 tax-deductible tuition included)  
Orientation: We. May 16, 19:30-21:00  
Trip: May 25-Jun 1

Gulf Island Natural History Cruise (502803)

Aboard Island Roamer, cruise the ecological reserves, marine parks and historically interesting areas of the Gulf Islands. With naturalist, Alison Watt, you'll visit Sydney Spit, Mandarte Island seabird colony, Discovery Island Lighthouse and the rich shores of Race Rocks. \$440 (\$140 tax-deductible tuition included)  
Orientation: Wed. Apr 25, 19:30-21:00  
Trip: May 4/5/6

Natural History Travel Tours

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 Arctic Exhibit researcher, Nancy Baron accompanies tour.  
Dates: Jun 16-24, 1990  
Cost: \$3700\* subject to change.

For itinerary and booking call: Wayne Deele - 875-8200

The Natural Wealth of Spain and Morocco

Spain, in addition to being a very enjoyable and hospitable land to visit, has much natural wealth to offer the traveller who is looking for birds, wildflowers and other living things of wild Europe. Its position on the Iberian Peninsula nurtures a multitude of ecosystems which give it a unique natural setting. This trip, primarily to southwestern Spain, will include some of the wildest areas in the country, as well as make a short trip across the Straits of Gibraltar to the deserts of Morocco.  
Dates: May-June 1991  
Cost: TBA  
Leader: Syd Cannings, Naturalist and Curator, Spencer Entomology Museum, UBC

For itinerary and booking, call: Great Expeditions, 263-1476

Ecuador: Amazon, Andes and Galapagos

A country four times the biological diversity of British Columbia in less than a third the area, Ecuador is a magnet to nature lovers from around the world. Within its borders are three of the world's natural wonders - the Amazon, the Andes, and the Galapagos, and we will explore all three on the tour.

**Mindo Road** - mountainside subtropical forest famous for its birdlife

**Paschoa** - remnant temperate forest with orchids and exotic hummingbirds  
**Cotopaxi National Park** - world's highest volcano with alpine lakes and the magnificent Andean Condor  
**La Cienega** - historic hacienda with Giant Hummingbirds flashing through garden  
**Rio Palenque** - remnant tropical forest on Pacific coastal plain and Bronze-winged and Blue-headed parrots  
**Chiriboga Road** - subtropical forests and rushing rivers, known for Andean Cock-of-the-Rocks and Torrent Ducks  
**La Selva** - modern jungle lodge in a pristine area of the biologically diverse Amazon basin  
**Galapagos** - tortoises, iguanas, sea lions, fur seals, dolphins, volcanic landscapes — and more

Dates: November 6-28, 1990  
Cost: \$5895 (includes tax-deductible tuition \$995, air/water/land transport, meals and guides)  
Leader: Naturalist Dick Cannings, Curator Cowan Vertebrate Museum, UBC

For itinerary and booking, call: Great Expeditions, 263-1476

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. (Loher) \$60  
6 eve - Mo. May 7, 19:00-21:00 - Lan

**Phyllis Loher** has extensive experience designing and presenting innovative training seminars.  
Member: PACE, Training and Development Society.

Living in a Smoke Free World (503444)

This course is designed specifically for addicted smokers, not the person who smokes occasionally. As you progress through course material, the many habits that led to nicotine addiction will methodically be removed. Laugh, cry, struggle and win with the support of other addicted smokers like yourself. Regain your self-confidence, knowing that you are in charge - not your cigarettes. (Hamilton) \$70  
6 eve - Th. May 24, 19:00-21:30 - KEC  
**Amber Hamilton** - Twenty year veteran smoker, volunteer counsellor for B.C. Lung Association; authored "No Ifs, Ends or Butts," soon to be published book on living smoke free.

Assertiveness Training (503417)

Explore the nature and value of assertive behaviour and the role it plays in the development of confidence and self-esteem. Here's an opportunity to practice your assertiveness skills in a safe and supportive environment. (Joy) \$65  
6 eve - Mo. Apr 23, 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. (Skaey) \$30  
1 day - Sa. Jun 02, 10:00-16:00 - Lan  
**Deborah Skaey, B.A.**, is a consultant with Oracle Consulting, which specializes in education and communication consulting.

The Art of Conversation (503452)

Enrol now and meet new friends, be comfortable in large groups even when alone! Recognize possible irritating voice tones, opinions and mannerisms. Learn helpful hints in memorizing, showing animation and overcoming boredom. Learn to save grace in difficult situations and overcome self-consciousness. This course could change your life or social calendar at least! (Smith) \$75  
8 eve - Tu. Apr 24, 19:30-21:30 - Lan

Makeover Magic (503456) \*\* NEW \*\*

Time for a little Pizazz! Discover how colour adds excitement to your wardrobe. Expert advice and successful skills in skin care, make-up and wardrobe planning give you the Extra Edge! \$75  
8 eve - We. Apr 25, 19:30-21:30 - Lan

From Razors to Red Socks (503455)

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 - Su. Apr 29, 09:30-16:00 - 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. May 01, 20:15-21:15 - Lan

Dreams - What Do Yours Mean? (503462) \*\* NEW \*\*

This workshop uses various means of discovering what your dreams mean to you. From sleep and recalling dreams, to interpretation of symbolism and pattern, to finding personal individual meaning, this workshop offers techniques to find out what your dreams are about. Participants are encouraged to keep a dream diary, and to bring a dream. (Bursewicz) \$25  
1 mng - Sa. May 12, 09:30-12:00 - Lan  
**Ariadne Bursewicz** is an anthropologist who has worked with dreams in a cross-cultural context.

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 - Mo. Apr 23, 19:00-21:30 - Lan

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

\*\* NEW \*\* International Gourmet Dinner - Workshop (503460)

Learn how to prepare a delectable five-course dinner which will include Salmon Mousse, a cream soup, Beef Wellington, Cauliflower Souffle and a delicious torte. Then sit down and enjoy it. (Junker) \$35  
1 day - Sa. Apr 28, 10:00-16:00 - Lan

World Religions (503461) \*\* NEW \*\*

Be introduced to the aims and objectives of interfaith dialogue. Learn about Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism and the Unitarian faith. (Various) \$25  
4 eve - Tu. May 01, 18:30-21:00 - Lan

PHOTOGRAPHY

The following courses may be taken either for general interest or towards the Visual Arts Certificate Program Photography Major. For further information and registration see below or contact Focal Point at 224-3636 between 11:00-15:30 hours, Tuesday - Saturday, starting April 4, 1990. For those unable to register during the day, evening registration will be from 19:00-20:00, April 10 and 11 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. Apr 16, 19:00-22:00 - FP  
10 aft - Tu. Apr 17, 12:30-15:30 - FP  
10 eve - Tu. Apr 17, 19:00-22:00 - FP  
10 eve - Fr. Apr 20, 19:00-22:00 - FP

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

Intermediate Photography (300103)

Improve your knowledge of camera operation while learning compositional and lighting techniques. Learn basic studio lighting techniques for both portraiture 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. Apr 16, 19:00-22:00 - FP  
10 aft - Tu. Apr 17, 12:30-15:30 - FP  
10 eve - Tu. Apr 17, 19:00-22:00 - FP  
10 eve - Fr. Apr 20, 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.



Vancouver Community College,  
Langara Campus, 100 West 49th  
Avenue, Continuing Education  
324-5322

#### 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. Apr 18, 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/Swinnard) \$140

10 eve - We. Apr 18, 19:00-22:00 - FP

10 mng - Sa. Apr 21, 10:00-13:00 - FP

10 aft - Sa. Apr 21, 14:00-17:00 - FP

**Phil Chin**, CAPIC - A freelance photographer who specializes in people, video and black and white darkroom photography.

**Dave Swinnard**, B.Sc., works commercially as an architectural and industrial photographer and is also a darkroom specialist.

#### 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. Apr 19, 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 eve - Th. Apr 19, 19:00-22:00 - FP

10 eve - Sa. Apr 21, 10:00-13:00 - FP

**Tim Harvey** is a commercial photographer specializing in fashion photography.

#### Advanced Studio Lighting (300133) \*\* New \*\*

This course branches off from the theory and practical experience gained in Practical Lighting. It encourages the student to experiment with "unconventional" lighting techniques. Areas such as Still Life, People, Editorial, Automobiles, Buildings and Manipulating Sunlight will be covered. Course has lots of demonstrations and practical shooting sessions. Student's MUST have completed Practical Lighting or its equivalent. (Blue) \$195

10 aft - Sa. Apr 21, 14:00-17:00 - 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. Apr 21, 10:00-13:00 - FP

#### Business Management (300131)

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. Apr 21, 14:00-17:00 - FP

**Catharine O'Brien-Bell**, CAPIC, Brooks graduate specializing in propping, styling and production management.

#### 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 CC. (Hawkes) \$130

10 eve - We. Apr 18, 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.

#### View Camera Techniques (300132) \*\* New \*\*

This course is designed to be an extensive exploration of the view camera. Students will become familiar with the mechanics of a 4x5

camera, its operation, and applications for this type of photography. This course will cover a great deal of technical material. Students MUST have completed Intermediate Photography or its equivalent. (O'Brien-Bell) \$195

10 eve - Th. Apr 19, 19:00-22:00 - FP

### Summer Courses

#### Basic Photography (300101)

(Hays) \$130

10 eve - Mo/We. Jun 25, 19:00-22:00 - FP

#### Intermediate Photography (300103)

(Brons) \$145

10 eve - Mo/We. Jun 25, 19:00-22:00 - FP

#### Basic Darkroom (300102)

(Chin) \$140

10 eve - Tu/Th. Jun 26, 19:00-22:00 - FP

#### Practical Studio Lighting (300122)

(Brons, Blue, Harvey) \$195

10 eve - Tu/Th. Jun 26, 19:00-22:00 - FP

## 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 April 4, 1990. For those unable to register during the day, evening registration will be from 19:00-20:00 on April 10 and 11 only. For information please contact Focal Point at 224-3636.

## REAL ESTATE AND PROPERTY MANAGEMENT

Vancouver Community College, Continuing Education Division, offers two certificate programs in real estate management, as well as several non-credit courses and seminars on selected real estate topics.

The Property Management Certificate Program is designed to meet the educational needs of commercial/residential property managers. The Building Manager (Residential) Certificate Program is uniquely tailored to meet the educational requirements of resident managers in apartment buildings and other multi-family properties. Both of these professional programs enjoy the support and guidance of PAMA (the Association of Professional 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)

## Certificate Program in Property Development

The Continuing Education Division of Vancouver Community College is currently at work developing a multi-term evening program in the business of real property development. The program will combine a college-level business education with a special emphasis on the business aspects of property development.

Persons interested in receiving information about this program should contact Brian Pink at 682-5844.

## 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 Tuesday evening, April 10, 1990, from 5:30 - 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:

Tuesday, April 10, 5:30 - 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. Apr 21, 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 - Available in Fall term, 1990

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

## 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 condominium from the poor ones. (Fanaken) \$25

1 mng - Sa. May 05, 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. May 26, 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. Apr 26, 19:00-21:30 - Lan

**Vic Krueger**, LL.B., is a lease negotiator with the Government of Canada.

## 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; Property Management 2415 and 3415; and Real Estate Marketing 1420.

#### 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 LPI (Language Proficiency Index) Exam. This exam will be administered Tuesday, April 24, 19:00-21:30 - \$25 non-refundable.

#### 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 May 1, 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.

#### Spring Term 1990

Note: Starting time for Property Management 1415, 2415 and 3415, Law 1325 and Real Estate Marketing 1420 is 18:00 (6 pm).

#### 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. (TBA) \$195

10 eve - We. Apr 25, 18:00-21:00, plus

3 mng - Sa. May 5/12/26, 09:00-12:00 - Lan

#### 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

10 eve - Tu. Apr 24, 18:00-21:00, plus

3 mng - Sa. Apr 28, Jun 2/16, 10:00-13:00 - Lan

#### 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

10 eve - Th. Apr 26, 18:00-21:00,

plus 3 mng - Sa. May 5, Jun 9/23, 10:00-13:00 - 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 Marketing 1420 (109109)

This course will focus on the Real Estate Act and code of ethics, mortgage law and financing, and other topics related to the sale and management of real estate. NOTE: 1) Successful completion of this course and the other eleven (11) courses in the Certificate Program will allow the student to challenge the salesman's preclicensing examination to obtain a real estate sales license. 2) Prerequisite for this course is a pass grade in Appraisal 1118, Part 1 and 2, Property Management 1415, Real Estate Law 1325. (Dunn) \$195

10 eve - We. Apr 25, 18:00-21:00,

plus 3 mng - Sa. Apr 28, May 5/12, 09:00-12:00 - Lan

**C. Dunn** is a realtor and teaches real estate related courses.

#### 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

10 eve - Mo. Apr 23, 18:00-21:00,

plus 3 mng - Sa. May 26, Jun 2/9, 09:00-12:00 - 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. Apr 28, 10:00-13:00 - Lan (Brimm)

13 eve - Mo. Apr 30, 19:00-22:00 - Lan (Martin)

13 eve - Tu. May 01, 19:00-22:00 - Lan (Glass)

13 eve - We. May 02, 19:00-22:00 - Lan (Badley)

**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.

Note: To Accounting Students. There will be common mid-term and final exams for Accounting 1115 and 2215.

Mid-term exam for all classes of Accounting 1115 and 2215 will be Saturday, June 16, 10:00-13:00.

Final exam for all classes of Accounting 1115 and 2215 will be Saturday, July 28, 10:00-13:00.

#### 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. Apr 28, 09:00-13:00 - CC

13 eve - Tu. May 1, 19:00-22:00 - Lan

13 eve - We. May 2, 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 Tuesday, Apr 24, 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. Prerequisite: Successful completion of the LPI Exam. (Hyde) \$150

13 eve - Tu. May 1, 19:00-22:00 - Lan

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

## 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 sessions - Available in Fall term, 1990

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

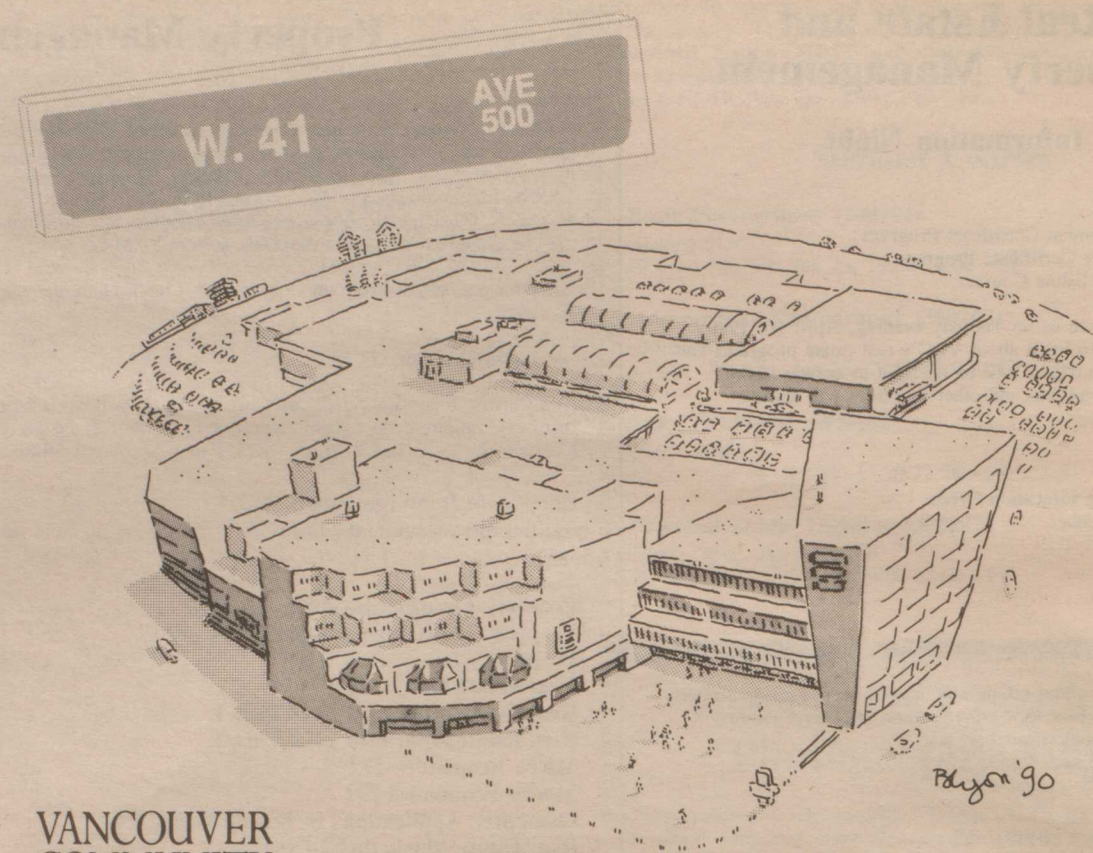
An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn how to maintain your building and control costs through preventative maintenance, pest control measures, basic appliance repair, fire safety, building security and simple analysis of heating, plumbing and electrical systems. Classes shall include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$135  
10 sessions - Available in Fall term, 1990

#### 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. Apr 25, 18:30-21:30 - CC

#### Building Service Worker - Level 1 (109008)

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. Apr 21, 09:00-16:00 - CC  
5 day - Sa. Jun 2, 09:00-16:00 - CC



Oakridge Shopping Centre,  
North Business Tower - V.C.C.  
Continuing Education Division's off-  
campus site offering individual and  
corporate computer training.

#### 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. Apr 21, 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) \$50  
2 eve - We. Apr 25, 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. May 08, 19:00-22:00 - KEC

David Smail has been teaching this course for five years in the Lower Mainland.

## RECREATION, SPORTS, LEISURE

#### 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. Students must bring a towel, pillow and baby oil to the lesson. (Kodet) \$25  
1 day - Sa. May 05, 09:00-16:00 - Lan

Antoinin Kodet, Ph.D. 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. Apr 07, 09:30-12:30 - Lan

#### Shiatsu-Workshop (Back Tension) (504028)

(Thomas) \$15  
1 mng - Sa. Apr 28, 09:30-12:30 - Lan

#### Shiatsu - Head/Neck/Face (504038)

(Thomas) \$15  
1 mng - Sa. May 05, 09:30-12:30 - Lan

Ted Thomas, graduated from Oriental Therapy Program at East West Centre in Sydney, Australia and furthered his studies at the Oki Yoga Institute in Mishima, Japan. Ted has practised and taught Shiatsu in Vancouver since 1984.

#### Acupressure for Women (504040) \*\* New \*\*

Many women have found this workshop to be a great help in relieving menstrual discomfort. With an emphasis on self-help this workshop gives acupressure points, stretches, and meditations useful in easing menstrual cramps, irregularities and PMS. (Sands) \$15  
1 mng - Sa. Apr 21, 09:30-12:30 - Lan

#### Transforming Stress with Body Awareness

##### (504041) \*\* New \*\*

Using highly participatory methods, this workshop explores how we hold stress in our bodies and how we can let go of tension through breathing, movement and visualization. Participants will come away with new ways to meet the stress in their daily lives. (Sands) \$15  
1 mng - Sa. May 12, 09:30-12:30 - Lan

## Golf

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

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

\*\* All courses run for three weeks; a total of nine hours of instruction.  
Courses are held outdoors only! Location: Langara Campus.  
Equipment provided. Cost of range balls not included.

#### Session 1 - Beginners (504012)

\$45  
6 eve - Mo/We. Apr 18 17:30-19:00 - Lan  
6 eve - Mo/We. Apr 18, 19:15-20:45 - Lan  
6 eve - Tu/Th. Apr 17, 17:30-19:00 - Lan  
6 eve - Tu/Th. Apr 17, 19:15-20:45 - Lan

#### Session 2 - Beginners (504012)

\$45  
6 eve - Mo/We. May 09, 17:30-19:00 - Lan  
6 eve - Mo/We. May 09, 19:15-20:45 - Lan  
6 eve - Tu/Th. May 08, 17:30-19:00 - Lan  
6 eve - Tu/Th. May 08, 19:15-20:45 - Lan

#### Session 3 - Beginners (504012)

\$45  
6 eve - Mo/We. Jun 04, 17:30-19:00 - Lan  
6 eve - Tu/Th. Jun 05, 17:30-19:00 - Lan  
6 eve - Tu/Th. Jun 05, 19:15-20:45 - Lan

#### Session 3 - Intermediate (504013)

\$45  
6 eve - Mo/We. Jun 04, 19:15-20:45 - Lan

#### Session 4 - Beginners (504012)

\$45  
6 eve - Mo/We. Aug 06, 17:30-19:00 - Lan  
6 eve - Mo/We. Aug 06, 19:15-20:45 - Lan  
6 eve - Tu/Th. Aug 07, 17:30-19:00 - Lan

#### Session 4 - Intermediate (504013)

\$45  
6 eve - Tu/Th. Aug 07, 19:15-20:45 - Lan

## Tennis

Beginners: The course provides introductory instruction in the theory and practise of the forehand, backhand and service. Rules, scoring and tennis etiquette are also covered. (Various instructors)

Intermediate: The course provides an analytical review of ground strokes and service and instruction of volley and lob. Singles and doubles game play.

#### Session 1 - Beginner (504010)

\$45  
6 eve - Mo. May 07, 18:00-19:30 - Lan  
6 eve - Mo. May 07, 19:30-21:00 - Lan  
6 eve - Tu. May 08, 18:00-19:30 - Lan  
6 eve - Tu. May 08, 19:30-21:00 - Lan  
6 eve - We. May 09, 18:00-19:30 - Lan  
6 eve - We. May 09, 19:30-21:00 - Lan

#### Session 1 - Intermediate (504011)

\$45  
6 eve - Th. May 10, 18:00-19:30 - Lan  
6 eve - Th. May 10, 19:30-21:00 - Lan

#### Session 2 - Beginner (504010)

\$45  
6 eve - Mo. Jun 18, 18:00-19:30 - Lan  
6 eve - Mo. Jun 18, 19:30-21:00 - Lan  
6 eve - Tu. Jun 19, 18:00-19:30 - Lan  
6 eve - Tu. Jun 19, 19:30-21:00 - Lan  
6 eve - We. Jun 20, 18:00-19:30 - Lan  
6 eve - We. Jun 20, 19:30-21:00 - Lan

#### Session 2 - Intermediate (504011)

\$45  
6 eve - Th. Jun 21, 18:00-19:30 - Lan  
6 eve - Th. Jun 21, 19:30-21:00 - Lan

#### Session 3 - Beginner (504010)

\$45  
6 eve - Mo/We. Aug 06, 18:00-19:30 - Lan  
6 eve - Mo/We. Aug 06, 19:30-21:00 - Lan

#### Session 3 - Intermediate (504011)

\$45  
6 eve - Tu/Th. Aug 07, 18:00-19:30 - Lan  
6 eve - Tu/Th. Aug 07, 19:30-21:00 - Lan

## 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. Apr 25, 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. May 30, 19:00-22:00 - KEC

Irene Leviton - B.A. Fine Arts, Interior Design Diploma, N.C.I.D.Q., 17 years' design experience. Irene specializes in residential and store design for the fashion industry.

## SAILING

### Sailing Howe Sound/Canadian Yachting Association (CYA) (502818)

This three-day adventure offers a unique opportunity to escape; acquiring sailing instruction amidst the beauty and solitude of Howe Sound. A comfortable hike is offered, exploring the coast forest on Gambier Island. Observe marine life while cruising in protected waters, aboard a comfortable, CYA yacht. All sailing instruction is provided by an advanced CYA instructor. Course covers: manoeuvring under sail and power, basic navigation and other seamanship skills to complete the CYA Learn to Cruise standard. Class is limited. Pre-registration required. (Kerry) \$295  
3 day - Sa. Apr 14/15/16 - Theory Orientation - We. Apr 11, 19:00-22:00 - KEC - Rm 4056  
Or  
3 day - Sa. May 19/20/21 - Theory Orientation - Th. May 17, 19:00-22:00 - KEC - Rm 4056

Marcus Kerry is involved full-time in promoting the Canadian Yachting Association Learn to Cruise Program. For the last 11 years Marcus has personally instructed thousands of Canadians in sailing skills in the Caribbean, Hawaii and in Canada.

## SELF DEFENCE

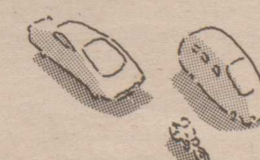
### Women Fight Back - Part I (504401)

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. Apr 28, 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. May 12, 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 Dassiuk

For more information and an application form, please call 875-8200.

Recommended application before July 31, 1990.

## TELECOMMUNICATIONS

### Telecommunications Management Certificate Program

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

Non certificate students may enrol in any course.

For registration call 875-8200  
For information call Peggy Worobetz at 875-8200

#### Certificate requirements:

Students who have enrolled in the program before or during September 1989 must successfully complete four (4) courses (excluding Understanding Telecommunications) in no more than two (2) years, (6 terms).

Students beginning the program in January 1990 must successfully complete all five (5) courses in no more than two (2) years and one (1) term (7 terms).

#### Courses include:

Course 1 Understanding Telecommunications - 102208 \*  
Course 2 Telecommunications Management I (Voice) - 102201 \*\*  
Course 3 Telecommunications Management II (Voice) - 102202  
Course 4 Data Communications - 102204  
Course 5 Designing the Integrated Office - 102205 \*\*\*

\* Understanding Telecommunications is a prerequisite for courses 2, 3, 4 and 5.

\*\* Telecommunications Management I (Voice) is a prerequisite for courses 3, 4 and 5.

\*\*\* Please note this course (ADM 245) was previously offered by BCIT. VCC students who successfully completed this course at BCIT will receive credit for this course toward the VCC Certificate Program in Telecommunications.

#### Entry requirements:

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

#### Evaluation:

Certificate students shall be evaluated on the basis of assignments, tests, and a final exam. Upon successful completion of all 4 courses for students already participating in the program or five (5) courses for students beginning the program in January 1990, a student may apply for a College Certificate.

#### Scheduling:

The five VCC courses in this program are normally offered in each of the three semesters, September (Fall); January (Winter) and April (Spring). This semester only Telecommunications Management II (Voice) will not be offered.

#### \* 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. Apr 23, 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.

## 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 and Teaching English as a Foreign Language. Topics include language needs assessment, oral skills, writing, reading, dialogues, pronunciation, oral testing, and lesson planning. \$150  
10 eve - We. Apr 11, 19:00-22:00 - KEC (Hinkle)  
10 eve - Tu. Apr 17, 19:00-22:00 - KEC (Zetler)  
10 aft - We. Apr 18, 13:00-16:00 - KEC (Rabinowitz)  
5 day - Th/Fr/Mo/Tu/We. Apr 19/20/23/24/25, 09:00-16:00 - KEC (House)  
10 aft - Mo. Apr 09, 14:30-17:30 - KEC (Hinkle)  
10 eve - Th. Apr 19, 19:00-22:00 - KEC (Rabinowitz)  
5 day - Th/Fr/Mo/Tu/We. May 24/25/28/29/30, 09:00-16:00 - KEC (House)  
6 day - Tu/Th. Aug 14/16/21/23/28/30, 09:00-15:00 - KEC (Hinkle)

Ann Hinkle, B.A., - an experienced ESL instructor, has taught at VCC since 1975 and spent two 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. Coordinator of the TESL Program at Vancouver Community College.

Myrna Rabinowitz, B.A. - an experienced ESL teacher and tutor trainer, has written many publications for the ESL field and developed the TESL electives, ESL and the Arts - Music and Jazz Chants and the ESL Tutor Training Workshop.

Maureen Zetler, B.A. (English), EFL Certificate (RSA) - Has taught ESL since 1980 in England, Israel, South Africa and Canada. She is presently teaching at Vancouver Community College and completing her Masters in ESL at Lesley College.

### Teaching English as a Foreign Language

#### Teaching English as a Foreign Language (150828)

A 130-hour intensive course for people planning to teach overseas. Morning sessions are comprised of lectures and demonstrations on topics such as the presentation of new language items, techniques of practice, the teaching and integration of listening, speaking, reading, writing and pronunciation skills, lesson planning, testing and assessment. Afternoon sessions are devoted to practice teaching in a supervised and supportive classroom setting. Groups of trainees will work together to teach an ESL class. After each teaching session, the lesson will be discussed with the course instructors. Trainees are expected to liaise outside class hours for the planning and preparation of lessons.

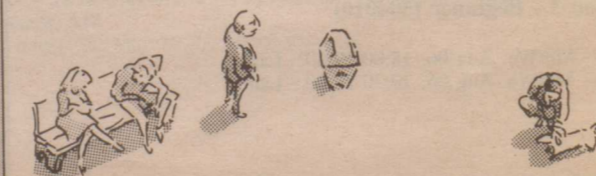
The prerequisite course, An Overview of Teaching ESL (150802), or an equivalent ESL methodology course must be completed prior to taking the TEFL course. An information guide on Teaching English as a Foreign Language may be obtained by phoning (604) 875-8200. Maximum enrolment: 20 (Wilson and Morris) \$815  
20 day - Mo/Tu/We/Th/Fr. Jul 3-Jul 30, 09:00-16:30 - KEC

Mima Wilson - B.A. (Linguistics) International House/RSA Certificate, has taught in Spain and has been teaching ESL at Vancouver Community College since September 1986. She has given workshops in teaching reading and grammar at TEAL, UBC and VCC.

Marilyn Morris, B.A., Professional Basic Teaching Certificate for Secondary Education, International House RSA/Certificate. Marilyn taught high school for seven years, adult education classes for seven years and has taught ESL at Vancouver Community College since 1987. Marilyn has taught English as a Foreign Language in Saudi Arabia, United Arab Emirates and New Guinea.

#### Teaching English as a Foreign Language (150828)

will also be offered in 1990 and 1991 on the following dates:  
20 day - Mo/Tu/We/Th/Fr. Nov 02-Nov 30 1990 - KEC  
20 day - Mo/Tu/We/Th/Fr. Apr 01-Apr 26 1991 - KEC  
20 day - Mo/Tu/We/Th/Fr. Jul 02-Jul 29 1991 - KEC  
20 day - Mo/Tu/We/Th/Fr. Nov 01-Nov 29 1991 - KEC



## 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 (260) hours in length and consists of seven core courses, thirty hours of electives and a teaching internship. On successful completion of all of the course requirements, participants receive the Vancouver Community College Certificate in Teaching English as a Second Language. A comprehensive information 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) An undergraduate university degree
- 4) A successful interview

#### TESL Certificate Core Courses Offered in the Spring and Summer Terms

Students are not permitted to register for the TESL 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 outlined in the TESL Information Guide. A maximum of three core courses is recommended per term.

#### 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. (Nine sessions) (Hawes) \$130  
9 mng - Sa. Mar 31, 09:30-12:30 - KEC

Lorna Hawes, M.A. Linguistics - taught Linguistics at UBC and is presently teaching Linguistics, ESL and Writing at Vancouver Community College.

#### Teaching Grammar (150822)

This course concentrates on the techniques and methods used for teaching the structure of the English language. (Gerber) \$130  
3 day - Sa/Su. Apr 7/8, Sa. Apr 14, 09:00-18:00 - KEC  
3 day - Sa/Su. May 5/6, Sa. May 12, 09:00-18:00 - KEC  
3 day - Sa/Su. July 14/15, Sa. Jul 21, 09:00-18:00 - KEC

Barbara Gerber has been teaching English as a Second Language at King Edward Campus since 1974. She has created materials and techniques for grammar instruction. She is a graduate of Boston University and is currently completing her Masters in ESL.

#### Teaching Pronunciation (150812)

This course focuses on methods and techniques used for teaching pronunciation. Topics include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Pidgeon) \$195  
9 sessions - Jul 3, 09:30-16:30; Jul 4/5/9/10/12/16/17/19 - 13:30-16:30 - KEC

Michael Pidgeon, B.A., M.A. Linguistics, TESL Certificate (VCC), has 15 years' experience teaching English and Linguistics at the university level, and is presently teaching in the ESL College Preparatory Department at VCC.

#### Teaching Listening and Speaking (150817)

This course concentrates on the techniques and resources used for teaching oral communication and listening skills. Use of the language lab as a tool included. (Clark) \$195  
10 eve - Mo. Apr 09, 19:00-22:00 - KEC  
10 mng - Jul 9/10/12/13/16/17/19/23/24/26, 09:00-12:00 - KEC

Chris Clark, B.A., - an instructor at 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 Reading (150818)

This course provides students with an understanding of what is involved in teaching reading in an ESL class, as well as a working knowledge of the instructional tools necessary to teach and design a reading program for an ESL class. \$195  
10 eve - Tu. Apr 10, 18:30-21:30 - KEC (Siddiqi)  
10 aft - Tu/Th. Jul 31, Aug 2/7/9/14/16/21/23/28/30, 14:30-17:30 - KEC (Peck)

Khatun Siddiqi, M.Ed., has taught adults and teachers of adults for 15 years, both overseas and at KEC. She speaks seven languages. She specializes in curriculum development, adult literacy, vocational/personal counselling and working with disadvantaged immigrant women.

Robert Peck, B.A., Professional Basic Teaching Certificate for Secondary Education; has taught ESL since 1982 in the public school system, at private language schools and at Vancouver Community College. Robert has been involved in curriculum development for Intermediate and Advanced Level ESL at Vancouver Community College, and has taught developmental and remedial Reading.

#### Teaching Writing (150813)

An overview of approaches to writing and techniques for teaching free, controlled, process/product writing. Includes techniques of revision and editing and assessment of student writing. (Rothschild) \$200  
10 sessions - Apr 7, Jun 2, 10:00-13:00, Apr 11/18/25, May 2/9/16/23/30, 18:45-21:45 - KEC  
10 sessions - Jul 3/5/10/12/17/19/24/26/31, 18:30-21:30, Jul 07, 13:30-16:30 - KEC

Dennie Rothschild, B.A. (Honours), has taught ESL at Vancouver Community College since 1977. She is President of the B.C. Association of Teachers of English as an Additional Language (TEAL) and is currently completing her Masters in ESL at UBC.

#### Teaching English for Academic Purposes (150819)

This course concentrates on the specific techniques and course materials used to teach advanced-level ESL students who plan to study at a post-secondary level. This course includes approaches to teaching reading, composition, literature and study skills. (Pidgeon and Lovelace) \$195  
8 sessions  
6 eve - Th. Apr 12/19/26, May 3/17/31, 19:00-22:00 - KEC and  
2 day - Sa. May 12/26, 09:30-16:30 - KEC

Michael Pidgeon, B.A., M.A. Linguistics, TESL Certificate (Vancouver Community College), has 15 years' experience teaching English and Linguistics at the university level. Presently teaching in the ESL College Preparatory Department at VCC.

Marion Lovelace, B.A., B.Ed., TESL Certificate (Vancouver Community College) 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.

#### TESL Internship (150824)

The TESL Internship is a thirty-five (35) hour course. It consists of ten hours of compulsory workshops and twenty-five (25) hours of practice teaching in an ESL classroom. This is the final course in the TESL Certificate Program and students must have completed all the TESL core courses prior to registering for the TESL Internship. (House) \$300  
Internship Workshops - 4 eve - Apr 09/10/24, Jun 12, 19:30-22:00 - KEC  
Internship Placement - Apr 30 to Jun 22

#### Electives:

The following courses will be of interest to ESL instructors as well as students presently registered in the TESL Certificate Program. The elective courses may also be used to fulfil the elective requirement for the TESL Certificate.

#### 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, "A Guide for Tutoring Adult ESL Students," prior to taking the workshop. The text can be picked up at the CE office by showing your receipt of registration. (Norman) \$75  
2 day - Sa. May 26, Jun 2, 09:00-17:00 - KEC

Alison Norman is an experienced ESL instructor. She teaches ESL at Vancouver Community College, has 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)

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 - Sa. Jun 2, 09:00-18:00 - KEC

Barbara Gerber has been teaching English as a Second Language at Vancouver Community College 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. May 5, 09:00-16:00 - KEC

Myrna Rabinowitz, B.A., - 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.

#### Active Learning Workshop (150816)

A drama-based approach to education which teaches you to involve students totally in the learning process. For all ESL teachers! Joyce Duffala returns from the University of San Francisco by popular

request. Spaces are limited (Duffala) \$130

1 eve, 2 day - Fr/Sa/Su. Apr 20/21/22, 19:00-22:00/09:00-16:00/09:00-15:00 - KEC

Joyce Duffala is on the faculty of the University of San Francisco in both the School of Education (Multicultural Department) and the College of Professional Studies. She has been using the Rittenberg/Kreitzer Active Learning Techniques to teach English as a Second Language and in teacher training seminars since 1979. She is the author of "The Teacher as Artist, An Introductory Manual for the Classroom."

#### Basic English Grammar (150826)

By popular demand, a short course for prospective ESL instructors, in the basic structure of the English language. Suitable for those with minimal knowledge of English grammar, or who wish to review their English grammar skills. Highly recommended for students entering the TESL program who feel that their knowledge of grammar could be improved. Please note that this course does NOT count as an elective in the TESL Certificate Program. (Pidgeon) \$100  
6 sessions  
3 mng - Sa. Aug 11/18/25, 09:30-12:30 - KEC and  
3 eve - Aug 15/21/23, 19:00-22:00 - KEC

#### An Introduction to Linguistics (150823)

This course has been developed for prospective ESL instructors who have not taken a linguistics course. Upon completion of this course, students will be able to:

- understand the main concerns and theoretical bases of several linguistics schools and models
  - evaluate and discuss these models in terms of their applicability and effectiveness in ESL training
  - select and adapt those features of the linguistic models which they find useful
  - organize lesson materials and adapt them to student needs
- Students will be expected to complete several short written exercises during the course. (Pidgeon) \$100  
4 sessions  
2 eve - Fr. Jul 6/20, 19:00-22:00 - KEC and  
2 day - Sa. Jul 7/21, 09:00-16:00 - KEC

Michael Pidgeon, B.A., M.A. Linguistics, TESL Certificate (Vancouver Community College), has 15 years' experience teaching English and Linguistics at the university level. Presently teaching in the ESL College Preparatory Department at VCC.

#### Using Video in the ESL Classroom (150829)

Video: The next best thing to real life! Learn how video can enhance your students' language learning. Explore ways to integrate pre-recorded materials and resources into your lessons, develop activities and thematic units using videos, and build confidence in using the equipment. Teacher and student-made videos will also be covered. (Clark) \$75  
2 day - Sa/Su. Apr 21/22, 09:00-16:00 - KEC

Chris Clark, B.A., an instructor at the Vancouver Community College, interested in promoting communicative language teaching. She has been involved in teacher training projects throughout the Lower Mainland and is specifically interested in using video in the ESL classroom.

#### Teaching ESL to Beginners (150834)

Are you teaching or planning to teach ESL at the beginners level? Come to this one-day workshop. Topics will include teaching techniques, developing communicative skills, approaches for teaching reading and writing, lesson planning, unit planning and teaching materials. (Van Winkel) \$35  
1 day - Sa. May 12, 09:00-16:00 - KEC

Colleen Van Winkel, B.A., Teaching Certificate (UBC), has had extensive experience teaching ESL at the beginners level since 1975. Colleen is presently teaching at Vancouver Community College; is Head Instructor for the ESL Outreach Night School at the KEC North Campus, and has presented workshops on this topic at conferences.

#### Testing in English as a Second Language (150815)

A practical course in testing your students' knowledge of English. You will learn how to use and construct a variety of tests for speaking, listening, reading, writing and grammar. A must for every ESL instructor who wants to know more about testing and assessment. This elective is recommended for experienced ESL instructors and TESL Certificate students who have nearly completed their core courses. (Gerber) \$110  
1 eve, 2 day - Fr/Sa/Su. Apr 27/28/29, 18:30-22:30/09:00-18:00 - KEC

Barbara Gerber has been teaching ESL at Vancouver Community College since 1974. She is a graduate of Boston University and is currently completing her Masters at Lesley College. She has developed and implemented the Oral Interview Assessment Test for the ELS Department at Vancouver Community College.

#### Active Learning Workshop (150816)

A drama-based approach to education which teaches you to involve students totally in the learning process. For all teachers! Mark Rittenberg of Harvard University returns to Vancouver by popular request. Spaces are limited. (Rittenberg) \$130  
2 day - Sa/Su. Aug 25/26, 09:00-17:00 - KEC  
2 day - Mo/Tu. Aug 27/28, 09:00-17:00 - KEC

Mark Rittenberg, M.A., teaches at Lesley College, Harvard University; has developed and taught "Active Learning" in Israel, France and at universities and colleges across the United States.

## TRAVEL COURSES AND TOURS

### Thailand - "The Land of Smiles" (504606)

An exotic kingdom where the doors are open and the welcome sign is posted. An introduction to where to go and what to see. Background information on keeping costs down, helpful hints to make your trip more enjoyable and rewarding. (Flack) \$20  
1 mng - Sa. Apr 28, 09:30-14:30 - Lan  
1 mng - Sa. May 12, 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)

### 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. (Bild) \$20  
1 mng - Sa. May 26, 10:00-13:00 - Lan

**Sarita Bild** - Tour leader, is Mexican born and has travelled around Mexico on various occasions acquiring knowledge of Mexican culture and way of life. She has many years' experience in tourism and holds a degree in Spanish Studies 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. May 12, 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. May 05, 09:30-12:00 - Lan

**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 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.

### Iceland - Armchair Travel Guide (504635)

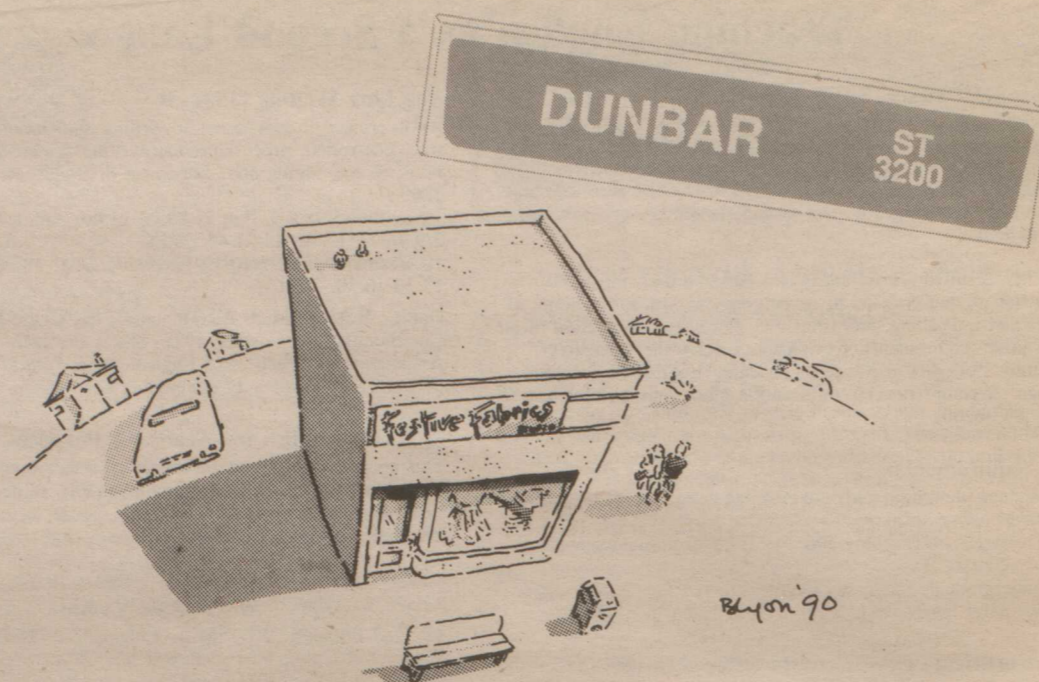
Historically old, geologically new and little-known to Canadian travellers. This small but fascinating country has much to recommend it for those who like to 'get off the beaten track.' A slide show and discussion will introduce you to a corner of the world most people overlook. (R. Taylor) \$25  
1 mng - Sa. May 05, 10:00-12:00 - Lan

## 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.

Your yacht is the queen of the fleet, a new "Beneteau Oceanius 50," luxurious, high performance and with private accommodation.



**Festive Fabric Studio**, 1320 Dunbar Street, V.C.C. Continuing Education Divisions' off-campus site offering Applied Arts: Fabric Painting Parts I and II.



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.

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 - Jun 14 - Jun 24, 1990 - \$1250  
Trip No. 2 - Nov 25 - Dec 5, 1990 - \$1540  
Trip No. 3 - Dec 07 - Dec 17, 1990 - \$1540  
Trip No. 4 - Dec 28 - Jan 09, 1991 - \$1540

For more information, call Marcus Kerry, Sail Training International Ltd. at 439-1191, or Wayne Deele, Vancouver Community College - Continuing Education at 875-8200.

**Marcus Kerry** is involved full-time in promoting the Canadian Yachting Association Learn to Cruise Program. For the last 11 years Marcus has personally instructed thousands of Canadians in sailing skills in the Caribbean, Hawaii and in Canada.

### 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 15 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.

### Departure dates (optional)

Oct 20 - Nov 03, 1990 - \$ 2700  
Dec 22 - Jan 05, 1991 - \$ 2700  
Feb 1991 - TBA  
Nov 1991 - TBA

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 Leader: 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, SE Asia, New Zealand and Europe.

To register or for more information, please call Chris Boycott at Adventures Abroad, 732-9922 or Wayne Deele, VCC-CE, 875-8200.

### "Indonesia" Islands of the Gods

The world's largest archipelago contains over 13,000 islands, many more than dots of coral strung along the equator. Due to the diverse peoples colonising Indonesia along ancient trade routes, travelling in Indonesia is like being in China, Thailand, India and Europe all at the same time - yet each island has its own unique culture. On our tour, we explore four of the most fascinating islands: Java - centre of Indonesian culture, Borneo - the jungle island, Sulawesi - home of ancestor worshipping cults, and Bali - famed throughout the world for its gentle people and colourful handicrafts.

In Java, Indonesia's heart, we start in Yogyakarta where ancient traditions of art and dance are handed down from masters to eager students. Java's backbone is a range of volcanoes; some still active. In the foothills stands Borobudur, one of the world's largest Buddhist monuments, which was lost in the forest for over a thousand years. Why did the civilization that carried so exquisitely-carved 60,000 cubic metres of stone abandon this temple after taking 100 years to build it? This is one of the many mysteries Indonesia has in store for us.

Both Java and Borneo have jungle areas for us to explore. In Borneo this involves a two-day riverboat journey up the mighty Mahakam River (Indonesia's equivalent of the Amazon) as no roads can penetrate the jungle. On our journey, we will become familiar with the customs of the Dayak tribes of this remote area. On Sulawesi, we contrast the colonial influence of the Dutch, who used the island to control the spice trade, with the customs of the Toraja people in the mountains. The Torajas are nominally Christian, but spirit-worshipping Animism is a strong undercurrent. Elaborate funerals and burial rites are performed over many days to speed the souls to rest with their ancestors.

We complete our tour in beautiful Bali, a Hindu island in a Moslem nation. Here we avoid the tourist beaches, preferring to stay in the village of the artists who carry on the traditions that make Balinese culture so rich and colourful.

3 wks - Nov 16 - Dec 8, 1990  
Price: \$3950, including all international and inter-island flights

Phone: Adventures Abroad - 732-9922 or Wayne Deele at Continuing Education for details - 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 (infamous 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 2 - 23, 1990 - \$3550  
Sept 8 - Sept 29, 1990 - \$3750  
Sept 28 - Oct 20, 1990 - \$ 3550

### 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 two 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 Deele, Vancouver Community College - Continuing Education Division - 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 Deele 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 October 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 06 - 20) Approximately \$2,495 - optional third week in Northeast Thailand - \$560.

**Geoff Flack** - VCC instructor, has made over 30 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 Deele, VCC - 875-8200.

### Mexican Heritage

April 23 - May 8, 1990

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 Villahermosa. A short flight to Merida takes us into Maya country, where we see the famous Mayan ruins of Uxmal, Chichen-Itza, 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 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 \$2295 approximately.

For more information, please call Genny MacLean at Great Expeditions - 263-1476 or Wayne Deele, Vancouver Community College - Continuing Education, 875-8200.

**Sarita Bild** - Tour leader, is Mexican born and has travelled around Mexico on various occasions acquiring knowledge of Mexican culture and way of life. She has many years' experience in tourism and holds a degree in Spanish Studies at UBC.

## BE A GRACIOUS HOST INTERNATIONAL EDUCATION HOMESTAY PROGRAMS

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

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

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

Host families are required for the following programs:

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

**International Students - Long-term students in VCC English as a Second Language, High School completion, and University programs.** The program runs year-round and 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 56 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.

### Summer Workshops in France '90

Paul and Babette Deggan's Centre for the Arts at Montaigne-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.

\$1495 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 Montaigne-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.

## VOLUNTEER SECTOR MANAGEMENT

## 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.

### Introduction to Volunteer Coordination (101601)

You will be introduced to the various components of a volunteer program including recruiting, interviewing, training and supporting volunteers. The eight sessions over four days will enable you to explore the organizational and human relations skills you need to coordinate a successful volunteer program. Facilitators are experienced co-ordinators and/or trainers in volunteerism. (Various facilitators) \$150  
4 day - Mo-Th. Jun 25-28, 09:30-15:30 - KEC

### Untangling Conflict in Voluntary Organizations (101731)

Working together even in positive situations will from time to time involve change, crossed communications and the need to clarify issues. You will learn about activities and practice skills that you can use within the organization or group to help understand conflicts, clarify their source and resolve their consequence. (Raynolds/Schroder) \$30  
2 eve - Mo. Apr 23, 17:30-20:00 - VVC

**Michael Raynolds and Jill Schroder** are Conflict Resolution trainers with West Coast Mediation Services.

### Writing Letters, Memos and Reports for Managers of Volunteers (101732)

You will learn how to write effectively to get your message across, to initiate action and to establish clear guidelines. You will identify different formats for business writing and practise writing and critiquing short pieces. (Worsfold) \$15  
1 eve - Tu. Apr 24, 17:30-20:00 - VVC

**Norah Worsfold** is the Coordinator of Volunteer Resources for the Canadian Red Cross, BC/Yukon Division.

### Developing Volunteer Jobs that People Want to Do (101733)

Potential volunteers are looking for short-term jobs, career development experience, and opportunities to meet new people. You will learn how to identify opportunities for these potential volunteers and to write volunteer placement descriptions that will attract them to your organization. (Curtis) \$15  
1 eve - We. May 2, 17:30-20:00 - VVC

**Dean Curtis** is an independent trainer/consultant working with health care and non-profit organizations.

For detailed outline and registration call 875-8200. For more information call Roy Crowe, 875-9144.



## Fundraising Management National Certificate Program

This National Certificate Program has been designed to meet the needs of fundraising staff and volunteers for up-to-date knowledge and skills in one of Canada's fastest growing professions.

Vancouver Community College is pleased to pilot the program in cooperation with the Canadian Centre for Philanthropy during 1989-1990. Program instructors are experts in the financial development field and offer students fundraising techniques and insights unique to British Columbia.

### Entry Requirements:

- Staff or volunteer fundraising experience in the non-profit sector
- Grade 12 completion
- Good knowledge of English, both oral and written

### The Program:

A certificate will be awarded following successful completion of the following eight (8) courses:

**Overview of Non-Profit Agency Management (101201)**  
**Overview of Fundraising Management (101301)**  
**Campaign Strategies (101302)**  
**Developing Fundraising Volunteers (101303)**  
**Applied Marketing for Fundraisers (101304)**  
**Information and Financial Management for Fundraisers (101305)**  
**Fundraising Approaches - Part I (101306)**  
**Fundraising Approaches - Part II (101307)**

### Length of Program:

Approximately 200 hours, which may be completed in 18 months. You may enter the program at the start of any semester.

### Evaluation:

Students will be evaluated on the basis of assignments, tests and class participation.

### Program Coordinator:

Susan Entwistle

Call 875-8200 for more information.

### Courses offered this term:

#### Information and Financial Management for Fundraisers (101305)

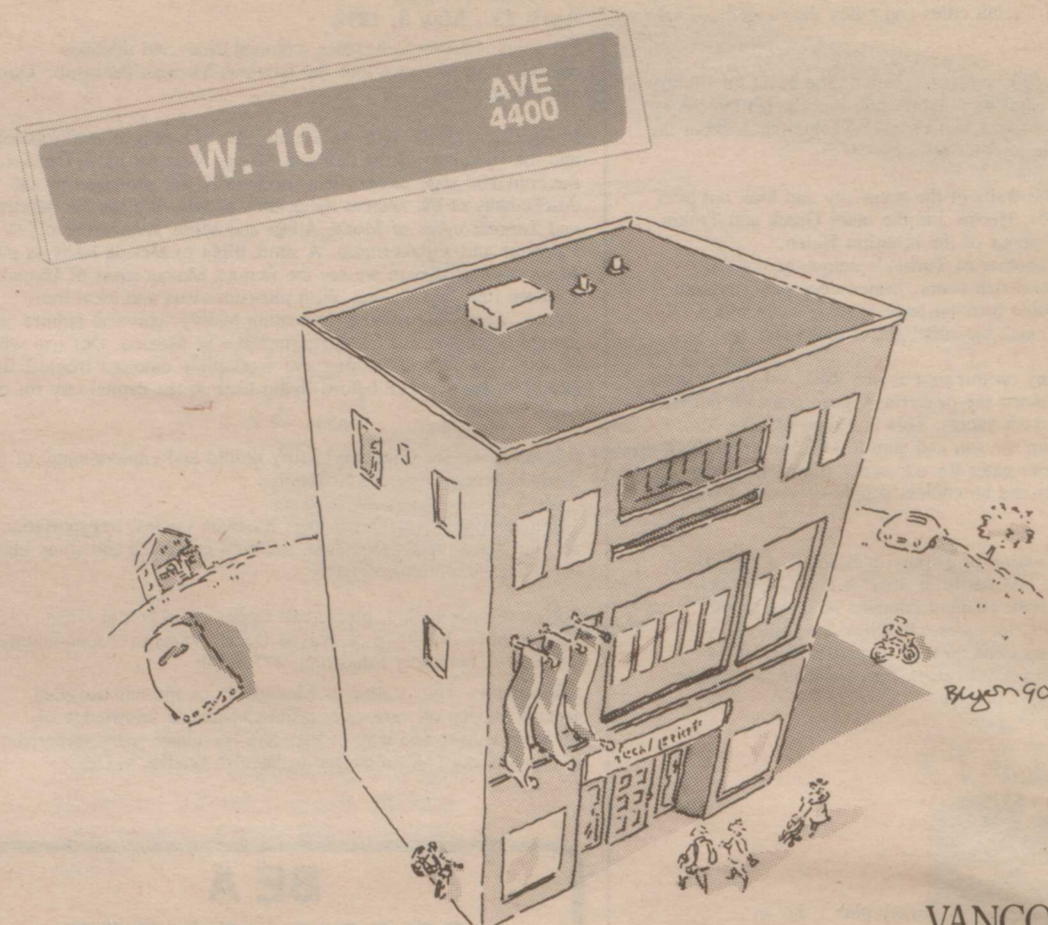
This course will introduce you to the features and capabilities of data management techniques. You will examine the planning, use and monitoring of a database for applications such as donor lists and donor recognition. Record management, budgeting, internal control procedures and investment strategies are some of the topics covered. (Lockhart) \$90  
 4 eve - Th. Apr 19/26, May 10/17, 19:00-22:00 - CC

**Kim Lockhart** is currently the Director of Finance at the United Way of the Lower Mainland. She has spent 14 years in the United Way movement and provides consultation services to non-profit organizations.

#### Overview of Non-Profit Agency Management (101201)

This course will 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. (Priority will be given to students completing the Fundraising Certificate.) (Bird) \$90  
 3 day - Fr/Fr/Sa. Apr 20, May 4/26, 09:00-16:00 - KEC

**Maryann Bird** is the Executive Director of the Westcoast Child Care Resource Centre.



**Focal Point, 4474 West 10th Avenue**  
 V.C.C. Continuing Education Division's off-campus site for Photography courses and programs.



## 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 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:** \$550 in full or 3 term payments.

### Information Sessions\*: Voluntary Sector

Th. Jun 14, 17:30-18:30 - Room 4043 - KEC  
 Th. Jul 12, 17:30-18:30 - Room 4043 - KEC  
 We. Sep 5, 12:00-13:00 or 17:30-18:30 - Room 4043 - KEC  
 \* for Fall admission to Voluntary Sector programs.

### Workshops offered this term:

(Limited space available)

### 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.

### 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.

## 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:

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

### 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.

### Length of Program:

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

### Evaluation:

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

### Course Fees:

\$5 per instructional hour

### 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.

Information Meetings for Fall admission to Voluntary Sector Programs:  
 Th. Jun 14, 17:30-18:30 - Room 4043 - KEC  
 Th. Jul 12, 17:30-18:30 - Room 4043 - KEC  
 We. Sep 5, 12:00-13:00 or 17:30-18:30 - Room 4043 - KEC

### Courses offered this term

(Priority is given to full program students):

#### Financial Management for Non-Profit Organizations (101206)

Purpose: To provide you with an in-depth introduction to the knowledge and skills required to plan, implement, monitor, report on and evaluate the financial management of non-profit organizations. Legal and ethical issues pertaining to financial management in the non-profit sector will be discussed throughout the course. A description of the use of computers is also included. Textbook: Financial Management (Granger and Vrabell) (Gazzard) \$150  
 10 eve - We. Apr 18, 19:00-22:00 - KEC

**Nicholas Gazzard** has been a writer, instructor and consultant in non-profit administration for ten years. He is at present Executive Director of the Coho Management Services, a non-profit society.

#### Resource Development for Non-Profit Organizations (101211)

Purpose: To provide you with the knowledge and skills required to effectively plan, manage and evaluate the fundraising needs of non-profit organizations. This course will cover the basic components of fundraising, including funding source identification, the cultivation cycle, grant writing, special events and ethical issues. (Wightman) \$120  
 4 day - Fr/Sa. Apr 27/28, May 11/12, 09:00-16:00 - TBA

**Faye Wightman** is the Vice President of Development and Community Relations, Children's Hospital.

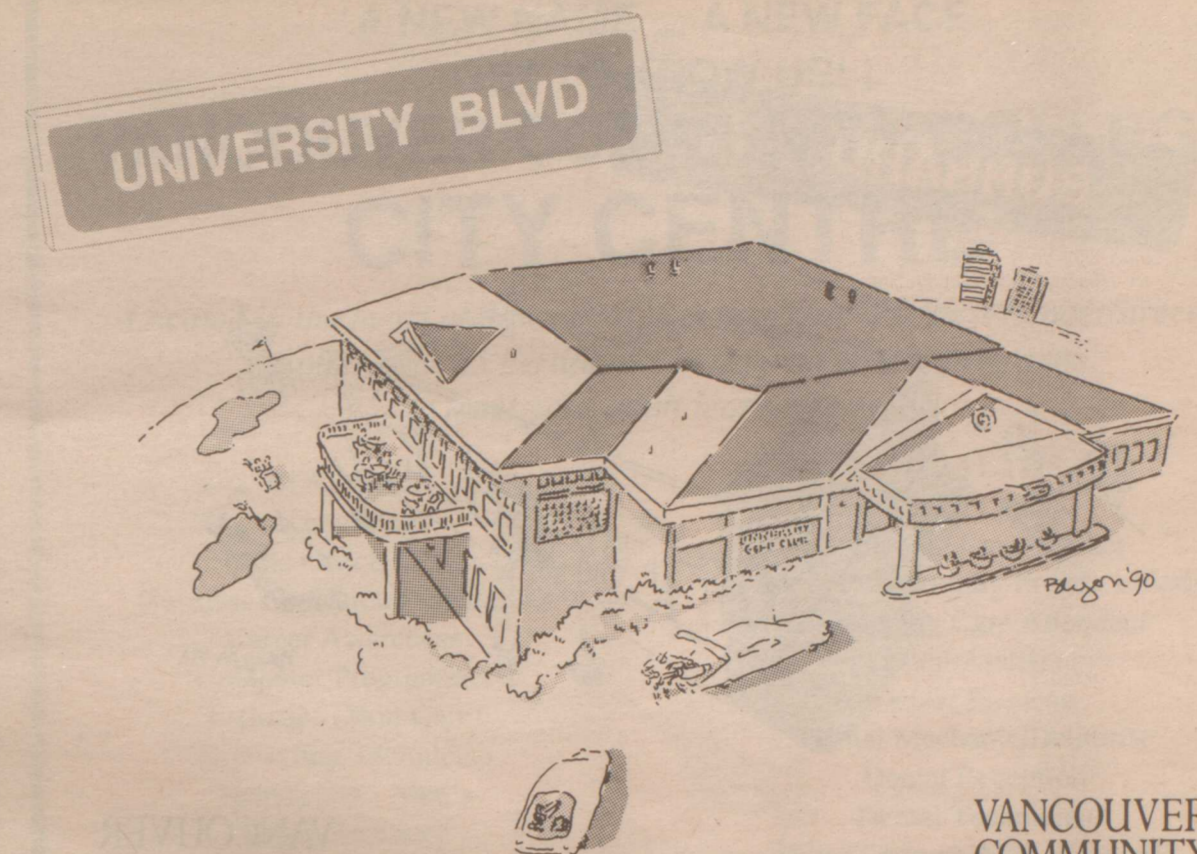
#### Time Management (101204)

Purpose: To provide you with skills that a non-profit manager needs to manage time effectively. Topics include: goal setting, meetings, paperwork, delegation, interruptions and procrastination. (Goodall) \$30  
 1 day - Fr. May 25, 09:00-16:00 - TBA

#### Stress Management (101212)

Purpose: To provide you with methods which will help manage stress effectively. This workshop will cover lifestyle assessment, assertive communication, decision making, perfectionism, negotiation, relaxation techniques and goal setting. (Goodall) \$30  
 1 day - Sa. Jun 23, 09:00-16:00 - KEC

**Rob Goodall** is the Manager of Education Services at B.C. Health Services. He has been delivering Management Supervisory training for the health care and non-profit sector for several years.



**U.B.C. Golf Club, University Boulevard V.C.C. Continuing Education**  
 Division's off-campus site for Nursing and Health: Legal Issues in Nursing.



## Training for Non-Profit Board Members

The Volunteer Leadership Development Program, sponsored by the United Way and the Vancouver Volunteer Centre present "BOARDWALK," a series of workshops designed to train effective board members.

In cooperation with Vancouver Community College there is also a series of open workshops available to individuals from a variety of organizations.

Location of workshops is 3102 Main Street, Suite 301 at the Vancouver Volunteer Centre. For workshop details, call 875-9144. To register, call 875-8200. Registrations accepted up to one week before workshop.

#### Board Orientation - A Background for Decisions (101621)

This workshop is designed to provide a successful tool for familiarizing new board members with the organization. You will learn to adapt adult education techniques to plan a successful board orientation which will form the basis for board members working well together. \$20  
 1 eve - We. Apr 25, 17:30-20:00 - VVC

#### Marketing - Strategies for the Future (101612)

This workshop will focus on defining the marketing mix, developing a marketing strategy and implementing the marketing plan for the non-profit organization. \$20  
 1 eve - We. May 2, 17:30-20:00 - VVC

## 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 5 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)

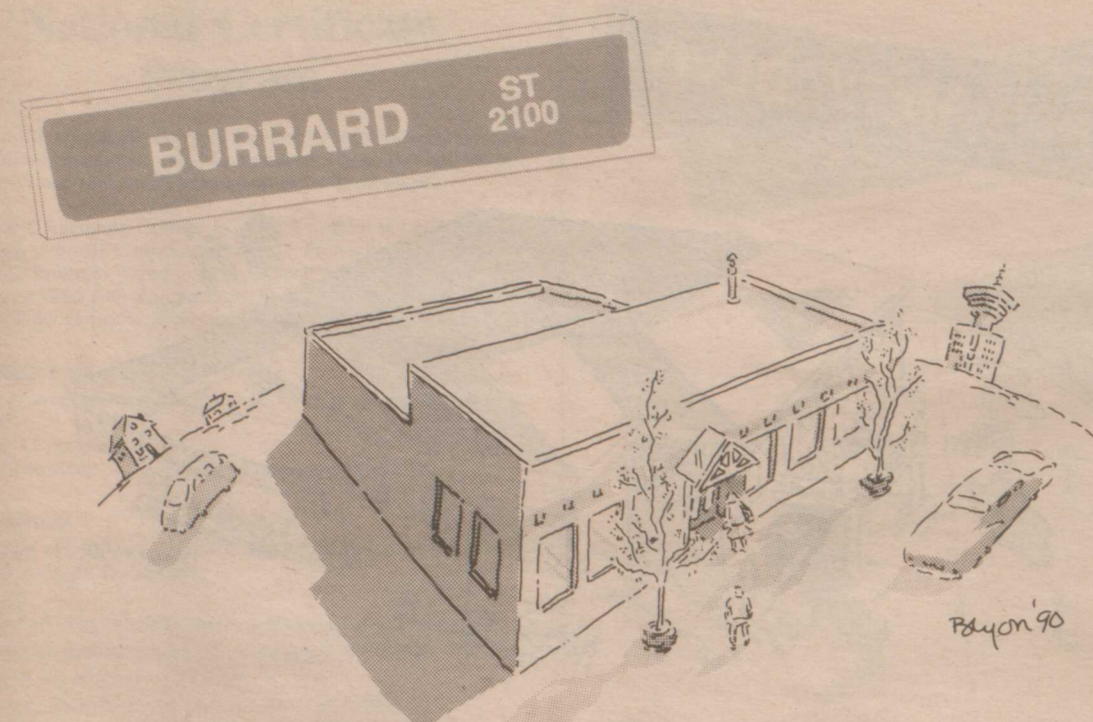
Explore the fundamentals of writing: clear thesis, coherent structure and clean, appropriate sentence. You approach the writing tasks in stages - taking notes, writing and revising - and you examine each stage in detail. Weekly writing assignments give you a chance to apply each lesson; in-depth evaluations by the instructor give encouragement and solve individual problems. Enrollment is limited. (Sill) \$85  
 6 eve - Tu. Apr 24, 19:00-21:30 - KEC  
 6 eve - We. Apr 25, 19:00-21:30 - Lan  
 6 eve - Th. Apr 26, 19:00-21:30 - Lan

**Carol Sill** is an experienced writer of published articles, promotional pieces and media scripts. She has instructed classes and workshops and is currently editing a variety of desktop publications.

#### 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 target 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 - We. May 16, 19:00-21:30 - KEC

**R. Dubanski, M.A.**, is a Communications instructor and a freelance writer. His business background has given him a firsthand understanding of the importance of developed communication skills.



**Computer Station, 2130 Burrard Street V.C.C. Continuing Education Division's off-campus site offering individual and Corporate Computer Training.**



#### **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. Apr 23, 19:00-21:30 - Lan  
6 eve - We. Apr 25, 19:00-21:30 - Lan

**Wayne Decle** - English Literature and Creative Writing; presently works as a program developer and instructor at VCC - CE.

#### **Creative Writing II - Writing and Marketing the Short Story (102830)**

"Selling is the final step in the creative process" - explore all the steps in the development of a short story. You will read from works-in-progress and receive valuable feedback. Participants will work toward producing their own complete edited and polished piece of fiction. Also, students will examine marketing strategies that will help work reach its audience. (Adams) \$85

6 eve - We. May 16, 19:00-21:30 - KEC

**Michele Adams, M.A.** has published fiction and has worked as a freelance editor and journalist.

#### **Effective Technical Writing Communications (102851)**

This course provides a survey of the skills necessary to make your technical/business writing more effective and precise. You will review several forms of communication, including memos, definitions, proposals, reports and manuals. Some in-class work will be assigned to help you edit your writing, paying attention to content, organisation, style and format. (Montagnes) \$85

6 day - Sa. Apr 28, 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. May 07, 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)**

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. May 23, 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**

#### **Romance Novel Workshop (102861)**

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. May 05, 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

9 eve - Mo. Apr 23, 20:00-22:00 - Lan

#### **Writing Magazine Articles (102817)**

Learn the basics of producing an article from the initial idea to the completed manuscript, as well as a consideration of various markets. No Experience Necessary. (Lekich) \$30

1 day - Sa. May 05, 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 - Tu. Apr 24, 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.

### **PRODUCTION TEAM**

Editor/Project Co-ordinator...Gayle Thody

Layout/Design...Lynda Hurst

Cover Design/Illustrations...Bernie Lyon

Captions...Wayne Decle

Word Processing...Iola Pagnossin

### **EDUCATION INFORMATION CENTRE**

Main Floor, 515 West Hastings Street,  
Vancouver, B.C. V6B 5K3

**681 - INFO**

### **EDUCATION INFORMATION CENTRE CONSORTIUM HOURS**

8:30 - 4:30 Monday to Thursday  
closed Friday

#### **MASTER MEMBERS**

British Columbia Institute of

Technology

Douglas College

Simon Fraser University

University of British Columbia

Vancouver Community College

(City Centre, King Edward Campus,

Langara Campus)

**Centre for Curriculum and Professional Development**

#### **ASSOCIATE MEMBERS**

Certified General Accountants

Association of B.C.

Malaspina College

Northern Lights College

Northwest Community College

Okanagan College

Pacific Marine Training Institute

#### **SERVICES**

- information on programs and continuing education courses of member institutions

- distribution of calendars and brochures of member institutions

- information on major programs at other B.C. public post-secondary institutions

- an occupations file linking occupations to educational programs

- referrals to other institutions and agencies to meet individual needs

**Holidays - Spring Term 1990**  
(Continuing Education will be closed these dates)

**Friday, April 13**

**Saturday, April 14**

**Monday, April 16**

**Saturday, May 19**

**Monday, May 21**

**Saturday, June 30**

**Monday, July 2**

**Saturday, August 4**

**Monday, August 6**

### **EARN A CERTIFICATE**

If you need training to get ahead in your job, to broaden your career path or blaze a new one, a Vancouver 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 a thorough background in a particular field, but who do not want to undertake a degree program.

Each Certificate Program must meet the following criteria:

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

Building Manager (Residential)

Business Administration

Childbirth Educators

Community Based Social Services

Computer Skills for the Workplace

Counselling Skills

Court Interpreting

Customer Care Excellence-Front Line Employees

Customer Care Excellence- Supervisors and Managers

Designation In Writing

Early Childhood Education - Level I

Early Childhood Education - Advanced Study

Effective Head Nurse

Family Daycare

Fashion Arts

Fashion Design

Garment Construction

Infant-Toddler Supervisory Program

Intravenous Therapy

Local Area Network Administrator

Management Skills for Continuing Care Managers of Non-Profit Agencies

Office Administration

Pattern Making

Property Management

Small Business Management

Sterile Supply Processing Aide

Substance Abuse Program

Teaching English As A Second Language

Telecommunications Management

Visual Arts - Photography Major

Volunteer Management

Working with School Aged Children

**A NEW NAME ... A NEW FACE**

**GET TO KNOW US! !**

## **VANCOUVER COMMUNITY COLLEGE CITY CENTRE**

*Located in the heart of downtown Vancouver, at 250 West Pender Street, we offer over 65 certificate & diploma career programs to meet your adult learning needs.*

### **BUSINESS**

Accounting

Basic Office Skills

Business Education Preparation

Career Awareness

Computer Programmer

Esthetics (Skin Care)

Hairstyling Technician

Hairstyling - Men's

Legal Secretary

Medical Secretary

Medical Office Assistant

Micro Computers in Accounting

Shoe Repair & Shop Management

Traffic, Customs & Transportation Clerk

Word Processing Operator

### **HEALTH**

Activity Aide

Adult Day Care Worker

Care of the Mentally Fragile Elderly

Continuing Care Attendant

Dental Assisting

Dental Hygiene

Dental Mechanic/Denturist

Dental Reception

Dental Technician

Home Support Aide - Upgrade

Long Term Care - Upgrade

Medical Laboratory Assistant

Nursing Aide

Nursing Unit Clerk

Practical Nursing

Practical Nursing - Refresher

### **TECHNICAL**

Building Service Worker

Computer Aided Design Drafting

Technology I

Computer Graphics Technician

Drafting - Architectural/Mechanical

& CAD

Drafting - Architectural/Civil/Structural

& CAD

Drafting - Architectural/Steel Detailing

& CAD

Drafting - Steel Detailing - Upgrade

- Electronics - Basic

Electronics - Diploma

Electronics Technician - Consumer Option

Electronics Technician - Computer Option

Electronics Technician -

Telecommunication Option

Graphic Arts Apprenticeship

Jeweller & Goldsmith Apprenticeship

Jewellery Arts & Design

Printing Production

Printing Trades - Printing Management

Printing Trades - Computer Assisted

Estimating

### **PROGRAM DEVELOPMENT**

Provincial Instructors Diploma

Instructor Training

Train the Trainer

**For more information on the programs listed above contact one of our counsellors at:**

**VCC/City Centre**

**250 West Pender Street**

**Telephone: (604) 681-8111 local 220**

## 4 WAYS TO REGISTER

**1 By MAIL.** Fill in Registration Form 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 the opposite page and FAX to 875-8241. Pay by charge card.

**Registration Hours**  
Monday - Thursday 09:00-20:00  
Friday: 09:00 - 15:00  
Saturday: 09:00 - 12:00

**Nursing and Health Education (City Centre)**  
Monday - Friday 10:00 - 15:00

## 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.

## SATISFACTION GUARANTEE

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 Students:

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

If, at anytime, 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 will be refunded—in full, no questions asked. Please write to me within two weeks of course's normal end date.

Sincerely

*Gail Rochester*

Gail Rochester  
Director of Continuing Education

The Small Print:

"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.

## FAX & MAIL-IN REGISTRATION

### VANCOUVER COMMUNITY COLLEGE

### Continuing Education Division

**FAX 875-8241**  
FOR VISA or MASTERCARD USE ONLY

Mail Registration to:  
1155 East Broadway  
Box 24785, Station 'C'  
Vancouver, B.C. V5T 4N5  
Phone 875-8200

PLEASE TYPE or PRINT in BLACK ink.

Note: one student may register on this form, place additional registrants on a separate sheet. Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms S.I.N. Number \_\_\_\_\_

SURNAME \_\_\_\_\_ GIVEN NAMES \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT. and/or NUMBER - STREET \_\_\_\_\_ CITY/MUNICIPALITY \_\_\_\_\_

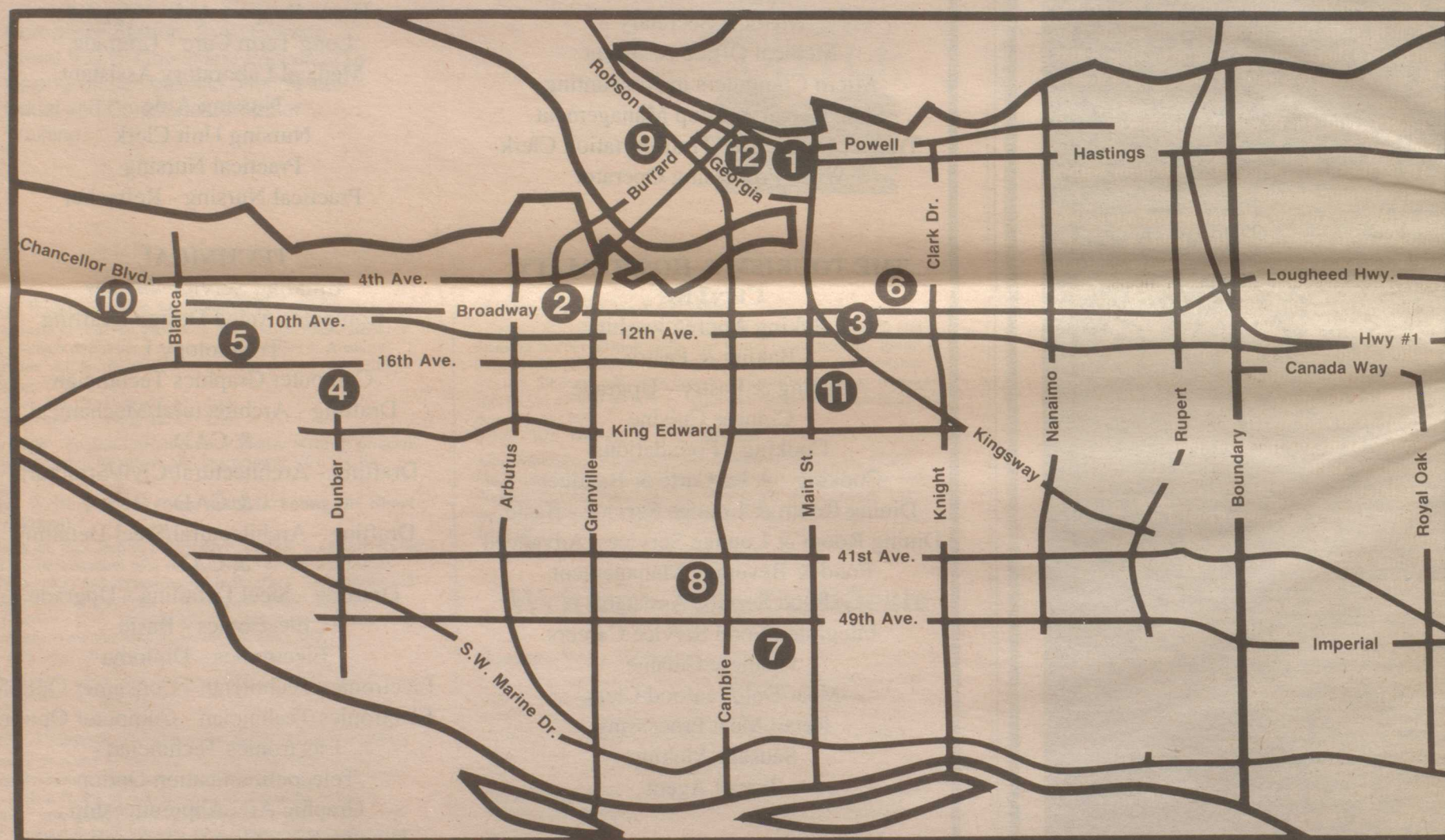
PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_ LOCAL \_\_\_\_\_

### COURSE INFORMATION

COURSE NUMBER	COURSE NAME	LOCATION	START DATE	TIME
1				
2				
3				
4				

TOTAL FEES	METHOD OF PAYMENT	CREDIT CARD INFORMATION <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
1 _____		NAME ON CARD _____
2 _____	\$ _____	CREDIT CARD ACCOUNT# _____
3 _____	<input type="checkbox"/> MONEY ORDER	
4 _____	<input type="checkbox"/> CHEQUE	START DATE _____ END DATE _____
	<input type="checkbox"/> CREDIT CARD	

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



- |   |  |
|---|--|
| 1. CLW - Clothworks, 132 Powell St.             | 7. LAN - Langara Campus, 100 W. 49th St.                 |
| 2. CNS - Computer Station, 2130 Burrard St.     | 8. OAK - VCC Oakridge Shopping Centre, Cambie & 41st     |
| 3. BMH - Biltmore Hotel, 12th and Kingsway      | 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               | 11. VVC - Vancouver Volunteer Centre, #301-3102 Main St. |
| 6. KEC - King Edward Campus, 1155 E. Broadway   | 12. CC - City Centre, 250 W. Pender St.                  |

## CITIZENSHIP REQUIREMENTS FOR ADMISSION

For all courses offered by Vancouver Community College, applicants must be a Canadian citizen, permanent resident or landed immigrant. Exception are if applicant:

1. has applied for permanent residency and is designated as such by the Federal Government;
2. is a member, or direct dependent of a member, of the diplomatic corps;
3. is being processed under the Federal Domestic Movement Program.

Proof of citizenship, residency, diplomatic status, refugee status or Federal Domestic Movement may be requested.

International students may be admitted on condition that space is available and applicants covered under paragraphs above are not displaced.

## SENIORS

The course fees of all permanent residents of British Columbia, 65 years of age or older, shall be waived subject to the following:

1. A fee paying student cannot be displaced. Seniors requesting a fee-waiver will be registered conditionally and, should the class fill, the senior will be superseded by a fee-paying student. A senior so displaced will be given the option of paying.
2. The waiver of course fees shall not include the waiver of materials or equipment rentals.
3. A fee waiver shall not apply to computer courses at off-campus locations, to travel or natural history tours or to wine courses.

## REGISTER EARLY!

Popular programs fill up quickly so register early to avoid disappointment. Some programs are cancelled if there is insufficient

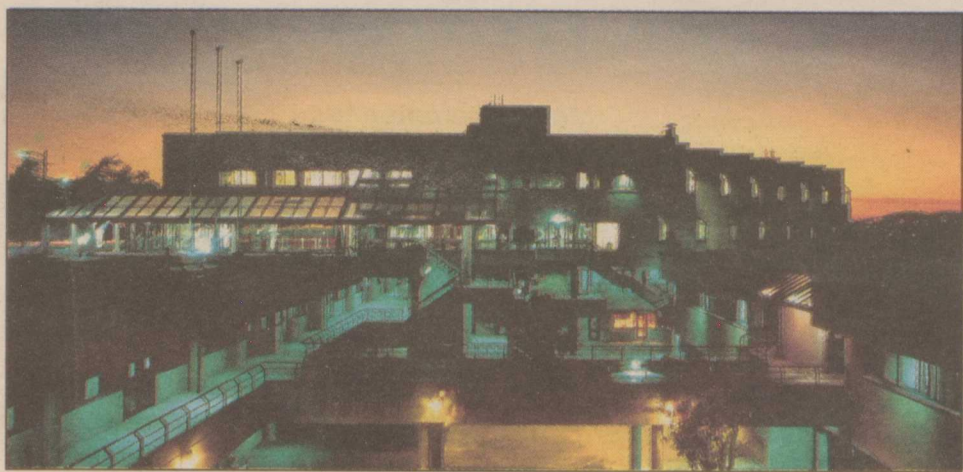
enrolment. This decision is made well before a program begins so early registration is important.

## 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.

## 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.



**KING EDWARD CAMPUS • 1155 East Broadway**



**CITY CENTRE  
250 West Pender Street**



**LANGARA • 100 West 49th Avenue**



**KING EDWARD CAMPUS**

**875-8200**

**CITY CENTRE**

**682-5844**

**LANGARA CAMPUS**

**324-5322**