

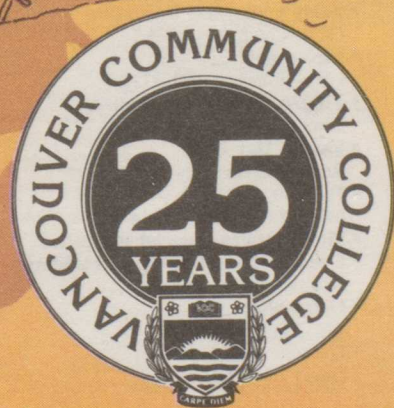
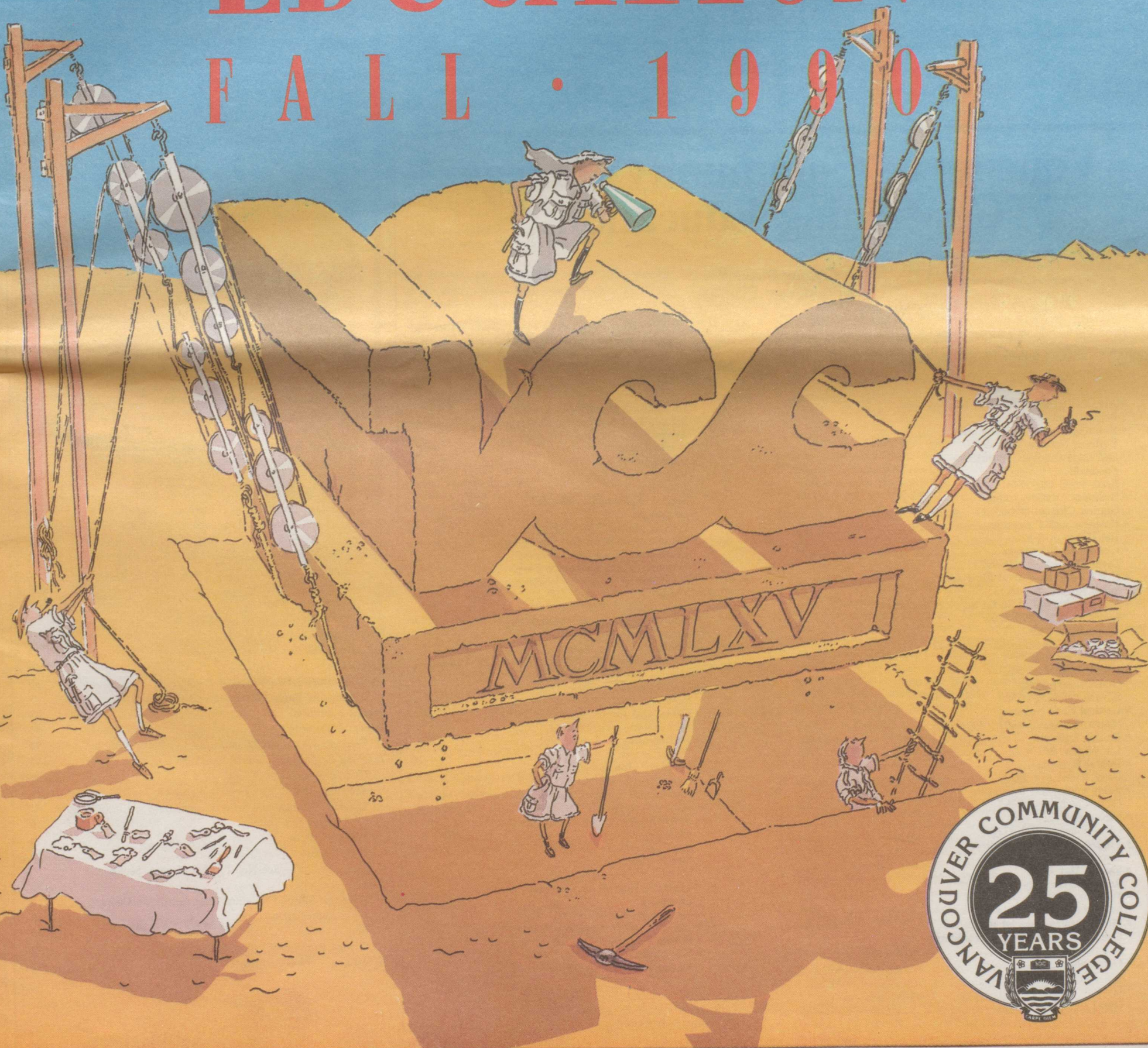
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# CONTINUING EDUCATION

VANCOUVER  
COMMUNITY  
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FALL • 1990





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### EARN A CERTIFICATE

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

Representatives of industry and the professions help plan these programs for adults who want to get 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  
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

### OUR COVER

This issue of our Continuing Education flyer is a tribute to Vancouver Community College's 25th Anniversary. Our cover shows archaeologists unearthing our old college logo circa 1965 (MCMLXV). At the top of the page is our new college logo unveiled earlier this year in conjunction with our 25th Anniversary. The theme throughout the flyer is "artifacts" uncovered from 1965 to the present.

### Flyer Production Team

GAYLE THODY--Project Co-ordinator, Editor  
LYNDA HURST--Design, Production  
BERNIE LYON--Artist  
IOLA PAGNOSSIN--Word Processing

### 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.

(Lemer) \$50

2 eve - Tu. Nov 06, 19:00-22:00 - Lan

Harriett Lemer is Vice President, Marketing Services, for Ron Einblau and Associates, a full service management and marketing consulting practice.

### Archaeology Anthropology

#### Ethnography of the Northwest Coast (505604)

This course provides an introduction to the study of Northwest Coast native peoples and their cultural traditions. Students will learn the differences and similarities in their languages, social organization and ritual life, as well as examining the more contemporary issues of aboriginal rights, economic development and self-government. Slides and films will be shown throughout the course. (Littlefield) \$70

6 eve - Th. Oct 11, 19:00-21:00 - Lan

Lorraine Littlefield is a PhD candidate at the University of British Columbia whose speciality is Northwest Coast Native Peoples.

#### An Introduction to Northwest Coast Prehistory (505606)

In this course we will start by examining how people first came to the Northwest Coast of North America. We will look at all periods of Northwest Coast prehistory, focusing on the Gulf of Georgia region. The field trip will include visiting several sites in the Vancouver area. (Pratt) \$60

4 eve - We. Oct 10, 19:00-21:00 - 9 KEC

Heather Pratt is currently an MA student in Anthropology at the University of British Columbia. Her concentration is on Northwest Coast archaeology.

#### The Northwest Coast Native Art Tradition (505605)

This course will explore the rich heritage of Northwest Coast native art. Week one will focus on the prehistoric art of British Columbia. Week two will examine traditional artistic forms of coastal peoples including carving, basketry, weaving, and costumes. Week three will explore the new art forms of this century, including silver and argillite carving, printmaking and sculpture. Week four will be a field trip to the UBC Museum of Anthropology. (Holm) \$55

4 eve - Tu. Oct 09, 19:30-21:00 - Lan

Margaret Holm has a background in anthropology and archaeology, working in museum and gallery education and public programs. She has led fieldtrips for Vancouver Community College to the coastal villages of Johnstone Strait and the Queen Charlotte Islands. Her recently-completed Masters degree examined prehistoric art of British Columbia dating back 3500 years.

### 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) \$80

10 eve - We. Sep 26, 19:30-21:30 - Lan

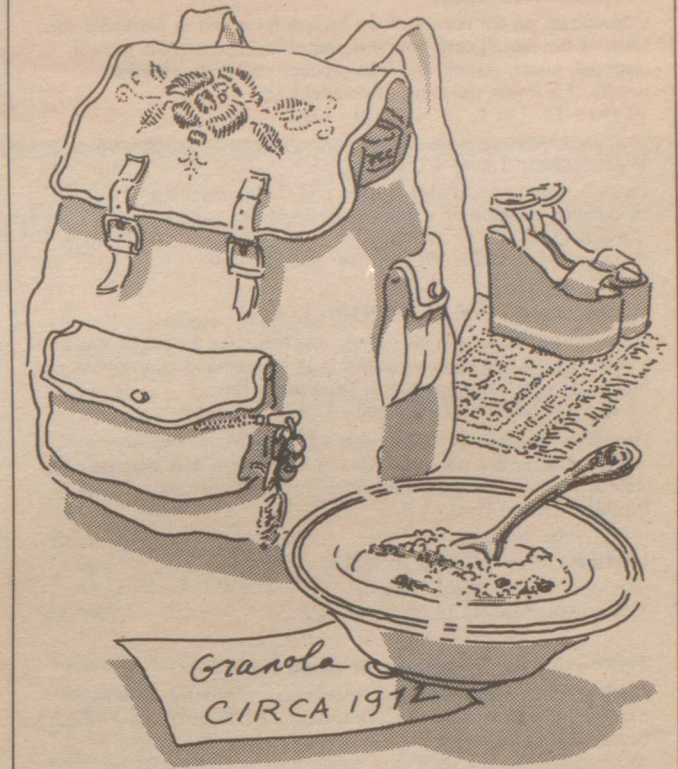
Bernie Lyon is a cartoonist/illustrator whose work appears in Vancouver newspapers and magazines.

#### 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) \$80

10 eve - Th. Oct 04, 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) \$80

10 eve - Tu. Sep 25, 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. Sep 19, 19:00-22:00 - CC

#### Cartooning, Basic (050403)

(For details see Graphic Design)

8 eve - Th. Sep 20, 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) \$80

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

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

#### Sculpt-2000 Workshop (500145)

The "Sculpt-2000 Workshop" introduces new and easy techniques to the art of modern sculpture. Working with a synthetic foam material "sahara" plaster and microcrystalline wax, students learn through demonstrations, sculpture models and hands-on experiments, the simple techniques for creating wax models made ready for the art foundry. Students will have the opportunity to have their own work cast in bronze at a Vancouver foundry. Class size is limited - please register early. (Dallaire) \$140

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

Jean Guy Dallaire is a sculptor who works exclusively in the Sahara medium. His work has been seen in Toronto, Montreal, and most recently, Burnaby Arts Centre.

#### Decorative Painting (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$140

10 eve - Mo. Sep 17, 18:00-21:30 - Lan

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

#### Nature in Art (500144)

Almost all artists have been affected by the beauty of nature. Spectacular forests, seas and skies offer wonderful subject matter as does the flora and fauna of the world. Come and enjoy learning how to draw and paint these visual treasures. (Kowallek) \$80

10 eve - Tu. Sep 25, 19:30-21:30 - Lan



### Portraiture (500110)

Concentrate on the beauty of the human form and in particular the form of the face. Learn how different drawing materials (pencil, charcoal, conte, pastels and ink) produce strikingly different results. All levels welcome. (Kowallek) \$80  
10 eve - Th. Oct 4, 19:30-21:30 - Lan

### Watercolour Level I (500112)

Learn to stretch paper, lay washes and use the exciting & challenging medium of watercolour. Beginners welcome. (Kowallek) \$80  
10 mng - Sa. Sep 29, 09:30-11:30 - Lan

### Watercolour Level II (500113)

Designed for those who have basic instruction in the art of watercolour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowallek) \$80  
10 aft - Sa. Sep 29, 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. Sep 24, 19:00-22:00 - CC

### Textile Screen Printing Workshop (500124)

Learn from start to finish basic textile screen printing techniques. Explore ideas to capture and print images on T-shirts and yardage. Learn: screen-making methods; stencil methods from paper to photo-stencil; setting up a dark room; how to prepare art for printing; how to execute basic multi-colour screen printing techniques; what types of inks to use and how to use them: water-based, solvent-based, puffs and metallics. This "hands-on" workshop, conducted by a screen printing professional, offers practical step-by-step instruction providing a strong foundation for home or industry. Things to bring: Exacto knife, hair dryer, fine-tipped paint brushes, scissors, pen, paper, pencils, 1-1/2" wide masking tape, and lunch. No toxic chemicals or solvents are used in this workshop - only polyfab water-based textile dyes. \$120  
1 day - Su. Sep 23, 08:00-15:00 - Clw  
1 day - Su. Oct 28, 08:00-15:00 - Clw  
1 day - Su. Nov 11, 08:00-15:00 - Clw  
1 day - Su. Nov 25, 08:00-15:00 - Clw  
1 day - Su. Dec 09, 08:00-15:00 - Clw

## 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) \$130  
9 eve - Wed. Sep 26, 19:00-21:00 - Lan

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

## Building Construction.

## Renovations, & Home Repair

### Owning a Healthy House - A Series

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

### Buying a Healthy House (500402)

Learn how to do a complete house inspection, including assessment of the physical condition for defective or sub-standard construction, deterioration or poor maintenance. (Best) \$45  
1 eve - We. Oct 10, 19:00-22:00 - KEC

### Basic Plumbing Techniques (500401)

A reliable plumbing supply is often taken for granted. Find out what to look for in the supply and drain-waste-vent systems. Examine various problem situations and learn how to handle them. Includes a look at the various materials in use today. (Best) \$45  
1 eve - We. Oct 17, 19:00-22:00 - KEC

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

A safe, adequately-sized electrical system is often not found in an older home. Learn how to assess and understand house wiring and recognize potential hazards and how to replace outlets, switches and plugs. Includes a section on small appliance repairs. (Best) \$45  
1 eve - We. Oct 24, 19:00-22:00 - KEC

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

Learn weather stripping, latches, deadbolts, doorbells and buzzers. Also included will be information on flooring, carpet and tiles (vinyl, asphalt and clay). (Best) \$45  
1 eve - We. Oct 31, 19:00-22:00 - KEC

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

Course explores estimation, preparation and application including information on panelling and patching cracks and holes in plaster and gyproc. (Best) \$45  
1 eve - We. Nov 07, 19:00-22:00 - KEC

### Water... Problems and Cures (500407)

Water penetration causes more damage to the average home than all other damage causes combined. Learn how to look for potential trouble areas and how to examine roofs, gutters and drains, including flashing on skylights, chimneys and vents. Includes a section on concrete repair and a look at insulation and vapour barriers. (Best) \$45  
1 eve - We. Nov 14, 19:00-22:00 - KEC

**Gerry Best** is an independent, licensed renovations contractor with over 19 years' experience in the Lower Mainland. He specializes in doing residential renovations and finishing carpentry.

### Building Construction Estimating (050201)

Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field. (Wilkinson) \$100  
10 eve - We. Oct 03, 18:30-21:30 - CC

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

### Building Your Dream Home/Adding On (500410)

This course is designed to enable the student to communicate with designer, builders and permit authorities by becoming more familiar with codes, by-laws, construction methods and building materials used in BC residential construction. The student will also become familiar with the representation and standards used on residential blueprints. In other words, "understand what you get BEFORE it's built." This course will enable you to prepare residential sketch drawings of your own design. (Atkinson) \$185  
8 eve - We. Oct 10, 18:30-21:30 - CC

**Ron Atkinson**, Department Head of Drafting at City Centre Campus. Draftsman in commercial, industrial and residential detailing for 25 years.

## 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) \$145  
5 day - Sa. Sep 15, 09:00-16:00 - CC  
5 Day - Sa. Nov 03, 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) \$145  
10 eve - We. Sep 26, 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.

### 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. \$145  
10 eve - Mo. Sep 24, 19:00-22:00 - CC

### WHMIS - Workplace Hazardous Materials Info System (109010)

This course is intended to provide the necessary information for building managers and other building service personnel to understand government regulations regarding hazardous materials. All building service personnel who handle hazardous materials (chemicals, toxic cleansers, etc.) should enroll in this course. \$25  
1 day - Sa. Oct 20, 09:00-12:00 - CC

### Swimming Pool Sanitation (109011)

A basic course in swimming pool sanitation information and procedures. Students will attend a 3-hour lecture in the morning, followed by a 1.5-hour session at a pool site. Topics covered include: pool water chemistry, testing, sanitation, filter maintenance and general accident prevention. (Munger) \$25  
1 day - Sa. Oct 27, 09:00-15:00 - CC

**Alice Munger, CPHI(C)** is a Public Health Inspector with the City of Vancouver Health Department. Alice is part of a two-person team responsible for inspecting the health standards of some 459 pools in the City of Vancouver.

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 program guide call Program Assistant - Joanne Bydal, 324-5322. (10:00-15:00)

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 or 1118. Prerequisite for these two courses will be the successful completion of the LPI (Language Proficiency Index) Exam. Exam date: Tuesday, September 04, 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, October 27, 10:00-13:00.

Final exam for all classes of Accounting 1115 and 2215 will be Saturday, December 08, 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, September 04, 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. \$170  
13 mng - Sa. Sep 08, 10:00-13:00 - Lan (Brimm)  
13 eve - Mo. Sep 10, 19:00-22:00 - Lan (Glass)  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan (Wadsworth)  
13 eve - We. Sep 12, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Sep 13, 19:00-22:00 - Lan (Martin)

**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.

**Bob Wadsworth, B.Commerce, C.A.** - 16 years with the Department of Business Administration at Langara, teaching Accounting.

## Business

## Business Administration Certificate Program

### 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. \$170  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Sep 13, 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) \$170  
13 eve - Th. Sep 13, 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) \$170  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan

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

### 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) \$170  
13 eve - Tu. Sep 25, 18:00-21:00 - Lan

**Hal Hoare, B.S., M.S.Ed.,** Senior Program Coordinator, Business and Computers, Vancouver Community College; ten years' teaching experience in public and private institutions, business and non-profit organizations.

### 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) \$170  
13 eve - Mo. Sep 10, 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 Business Law 1115. All students must have credit for 1115 in order to take 2215. (Schachter) \$170  
13 eve - Tu. Sep 11, 18:30-21:30 - 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) \$170  
13 eve - Mo. Sep 10, 19:00-22:00 - Lan

### Communications 1115 (102007)

Designed to improve interpersonal skills. Develop the skills of clear speaking and active listening in a variety of work-related situations. Activities and assignments will require you to work in small groups to solve problems, work in pairs to interview for employment, and work individually to speak to a group. Prerequisite: Successful completion of the LPI exam. (Sturmanis) \$170  
13 eve - Tu. Sep 11, 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) \$170  
13 eve - We. Sep 12, 18:30-21:30 - 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 highly recommended for this course. (Tollstam) \$210  
10 mng - Sa. Sep 08, 09:00-13:00 - CC  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan  
13 eve - We. Sep 12, 19:00-22:00 - CC

**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) \$170  
13 eve - We. Sep 12, 19:00-22:00 - Lan

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

### Managing Through People 1000 (102011)

Learn to identify and understand the qualities of effective leadership and develop the skills necessary for successful supervision. Interpersonal skills, goal setting, motivational and problem-solving techniques, responding to changing needs and developing human resource potential will be explored. (Kay) \$170  
13 eve - Mo. Sep 10, 19:00-22:00 - Lan

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

### Sales and Marketing 2000 (102012)

Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. The focus will be on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training. For those students who wish to increase their practical knowledge in the skills of market research, product design, packaging, advertising and media selection. Prerequisite for Advanced Marketing 3000. (Kelly) \$170  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan  
13 eve - Th. Sep 13, 19:00-22:00 - Lan

### Advanced Marketing 3000 (102017)

A hands-on course following Sales and Marketing 2000. This course will focus on the skills required in marketing management; examples being, market research, the use of primary and secondary data, advertising and media selection. All students must have credit for Sales and Marketing 2000 or equivalent. (Kelly) \$190  
13 eve - We. Sep 12, 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.



## Leadership Skills for Business

The difference between success and failure is Leadership. This seven-course series is designed to provide you with the essential skills to succeed in an exceedingly competitive world. Each one-day course is practical and hands-on with time built-in to refine newly-acquired skills and techniques.

### 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: a contemporary view of leadership, leadership and creativity, setting standards and clarifying goals, leadership styles; performance discussions; and constructive criticism.

At the completion of this six-hour course participants will:

- 1) understand the theory of leadership and its practical workplace implications

- 2) know how to analyze and evaluate the effectiveness of their present approach to leadership and management
- 3) be able to develop a plan to improve their personal leadership abilities; and
- 4) be aware of strategies on the implementation of enhanced leadership techniques in their present work environment.

All materials, including handouts and lunch are provided. (Hunter) \$150

### Fall 1990

1 day - We. Sep 26, 09:00-15:00 - ODH

### Winter 1991

1 day - We. Jan 30, 09:00-15:00 - ODH

### Spring 1991

1 day - We. May 22, 09:00-15:00 - ODH

### Supervision (102840)

The supervisory role is a necessary organizational function that calls for responsibility and competence. Most supervisors enter the role without preparation for the problems that occur in the complex relationships they must manage daily. Some supervisors find it difficult making the transition from peer/follower to accountable leader. This one-day survey of the supervisory role will illuminate the function of the supervisor in his or her organization through hands-on practice, lecture, and discussion. Topics include: the role of the supervisor; the supervisory cycle; and the stages of group development.

At the completion of this six-hour course, participants will:

- 1) understand the supervisor's role, responsibilities
- 2) know improved skills for managing the workplace environment
- 3) be able to identify behaviours that enhance efficiency and get the job done; and
- 4) have built improved awareness of group effectiveness.

All materials, including handouts and lunch are provided. (Hunter) \$150

### Fall 1990

1 day - We. Oct 17, 09:00-15:00 - ODH

### Winter 1991

1 day - We. Feb 13, 09:00-15:00 - ODH

### Spring 1991

1 day - We. Jun 05, 09:00-15:00 - ODH

### Delegation (102841)

In making the transition from non-supervisor to supervisor, knowledge of effective delegation theory and techniques is essential. This module defines supervision as "getting the job done through the active support of others." Understanding delegation as a tool of leadership is the focus of this one-day leadership primer. Come prepared for a hands-on approach, theory, and discussion as you explore the leader/follower relationship in organizations. Topics include leadership; aspects of delegation, factors affecting delegation, contracting for results, constructive criticism, and skills for resolving conflict.

At the completion of this six-hour course, participants will:

- 1) understand delegation as a tool of effective leadership
- 2) have sufficient skill to practise effective delegation techniques; and
- 3) have an awareness of the positive impact that effective delegation and contracting have on conflict areas in the workplace.

All materials, including handouts and lunch are provided. (Hunter) \$150

### Fall 1990

1 day - We. Oct 31, 09:00-15:00 - ODH

### Winter 1991

1 day - We. Mar 06, 09:00-15:00 - ODH

### Spring 1991

1 day - We. Jun 12, 09:00-15:00 - ODH

### Effective Communication (102838)

Effective communication is the key to success in business. Progressive employers know that effective communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and non-verbally. This course is recommended for individuals whose results depend on the effective actions of others and who choose to interact in a more productive way. At the completion of this one-day course, participants should be able to analyze their co-workers' communication patterns, respond more effectively, and speak with clarity to enhance the accuracy and speed of workplace communication.

At the completion of this six-hour course, participants will:

- 1) understand the communication process in organizations
- 2) have improved awareness of key problems in organizational communication
- 3) understand the impact of perception on the communication process; and
- 4) have analyzed communication styles in organizations, to assist in more effectively getting the job done.

All materials, including handouts and lunch, are provided. (Hunter) \$150

### Fall 1990

1 day - We. Nov 14, 09:00-15:00 - ODH

### Winter 1991

1 day - We. Mar 27, 09:00-15:00 - ODH

### Spring 1991

1 day - We. Jun 19, 09:00-15:00 - ODH

### 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 manager's role, team building techniques and resolving team problems.

At the completion of this six-hour course, participants will:

- 1) know the characteristics of an effective team
- 2) have sufficient information to improve existing or develop new teams; and
- 3) be able to assess team effectiveness and know how to implement the six key steps to develop team cohesiveness.

All materials, including handouts and lunch are provided. (Dixon) \$150

### Fall 1990

1 day - We. Nov 21, 09:00-16:00 - ODH

### Winter 1991

1 day - We. Apr 10, 09:00-16:00 - ODH

### Spring 1991

1 day - We. May 29, 09:00-16:00 - ODH

### 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, manage 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. Through focusing on your issue and collaborating with others, you will explore effective conflict management strategies. Topics include: the nature of conflict; conflict styles; managing conflict - traditional and contemporary views; and the process of change.

At the completion of this six-hour course participants will:

- 1) be able to identify effective and ineffective conflict resolution strategies and behaviours
- 2) have sufficient knowledge to apply conflict resolution and analytical techniques to specific job-related situations; and
- 3) know how to assess their motivating beliefs and values in order to plan changes in behaviour in the workplace.

All materials, including handouts and lunch are provided. (Hunter) \$150

### Fall 1990

1 day - We. Nov 28, 09:00-15:00 - ODH

### Winter 1991

1 day - We. Apr 17, 09:00-15:00 - ODH

### Time and Stress Management (102845)

Learn how to decrease your stress by gaining control of your time. During this intensive one-day course you will explore stress in your personal and professional life areas; assess your present use of time and energies; learn stress reduction strategies; explore workplace boundaries; identify ways to improve your ability and comfort in delegating tasks to others; discuss effective communication techniques; and enhance your goal-setting methods.

At the completion of this six-hour course participants will:

- 1) be able to decrease stress by gaining control of their time
- 2) know how to enhance efficiency, set limits, and reduce stress
- 3) have improved their delegating ability
- 4) understand goal-setting methods; and
- 5) have learned improved stress-reduction and relaxation techniques

All materials, including handouts and lunch are provided. (Hunter) \$150

### Fall 1990

1 day - We. Dec 05, 09:00-15:00 - ODH

### Winter 1991

1 day - We. May 01, 09:00-15:00 - ODH

### Course Instructors:

**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.

**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.

For registration and invoicing call Lynda Boothby 875-8200.

## 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 student staying for three week periods. Families are required to accept two students per session.

**International Students** - Long-term students in VCC English as a Second Language, High School completion, and University programs. The program runs year-round and students normally stay with families for two-to-eight months. One student per family.

**Bursary Program** - French-speaking students from Quebec studying English at VCC for 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**.

## Management Skills for Supervisors Certificate Program

Offered in cooperation with The Ministry of Advanced Education Training and Technology 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) \$450

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) \$450

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) \$450

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.

## Non-Certificate Courses in Office Administration

### Typing/Keyboarding

#### Keyboarding for Computer (104206)

This course is designed for people who want to learn how to keyboard at a minimum keyboarding speed of 25 words per minute with zero errors using the touch method. Using the "Keyboarding for the Information Processor" software and textbook, the student will complete 24 lessons in which the alphabetic keyboard, the numeric keyboard, and the symbolic keyboard are presented. Keyboarding skills are based first on the development of good techniques. Emphasis is then placed on building speed. The text used will be "Keyboarding for the Information Processor," Sharon Burton and Ralph Holloway. (Hughes) \$130  
12 eve - Mo. Sep 17, 19:00-21:00 - CC

#### Typing Business Correspondence and Documents 1000 (104501)

8 eve - Mo. Sep 17, 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) \$70  
6 eve - Tu. Sep 18, 19:00-22:00 - CC  
6 mng - Sa. Sep 22, 09:30-12:30 - CC

#### 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, Training and Technology 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.

### Fall 1990

#### Group A

Part I Oct 2-5, Interpersonal Skills

Part II Oct 30/31, Nov 1/2, Group Skills

Part III Nov 27-30, Administrative Skills

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

### Winter 1991

Group B Part I Feb 5-8, Interpersonal Skills

Part II Feb 26-28, Mar 1, Group Skills

Part III Mar 19-22, Administrative Skills

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

### Spring 1991

#### Group C

Part I Apr 9-12, Interpersonal Skills

Part II Apr 30, May 1/2/3, Group Skills

Part III May 28-31, Administrative Skills

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

### 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) \$75  
6 eve - We. Sep 19, 19:00-22:00 - CC

### Formatting Business Letters (104403)

Brush up your skills. Join us in this three-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. Please bring your own paper. (Tollstam) \$40  
1 mng - Sa. Nov 24, 09:00-13:00 - CC

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

## Administrative/Management

### Administrative Procedures - Level I 1115 (104502)

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

### Administrative Procedures - Level II 1215 (104503)

6 eve - Tu. Nov 06, 18:30-21:30  
See Office Administration Certificate Section for details on this course.

### Management Practices 1315 (104507)

8 eve - We. Sep 19, 18:30-21:30  
See Office Administration Certificate Section for details on this course.

## Accounting/Bookkeeping

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

For small business owners and personnel who wish to learn how the current income tax rules affect payroll preparation. Learn how to prepare hourly and salaried payroll. In addition, this course will cover payroll law, payroll deductions, record maintenance, T4 preparation and government reports. Students will learn both manual and computerized payroll preparations. (Shipman) \$115  
8 eve - We. Sep 19, 18:30-21:30 - CC

### Introduction to Bookkeeping (104410)

This introductory course will cover the preparation of books of original entry and posting of journals to the general ledger, as well as simple reconciliations of certain balance sheet accounts. Students will record the business transactions for a complete accounting cycle, including the preparation of simple financial statements. (Shipman) \$115  
8 eve - Th. Sep 20, 18:30-21:30 - 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)

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) \$105  
6 eve - Tu. Sep 18, 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.

## Communication/Interpersonal Skills

### 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) \$50  
1 day - Sa. Oct 13, 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) \$50  
1 day - Sa. Oct 20, 09:00-15:00 - Lan

**Donna Bradbury** has 25 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) \$45  
1 day - Sa. Oct 20, 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.

### Communication Skills (104423)

This workshop provides an introduction to communication skills that allow us to become more effective on the job. Goals for the day include enhancing communication skills by gaining an understanding of listening skills, body language, assertiveness, conflict resolutions and group dynamics. (Coomber) \$55  
1 day - Sa. Sep 29, 09:00-15:00 - CC

**Shirley Coomber**, an energetic lecturer; has a Masters degree in Education, has several years' experience in Adult Education and is affiliated with numerous professional associations.

## Medical

### 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

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working, or who would like to work or study in related medical technology. (Textbook to be purchased from Langara bookstore.) (Rogers) \$105  
10 eve - Tu. Sep 18, 19:00-2:00 - 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) \$105  
10 eve - Tu. Sep 18, 19:00-22:00 - Lan

#### Medical Office Procedures (104424)

Learn the skill involved in managing a medical office, maintaining doctors' records, scheduling appointments, handling medical and legal forms, making referrals and assisting with basic medical office lab procedures. Medical Office Assistant handbook to be purchased from Langara Bookstore. (Rogers) \$90  
8 eve - Mo. Sep 17, 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

#### Shorterhand Beginners (104421)

Learn the basic theory of Shorterhand Pitman. Ideal for office and personal use. This course will cover theory, vocabulary and work towards 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. (Halliday) \$90  
10 mng - Sa. Sep 22, 09:30-12:00 - CC

Daisy Halliday is an instructor with several years' experience teaching Pitman Shorterhand courses and other office-related courses.

#### 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 Shorterhand phrases and short forms. Please bring a shorthand note pad and HB pencil to the class. (Sherlock) \$55  
4 mng - Sa. Sep 22, 09:30-11:30 - CC

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

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

### Business English Skills

Polish your Business English! The following four workshops are offered on four Saturdays. Enrol individually at the regular price of \$55 or register for all four courses for a total of \$195 - a saving of \$25.

#### ALL FOUR COURSES (104419) \$195

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 and spelling. Bring your own questions and concerns to share in this workshop. (Rogers) \$55  
1 day - Sa. Sep 29, 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) \$55  
1 day - Sa. Oct 13, 09:30-15:30 - Lan

#### Writing Dynamic Business Letters (104406)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. (Rogers) \$55  
1 day - Sa. Oct 27, 09:30-15:30 - Lan

## 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:

Typing Business Correspondence and Documents 1000 (104501)  
Administrative Procedures - Level I 1115 (104502)  
Administrative Procedures - Level II 1215 (104503)  
Communications 1118 (102016)  
Computer Applications in Business 2000 (102008)  
Advanced WordPerfect 1210 (100520)  
Management Practices 1315 (104507)

#### Elective Courses:

Either:  
Communications 1115 (102007)

Or Both:

Desktop Publishing 1800 (100516)

Accounting for the Non-Accountant 1415 (104510)

#### Entry Requirements:

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

#### Language Proficiency Index Exam - LPI (102055)

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

1 eve - Tu. Sep 04, 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.

#### Fall Term 1990

#### Typing Business Correspondence and Documents 1000 (104501)

Learn how to turn ordinary text into business documents. Topics will include typing 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 City Centre Bookstore prior to first session.) (Sherlock) \$105  
8 eve - Mo. Sep 17, 18:30-21:30 - CC

#### Administrative Procedures - 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) \$105  
6 eve - Tu. Sep 18, 18:30-21:30 - CC

#### Administrative Procedures - Level II 1215 (104503)

Continuation of the Administrative Procedures - Level I. Focus will be on filing systems and how modern technology has changed the way documents are filed. The section on records management will define the necessity for a systematic approach to managing the information resources of a company. Traditional and electronic information resources such as videotext will be covered. (Henderson) \$105  
6 eve - Tu. Nov 06, 18:30-21:30 - CC

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

#### Management 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. Sep 19, 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. \$170  
13 eve - We. Sep 12, 18:30-21:30 - 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. \$210  
10 mng - Sa. Sep 08, 09:00-13:00 - CC  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan  
13 eve - We. Sep 12, 19:00-22:00 - CC

#### 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: Computer Applications in Business 2000. \$215  
5 mng - Sa. Sep 22, 09:00-12:00 - Lan, No class on Oct 06  
5 eve - Tu. Nov 06, 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. \$170  
13 eve - Tu. Sep 11, 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: Computer Applications in Business 2000. \$215  
5 eve - Mo. Sep 24, 19:00-22:00 - Lan, No class on Oct 08  
5 eve - Mo. Nov 05, 19:00-22:00 - Lan, No class on Nov 12

#### 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) \$105  
6 eve - Tu. Sep 18, 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.

#### 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) \$55  
1 day - Sa. Nov 17, 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.

## Introductory Legal Secretarial Program

This six-course program will introduce you to basic concepts and legal office routines. Gain an understanding of the value of discretion and confidentiality in the legal field and familiarity with basic legal forms and procedures in respect to the five major areas of law.

The Introduction to Legal Office Procedures and Legal Ethics is the first of six (6) courses and will be offered for three (3) hours at \$30. All other courses are nine (9) hours in duration at \$60 each. Enrol individually or register for the package of six (6) courses for \$300 - a saving of \$30.

All six courses (104425) \$300

**Introduction to Legal Office Procedures and Legal Ethics**  
**Civil Litigation**  
**Corporate**  
**Matrimonial**  
**Wills and Estates**  
**Conveyancing**

#### Introduction to Legal Office Procedures and Legal Ethics (104426)

This three-hour session is designed to introduce basic legal office skills and routines and discuss the five courses comprising the program. (Dean) \$30  
1 eve - Tu. Oct 02, 18:30-21:30 - Lan

#### Civil Litigation (104427)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case from Writ of Summons to trial, judgement and execution. (Dean) \$60  
3 eve - Th. Oct 04/11/18, 18:30-21:30 - Lan

#### Corporate (104428)

Outlines the steps to incorporate a British Columbia company plus annual reports and filings, keeping of minute books and extra-provincial registrations. (Komorowska) \$60  
3 eve - Tu. Oct 09/16/23, 18:30-21:30 - Lan

#### Matrimonial (104429)

Discuss the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Application and Family Relations Act proceedings. (Dean) \$60  
3 eve - Th. Oct 25, Nov 01/08, 18:30-21:30 - Lan

#### Wills and Estates (104430)

Review the importance of having a will. Take client instructions and set up simple wills. This session guides you through the necessary steps and legal forms leading to Grant of Letters Probate and Letters of Administration. (Komorowska) \$60  
3 eve - Tu. Oct. 30, Nov 06/13, 18:30-21:30 - Lan

#### Conveyancing (104431)

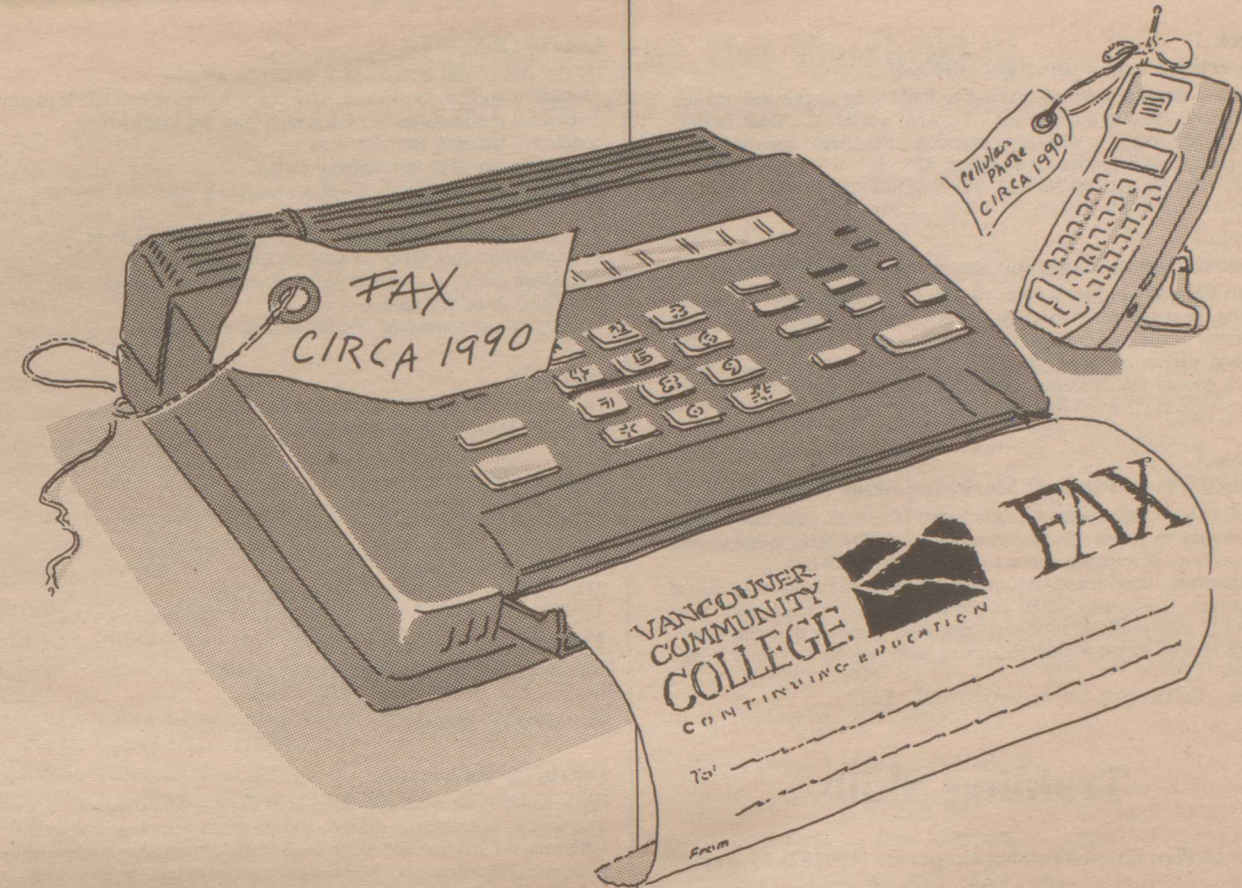
Leads you through a typical land transaction including an overview of conveyancing responsibilities, mortgages, clearing title, forms, closing transfer and completing your file. (Labranche) \$60  
3 eve - Th. Nov 15/22/29, 18:30-21:30 - Lan

#### Instructors:

Gabrielle Komorowska has 20 years' experience as a Legal Assistant. She has lectured and given several courses on legal topics.

Elaine Labranche, Legal Assistant, has 15 years' experience in the legal field. She has taught courses in conveyancing.

Janet Dean has six years' experience in legal services. She has taught and lectured on various legal topics for the last three years.



## Small Business

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

#### PROGRAM 1

##### How to Start a Business

This five-week 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 \$75 per course or for a total of \$290 for all five (5) courses for a saving of \$85.

For registration phone 324-5322.

For information call Peggy Worobetz at 875-8200.

##### How to Start a Business

All five courses \$290 (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. \$75  
2 eve - Tu/Th. Sep 18/20, 19:00-22:00 - Lan

#### Week 2

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

Both parts \$75

##### Part 1: Tuesday - Finding Business Opportunities

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

##### Part 2: Thursday - Marketing and Advertising

Learn how to answer the questions to create effective advertising: the when, where, what and how, by concentrating on the market, media and message.  
2 eve - Tu/Th. Sep 25/27, 19:00-22:00 - Lan

#### Week 3

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

Both parts \$75

##### Part 1: Tuesday - Understanding Financial Statements

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

##### Part 2: Thursday - Forecasting and Cash Budgeting

Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line.  
2 eve - Tu/Th. Oct 02/04, 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. \$75  
2 eve - Tu/Th. Oct 09/11, 19:00-22:00 - Lan

#### Week 5

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

Both parts \$75

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

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

##### Part 2: Thursday - Developing Your Business Plan and Strategy

Developing your business plan includes all of the factors to create a successful venture - markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. How to create your business character to stand out in the haze of competition.  
2 eve - Tu/Th. Oct 16/18, 19:00-22:00 - Lan

#### PROGRAM 2

##### How to Get More Business

##### ... Building Your Sales Volume

This three-week series will help you build your sales volume through more effective promotion, advertising, personal selling, and networking skills. It is geared for small business, whether you are starting or needing to expand. Each course is six (6) hours of instruction offered on two (2) evenings for three (3) hours per night. At \$75 per course or for a total of \$175 for all three (3) courses for a saving of \$50.

For registration phone 324-5322.

For information call Peggy Worobetz at 875-8200.

##### How to Get More Business

##### ... Building Your Sales Volume

All three courses \$175 (106063)



## Week 1

### Advertising and Promotion (106064)

Plan and develop your advertising to build your image and attract customers! How to analyze ads . . . what works . . . what media is right for you . . . what gets attention - headlines, copywriting and putting your promotion to work. \$75  
2 eve - Tu/Th. Oct 30/Nov 01, 19:00-22:00 - Lan

## Week 2

### Personal Selling Skills for Small Business (106065)

Learn the skills and techniques to sell . . . whether in-store or calling on customers. Openings, questioning, listening, finding out customer needs, selling benefits, and closing the sale. These skills are essential to complementing the advertising and promotion work which creates the awareness and attracts your customers. \$75  
2 eve - Tu/Th. Nov 06/08, 19:00-22:00 - Lan

## Week 3

### Building Your Personal Marketing Skills (106066)

Building your sales volume requires working with your customers one-on-one to create solid business relationships. This week covers prospecting, developing contacts, networking, building relationships, confidence, and credibility with potential and existing customers. Converting initial awareness from advertising and personal selling efforts to repeat customers requires constant care. Learn how to monitor your marketing activities to maximize your results. \$75  
2 eve - Tu/Th. Nov 13/15, 19:00-22:00 - Lan

## Training Skills

### How to Plan Great Training Programs (100152) \*\* New \*\*

Training programs occur in a wide variety of settings and may involve full-time or part-time planning responsibilities. Whatever the needs of your organization, one fact remains the same — to invest wisely!

In this practical two-day course, you will learn a logical planning process which will improve your training program success. You will come away with specific approaches for assessing training needs, writing training objectives, designing effective instruction, and evaluating results. Throughout the two days, you will apply the knowledge and skills you have learned to a specific program-planning situation.

### Who Should Attend:

This is a course designed for anyone who is involved in planning training programs for adult learners — from business, education, non-profit or government organizations.

### Course Objectives:

- By the end of this course you should be able to:
- 1) explain the six-step process for planning effective training programs
  - 2) apply the six-step process to a specific program-planning situation
  - 3) identify common reasons for unsuccessful training programs and know how to overcome them.

### Fall 1990

Sep 25/26, 09:00-16:00 - TBA

### Winter 1991

Mar 21/22, 09:00-16:00 - TBA

Fee: \$295 per person

### Instructor Information

Reva Kalef is an adult education consultant specializing in instruction, instructional design, and program planning. For over ten years she has worked extensively with educational institutions, non-profit organizations, government agencies, and business and industry. Ms. Kalef holds a Masters Degree in Adult Education. Reva Kalef is acclaimed as a dynamic and responsive trainer and is considered to be one of the best in the field.

For brochure, registration and/or invoicing call 875-8200.

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

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!

This three-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 12 participants to ensure personal attention.

### Who Should Attend:

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

### Course Objectives:

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

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

### Fall 1990

Oct 18/19 and Nov 02, 09:00-16:00 - TBA  
Nov 22/23/30, 09:00-16:00 - TBA

### Winter 1991

Feb 14/15/22, 09:00-16:00 - TBA

### Spring 1991

May 30/31 and Jun 07, 09:00-16:00 - TBA

### Fall 1991

Sep 26/27 and Oct 04, 09:00-16:00 - TBA  
Oct 31, Nov 01/08, 09:00-16:00 - TBA

Fee: \$495 per person

### Instructor Information

Reva Kalef is an adult education consultant specializing in instruction, instructional design, and program planning. For over ten years she has worked extensively with educational institutions, non-profit organizations, government agencies, and business and industry. Ms. Kalef holds a Masters Degree in Adult Education. Reva Kalef is acclaimed as a dynamic and responsive trainer and is considered to be one of the best in the field.

For brochure, registration and/or invoicing call 875-8200.

## New for Winter '91!

### How to Make Groups Effective and Productive

In this practical, highly-interactive two-day workshop you will learn the fundamentals of group dynamics and specific strategies for enhancing group effectiveness.

### Winter 1991

Feb 28 and Mar 01, 09:00-16:00 - TBA

### Spring 1991

May 16/17, 09:00-16:00 - TBA

### Instructor Information

Reva Kalef is an adult education consultant specializing in instruction, instructional design, and program planning. For over ten years she has worked extensively with educational institutions, non-profit organizations, government agencies, and business and industry. Ms. Kalef holds a Masters Degree in Adult Education. Reva Kalef is acclaimed as a dynamic and responsive trainer and is considered to be one of the best in the field.

For brochure, registration and/or invoicing call 875-8200.

## Calligraphy

### A Taste of Calligraphy (050305)

Glimpse into the world of calligraphy while creating your own thank-you note, invitation, etc. See your own handwritten message transformed into something wonderful through the use of calligraphy. Everything you need is provided except you buy the felt pen - supply on hand. (Poskitt) \$30  
1 mng - Sa. Sep 22, 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) \$90  
10 mng - Sa. Sep 29, 09:30-11:30 - Lan

### Intermediate Calligraphy (050302)

Gain a working knowledge and understanding of early letter forms. A comprehensive introduction to the alphabets: Roman, Square Capitals, Rustic, Uncial, Carolingian, Gothic, Foundational, Compressed Italic, Copperplate and their uses. Keeping and maintaining a good Italic hand is also emphasized. (Poskitt) \$95  
10 mng - Sa. Sep 29, 12:00-14:00 - 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) \$40  
1 day - Sa. Oct 27, 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.

### 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) \$90  
6 eve - We. Oct 24, 19:00-21:30 - 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) \$65  
5 eve - Th. Oct 04, 19:00-21:00 - CC  
5 day - Sa. Oct 13, 10:00-12:00 - Lan

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

### Confidently Speaking (102869)

An interactional one-day workshop where you will have the opportunity to understand your personal communication style for improved relationships. You will discover your communication blocks and how you can say what you really mean, confidently with positive self-talk, improved voice and body language, and more accurate interpretation of others' behaviours. (Coleman/Angus) \$115  
1 day - Sa. Nov 24, 10:00-17:00 - CC

Beth Coleman, BA, ACTL, has her own business as a voice consultant.

Margaret Angus, RN, MA (Psych.), is a registered clinical counsellor in private practice.

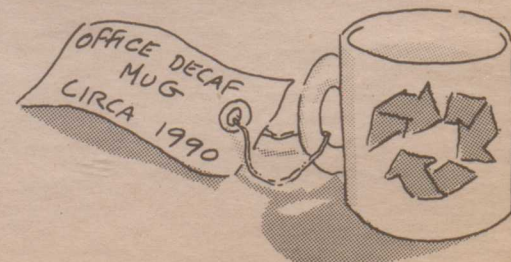
### Becoming a Successful Supervisor (100202)

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) \$50  
1 day - Sa. Oct 13, 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) \$50  
1 day - Sa. Oct 20, 09:00-15:00 - Lan

Donna Bradbury has 25 years' experience in 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) \$75  
6 eve - Mo. Oct 15, 19:00-21:00 - KEC

Laura Janeshewski - Since graduating with a BFA 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) \$75  
8 eve - Mo. Sep 24, 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 two different locations: Langara Campus and the VCC Microcomputer Lab in the Oakridge Centre.

At the VCC Oakridge Computer 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 six or twelve to allow more personal contact with the instructor.

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

### VCC Computer Instructors

Pat Austin (Lab Manager) 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. She teaches DOS, dBase, Lotus and WordPerfect.

Mishele Mathern, BA, (Lab Manager) is a full-time computer instructor with four years' experience in teaching and curriculum development. Mishele built her first computer from a kit and she loves to teach. Mishele teaches DOS, Lotus, WordPerfect, MS-Word, MS-Works and Ventura.

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.

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.

### Course Locations:

VCC Langara Campus - 100 West 49th Avenue  
Registration and information - 324-5322  
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.

VCC Langara classes have a maximum of 20 students. Classes at the Oakridge Microcomputer Lab permit a maximum of 6 or 12 students.

(Continued on page 12)

## 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 PCs 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), mornings (mng) or afternoons (aft), at Langara Campus. There is an optional one hour, supervised, open lab time to go with each session with the exception of CSW 12 where open lab time will be available as indicated by instructor. 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. \$215  
5 mng - Su. Sep 23, 09:00-12:00 - Lan, No class on Oct 07  
5 eve - Mo. Sep 24, 19:00-22:00 - Lan, No class on Oct 08  
5 eve - Tu. Sep 25, 19:00-22:00 - Lan  
5 eve - We. Sep 26, 19:00-22:00 - Lan  
5 eve - Th. Sep 27, 19:00-22:00 - Lan  
5 mng - Sa. Nov 03, 09:00-12:00 - Lan, No class on Nov 10  
5 mng - Su. Nov 04, 09:00-12:00 - Lan, No class on Nov 11  
5 eve - Mo. Nov 05, 19:00-22:00 - Lan, No class on Nov 12  
5 eve - Tu. Nov 06, 19:00-22:00 - Lan  
5 eve - Th. Nov 08, 19:00-22:00 - Lan  
5 eve - Fr. Nov 09, 17:00-20:00 - 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. \$215  
5 eve - Fr. Sep 28, 17:00-20:00 - 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. \$215  
5 eve - Tu. Sep 25, 19:00-22:00 - Lan  
5 eve - Th. Sep 27, 19:00-22:00 - Lan  
5 mng - Sa. Nov 03, 09:00-12:00 - Lan, No class on Nov 10  
5 eve - Th. Nov 08, 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. \$215  
5 mng - Sa. Sep 22, 09:00-12:00 - Lan, No class on Oct 06  
5 eve - Tu. Nov 06, 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. \$215  
5 eve - Fr. Sep 28, 17:00-20:00 - Lan

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

Shows the participant how to set up a spreadsheet and perform "What if..." and "Is it worth it to..." type of analysis. Other topics covered will be: Data Management, Lotus Graphics and introduction to macros. The most popular spreadsheet package, Lotus 1-2-3, will be used. Prerequisite CSW1. \$215  
5 eve - Mo. Nov 05, 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. \$215  
5 mng - Sa. Sep 22, 09:00-12:00 - Lan, No class on Oct 06  
5 mng - Su. Nov 04, 09:00-12:00 - Lan, No class on Nov 11

### 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. \$215  
5 mng - Su. Sep 23, 09:00-12:00 - Lan, No class on Oct 07  
5 eve - Fr. Nov 09, 17:00-20:00 - 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, BACKUP 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. \$215  
5 eve - Th. Sep 27, 19:00-22:00 - Lan  
5 eve We. Nov 07, 19:00-22:00 - Lan

### CSW19 - Introduction to Windows 3.0 (100523) \*\* New \*\*

Exploring the practical applications of Windows 3.0 by Microsoft. This software package is intended to simplify the operation of IBM PCs, by acting as an intermediate between the user and DOS. The screen simulates a desktop, through "windows," on which separate tasks may be performed independently. The user may switch from window to window or task to task with ease. Prerequisite CSW1 and CSW9 or comparable experience. \$215  
5 eve Th. Nov 08, 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. \$215  
5 eve - Mo. Sep 24, 19:00-22:00 - Lan, No class on Oct 08  
5 eve - Fr. Nov 09, 17:00-20:00 - Lan, No class on Nov 12

### 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 equipped with dedicated training server, to transform their knowledge into working network systems. Prerequisite CSW1 and CSW9. \$215  
5 mng - Su. Sep 23, 09:00-12:00 - Lan, No class on Oct 07  
5 eve - We. Sep 26, 19:00-22:00 - Lan  
5 eve - We. Nov 07, 19:00-22:00 - Lan



#### 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:

Introduction to Microcomputers - Oak

DOS Introduction - Oak/Lan

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:

Oak - Pat Austin/Mishele Mathern (261-2806)

Lan - Bob Andersen (324-5253)

### Does our schedule suit your needs?

If you have training requirements which are not met by our printed schedule, please call 261-2806 to enquire about alternative scheduling. We'll do our best.

## 1. Introduction to Computers

#### Introduction to Microcomputers (100605)

An introductory course for individuals with no previous microcomputer experience. This course explains fundamental hardware, software and microcomputer operations. Hands-on training involves work with the DOS operating system to manage disks and files (involves some hard disk management). Also included are brief overviews of word processing, spreadsheets and databases. \$160

3 eve - Mo. Sep 10, 18:30-21:30 - Oak

3 eve - Mo. Oct 15, 18:30-21:30 - Oak

3 eve - Mo. Nov 19, 18:30-21:30 - Oak

#### Introduction to DOS (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. \$160

1 day - Tu. Sep 04, 09:00-17:00 - Oak

1 day - Sa. Sep 08, 09:00-17:00 - Oak

1 day - Sa. Sep 15, 09:00-17:00 - Lan

1 day - Tu. Sep 18, 09:00-17:00 - Oak

1 day - Su. Sep 30, 09:00-17:00 - Oak

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

1 day - Su. Oct 21, 09:00-17:00 - Oak

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

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

1 day - Su. Nov 18, 09:00-17:00 - Oak

1 day - Sa. Nov 24, 09:00-17:00 - Lan

1 day - We. Dec 05, 09:00-17:00 - Oak

1 day - Su. Dec 09, 09:00-17:00 - Oak

1 day - Th. Dec 20, 09:00-17:00 - Oak

#### Intermediate DOS (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. \$160

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

3 eve - Th. Oct 11, 18:30-21:30 - Oak

1 day - Sa. Oct 13, 09:00-17:00 - Oak

1 day - Sa. Oct 27, 09:00-17:00 - Lan

1 day - Tu. Nov 06, 09:00-17:00 - Oak

1 day - Sa. Dec 01, 09:00-17:00 - Lan

1 day - Fr. Dec 14, 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.) \$160

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

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

3 eve - We. Sep 12, 18:30-21:30 - Oak

1 day - We. Sep 19, 09:00-17:00 - Oak

1 day - Sa. Sep 22, 09:00-17:00 - Oak

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

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

3 eve - We. Oct 10, 18:30-21:30 - Oak

1 day - Sa. Oct 13, 09:00-17:00 - Lan

1 day - Su. Oct 14, 09:00-17:00 - Oak

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

1 day - Sa. Oct 27, 09:00-17:00 - Oak

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

1 day - Sa. Nov 17, 09:00-17:00 - Oak

1 day - Tu. Nov 20, 09:00-17:00 - Oak

1 day - Sa. Dec 01, 09:00-17:00 - Oak

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

1 day - Sa. Dec 15, 09:00-17:00 - Oak

1 day - Th. Dec 20, 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. \$160

1 day - We. Sep 12, 09:00-17:00 - Oak

1 day - Sa. Sep 29, 09:00-17:00 - Oak

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

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

3 eve - We. Nov 07, 18:30-21:30 - Oak

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

1 day - Su. Dec 16, 09:00-17:00 - Oak

#### Advanced WordPerfect - Desktop Publishing (100747)

This course covers the creation of tables of contents, indexes, macros and style sheets. Also discussed is the use of WordPerfect 5.0 as a desktop publisher including lines and boxes, and incorporating graphic images within a document. Experience with WordPerfect is essential. Suitable for students with versions 5.0 and 5.1. \$160

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

1 day - Su. Sep 23, 09:00-17:00 - Oak

1 day - Sa. Oct 20, 09:00-17:00 - Oak

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

1 day - Sa. Dec 08, 09:00-17:00 - Oak

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

#### WordPerfect for Power Users

##### - Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. \$160

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

1 day - Sa. Oct 13, 09:00-17:00 - Oak

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

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

#### Introduction to MS-WORD (100778)

Learn fundamental MS-WORD commands for creating and editing documents including: selecting commands from the command bar, deleting, inserting, moving and copying text, formatting, setting tabs and margins, searching/replacing text, printing, file management and using windows. Suitable for students with all versions of MS-WORD. \$160

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

3 eve - Th. Oct 11, 18:30-21:30 - Oak

1 day - Fr. Oct 12, 09:00-17:00 - Oak

1 day - Sa. Nov 03, 09:00-17:00 - Lan

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

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

#### Intermediate MS-WORD (100779)

Intermediate MS-WORD topics include: using the thesaurus and spell checker, creating and using glossaries, style sheets and running heads, as well as creating and reorganizing tables, handling newspaper columns and side-by-side paragraphs, and basic merges. Suitable for students with all versions of MS-WORD. \$160

1 day - We. Sep 19, 09:00-17:00 - Oak

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

1 day - We. Nov 28, 09:00-17:00 - Oak

#### Advanced MS-WORD (100780)

This course covers tables of contents, indexes, creating and running macros, inserting graphics into documents and adding paragraph borders (including shading boxes). Also included is: sorting paragraphs, lists, tables and data documents, as well as learning advanced merging commands. Experience with WORD is essential. Suitable for students with all versions of MS-WORD. \$160

1 day - We. Sep 26, 09:00-17:00 - Oak

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

#### Introduction to WORD for WINDOWS (100796)

Explore many of the exciting new features of this WYSIWYG word processor. Introductory topics include: creating and editing documents; using the mouse to access commands; deleting, inserting, moving and copying text; formatting, setting tabs and margins, searching/replacing text, printing, file management, and using multiple document windows. \$160

1 day - Su. Sep 16, 09:00-17:00 - Oak

3 eve - We. Oct 10, 18:30-21:30 - Oak

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

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

MS-WORKS is an integrated collection of four software tools. Learn the basics of WORD PROCESSING (including creating, editing, formatting, printing, and saving documents); SPREADSHEETS (entering numbers, labels and formulas; relative, absolute and mixed references; and printing worksheets). Also covered are fundamentals of DATABASE creation, maintenance and basic information enquiries. Sharing data between environments is also discussed. \$160

3 eve - We. Sep 12, 18:30-21:30 - Oak

1 day - Sa. Sep 22, 09:00-17:00 - Oak

1 day - We. Oct 10, 09:00-17:00 - Oak

1 day - Su. Nov 04, 09:00-17:00 - Oak

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

1 day - Th. Dec 06, 09:00-17:00 - Oak

#### Intermediate MS-WORKS (100794)

Intermediate MS-WORKS includes further WORD PROCESSING commands (such as using the thesaurus, spell checker, inserting automatic page numbers- including running heads, creating and reorganizing tables, handling newspaper columns and side-by-side paragraphs and basic merges). Additional SPREADSHEET commands include using special functions to sort and analyze worksheet data; as well as creating and printing graphs. Also covered are advanced DATABASE commands. \$160

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

3 eve - Th. Nov 15, 18:30-21:30 - Oak

## Database Management

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

Learn fundamental dBase commands to create, use and maintain a database. This course covers creating and changing a database structure, search conditions to select and display records, adding, changing and deleting records, indexing and basic reports. Commands are explored through ASSIST, as well as the dot prompt. \$160

1 day - Fr. Sep 07, 09:00-17:00 - Oak

1 day - Su. Sep 16, 09:00-17:00 - Oak

1 day - Sa. Sep 29, 09:00-17:00 - Lan

1 day - Fr. Oct 12, 09:00-17:00 - Oak

1 day - Sa. Nov 03, 09:00-17:00 - Oak

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

1 day - Sa. Dec 15, 09:00-17:00 - Oak

#### Intermediate dBase III Plus (100775)

This course builds on the knowledge gained in Introduction to dBase III Plus. Topics include: commands from the dot prompt, creating input screens, data validation, and reports and mailing labels. Also covered are creating complex index keys, searching with filters and multiple search conditions, and relating two databases. Suitable for persons with dBase compatible programs. \$160

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

1 day - Fr. Nov 23, 09:00-17:00 - Oak

#### Introduction to dBase IV (100771)

Learn fundamental dBase commands to create, use and maintain a database. This course covers catalogs; creating and changing a database structure; displaying, adding, changing and deleting records; queries to select records, and basic reports. All commands are given through the Control Centre. \$160

1 day - Sa. Sep 08, 09:00-17:00 - Oak

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

3 eve - We. Nov 07, 18:30-21:30 - Oak

1 day - Sa. Nov 17, 09:00-17:00 - Oak

1 day - Th. Dec 06, 09:00-17:00 - Oak

#### Intermediate dBase IV (100781)

This course builds on the knowledge gained in Introduction to dBase IV. dBase IV screen design tools are used to construct input screens. Data validation techniques are explored. Using QBE (Query by Example) tools, complex data queries are constructed. Techniques include relating two databases, indexing and filtering, and searching for inexact matches. Mailing labels and reports are produced in a variety of formats. Suitable for persons with dBase compatible programs. \$160

1 day - Fr. Oct 26, 09:00-17:00 - Oak

1 day - Sa. Dec 08, 09:00-17:00 - Oak

#### 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. \$160

3 eve - Tu. Sep 11, 18:30-21:30 - Oak

1 day - Su. Nov 18, 09:00-17:00 - Oak

## Spreadsheets/Graphs

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

This course covers the fundamentals of Lotus 1-2-3 including spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, retrieving and printing worksheets; formatting, column widths, label alignments, and more. Suitable for all versions of Lotus 1-2-3. \$160

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

3 eve - Th. Sep 13, 18:30-21:30 - Oak

1 day - Sa. Sep 15, 09:00-17:00 - Oak

1 day - Sa. Sep 22, 09:00-17:00 - Lan

1 day - We. Sep 26, 09:00-17:00 - Oak

1 day - We. Oct 10, 09:00-17:00 - Oak

1 day - Sa. Oct 20, 09:00-17:00 - Oak

1 day - Th. Oct 25, 09:00-17:00 - Oak

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

3 eve - Th. Nov 15, 18:30-21:30 - Oak

1 day - We. Nov 28, 09:00-17:00 - Oak

1 day - Su. Dec 02, 09:00-17:00 - Oak

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

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

Intermediate Lotus 1-2-3 topics include database functions (sorting, finding and extracting records) and creating and printing graphs. Other skills such as windowing, locking titles and recalculation are also covered. A basic working knowledge of Lotus is required. Suitable for all versions. \$160

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

1 day - Sa. Sep 29, 09:00-17:00 - Oak

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

1 day - Sa. Oct 20, 09:00-17:00 - Lan

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

1 day - Sa. Dec 01, 09:00-17:00 - Oak

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

#### Advanced 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. \$160

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

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

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

#### Introduction to Excel (100795)

This course covers the fundamentals of Excel including spreadsheet creation and editing; entering labels, numbers and formulas; relative, mixed and absolute addressing; and menu navigation. Also covered are saving, retrieving and printing spreadsheets as well as improving spreadsheet presentation. \$160

1 day - We. Sep 12, 09:00-17:00 - Oak

3 eve - Th. Sep 13, 18:30-21:30 - Oak

1 day - Sa. Oct 27, 09:00-17:00 - Oak

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

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

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

MS-WORKS is an integrated collection of four software tools. Learn the basics of WORD PROCESSING (including creating, editing, formatting, printing, and saving documents); SPREADSHEETS (entering numbers, labels and formulas; relative, absolute and mixed references; and printing worksheets). Also covered are fundamentals of DATABASE creation, maintenance and basic information enquiries. Sharing data between environments is also discussed. \$160

3 eve - We. Sep 12, 18:30-21:30 - Oak

1 day - Sa. Sep 22, 09:00-17:00 - Oak

1 day - We. Oct 10, 09:00-17:00 - Oak

1 day - Su. Nov 04, 09:00-17:00 - Oak

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

1 day - Th. Dec 06, 09:00-17:00 - Oak

#### Intermediate MS-WORKS (100794)

Intermediate MS-WORKS includes further WORD PROCESSING commands (such as using the thesaurus, spell checker, inserting automatic page numbers - including running heads, creating and reorganizing tables, handling newspaper columns and side-by-side



#### "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) \$160  
4 day - Sa. Sep 15, 09:00-14:00 - Lan  
8 eve - Mo/We. Sep 17, 19:00-21:30 - Lan  
8 eve - Mo/We. Oct 22, 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. \$160  
3 eve - Tu. Sep 11, 18:30-21:30 - Oak  
1 day - Su. Nov 18, 09:00-17:00 - Oak

#### Advanced 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. \$160  
1 day - Th. Sep 20, 09:00-17:00 - Oak  
1 day - Su. Oct 28, 09:00-17:00 - Oak  
1 day - Fr. Dec 07, 09:00-17:00 - Oak

#### WordPerfect for Power Users

##### - Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. \$160  
1 day - Th. Sep 20, 09:00-17:00 - Oak  
1 day - Sa. Oct 13, 09:00-17:00 - Oak  
1 day - Fr. Nov 16, 09:00-17:00 - Oak  
1 day - Th. Dec 13, 09:00-17:00 - Oak

## 4. Computer Operations

#### Introduction to DOS (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. \$160  
1 day - Tu. Sep 04, 09:00-17:00 - Oak  
1 day - Sa. Sep 08, 09:00-17:00 - Oak  
1 day - Sa. Sep 15, 09:00-17:00 - Lan  
1 day - Tu. Sep 18, 09:00-17:00 - Oak  
1 day - Su. Sep 30, 09:00-17:00 - Oak  
1 day - Th. Oct 11, 09:00-17:00 - Oak  
1 day - Su. Oct 21, 09:00-17:00 - Oak  
1 day - Fr. Nov 02, 09:00-17:00 - Oak  
1 day - Fr. Nov 16, 09:00-17:00 - Oak

## 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), mornings (mng), or afternoons (aft), at Langara Campus. There is an optional one hour, supervised, open lab time to go with each session with the exception of CSW 12 where open lab time will be available as indicated by instructor. Participants may use the 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. \$215

5 mng - Su. Sep 23, 09:00-12:00 - Lan, No class on Oct 07  
5 eve - Mo. Sep 24, 19:00-22:00 - Lan, No class on Oct 08  
5 eve - Tu. Sep 25, 19:00-22:00 - Lan  
5 eve - We. Sep 26, 19:00-22:00 - Lan  
5 eve - Th. Sep 27, 19:00-22:00 - Lan  
5 mng - Sa. Nov 03, 09:00-12:00 - Lan, No class on Nov 10  
5 mng - Su. Nov 04, 09:00-12:00 - Lan, No class on Nov 11  
5 eve - Mo. Nov 05, 19:00-22:00 - Lan, No class on Nov 12  
5 eve - Tu. Nov 06, 19:00-22:00 - Lan  
5 eve - Th. Nov 08, 19:00-22:00 - Lan  
5 eve - Fr. Nov 09, 17:00-20:00 - 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, BACKUP will be covered in addition to items pertaining specifically to hard disk management, such as preventing accidental FORMATTing of the hard drive and how to develop custom-made menu systems through batch file programming. Prerequisite CSW1. \$215  
5 eve - Th. Sep 27, 19:00-22:00 - Lan  
5 eve - We. Nov 07, 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 equipped with dedicated training server, to transform their knowledge into working network systems. Prerequisite CSW1 and CSW9. \$215  
5 mng - Su. Sep 23, 09:00-12:00 - Lan, No class on Oct 07  
5 eve - We. Sep 26, 19:00-22:00 - Lan  
5 eve - We. Nov 07, 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. \$215  
5 eve - Fr. Sep 28, 17:00-20:00 - Lan  
5 mng - Su. Nov 04, 09:00-12:00 - Lan, No class on Nov 11

1 day - Su. Nov 18, 09:00-17:00 - Oak  
1 day - Sa. Nov 24, 09:00-17:00 - Lan  
1 day - We. Dec 05, 09:00-17:00 - Oak  
1 day - Su. Dec 09, 09:00-17:00 - Oak  
1 day - Th. Dec 20, 09:00-17:00 - Oak

#### Intermediate DOS (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. \$160  
1 day - Tu. Oct 09, 09:00-17:00 - Oak  
3 eve - Th. Oct 11, 18:30-21:30 - Oak  
1 day - Sa. Oct 13, 09:00-17:00 - Oak  
1 day - Sa. Oct 27, 09:00-17:00 - Lan  
1 day - Tu. Nov 06, 09:00-17:00 - Oak  
1 day - Sa. Dec 01, 09:00-17:00 - Lan  
1 day - Fr. Dec 14, 09:00-17:00 - Oak

Additional courses can be added if demand is sufficient. Custom training can also be arranged. Please call 261-2806.

## Conservation of Heritage Buildings

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

#### 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) \$140  
9 eve - Mo. Sep 17, 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) \$150  
10 eve - We. Sep 19, 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.

## Counselling Skills

### Counselling Skills Non-Certificate

#### 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) \$180  
12 eve - Tu. Sep 18, 19:00-22:00 - CC (Adilman)  
12 eve - We. Sep 19, 19:00-22:00 - CC (Miller)  
12 mng - Sa. Sep 15, 09:00-12:00 - CC (TBA) (No class on Oct 13, Nov 10)  
12 eve - Th. Sep 20, 19:00-22:00 - CC (Kenney)

Tamara Adilman (M.A., Women's Studies, M.Ed. Candidate, Counselling Psychology) is a counsellor with North Shore Family Services.

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.

#### Vocational Counselling Skills (101839) \*\* New \*\*

This course presents the theory and practice of vocational counselling with particular reference to special-needs populations. Participants will examine the theory of how people make vocational decisions and how the counselling relationship facilitates this process. Practical components of the course will include: assessing client strengths, conducting career counselling interviews, and teaching job search techniques. This course is not currently part of the Counselling Skills Certificate Program, but may be integrated in the future. Prerequisite: Basic Counselling Skills (101804) \$200  
12 eve - We. Sep 19, 19:00-22:00 - CC

Rhonda Margolis (M.A., Counselling Psychology) is a counsellor who specializes in career and multicultural counselling.

## Creative Development

#### Creative Awakening Through Music (102870) \*\* New \*\*

The complexity of today's world calls for creative responses. The source of our creativity is the inner child in each one of us. Through playfulness we can release this potential and learn how to nurture it. Topics include: letting go of the adult and approaching the child, becoming more comfortable with music and singing, inviting the child to play in safety with others, remembering the child, accessing the creativity of the inner child, appropriating the gifts of the inner child. (Anderson) \$80  
4 eve - Th. Oct 11, 19:00-21:00 - KEC

Kate Anderson is a teacher who facilitates personal growth through music.

#### Creative Visualization (102871) \*\* New \*\*

Creative visualization is a practical, easily learned skill. Anyone can do it. Learn to design and implement visualizations that reduce stress, build confidence and create new ways to solve problems, achieve goals and make decisions. Topics to be examined are: techniques to aid healing/teach a skill; techniques to consciously achieve desired personal goals, weight loss, business objective, personal relationship, etc.; techniques to receive higher wisdom and inner guidance. (Loher) \$85  
6 eve - We. Sep 26, 19:00-21:00 - KEC

Phyllis Loher developed and has been teaching creative visualization for the past few years as well as having developed other training seminars.

## 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 - \$60, 36 hours - \$200, Practicum - \$135

#### Evaluation:

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

#### Length of Program:

One course per term: Five terms - 18 months. Practicum and Program Orientation in addition.

#### Advisory Committee:

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

Program Coordinator: Joanne Rykers

#### Application:

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

Next intake dates: January 1991; September 1991.

#### Information Meetings:

For more information attend one of the following meetings:  
1 eve - Mo. Sep 10, 19:00-20:00 - KEC, Room 4056  
1 eve - Tu. Nov 06, 19:00-20:00 - KEC, Room 4056

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

## Court Interpreting

### Court Interpreting Certificate Program

#### 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 nine 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. \$595 (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.

#### Program Orientation (101837)

This short orientation is held at the beginning of the Certificate Program. It will involve self-awareness, exploration of personal values and how these values affect the counselling process. The course goal is to allow the class to develop into a cohesive group where students can support and rely on each other throughout the program. (Kenney) \$60  
2 day - Sa. Sep 29, Oct 06, 09:30-16:00 - KEC

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

#### Introduction to Counselling (101830)

This course provides an overview of the counselling field. You will examine a variety of counselling approaches, contemporary counselling issues and counselling needs of special populations. The intent of this course is to increase your awareness of the numerous factors which influence the selection and use of counselling strategies. (Rykers) \$200  
12 eve - We. Sep 19, 19:00-22:00 - KEC

Joanne Rykers (M.A. Counselling Psychology) is a counsellor with an employee assistance program.

#### Group Counselling Skills (101832)

This course examines the knowledge and skills which are required when counselling in a group setting. You will gain an understanding of group dynamics through experiential learning and will learn how to apply skills appropriate for different types of groups. The intent of this course is to increase understanding of group counselling skills, to provide an opportunity to demonstrate the application of these skills, and to learn how to evaluate the effectiveness of these skills. (Dadson) \$200  
12 eve - Tu. Sep 18, 19:00-22:00 - KEC

Barb Dadson (M.Ed., Counselling Psychology), specializes in group work and women's issues and is currently an employee assistance counsellor with BC Hydro.

#### Family Counselling Skills (101833)

This course examines the concept of family systems and its application to issues concerning families. You will learn practical skills for working with families on a range of problems. The intent of this course is to emphasize the integration of skills and techniques into a family systems context. (Saville) \$200  
12 eve - We. Sep 19, 19:00-22:00 - KEC

John Saville, M.S.W., is a family and children's therapist with Mental Health.

#### Practicum (101836)

This practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum. Objectives will be written on an individual contract basis. This contract will be negotiated by the student, the practicum site, and the program administrator. \$135

Application Deadline: Sep 07, 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 UBC.

#### 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.

For more information on this course, contact the Coordinator, S. Carr.



## Early Childhood Education

### Living and Working with Young Children

A series of workshops designed for people who want to know more about children. The offerings will be of interest to parents, caregivers, child care workers and teachers. Some workshops focus on preschoolers while others are directed towards school age children. If no age group is specified, the session is appropriate for all age groups.

#### Quick, Easy & Cheap: Table Toys for Fun & Learning (3-5 Year Old) (151461)

Are you tired of your "same old table toys?" Do you wish you had more theme-related table toys? Is your budget strained? This workshop will: display a wide variety of teacher-made toys, discuss materials, sources and costs. You will explore the educational value of toys for language stimulation, sorting, matching, class, colour and number recognition. Come join this session and unleash your creative potential through brainstorming new toy designs. (Ballantyne) \$20

1 eve - Mo. Sep 17, 19:00-22:00 - Lan

**Betsy Ballantyne** is an Early Childhood Educator who has designed a highly integrated program where exciting and ever-changing table toys encourage children to master cognitive concepts through play.

#### Communicating Effectively with Parents (151471) \*\* New \*\*

Parents and staff have one thing in common: they both desire a happy, healthy environment for children. These two sessions will deal with:

1. Recognizing that parents are an essential component of everyday care situation.
2. Learning how to communicate openly with parents.
3. Discovering ways to tap into the many resources parents can offer in managing your centre (Resels Zajtmann) \$30

2 eve - Th. Sep 27, Oct 04, 19:00-22:00 - Lan  
**Sheila Resels Zajtmann** has a Bachelor's Degree and is an Early Childhood Educator. She has been leading groups on effective communications for the past seven years.

#### Mask Making I (3-5 Group) (151478) \*\* New \*\*

The focus of this workshop will be on the three to five year old group. Participants will explore movement and voice exercises that will help to inspire the making of their creative masks. This is a "hands-on" participatory session where students will play with their creations. (Shank) \$20

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

#### Mask Making II (School Age Group) (151479) \*\* New \*\*

The focus of this workshop will be on the school age group. Participants will explore movement and voice exercises that will help to inspire the making of their creative masks. This is a "hands-on" participatory session where students will play with their creations. (Shank) \$20

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

**Susan Shank** is a graduate of Simon Fraser University with a Bachelor of Arts concentration in theatre. She is currently the coordinator of the Developmental Art Society School Project.

#### Flannel Stories (151459)

Come join this "hands-on" session of creating your own felt board stories. This session will explain the fundamentals of using a variety of methods for storytelling to delight your children. A \$5 fee will be collected to cover the cost of additional materials. Please bring scissors and a black marking pen. (Benoit) \$15

1 day - Sa. Oct 20, 09:00-12:00 - Lan

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

#### Strong Families Don't Just Happen (Birth - 10 Years) (151475) \*\* New \*\*

Balancing work, home and family responsibilities is a real challenge. This presentation will provide practical strategies for dealing with communication, organization, discipline, responsibility and time for YOU! By providing examples from personal and professional experience, Terry Ann will focus on managing multiple demands, establishing priorities and caring for physical and emotional health, including the "intangibles," namely, fatigue and guilt. This workshop addresses these issues giving equal weight to the needs of children and adults in the family and examines the values and beliefs we hold. (Watt) \$20

1 eve - Th. Oct 25, 19:00-22:00 - Lan

**Terry Ann Watt** has a Master's Degree in Educational Administration from UBC and a Leadership Training Certificate from San Diego State University. She is currently a school principal on a leave of absence.

## 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 1991.

#### B. Infant-Toddler Supervisor Training

A 1-year program which prepares already qualified ECE 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 Fall term 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 starting your own family day care. Please note this course meets 6 Mondays AND 1 Saturday. (Taylor, Descantes) \$75  
6 eve - Mo. Sep 17/24, Oct 1/15/22/29 - 19:00-21:30  
1 day - Sa. Nov 03, 09:30-15:00 - 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

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

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

#### Discipline Strategies for Educators I (Birth - 5 Years) (151474) \*\* New \*\*

This workshop focuses on specific discipline strategies that apply to various behaviours common to children in group settings. Skills include setting limits, modelling respect, establishing an approach to discipline based on logical consequences, communicating effectively, and having fun in the process. (Watt) \$20

1 eve - Mo. Oct 29, 19:00-22:00 - Lan

#### Self Esteem: The Child and You (151469)

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 mng - Sa. Nov 03, 09:00-12:00 - Lan

#### Cooperation (151472) \*\* New \*\*

Studies have shown that children like one another more, fight less and feel more accepted when they have to cooperate with others. Cooperation is a process by which children can participate in activities that require teamwork both on a thinking and a physical level. Leaders will take part in a series of initiative tasks, cooperation games and group interaction activities as well as participate in discussion around the planning and implementation of activities for school aged children. Please wear loose fitting comfortable clothing such as a track suit. (McElroy) \$15

1 aft - Sa. Nov 03, 13:00-15:00 - 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.

healthy growth and development. (Mason) \$75  
6 eve - We. Nov 07/14/21/28, Dec 05/12, 19:00-21:30  
1 day - Sa. Dec 08, 09:30-15:00 - Lan

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

#### E. Working with School Age Children

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

#### Working With 5 Year Olds

#### Working With 6-9 Year Olds

#### Working With 9-12 Year Olds

#### Working With Special Needs Children

#### Leadership and Organizational Skills

This term the following core courses will be offered:

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

This course focuses on the physical, intellectual, emotional and social development of 5 year olds and offers practical suggestions for program planning and group management. (Harney) \$75  
6 eve - We. Sep 19, 19:00-22:00 - Lan  
1 day - Sa. Oct 06, 09:30-14:30 - Lan

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

This focus here is on the growth and development of children in this age group and the ways in which effective planning and guidance can promote positive self-esteem. (Mussion) \$75  
6 eve - We. Nov 07, 19:00-22:00 - Lan  
1 day - Sa. Nov 24, 09:30-15:30 - Lan

#### Working With Teens (150649)

This course is designed for those who currently work or wish to work with teenagers in a variety of social or recreational settings. Key themes within this introductory course will include communication skills, program design, identity achievement, the role of peers and qualities of an effective youth worker. (Mussion) \$75

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

1 day - Sa. Oct 06, 09:30-14:30 - Lan

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

#### Discipline Strategies for Educators II (School-age) (151473) \*\* New \*\*

This workshop focuses on specific discipline strategies that apply to various behaviours common to children in the classroom setting. Skills include setting limits, modelling respect, establishing an approach to discipline based on logical consequences, communicating effectively, and having fun in the process. (Watt) \$20

1 eve - Mo. Nov 05, 19:00-22:00 - Lan

#### Theatre Fun I (3-5 Year Group) (151476) \*\* New \*\*

This workshop will introduce a series of theatre games to encourage exploration of movement, voice, and imagination. This is a participatory session and discussion will include the rationale for the selection of games. (Shank) \$20

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

#### Theatre Fun II (School-age Group) (151477) \*\* New \*\*

This workshop will introduce a series of theatre games to encourage exploration of movement, voice, and imagination. This is a participatory session and discussion will include the rationale for the selection of games. (Shank) \$20

1 eve - Mo. Nov 19, 19:00-22:00 - 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. (Wallis) \$20

1 eve - Tu. Nov 27, 19:00-22:00 - Lan

**Randy Wallis** 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.

Continued on page 17

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

This session will address the needs of the child, the family and the day care home in developing an integrated program for children with special needs. Topics for the evening will include "who" is defined as having special needs; "how" to plan for a smooth transition period; "where" to find useful resources; "what" kind of funding assistance may be available and "how" the family caregiver can play a vital role in providing quality care. (Mason) \$20

1 eve - Th. Nov 29, 19:00-22:00 - Lan

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

## 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) \$200

20 eve - Mo/We. Sep 17, 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. (Kirby) \$205

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

**John Kirby** is an instructor in City Centre's Electronics program.

#### Build Your Own Robot (050701)

This practical, "hands on" course is a simplified view of robotics. Build your own "turtle-like" robot which will be controlled by your home computer. You will be building the "Bert" robot as featured in Byte magazine. Prerequisites: a basic understanding of electronics and access to a computer with a serial port. Course costs include robot parts. (Brown) \$180

10 eve - Mo. Sep 17, 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 I). Prerequisite: completion of a basic electronic course or equivalent or instructor's permission. (Hein) \$135

10 eve - We. Sep 19, 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 Television. Prerequisite: completion of a basic electronic course or presently employed in a related electronic field. (Williams) \$210

20 eve - Mo/We. Sep 17, 18:30-21:30 - CC

**Gareth Williams** is an instructor at City Centre in the Electronics Department.

## English Skills Improvement

An evaluation/information session will be held on Thursday, September 6 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. (Chambers) \$160

24 eve - Mo/We. Sep 17, 18:00-20:00 - Lan

**Cathy Chambers, B.Ed., 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) \$160

24 eve - Tu/Th. Sep 18, 18:00-20:00 - 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. (Tenisci) \$160

24 eve - Tu/Th. Sep 18, 18:00-20:00 - Lan

**Luci Tenisci, B.Ed.** has taught English and French to adults.

#### 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. (Ferreira) \$160

24 eve - Tu/Th. Sep 18, 20:15-22:15 - Lan

**Nora Ferreira, B.A.,** 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, reading, speaking and listening skills. There will be weekly homework assignments and students will have the opportunity to ask individual questions. Text required. (Strayski) \$160

16 eve - Mo/We. Sep 17, 18:00-20:00 - 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. (Pateron/Bobenic) \$115

12 eve - Mo. Sep 17, 20:15-22:15 - Lan (Pateron)

12 eve - Tu. Sep 18, 18:00-20:00 - Lan (Bobenic)

**Delney Patterson, B.A., B.F.A., B.Ed., Dip. Special Ed.**

**Marlene Bobenic, B.A., M.A.**

#### 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) \$115

12 eve - Th. Sep 20, 20:15-22:15 - Lan

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

#### TOEFL Preparation (103020)

Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. The ten areas diagnosed as the greatest problem areas in English understanding and communication will be the focus. Study strategies will also be discussed. While the course is open to students from an intermediate level and up, a certain level of competency is assumed. Required text: "Building Skills for the TOEFL." Saturday class will have a 1/2 hour lunch break. (Thompson/McNair) \$170

12 day - Sa. Sep 15, 09:30-14:00 - Lan (McNair)

24 eve - Mo/We. Sep 17, 18:00-20:00 - Lan (Thompson)

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

**Ian McNair, B.A., B.Ed.,** ESL Certificate, has taught ESL to adults in Canada, Japan and Iran.

#### 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. (Pateron) \$195

16 eve - Mo/We. Sep 10, 17:00-20:00 - Lan

16 eve - Tu/Th. Sep 11, 17:00-20:00 - Lan

**Delney Patterson, B.A., B.F.A., B.Ed., Dip. Special Ed.**

#### 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. Participants must already be fluent in English. Limited enrolment. (Coleman) \$150

6 eve - We. Oct 17, 19:00-22:00 - Lan

**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. (Thompson/Ferreira) \$115

12 eve - Tu. Sep 18, 18:00-20:00 - Lan (Ferreira)

12 eve - We. Sep 19, 20:15-22:15 - Lan (Thompson)

#### 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. Included in the course will be idioms, two-word verbs, pronunciation, and functional conversation. The course concentrates on oral skills - there will be no writing. (McNair) \$115

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

**Ian McNair, B.A., B.Ed.,** ESL Certificate, has taught ESL to adults in Canada, Japan and Iran.

#### 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." \$155

12 eve - Tu. Sep 18, 18:30-21:30 - Lan (Strayski)

12 eve - We. Sep 19, 19:00-22:00 - Lan (Smith)

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

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

#### TOEFL Practice Tests



### Spelling and Vocabulary Made Easy (103046)

A spelling/vocabulary workshop with simplified rules, hints and tips to make you more proficient with those words you always spell incorrectly. Vocabulary building will include the use of prefixes and suffixes as well as Latin and Greek roots. 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) \$110  
8 eve - Th. Sep 20, 19:00-22:00 - Lan

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

### Oral Communication Skills for Business (103042)

Communicating in English in a business environment is a challenge for business people who are not native speakers. This course is designed to help you overcome the daily language and communication difficulties you face. This course teaches you strategies for communicating successfully in English with co-workers, supervisors and clients. You improve your skills by giving oral presentations, participating in simulated meetings and telephone conversations and by roleplaying typical on-the-job situations. Enrolment is limited to 16. There will be weekly assignments. Book included in course fee. Students must already speak English fluently. (Strayski) \$190  
6 eve - Th. Sep 20, 19:00-22:00 - Lan

### Writing Skills for Business (103043)

This course is designed for foreign-born business people who need to improve their writing skills for their present jobs or for career advancement. It provides an overview of business writing and a review of the grammar, punctuation and rhetorical elements used in business communication. There will be weekly assignments. Book included in course fee. Enrolment is limited to 16. (Strayski) \$190  
6 eve - Th. Nov 01, 19:00-22:00 - Lan

## Environmental Issues

### Environment - A Matter of Choice (504905)

Everyone is aware of the problems facing the environment. The question is "What can you as an individual do about it?" It has been identified that awareness is an essential prerequisite for environmental sustainability. Become aware of the issues that need to be addressed in order to keep a quality existence and find out about negative aspects of environmental degradation. (Sloan) \$80  
8 eve - Th. Sep 27, 19:30-21:30 - Lan

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

## Fashion Arts

### Fashion Courses

The Fashion Arts Program offers the same professional 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 upgrade the skills of those already experienced in Fashion Arts. 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) \$185  
10 mng - Sa. Sep 15, 09:00-12:00 - CC

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

### Dressmaking (050928)

Wish you could afford an exclusive wardrobe? Whether a beginner or an experienced dressmaker, individual instruction enables you to work at your own pace, creating the wardrobe of your choice. You will make well-finished garments with a professional fit. Instruction includes basic dressmaking, "haute-couture" methods and tailoring techniques, depending on your level of ability and personal

requirements. Pattern, fabric and supplies should be purchased after the first session if you are a new student in this course.

(Sustersich) \$170  
10 mng - Tu. Sep 18, 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) \$130  
8 eve - Th. Sep 20, 18:30-21:30 - CC

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

### Fashion Illustration Workshops (050919)

Prerequisite: Previous courses or experience in Fashion Illustration. For fashion designers or illustrators wanting to develop a professional and personal style of illustration. These workshops cover experiment and control with a variety of media, rendering techniques, layout, composition, camera-ready art and portfolio presentation. Current International Fashion videos will be shown and there will be a fashion model at each session for drawing exercises. (Thompson) \$130  
8 mng - Sa. Sep 22, 09:00-12:00 - CC

**Moirra 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

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 - 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: Analysis of personal colouring and figure silhouette; Wardrobe coordination: Selection of appropriate accessories, etc. Gain the skills for a complete fashion make-over. (Zrill-Mass) \$105  
6 eve - Mo. Sep 17, 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.

## Fashion Arts Certificate Program

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

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

For a fully detailed brochure and application form, call the Continuing Education office at CC - 682-5844. (Apply by January 31, for the next entry in April 1991.)

### 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 (Zibin)**

**Term Two: Design Drafting: (Hudson)**

**Term Three - Draping (Hudson) : Grading (Ramsden)**

### Garment Construction Certificate

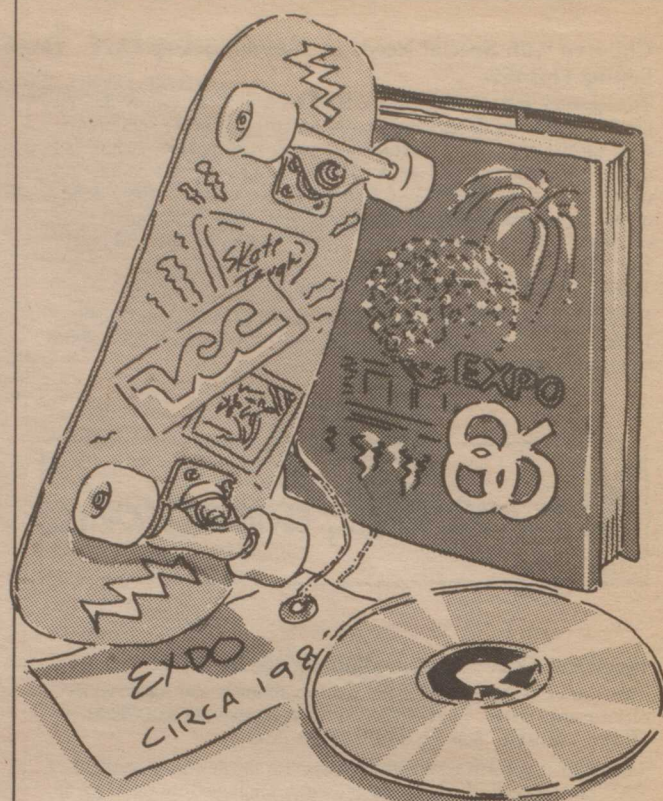
**Term One - Industrial Sewing (May)**

**Term Two - Tailoring (Sustersich)**

**Term Three - Couture Sewing (May)**

### Fashion Arts Certificate

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



### 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 anyone with an interest in fashion. (Baldock) \$130  
8 eve - Tu. Sep 18, 18:30-21:30 - CC

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

Improve your fashion sales ability! Through discussion and demonstration of the selling process and buying behaviour, you will develop an effective strategy for selling fashion. The class format provides an opportunity to practise selling techniques with professional advice and evaluation. (Baldock) \$130  
8 eve - We. Sep 19, 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 the Fashion Merchandising Program at an Alberta College of Fashion, has many years' experience in Retail Fashion Management and Buying, and is a freelance lecturer in Fashion Merchandising and History.

### Term Four

- Fashion Careers (Various experts)
- Collection Portfolios (Arculus)
- Collection Manufacture (Hudson/May)
- Fashion Show Production (Richard)

At the end of this component students present their individual Collection in the annual 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**, Provincial Instructors Diploma, is a freelance theatrical costumer. She studied Theatrical Costuming at Sir George William's University and graduated in Fashion at Sheridan College, Ontario.

**Evelyn May, 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.

**Wanda Sustersich, B.App.Sc.**, teaches various Dressmaking courses in Vancouver. She graduated in Civil Engineering at the University of British Columbia and in Fashion Arts at Vancouver Community College.

**Marg Zibin**, Provincial Instructors Diploma, is a freelance pattern maker. She graduated in Fashion Arts at Vancouver Community College.

## 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 eve - Tu. Sep 25, 19:00-22:00 - CC

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

Covers budgets/financing and facilities, completing the deal, and film proposal presentation. (Richardson/Mackie) \$295  
10 eve - Tu. Jan 22, 19:00-22:00 - CC (NB. 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 25 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) \$25  
1 eve - Th. Sep 27, 19:00-22:00 - CC

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

### Creating a Video Production Business (503464)

This course is designed for the individual who is involved or wishes to get involved in video production for profit. There is a large market out there for those with the interest and know-how to produce quality video productions. We will attempt in this course to give you this know-how. In the following areas we will examine this field: setting up and organizing a video business; marketing your company; renting and/or buying video equipment; format choices of production; client profiles.

Emphasis will be placed on working around students needs and interest in creating their own profitable video business. For freelancers or those working as independents, this course will refine your skills at working on video productions. A practical hands-on section of this course allows the student the opportunity to produce a video for a client. Using small formats as VHS, BETA and/or 8mm video, students will learn procedures and techniques for producing professional quality videos. A fee of \$20 will be collected by the instructor for the course booklets on the first night of the course. After the first class the location of course shifts to The Studio Video Facilities, -202 - 1110 Seymour Street (downtown Vancouver). This course is sponsored by The Studio Video Facilities. The Studio provides a wide range of services: video production in various formats, post-production transfers, and consultation and instruction. (Cooperstone) \$170  
12 eve - Th. Sep 27, 19:00-22:00 - Lan

### Educational and Industrial Video Production (104106)

This is an intensive course designed for those interested in learning how to produce industrial/educational video productions. In the

field of industrial/educational productions, we will be looking at a wide range of video topics such as: product demonstration and promotion, seminars, orientations, how-to, training, motivation and documentation. We will be examining instructional video usage, application and design. Small format half-inch video tape of a consumer and industrial nature will be the principle tools in our exploration of the video genre of industrial educational video production. Students will be asked to submit a project proposal. Four - five will be selected by the class. Students will then form production units around these projects. Each student will choose a production responsibility, i.e. camera, editing. The course is designed for various types of individuals who find themselves drawn to this area of video production. They could include those involved in consumer, independent or in-house production. This course is sponsored by The Studio Video Facilities. The Studio is involved in productions of a corporate, educational nature, along with a consultative service in this field. The studios' facilities will be utilized in this course. After the first class, we will shift location to The Studio, -202 - 1110 Seymour Street (downtown Vancouver). A fee of \$20 will be collected by the instructor for course booklets on the first night of the course. (Cooperstone) \$170  
12 eve - Tu. Sep 25, 19:00-22:00 - Lan

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

This is an advanced video production workshop for individuals who either have taken a video course, or who have had some practical experience shooting video. (Previous video experience is necessary to take this course.) We will be engaged in video production for pleasure and/or profit; examples being . . . weddings, family events, travel, promotion, theatrical performances, sports, educational, and commercial. Participants will choose to work on a production with a production team. All stages of production (pre-shooting-post) will be dealt with. Lectures and demonstrations will lead up to students producing the above productions. All facilities and equipment will be provided to produce on 8mm or VHS and edit on VHS in a professional setting with professional equipment. The Studio Video Facilities sponsors this course. The Studio provides a variety of services, including transfers, video consultation, instruction, production and post-production. The Studio's facilities will be utilized in this course. After the first class, the location of this course will shift to The Studio, -202 - 1110 Seymour Street (downtown Vancouver). A fee of \$20 will be collected at the first class by the instructor to cover the cost of course booklet. (Cooperstone) \$170  
12 eve - We. Sep 26, 19:00-22:00 - Lan

### The Video Camcorder Buyer's Crash Course (503465)

This one-day intensive course is designed for the consumer wishing to be more informed on the current state of the video camcorder market. Video tape formats, camcorder features and accessories will be discussed. The course will be very user-friendly. No technical jargon or confusing terms. Simple information, facts and some educated opinions on the state of the video camcorder market will be explored. The instruction is provided by personnel from The Studio Video Facilities, a video company that specializes in home video production, consulting, and instruction. The areas covered in this course include: current products available in the Lower Mainland, buying strategies, pitfalls and hype, detailed shoppers' guide of retail stores, manufacturers, brands and models, video services, editing, production, rentals, transfers and repairs. Why be confused and uninformed? In a few hours you can save yourself a few dollars and provide yourself with the means to make a better video purchase. (Cooperstone) \$50  
1 day - Sa. Oct 13, 10:00-16:00 - Lan

### Creating a Video Production Business Seminar (104105)

This course is designed for the individual who is involved or wishes to get involved in video production for profit. There is a large market out there for those with the interest and know-how to produce quality video productions. We will attempt, in this course, to give you this know-how. In the following areas we will examine this field: setting up and organizing a video business, marketing your company, renting and/or buying video equipment, format choices of production, client profiles. Emphasis will be placed on working around students' needs and interest in creating their own profitable video business. For freelancers or those working as independents, this course will refine your skills at working on video productions. This course is sponsored by The Studio Video Facilities. The Studio provides a wide range of services: video production in various formats, post-production, transfers, and consultation and instruction. A \$5 fee will be collected by the instructor for the course booklet. (Cooperstone) \$50  
1 day - Sa. Oct 27, 10:00-16:00 - Lan

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

A workshop covering all aspects of auditioning and interview procedures for film, television, theatre and related professional and amateur experiences. The day will include resumes, photos, on-camera techniques, cold-readings, agents and casting agents, access to resources, acting for auditions and NOT acting for auditions, monologues, and scenes, presentation of a character and presentation of yourself with confidence and integrity. Everyone must bring pencil/pen and notebook, and wear loose, comfortable clothing. (Lysell) \$55  
1 day - Sa. Oct 13, 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.

### "What a Character" (503463)

In this half-day storytelling workshop the participants will explore one character from a well-known folktale in-depth. Besides learning some solid techniques for character development, both for storytelling and writing, people are also given great freedom from their shyness through being someone else. Creative visualization, theatre games, vocal work and body awareness are all utilized in this fun, storytelling workshop. (Ray) \$35  
1 aft - Sa. Oct 27, 13:00-17:00 - Lan

**Melanie Ray** has been involved in the art of storytelling for several years, having told stories at festivals in Toronto, Calgary and Seattle.

## 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) \$35

1 day - Sa. Nov 03, 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) \$25  
1 eve - Tu. Oct 09, 19:00-21:30 - KEC

### Advanced Financial Planning

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) \$35  
1 eve - Tu. Oct 16, 19:00-21:30 - KEC

### Financial Independence in Retirement (503703)

Whether you're presently retired or planning to retire in the future, this 1/2 day seminar should be in your plans. Examine a number of non-financial areas including pre-retirement planning, successful handling of the transition period; analyze your net worth, retirement income needs, government pension plan options, RRSP/RRIF/annuity options, investment strategies and inflation protection. (Hodgins) \$35  
1 mng - Sa. Oct 27, 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.

### 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. \$35  
1 eve - Mo. Oct 29, 19:00-21:00 - KEC  
1 eve - Mo. Nov 19, 19:00-21:00 - Lan

**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) \$30  
1 eve - We. Oct 17, 19:30-21:30 - KEC

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

Continued on page 20



#### 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) \$30  
1 mng - Sa. Oct 13, 09:00-12:00 - Lan

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

#### 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. Oct 22, 19:00-22:00 - KEC  
1 eve - Mo. Nov 26, 19:00-22:00 - Lan

#### 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) \$35

1 eve - Mo. Oct 15, 19:00-22:00 - KEC  
1 eve - Mo. Nov 05, 19:00-22:00 - Lan

#### 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) \$30

1 eve - Tu. Oct 16, 19:00-22:00 - Lan

1 eve - We. Oct 17, 19:00-22:00 - CC

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

Learn new ways to secure your retirement lifestyle. This indepth discussion of RRSPs and RRI's and annuities examines methods of building capital, ensuring income and the eventual withdrawal of capital. Included is tax planning strategies, income tax considerations, spousal accounts, flow-through shares, mutual funds, capital gains, dividends and interest income. This retirement planning seminar covers all areas important to making sound investment decisions for your future. (Costain) \$30

1 eve - Tu. Oct 23, 19:00-22:00 - Lan  
1 eve - We. Oct 24, 19:00-22:00 - CC

#### 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. Nov 06, 19:00-22:00 - Lan

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

## Floral Design

#### Basic Floral Design I (250101)

Learn Floral Design and the florist industry. Topics include plant and cut flower care, design theory, business practice and merchandising and practical labs. No prerequisites required and the fee includes the cost of flowers. Bring shears and a knife. (Cassetta) Supplies \$70, Tuition \$195, Total \$265

12 eve - Mo/We. Sep 17, 18:30-21:30 - KEC

#### Floral Design II (250102)

Further your knowledge and skills in floral design and the florist industry. Topics include wedding, funeral and seasonal work (theory and practical). Prerequisite: Basic Floral Design I or have wiring, taping and basic design skills. The fee includes the cost of flowers. Bring shears, a florist knife or sharp pocket knife and wire cutters to all classes. (Note: First class is on a Wednesday) (Cassetta) Supplies \$70, Tuition \$195, Total \$265

12 eve - Mo/We. Oct 31, 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 \$145, Supplies \$75, Total \$220

10 eve - Tu. Sep 18, 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. \$55

1 day - Sa. Sep 29, 09:00-18:00 - CC

1 day - Sa. Oct 20, 09:00-18:00 - CC

1 day - Sa. Nov 03, 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. \$55

1 day - Sa. Nov 17, 09:00-18:00 - CC

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

## Gemmology

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

#### Preliminary Year (051109)

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

For application and to arrange an interview call 682-5844.

#### Program Coordinator and Instructor:

**Eric Martine-Leyland G.G., F.G.A., M. 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.

#### 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.

Starting in the Spring '91 term, Continuing Education will add three professional development courses from the Canadian Gemmological Association to its Gemmology program.

#### The Canadian Professional Diamond Grading Course (PDG)

This thirty-hour intensive hands-on course covers all aspects of diamond grading of the round brilliant cut, including colour, clarity and proportions.

#### The Canadian Professional Advanced Diamond Grading Course (PDG/A)

This thirty-hour course is an extension of course (PDG) but covers the grading of cuts other than the round brilliant cut. In addition, special emphasis is placed upon proportion grading by eye. Prerequisite (PDG) or equivalent.

#### The Canadian Professional Jewellery Appraising Course (PJA)

A thirty-hour intensive hands-on course in the basics of jewellery appraising, including the different types of appraisals, evaluation approaches, proper description and documentations.

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. (Russell, Aston Moore) \$105

10 eve - We. Sep 19, 19:00-22:00 - CC  
10 mng - Sa. Sep 22, 10:00-13:00 - CC

**Janet Russell** works as a graphic designer/computer consultant.

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

#### 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. (Bealy) \$120

10 eve - We. Sep 19, 18:30-22:00 - CC

**A. Bealy** has been working as a typographer and a production manager for eight years.

#### 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. (Cornish) \$60

6 eve - Th. Sep 20, 19:00-22:00 - CC

**E. Cornish** has worked many years in the advertising field as an art director and as a production coordinator.

#### 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) \$105

10 mng - Sa. Sep 22, 10:00-13:00 - 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.

#### 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) \$75

8 eve - Th. Sep 20, 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) \$105

8 eve - We. Sep 19, 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) \$120

10 eve - Th. Sep 20, 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) \$30

2 eve - Mo. Sep 24, 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) \$35

2 eve - Tu. Sep 18, 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) \$60

6 eve - Th. Sep 27, 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) \$80

8 eve - Th. Sep 20, 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. Sep 26, 19:30-21:30 - Lan

#### Life Drawing (500107)

(For details see Art Section)  
10 eve - Tu. Sep 25, 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) \$105

10 eve - Tu. Sep 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.

#### Graphic Design - An Introduction to Art Direction in Advertising (050426)

In this course you will learn about the role of an art director, in the creative process of producing effective advertising.

3 eve - Tu. Sep 18, 19:00-22:00 - CC

**J. McGuinness** has worked nine years as an advertising art director.

## Health

### Health Promotion

These courses will be of interest to the general public. For phone registration call 874-9923.

Location for all Nursing and Health courses at KEC West unless otherwise specified.

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) \$50

1 day - Sa. Nov 10, 09:00-13:00 - KEC West

**L.V. Vacek, PhD.**

#### How to Find a Doctor and Get More From Your Health Care (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) \$15

1 eve - Th. Oct 25, 18:30-21:30 - KEC West

**R. Barnett, BA.**

#### 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 for food service employees involved in food preparation or serving is important 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) \$55

1 day - Sa. Nov 03, 09:00-13:00 - KEC West

**L.B. Vacek, PhD.**

#### 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) \$60

1 day - Sa. Oct 27, 09:00-16:00 - KEC West

**L. Fearn, RN, BA, (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) \$70

1 day - Sa. Oct 13, 09:00-16:00 - KEC West

**P. Roscoe**, licensed naturopathic physician.

#### Put Eating Into Its Natural Place - A Workshop for Compulsive Eaters (201039)

This workshop is an introduction for individuals who want to explore their relationship between weight and self-esteem. Learn the roots of compulsive eating behaviour, the effects on self-concept and how to return eating to its natural place in your life. Workshop is interactive and fosters self-knowledge and is intended to increase self-acceptance, self-respect, and self-confidence. (Cochrane) \$70

1 day - Sa. Oct 20, 09:00-16:00 - KEC West

**Marie Cochrane, R.N.** Certified Counsellor, is in private practice as a consultant for compulsive eating and is a member of the Canadian Guidance and Counsellor Association.

#### Healthy Choices (201040)

This workshop explores the implications of the daily choices you make as they impact on your health. You will gain information that will put you in stronger control of your health by allowing you to choose more positive actions in these areas: avoiding the worst pollutants in your environment, managing the stress in your lives, choosing responsive health care professionals, building a strong immune system, making food choices that support your health, planning for healthy pregnancy and baby care, and learning about the psychology of change and your readiness to make more positive changes. (Hogan) \$70

1 day - Sa. Nov 24, 09:00-16:00 - KEC West

**Victoria Hogan, BA, MA**, is a popular speaker, educator, health and fitness writer, and nutritional consultant.

### Health Care

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

For phone registration call 874-9933.

#### Conflict Resolution/Anger Management for Health Professionals (202802)

This one-day workshop for health care professionals combines theory with practice to help you effectively manage conflict in the workplace and deal effectively with anger among staff, clients and public. \$85

1 day - Tu. Dec 04, 09:00-16:00 - KEC West

#### Assertiveness for Health Professionals (202715)

Learn and practise assertive strategies which lead to positive changes in the workplace. Video feedback component. (Boychuk) \$85

1 day - Mo. Dec 03, 09:00-16:00 - KEC West

**R. Boychuk - MA**, doctoral candidate.

#### Introduction to Holistic Health Techniques (202750)

A workshop which introduces you to principles and concepts of holistic health as a complementary healing process, and lets you experience some of the practices and techniques of visualization, imagery, relaxation, therapeutic use of sound, breath work, centering, grounding, and energy fields. (Castellanos) \$35

1 eve - Tu. Oct 02, 19:30-22:00 - KEC West

**Nadene Castellanos, RN, BSN, MEd.**

#### Massage and Yoga for Health Care Professionals (202751)

A workshop to help you gain an appreciation of the therapeutic benefits of massage and yoga applied as adjuncts to other treatment modalities for relaxation, pain control, comfort. Includes breathing techniques, gentle body movements, head, neck, face and back massage using specific techniques (acupressure, effleurage, petrissage), and relaxation. (Castellanos & Narod) \$75

1 eve - Fr. Oct 19, 19:30-21:30 AND 1 day - Sa. Oct 20, 10:00-16:30 - KEC West

**Nadene Castellanos, RN, BSN, MEd.**

**Heather Narod, RN, RMT.**





#### Budgeting for Nursing Unit Managers (202810)

This workshop is designed for the nurse manager who is responsible for a nursing unit budget who has had minimal experience and training in the management of unit budgets. (Anderson) \$70

1 day - Mo. Nov 12, 09:00-16:00 - KEC West

Lynda Anderson, RN, BA, BScN, MScN candidate.

#### Therapeutic Touch for Health Care Professionals (202752)

This is an experiential workshop in which you will learn the principles and techniques of therapeutic touch to facilitate healing, as taught by Dr. Dolores Kreiger (RN) at New York University. (Castellanos) \$70

1 day - Sa. Nov 17, 09:30-16:30 - KEC West

Nadene Castellanos, RN, BSN, MEd.

#### Psychoneuro Immunology - Mind Over Matter (202734)

A workshop for nurses in any setting. Explores the different physiological effects that the mind, endocrine and nervous systems have on the immune system, and strategies to strengthen and maintain an intact immune system and increase resistance to illness and disease. Empower your patients/clients - help them regain control over pain, anxiety; help them with techniques to strengthen their immune system and improve their health. (Fearn) \$70

1 day - Sa. Nov 10, 09:00-16:00 - KEC West

#### 1. Visualization and Imagery Experiential Workshop (202733)

Practise these techniques and learn how to apply them to patient/client settings in two short evening classes. (Fearn) \$35

1 eve - Th. Nov 22, 19:00-21:30 - KEC West

#### 2. Affirmations Experiential Workshop (202746)

Practice the use of positive statements to promote healing and change negative thoughts. (Fearn) \$35

1 eve - Th. Nov 29, 19:00-21:30 - KEC West

#### Management of the Violent Elderly (200712)

A workshop for health care and community service providers who work with the elderly in institutional or community settings. Examines behavioural issues in the elderly client, particularly those of aggression and violence, as well as emotional, physical and environmental stressors impacting on the elderly, and deals with specific interventions. (Pallas) \$70

1 day - Fr. Oct 12, 09:00-16:00 - KEC West

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

A workshop for health care and community setting providers who work with the elderly in institutional or community settings. Focuses on common causes of confusion and disorientation in the elderly, assessment, and nursing management. (Steckler) \$70

1 day - Sa. Oct 06, 09:00-16:00 - KEC West

J. Steckler, RN, BA, MScN candidate.

#### Medication and the Elderly (200718)

This two-session seminar is for nurses and other interested members of the long term care team who wish to learn more about medications commonly used by the elderly. Workshop focuses on desirable and undesirable effects of these medications. (Trotter) \$70

2 eve - Th. Nov 1/8, 18:30-21:30 - KEC West

Lynne Trotter, BSc Pharmacy, is the Extended Care Pharmacy Supervisor and Geriatric Clinical Pharmacy Specialist at UBC Health Sciences Centre.

#### Managing Problems Encountered While Working With the Elderly (202753)

- Elderly Abuse, Alcohol Abuse, Caregiver Abuse This six-hour workshop is intended for all health care workers in all settings. Includes an overview of communication strategies for use with elderly clients, assessment and intervention strategies for recognition and management of elderly abuse, alcohol abuse, and caregiver abuse. (Bristowe) \$85

1 day - Th. Nov 15, 09:00-16:00 - KEC West

Elizabeth Bristowe is a Registered Psychologist, Gerontologist and Certified Alcoholism Counsellor.

#### Chemical Dependencies in the Health Care Field (202747)

This workshop for all health care workers answers many questions that health care workers have about chemical addictions. Discusses the addiction process, how to identify people with chemical addictions, associated allied health issues, professional enabling, issues related to chemical dependencies in nursing and in the workplace, and community resources. (Robertson) \$70

1 day - Sa. Oct 13, 09:00-16:00 - KEC West

Scott Robertson, RSW, is a certified Addictions Counsellor and is chair of the Provincial Association of Hospital and Chemical Dependency Teams.

#### Nursing Assessment and Management of the Neurological Patient (202744)

An ideal workshop for nurses working in rehabilitation or reactivation areas or with neurologically impaired patients, or for

nurses wishing to practise in this field. Improve your nursing assessment and management skills - includes hands-on practice in neurological assessment skills, and nursing management with focus on hemiplegia and other neurological disorders identified by the participants. (Behr) \$70

1 day - Sa. Nov 17, 09:00-16:00 - KEC West

Jacqueline Behr, Bsc Physio, MEd.

#### Understanding and Helping People with Compulsive Eating Disorders (202748)

This workshop for health care professionals focuses on how to recognize compulsive over-eaters, the dynamics involved in this behaviour and how to help effect behaviour change. (Cochrane) \$35

1 eve - Th. Oct 11, 18:00-21:00 - KEC West

Marie Cochrane, RN, Certified Counsellor, is in private practice as a consultant for compulsive eating and is a member of the Canadian Guidance and Counsellor Association.

#### Seven Step Approach to Arrhythmia Recognition (202615)

This one-day workshop is designed to enhance arrhythmia recognition/identification skills in health care personnel working with the monitored patient. Basic knowledge of cardiac anatomy, electrophysiology and rhythms necessary. (Adams) \$70

1 day - Sa. Sep 29, 09:00-16:00 - KEC West

I. Adams, ARCT.

#### Understanding and Working with Advanced Arrhythmias (202601)

Nurses, ECG technicians and paramedics can enhance their understanding of mechanisms, diagnosis and treatment of complex arrhythmias, as well as gaining experience in interpreting monitor strips in this two-day workshop. (Cooper) \$165 (includes lunch on Friday)

2 day - Fr/Sa. Nov 23/24,

09:00-16:00 - Ming Court Hotel, 1160 Davie St.

J. Cooper, RN, has extensive experience in practice and teaching in CCU, ICU, open-heart surgery and cardiac cath labs.

#### Understanding the Twelve 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) \$165

2 day - Fr/Sa. Nov 02/03, 09:00-16:00 - Ming Court Hotel, 1160 Davie St.

J. Cooper - RN.

#### 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) \$70

1 day - Sa. Oct 20, 09:00-16:00 - KEC West

S. Flavelle, R.N., Pacemaker Clinician, St. Paul's Hospital.

#### 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. Allow 14 hours in the two weeks preceding the course to read through the modules. Registration must be done two weeks prior to the course in order to receive the course modules on time. (Moore) \$260

5 day - Mo/Tu/We/Th/Fr. Nov 05/06/07/08/09,

09:00-16:00 - KEC West

Pru Moore, BA, RN, MEd.

#### Learning to be a Preceptor (202749)

This workshop is for experienced nurses with good communication skills who are interested in serving as preceptors. Learn clinical instructional techniques, how to assess learning needs, how to evaluate the learning process, and more. Workshop is based on lots of interaction using participants' own experiences. (Moore) \$70

1 day - We. Oct 24, 09:00-16:00 - KEC West

Pru Moore, RN, BA, MEd.

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

Producing In-House Half-hour Videos This workshop is for health and social service professionals involved in training and education in their organizations. Improve basic skills in half-hour video production and learn helpful tips about scripting, equipment set-up, composition and in-camera editing. Hands-on experience will be provided. (Ashworth/Walker) \$105

1 day - Fr. Nov 23, 09:00-16:00 - KEC West

J. Ashworth, BA, MEd.

R. Walker

## Effective Head Nurse Certificate Program

#### 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 I, 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  
Successful job hunting

Offered in two formats during the year - January and September

Part-time format: Three (3) day sessions and nine (9) evening sessions over 2 1/2 months

Daytime format: One full day a week over seven (7) weeks

#### Next offered:

3 day - We. Sep 26/Nov 07/Dec 12, 09:00-16:00 AND  
9 eve - We. Oct 03/10/17/24/31/Nov 14/21/28/Dec 05,  
19:00-22:00 \$320

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

## Working with Groups

This mini-series is designed for health care professionals interested in furthering their skills in helping groups work more effectively. Workshops will focus on small group work based on participants' own experiences. Ideal for nursing unit managers and other health care managers.

#### Understanding Groups (202812)

Learn about barriers in group development, how groups are sabotaged, and how to make them work more effectively toward common goals. \$35

1 eve - Mo. Nov 05, 18:30-21:30 - KEC West

#### Group Facilitation (202813)

Learn how to be a good group facilitator. \$35

1 eve - Mo. Nov 19, 18:30-21:30 - KEC West

#### How to Run Your Meetings Effectively (202814)

Learn how to change dull unproductive meetings into productive and enjoyable events. \$35

1 eve - Mo. Nov 26, 18:30-21:30 - KEC West

#### Goal Setting with Groups (202815)

Learn how to help your group move forward toward its goals through effective planning. \$35

1 eve - Mo. Dec 03, 18:30-21:30 - KEC West

Mary Murray, BA., MSW.

Each course \$35 or register for all four courses for \$110.

## 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, Mo/Tu/We/Th/Fr. Nov 26-30, 1990,  
09:00-16:00

Part-time - 2 weekends, Sa/Su. Oct 27/28 and Nov 17/18, 1990,  
09:00-16:00

Course II is offered two (2) times a year in both formats. Next offering (both formats) in March 1991.

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

Arranged on an individual basis

#### Program Coordinator:

Diane Donaldson, RN.

#### Senior Program Coordinator:

Sheila Stickney

For course information, call 874-9923.

## 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 - Mo/Tu/We/Th/Fr. Nov 26-30, 1990,  
09:00-16:00 Part-time - 2 weekends - Sa/Su. Oct 27/28  
and Nov 17/18, 1990, 09:00-16:00

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

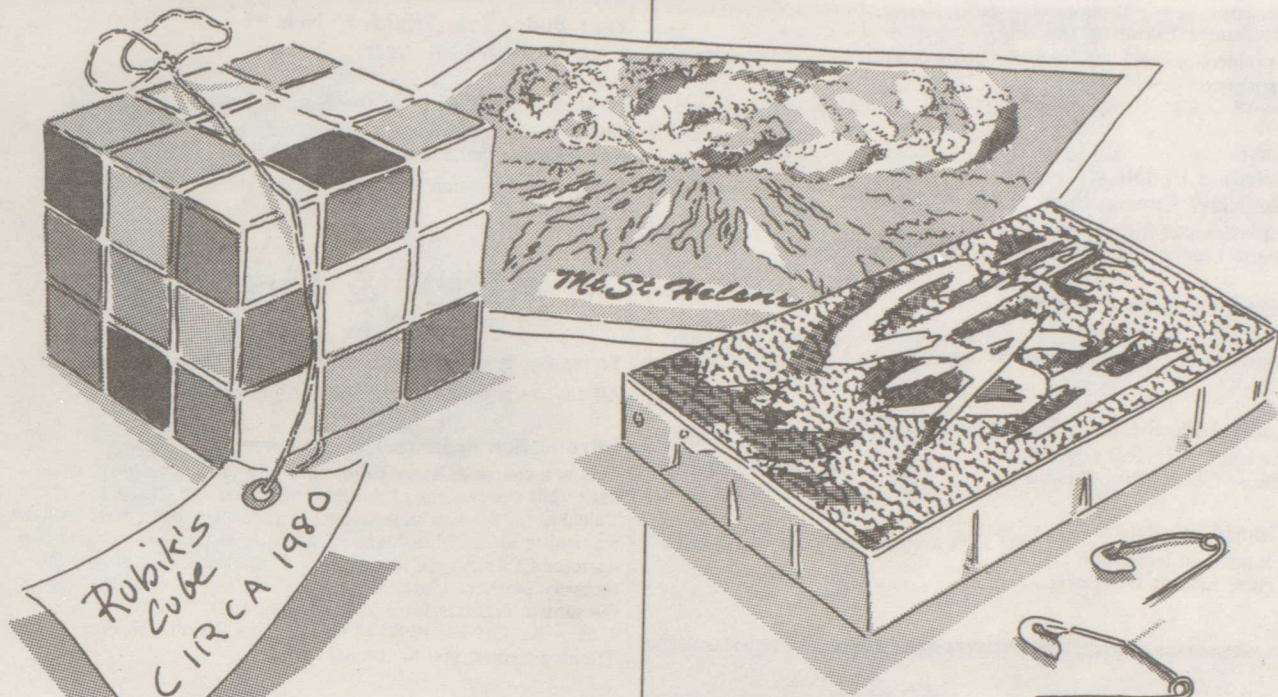
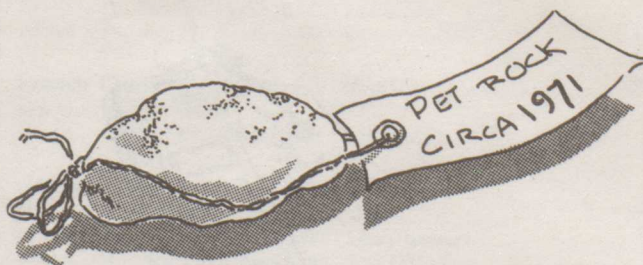
For course information and registration, phone 874-9923.

## Sterile Supply Aide

#### 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) \$225

Ongoing Registration - For further information call 687-1757.



## Continuing Education for Dental Personnel

### Dental Assisting

Clinical Updates Available

October

(203509)

Re-entry for CDA's includes all intra-oral skills. Thirty hours of clinical and classroom review. \$375

Michele Rosko, CDA.

Margaret Dennett, CDA.

November

(203502)

Radiography Update for CDA's and RDH's. Six hours to re-focus your clinical skills. \$95

Faye Condon, CDA.

Barb Elliot, RDH.

December

(203507)

Rubber Dam and Matrices for DA's. Three hours of clinical practice. \$50

Faye Condon, CDA.

January

(203506)

Model Pouring and Trimming. Six hours of laboratory practice. \$95

Maureen Dawe, CDA.

Margaret Dennett, CDA.

March

(203510)

Introduction to Dental Photography. Twelve hours to become adept in this skill. \$195

Debbie Payne, CDA.

Maureen Dawe, CDA.

CPR and First Aid for the Dental Staff Update and re-certification is offered on a contract basis at your own location.

Call Sarah Rogers at 874-9923 for more information.

### Lecture Series

November \*\* New \*\*

Hazardous Wastes, "WHMIS," and the Dental Office.

A six-hour information session. \$95

Bev Davis, CDA.

March

Nutrition Update \*\* New \*\*

The New Canada Food Guide.

Gill Ackhurst, BC Dairy Foundation.

April

Is Dental Health Month

Fluoride Update. \$50

Bev Davis, BA, CDA.

May

\*\* New \*\*

Dental Practice: How Effective is Your Front Desk? \$50

TBA

Your Body Your Health \*\* New \*\*

A one-day symposium.

For more information or to give suggestions for additional topics, please call Liz Wilkes - 874-9923.

### Dental Hygiene Perspective

October

Amalgam Recontouring and Polishing (203403)

Six hours of instruction and clinical experience.

1 day - Sa. Oct 06

Course Leader: Ginny Cathcart

Cariology Into the '90s \*\* New \*\*

Six hour special lecture presentation.

Course Leader: Norma Wells

Understanding and Helping People with Compulsive Eating Behaviour (202748) \*\* New \*\*

A workshop for nurses and dental hygienists. Focuses on how to recognize compulsive over-eaters, dynamics of these behaviours, and how to effect behavioural change. (Cochrane) \$35

1 eve - Th. Oct 11, 18:00-21:00 - KEC West

Marie Cochrane, RN, Certified Counsellor, is in private practice as a consultant for compulsive eating and is a member of the Canadian Guidance and Counsellor Association.

November

Instrument Sharpening (203402)

Three hour workshop

Course Leader: Danne Mykiety-Sherstobitoff

Hazardous Wastes - "WHMIS" and the Dental Office \*\* New \*\*

Course Leader: Bev Davis

Radiography Update (203502)

Six hours to refocus your clinical skills.

Course Leader: Faye Condon

December

Computereze \*\* New \*\*

Three hours of "hands-on" experience expressly for dental hygienists.

Course Leader: Carol McLeod

January

Oral Irrigation (203404)

Six hours of instruction and clinical experience.

Course Leader: Ruth Lunn

Continued on page 24



February  
**Treatment Planning (203405)**  
A problem-oriented approach. Six hours of instruction and practical experience.  
Course Leader: Nancy Keselyak

March  
**Nutrition Update -  
The NEW Canada Food Guide \*\* New \*\***  
Three hours of instruction.  
Course Leader: Gill, Ackhurst, BC Dairy Foundation

**Dental Implants (203408)**  
Six hours of instruction.  
Course Leaders: Dr. Cary Galler, Tracy Bruce, Allison Addems

April  
**Local Anaesthesia: A Refresher. (203401)**  
Six hours of clinical experience.  
Course Leader: Ellen Stradiotti

**Fluoride Update**  
Six hours of instruction.  
Course Leader: Bev Davis

## 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 at Vancouver Community College 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 80 hours of a Practicum. The Program should 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.

**Senior Program Coordinator:** Marilyn McClaren

### 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 next program. Applicants are accepted in order of receipt of application. You are urged to apply as soon as possible as enrolment is limited.

For a complete program description, program brochure, application form or other information, please contact 874-9923.

May  
**Your Body, Your Health \*\* New \*\***  
A one-day symposium

### CPR and First Aid for the Dental Staff

Update and recertification is offered on a contract basis at your own location. Call Sarah Rogers at 874-9923 to arrange a time.  
For more information or to give suggestions for additional topics, call 874-9923.

## CPR & First Aid

To register by phone, call 874-9923.

All courses at King Edward West unless otherwise indicated.

### 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 day - Sa. Oct 13, 10:00-14:00 - N. Van (North Van Fire Training Centre, 900 St. Denis)

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

This is an advanced course for those persons 19 years of age and over with a good understanding of English. Prior training in CPR or Introduction to Industrial First Aid are highly recommended for first time students. It is also recommended that students register and pick up course materials at least one week in advance of the course. Instruction will include: anatomy and physiology, CPR, oxygen therapy, patient assessment, injury management, bandaging, immobilization and transportation of injured workers. Those successfully completing the course will be qualified to work as first aid attendants in industry. (Sarah Rogers) \$335 includes books and examination fees.  
7 wks - 2 eve/wk plus Sa. Oct 17-Dec 01, Mo/We. 18:30-22:00, Sa. 10:00-13:30 - N. Van

### Industrial First Aid Tutorial (202032)

A 4-hour review session with emphasis on full problem management. Students will be individually monitored and assessed to prepare them for the Industrial First Aid examination. (Sarah Rogers) \$12 (No charge for students registered in a full IFA Program.)  
1 day - Sa. Dec 01, 10:00-14:00 - 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 - Tu/Th. Nov 06/08/13/15/20, 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. Recommended: Completion of CPR 'A' level or equivalent. \$40 includes CPR manual.  
2 eve - Tu/Th. Aug 21/23, 18:00-22:00 - KEC West  
2 eve - Mo/Tu. Sep 17/18, 18:00-22:00 - KEC West  
2 eve - We/Th. Oct 24/25, 18:00-22:00 - KEC West  
2 eve - Tu/We. Nov 27/28, 18:00-22:00 - KEC West

### 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. Recommended: Completion of CPR 'A' level or equivalent. \$40 includes CPR manual.  
2 eve - Tu/Th. Aug 21/23, 18:00-22:00 - KEC West  
2 eve - Mo/Tu. Sep 17/18, 18:00-22:00 - KEC West  
2 eve - We/Th. Oct 24/25, 18:00-22:00 - KEC West  
2 eve - Tu/We. Nov 27/28, 18:00-22:00 - KEC West

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

A 4-hour BCLS "C" Recertification course for health care professionals. Prerequisite: Student must have completed a "C" level or equivalent within 2 years prior to taking this course. \$20 includes CPR manual.  
1 eve - Tu. Oct 30, 18:00-22:00 - KEC West  
1 eve - Th. Nov 22, 18:00-22:00 - KEC West

### 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. Oct 20, 09:00-13:00 - KEC West  
1 day - Sa. Nov 17, 09:00-13:00 - KEC West  
1 day - Sa. Dec 08, 09:00-13:00 - KEC West

### 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. Oct 20, 13:00-17:00 - KEC West  
1 day - Sa. Nov 17, 13:00-17:00 - KEC West  
1 day - Sa. Dec 08, 13:00-17:00 - KEC West

### 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.  
1 day - Sa. Oct 27, 09:00-17:00 - KEC West  
1 day - Sa. Nov 24, 09:00-17:00 - KEC West  
1 day - Sa. Dec 15, 09:00-17:00 - KEC West

### 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

## 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. (Bebel) \$300  
26 eve - Mo/We. Sep 10, 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. (Bebel) \$230  
10 day - Sa. Sep 08, 09:00-16:00 - CC

**Dariusz Bebel** is a European-trained goldsmith with 15 years' experience in jewellery workshops in Paris 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.

Two statutory holidays: October 8 and November 12.

Inquiries: 324-5322

### Arabic Conversation Level I (501901)

\$85  
10 eve - Tu. Sep 25, 18:00-20:00 - Lan (Hamlin)

### Cantonese Conversation Level I (501903)

\$85  
10 eve - Mo. Sep 17, 20:00-22:00 - Lan (Lu)  
10 eve - Tu. Sep 25, 18:00-20:00 - Lan (Lu)  
10 eve - We. Sep 26, 18:00-20:00 - Lan (Leung)

### Cantonese Conversation Level II (501904)

\$85  
10 eve - We. Sep 26, 20:15-22:15 - Lan (Leung)

### French in Action - Level 1 (502001) Level 2 (502002) Level 3 (502004)

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 Carprez method." (Available at the campus bookstore) This book will cover 5 levels which will be offered in the coming semester. 40-hour program. Level 1 & 2 - \$170, Level 3 - 20-hour program - \$85

Level 1 (502001) - 20 eve - Mo/We. Sep 17, 18:00-20:00 - Lan (Visscher)  
Level 2 (502002) - 20 eve - Mo/We. Sep 17, 20:00-22:00 - Lan (Visscher)  
Level 3 (502004) - 10 eve - We. Sep 26, 20:00-22:00 - Lan (Michel)

### French Conversation Level 1 (501913)

\$85  
10 eve - Tu. Sep 25, 18:00-20:00 - Lan (Hassaine)  
10 mng - Sa. Sep 22, 09:00-11:00 - Lan (Visscher)

### French Conversation Level 2 (501914)

\$85  
10 eve - Tu. Sep 25, 18:00-20:00 - Lan (Lake)  
10 eve - Th. Sep 27, 20:00-22:00 - Lan (Visscher)

### French Conversation Level 3 (501915)

\$85  
10 eve - Th. Sep 27, 18:00-20:00 - Lan (Lake)

### German Conversation Level 1 (501919)

\$85  
10 eve - Mo. Sep 24, 18:00-20:00 - Lan (Rommel)  
10 eve - Mo. Sep 24, 20:00-22:00 - Lan (TBA)



### German Conversation Level 2 (501920)

\$85  
10 eve - Th. Sep 27, 20:00-22:00 - Lan (TBA)

### Italian Conversation Level 1 (501923)

\$85  
10 eve - Tu. Sep 25, 18:00-20:00 - Lan (Visscher)  
10 day - Sa. Sep 22, 11:00-13:00 - Lan (Visscher)

### Italian Conversation Level 2 (501924)

\$85  
10 eve - Th. Sep 27, 18:00-20:00 - Lan (Visscher)

### Italian Conversation Level 3 (501999)

\$85  
10 eve - Tu. Sep 25, 20:00-22:00 - Lan (Visscher)

### Japanese Conversation Level 1 (501926)

\$100 - 25 hour course  
10 eve - Mo. Sep 17, 19:30-22:00 - Lan (TBA)  
10 eve - We. Sep 26, 19:30-22:00 - Lan (Tsukioka)  
10 eve - Th. Sep 27, 19:30-22:00 - Lan (Wong)  
10 mng - Sa. Sep 29, 09:30-12:00 - Lan (Nakata)

### Japanese Conversation Level 2 (501927)

\$100 - 25 hour course  
10 eve - Mo. Sep 17, 19:30-22:00 - Lan (Tsukioka)  
10 eve - We. Sep 26, 19:30-22:00 - Lan (Wong)  
10 eve - Th. Sep 27, 19:30-22:00 - Lan (TBA)  
10 mng - Sa. Sep 22, 09:30-12:00 - Lan (TBA)

### Japanese Conversation Level 3 (501928)

\$100 - 25 hour course  
10 eve - We. Sep 26, 19:30-22:00 - Lan (TBA)

### Mandarin Conversation Level 1 (501937)

\$85  
10 eve - Mo. Sep 17, 18:00-20:00 - Lan (Sun)

### Mandarin Conversation Level 2 (501938)

\$85  
10 eve - Mo. Sep 17, 20:15-22:15 - Lan (Huang)

### Portuguese Conversation Level 1 (501945)

\$85  
10 eve - Tu. Sep 25, 18:00-20:00 - Lan (Catao)

### Portuguese Conversation Level 2 (502007)

\$85  
10 eve - Tu. Sep 25, 20:15-22:15 - Lan (Catao)

### Russian Conversation Level 1 (501947)

\$85  
10 eve - Th. Sep 27, 18:00-20:00 - Lan (Datsko)

### Sanskrit for Beginners (502003)

\$85  
10 eve - We. Sep 26, 20:00-22:00 - Lan (Tkatschow)

### Spanish Conversation Level 1 (501949)

25-hour program. \$100  
10 eve - Mo. Sep 17, 19:30-22:00 - Lan (Ruiz)  
10 eve - Tu. Sep 25, 19:30-22:00 - Lan (Daudet)  
10 mng - Sa. Sep 22, 09:30-12:00 - Lan (Daudet)

### Fast Track Spanish Conversation (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. 40-hour program, \$170  
20 eve - Tu/Th. Sep 25, 20:00-22:00 - Lan (Ruiz)

### Spanish Conversation Level 2 (501950)

25-hour program. \$100  
10 eve - Tu. Sep 25, 19:30-22:00 - Lan (Miszurka)  
10 mng - Sa. Sep 22, 09:30-12:00 - Lan (Osorno)

### Spanish Conversation Level 3 (501951)

25-hour program. \$100  
10 eve - We. Sep 26, 19:30-22:00 - Lan (Leschot)

### Spanish Conversation Level 4 (502006)

25-hour program. \$100  
10 eve - Th. Sep 27, 19:30-22:00 - Lan (Miszurka)

### Thai Conversation Level 1 (501990)

30-hour program. \$125  
10 eve - We. Sep 26, 19:00-22:00 - Lan (Placzek)

### Thai Conversation Level 2 (501993)

30-hour program. \$125  
10 eve - We. Sep 26, 19:00-22:00 - Lan (Placzek)

### Ukrainian Conversation Level 1 (501988)

\$85  
10 eve - Mo. Sep 17, 18:00-20:00 - Lan (Datsko)

### Ukrainian Level 2 (501989)

\$85  
10 eve - Tu. Sep 25, 18:00-20:00 - Lan (Datsko)

### Ukrainian Level 3 (501998)

\$85  
10 eve - We. Sep 26, 18:00-20:00 - Lan (Datsko)

### Special Courses

Succeed in your next business deal after you learn the proper language and culture of your clients. Customized courses for business companies, taught on-site at your convenience.

Contact person: Brenda Pengelly: 875-8200

## 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, 1990 to January 26, 1991. The next term for adults' classes runs from September 15 to December 1. 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.
- Each children's course is 16 sessions.
- All adults' courses are taught at KEC on Saturdays, 10:00-12:00 or 13:00-15:00.
- All adults' courses are 10 sessions.

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

Mandarin: Morning Classes, 09:30-12:00

### Nursery Level (505701)

### Kindergarten Level (505702)

### Grade One (505703)

### Grade Two (505704)

### Grade Three (505705)

### Grade Four (505706)

### Grade Five (505707)

### Grade Six (505708)

### Conversation (505710) Age under 16

### Chinese Folk Dance \$65 (505711)

16 aft - Sa. Sep 08, 12:20-13:30 - KEC

### Kung Fu \$65 (505712)

16 aft - Sa. Sep 08, 12:20-13:30 - KEC

### Chinese Painting \$65 (505713)

16 aft - Sa. Sep 08, 12:20-13:30 - KEC



**Mathematics \$65 (505714)**  
16 aft - Sa. Sep 08, 12:20-13:30 - KEC

**Cartoon Comics and Design (\$65) (505715)**  
16 aft - Sa. Sep 08, 12:20-13:30 - KEC

**Mandarin for Adults (505709)**  
Emphasis is on reading, writing and conversation. \$75  
10 mng - Sa. Sep 15, 10:00-12:00 - KEC

**Conversation for Adults (505716)**  
Emphasis is on Mandarin conversation. \$75  
10 mng - Sa. Sep 15, 10:00-12:00 - KEC

**Reading and Writing Chinese for Teens and Adults - Beginners (505717)**  
\$75  
10 aft - Sa. Sep 15, 13:00-15:00 - KEC

## © Law

### Legal Aspects of Buying a House (502203)

Learn to buy a house and avoid common pitfalls in this complicated transaction. Topics are: the role of the real estate agent, what to look for when signing the interim agreement, understanding mortgages, insurance and closing the deal. (Leroux) \$55  
2 eve - We. Oct 17, 19:00-22:00 - KEC

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

### Dealing with ICBC (502204)

Explore the fundamentals of dealing with ICBC when you have a claim. You will discuss the philosophy behind coverage and insurance and what to do with a property damage and personal injury claim. Other topics include obtaining legal representation, how to deal with an adjuster and breaches in coverage such as drinking and driving. (Morris) \$30  
1 eve - We. Nov 14, 19:00-21:00 - KEC

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

## 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

**Charitable Registration number**  
066975-23

## © 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) \$85  
10 eve - Th. Sep 27, 19:00-21:00 - KEC

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

#### Music Theory (102613)

Open to musicians and non-musicians alike. Learn the 'basic' materials of music theory including the fundamentals of rhythm, intervals, chords, and transposition. Students should be able to read at least one clef. (Buriak) \$85  
10 eve - Mo. Sep 24, 18:00-20:00 - KEC

#### Music Theory 2 (102615)

This course will build on the skills learned in Theory 1, to aim towards a working understanding of basic harmony. We will cover triads, sevenths, and other commonly-used chords, root movement, voice leading and modulation. Students with some practical knowledge of theory are welcome. (Buriak) \$85  
10 eve - Mo. Sep 24, 20:00-22:00 - KEC

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

#### Five Great Composers:

##### Changing the Course of Music (502537)

From BEETHOVEN, whose highly personal and dramatic music created the beginnings of the Romantic movement, to STRAVINSKY, who continually explored new musical styles and ideas throughout the twentieth century, the development of classical music is an ongoing creation of new and different forms of human expression.

In an exciting new six-week series, Vancouver composer BRIAN TATE examines five composers who changed the course of music. No musical knowledge or experience is required for this course — just a pair of ears and a curious mind!

Brian will be discussing the music, art, and culture surrounding each composer, with demonstrations at the piano and selections from compact discs and tapes.

Other composers featured will be selected from MOZART, BRAHMS, BERLIOZ, WAGNER, DEBUSSY, MAHLER, LISZT. (Tate) \$60  
6 eve - Tu. Oct 23, 19:00-21:00 - KEC

**Brian Tate** has enjoyed a diverse career as a composer, conductor, pianist, musical director, and teacher. His versatility as a composer has led him to write for a variety of media including film, television, theatre, radio drama, jingles, and concert works. Brian can be heard regularly on CBC radio's THE EARLY EDITION, and he lectures at the University of British Columbia and works with the Vancouver Symphony Orchestra giving pre-concert talks and bringing classical music to schools.

#### 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) \$110  
10 aft - We. Sep 26, 16:00-18:00 - KEC

#### Basic Note Reading (502546)

Designed to help the novice musician, particularly those interested in participating in a community or church choir. The course helps the student learn the basics of sight-reading and note-reading from a four-part score. \$45 (True)  
10 eve - Tu. Sep 25, 18:00-19:00 - KEC

### 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) \$90  
10 eve - Th. Sep 27, 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) \$90  
10 eve - Th. Sep 27, 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.

#### Live Sound Engineering (102606)

This course examines the basic principles of sound and acoustics. Once the theory of sound reinforcement is recognized, emphasis will be on the set-up and proper use of a 24-channel live sound system. \$55  
6 eve - Th. Sep 27, 22:00-24:00 - KEC

### 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) \$85  
10 mng - Sa. Sep 22, 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.

#### Vocal Jazz Ensemble (502524)

A choral ensemble for the more experienced choir member or vocalist. All musical styles will be explored with an emphasis on Pop and Jazz. Smaller ensembles will be open to those interested. (Taylor) \$100  
12 eve - Th. Sep 27, 19:00-21:00 - KEC

**Peter Taylor** received his Music degree from UBC. He has been active in the vocal jazz movement for fifteen years. In addition to being a sought-after clinician, he directs Vancouver Community College's renowned jazz choir, SOUNDWAVE.

#### Pacific Youth Wind Ensemble (502548)

Under the direction of Jerry Domer, this auditioned ensemble will rehearse and perform standard repertoire, as well as a significant amount of challenging new material, and Canadian works. Performance oriented students in the high school system are invited to audition, as well as students currently studying at the post-secondary level. Phone 875-8220 to arrange for an audition. (Domer) \$65  
12 aft - Sa. Sep 22, 14:00-16:30 - KEC

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

If you enjoy singing for the sake of singing, this is the choir for you. The choir's repertoire is drawn from Broadway musicals, Pop and some jazz. (True) \$75  
10 eve - Tu. Sep 25, 19:00-21:00 - KEC

**Jerry Domer** is currently chairman of the Vancouver Community College Music Department. He has an international reputation as an outstanding performer and conductor. In addition to conducting the Pacific Youth Wind Ensemble, he has conducted the Vancouver Philharmonic Orchestra for fifteen years. He is active as a clinician throughout BC and the United States.

### 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) \$85  
10 eve - We. Sep 26, 18:00-20:00 - KEC

#### Guitar: Intermediate (502508)

Have you had a few lessons in the past, or are you a self-taught player who's stuck at a certain level? Study begins with all strings, chord patterns, and chord substitutions. Bring your guitar and music stand. (MacDermot) \$85  
10 eve - We. Sep 26, 20:00-22:00 - KEC

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

#### 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. (Lutz) \$50  
10 eve - We. Sep 26, 18:00-19:00 - KEC

#### Woodwinds: Intermediate (502520)

Brush up or improve your reading ability. Also, some solo lines and riffs will be analyzed for playing and jamming in rock, blues, and jazz idioms. The class is a continuation of Woodwinds Beginners, however, students with some background will be accepted. Bring a music stand. (Lutz) \$50  
10 eve - We. Sep 26, 19:00-20:00 - KEC

**Dan Lutz** received his Diploma in Musical Arts from Vancouver Community College. He performs regularly in the Lower Mainland, and has been teaching for several years.

### Piano

#### Class Jazz Piano (502504)

Instruction on individual pianos. A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrollment limited to 8 per class. (Lee) \$85  
10 eve - We. Sep 26, 18:00-19:00 - KEC  
10 eve - We. Sep 26, 19:00-20:00 - KEC  
10 eve - We. Sep 26, 21:00-22:00 - 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) \$85  
10 eve - We. Sep 26, 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) \$85  
10 eve - Mo. Sep 24, 18:00-19:00 - KEC  
10 eve - Mo. Sep 24, 19:00-20:00 - KEC  
10 eve - Mo. Sep 24, 21:00-22:00 - KEC

#### Piano Intermediate (502518)

Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrolment limited to 8 per class. Seniors discount not available due to limited enrollment. (Lyster) \$85  
10 eve - Mo. Sep 24, 20:00-21:00 - KEC

**Lauri Lyster** received her Diploma in Musical Arts from Vancouver Community College and furthered her studies at UBC. She performs regularly throughout the city, in addition to teaching percussion and keyboard.

### Vocal Music

#### Vocal Coaching (102614)

Group and private lessons are combined. Develop strength, extension of range and vocal ease in performance. Registration only with instructor's approval. (Brauner & Newman) \$150  
10 eve - Mo. Sep 24, 18:00-20:00 - KEC (Newman)  
10 eve - We. Sep 26, 18:00-20:00 - KEC (Brauner)

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

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

#### Vocal Production (502522)

Basic singing techniques with emphasis on breathing, support, resonance, and tone quality. Ideal for those singing in a Church or community choir. \$50  
10 eve - Tu. Sep 25, 18:00-19:00 - KEC

#### Voice Workshop (502549)

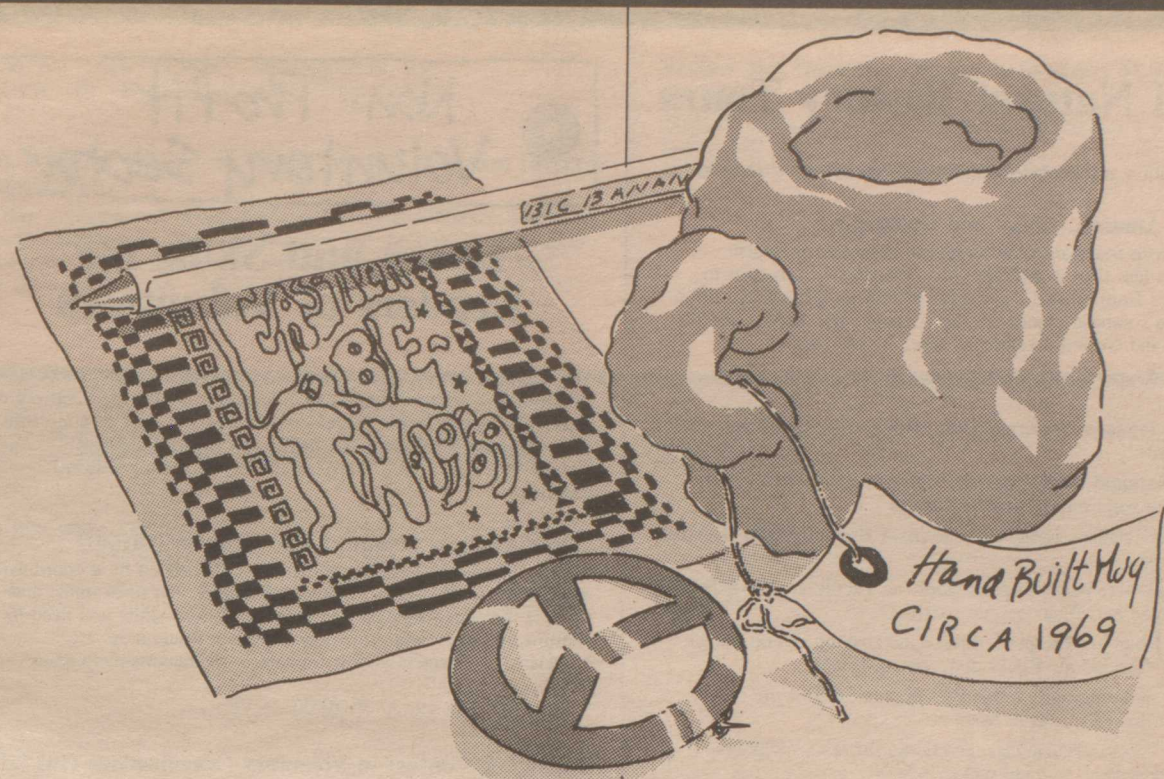
The original course in singing which began at VCC 15 years ago. Your opportunity for solo singing with accompaniment in classical or pop music, with coaching in vocal techniques to develop your singing potential. Students should be prepared to bring a copy of their music for the accompanist. (Newman) \$90  
10 eve - Th. Sep 27, 18:00-20:00 - KEC

## Vancouver Community College Conservatory

This unique program offers you the chance to study with any of our faculty members, in the Continuing Education, or Music Credit Program. Lessons may be started at any time during the year, and continue as long as you wish.

Instruction is offered on all instruments, at varying rates beginning at \$150 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.



## © Natural History

For information and booking call 875-8200

Courses coordinated by Marja de Jong Westman

### Field Trips

#### Carmanah Valley (502837)

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 included. Bring lunch. \$75  
Lecture: We. Sep 12; 19:30-21:30  
Trips: Sa. Sep 15; all day OR Sa. Oct 13; all day

#### Okanagan Valley Weekend (502807)

British Columbia's Okanagan Valley is unique. This glacier-scoured valley lies between the Coast and Cascade mountain ranges. It is hot and dry, receiving about 2,000 hours of sun and 40 cm of rain per year. Its wild and rocky terrain includes ponderosa pine parklands, sage-brush rangelands, deserts, and endangered grasslands. With this range of habitats, comes a wonderful collection of wildlife. A trip to the valley in the Fall, enables Vancouverites to view large herds of big-horn sheep, thousands of migratory waterfowl, as well as 'resident' birds and other wildlife which venture down from mountain tops to winter in the valley.

Trip is hosted by birder/naturalist Syd Cannings, co-author of Birds of the Okanagan Valley and Curator of UBC's Entomology Museum and big-horn sheep biologists from the Canadian Wildlife Service.

Transportation is via carpools. Accommodation is arranged at \$20/night (double occupancy). \$80  
Lecture: Th. Nov 01; 19:30-21:30  
Trip: Nov 10/11 & 12

#### Natural History for Walkers and Hikers (502805)

From sea's shore to mountain tops - discover the diversity of BC's life zones. This course is invaluable to outdoorsmen and serves as an introduction to key natural history areas of southwestern BC. Learn about the landforms, life histories of common plants and animals and their ecological associations. Course is taught by experienced biologists through illustrated lectures, guided field trips to Lighthouse and Cypress parks and the Fraser River delta and a live-lab session at the Vancouver Aquarium. Instructors: Syd Cannings, Curator UBC Entomology Museum, Dick Cannings, Curator UBC Vertebrate Museum; Rob Butler, Senior Biologist, Canadian Wildlife Service; Nancy Baron, Education Program Coordinator, Vancouver Aquarium and marine biologist, Marja de Jong Westman. \$95  
Lectures: Th. Sep 27, Oct 04/11/18/25  
Field Trips: Mornings, 4 hours, Su. Sep 29, Oct 14/21

#### Widgeon Creek (502819)

The marshlands and meandering sloughs of Widgeon Creek, off Pitt River, are among the best spots in the Lower Mainland for nature observations. In the Fall, wintering trumpeter swans, migrating ducks and geese call it home . . . as well as the resident beavers. During an easy canoe paddle, with naturalist Nancy Baron, you'll have an opportunity to see wildlife close-hand. The area is a haven for photographers and naturalists. No canoe experience necessary. Bring lunch. Cost includes canoe rental. \$65  
Lecture: Th. Oct 25, 19:30-21:30  
Trip: Su. Oct 28; all day

#### Stanley Park Birding Walk (502820)

Stanley Park is an ideal spot to see a great variety of bird species . . . Lost Lagoon, the seawall and the park's plentiful forest, are each home to their own collection. In November, the park is a refuge for hundreds of migratory and resident birds. Several species each of loons, grebes, gulls, ducks and forest birds will be identified by sight and sound. This guided walk is conducted by ornithologist, Alice Cassidy. An illustrated lecture precedes the talk and will introduce participants to the biology of the birds likely to be seen. \$25

Orientation: We. Oct 10; 19:30-20:30  
Walk: Sa. Oct 13; morning, 4 hours

#### Fraser River Delta \*\* New \*\*

The mighty Fraser River, 1368 km long, with a drainage basin of 238,000 km<sup>2</sup>, has, over millions of years emptied its nutrient-rich waters and silts into the lowlands and ocean waters of southwestern BC. It is here in the now precious delta-lowland areas that thousands of birds come to rest and feed during their north-south migration along the bird highway of the Pacific Coast. In the Fall, over 200 bird species have been sighted. Join ornithologist, Alice Cassidy, on guided field walks to Roberts Bank, Brunswick Point and Reifel Bird Sanctuary. You'll see snow geese, short-eared owls, hawks, shorebirds, perhaps black-crowned night herons and many, many ducks!

#### Roberts Bank and Brunswick Point (502841)

Lecture: We. Oct 17; 19:30-21:30  
Walk: Sa. Oct 20; morning; 4 hours - \$30

#### Reifel Bird Sanctuary (502842)

ecture: We. Oct 24; 19:30-21:30  
Walk: Sa. Oct 27; morning; 4 hours - \$30

\* If registered for both 502841 and 502842, fee is \$50



Local Natural History Tours

For information and booking call Great Expeditions - 263-1476

Ecuador: Amazon, Andes and Galapagos

A country with 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
- Pasochoa - 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

The Natural Wealth of Spain

Spain, in addition to being a very hospitable land to visit, has natural wealth to offer the traveller who is looking for the birds, wildflowers and other living things of wild Europe. Its position on the Iberian Peninsula gives it a unique natural setting with a multitude of ecosystems to visit. This trip to southwestern Spain will visit some of the wildest areas in the country. Although the focus will be the diversity of natural history (especially birds), we will also explore historic, artistic, and anthropological interests.

Valley of Tietar and the Sierra de Gredos - the highest peaks in central Spain, with Scotch Pine forests, ibex and a great diversity of mountain birds: Alpine Accentor, Rock Thrush . . .

Monfrague Park and the Sierra de las Corchuelas - Black, Griffon and Egyptian Vultures soar over the conquistadores' home

Lacara and Caceres - White Storks, cork oaks, dry steppe grasslands with Great and Little Bustards

Sierra Morena - wonderful Mediterranean forests, famous wines, and Roman baths

Donana National Park - a fabulous natural area at the mouth of Guadalquivir River with rare birds such as Marbled Teal and Imperial Eagle . . . and even lynx and mongoose

Bay of Cadiz - Sand dunes and beaches, Gibraltar, and lagoons teeming with waterfowl

Laguna de Fuente de Piedra - Greater Flamingos breeding in abundance

Grazalema - the last remaining Spanish Fir forest in Europe, with birds such as Bonelli's Eagles, Alpine swifts and bee-eaters

Cazorla Park - Mediterranean mountains with luxuriant pine forests, endemic plants and reptiles

Dates: May 03 - 22, 1991

Cost: TBA

Leader: Naturalist, Syd Cannings, Curator, Spencer Entomology Museum, UBC.

Southern Florida - North America's Subtropical Corner

The tip of the Florida Peninsula is strikingly different from the rest of the southern United States, supporting plants and animals of a distinctly subtropical nature. Despite the rapid human development of this region, there are many wonderful natural areas to explore.

This tour will visit a wide diversity of localities from Lake Okeechobee south to the Florida Keys. Highlights include Everglades National Park, that magnificent "River of Grass," with its luminous vistas, its alligators and special birds such as the Snail Kite, Short-tailed Hawk and White Ibis. The beaches and lagoons of the Gulf Coast, especially the Ding Darling Wildlife Refuge on Sanibel Island, are famous for warm waters and flocks of waterbirds. Nearby, Corkscrew Swamp Sanctuary offers a glimpse into the dark and towering bald cypress forest, festooned with Spanish moss. The Florida Keys are another world. We'll explore the mangrove swamps and subtropical hardwood "hammock" habitat of these islands studying the green waters of Florida Bay. At John Pennekamp State Park we'll snorkel among schools of colourful fish on coral reefs.

Leaders are Rob Cannings, naturalist, entomologist, ornithologist and Chief of Biology, Royal BC Museum and Hannah Nadel, entomologist, ornithologist and botanist with several years' experience in southern Florida.

Dates: Winter 1991

Costs: TBA

Non-Profit Voluntary Sector

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 organizations. Workshops are held either at the Vancouver Volunteer Centre, #301 - 3102 Main Street or King Edward Campus.

Introduction to Volunteer Coordination (101601)

You will learn the basic coordination skills needed by a coordinator of volunteers. The eight sessions will enable you to examine and practise the organizational and human relations skills you need to coordinate a successful volunteer program. Facilitators are experienced managers and/or trainers in volunteerism. (Various facilitators) \$150

8 eve - We. Sep 19, 17:30-20:00 - VVC

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) \$35

2 eve - We. Oct 17, 17:30-20:00 - VVC

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

Publicity for Volunteer Programs (101735)

Learn how to write and produce effective news releases, public service announcements and newsletters that will help you recruit and support volunteers. You will practise writing and critiquing publicity materials, gain tips in dealing with the media, and learn how to put together a quality newsletter inexpensively. (Noble) \$35

2 eve - Tu. Oct 02, 17:30-20:00 - VVC

Penny Noble is Public Relations Coordinator, Big Brothers of Greater Vancouver.

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. The program examines the management and technical skills required to make effective use of staff, volunteer and other resources directed to fundraising.

Vancouver Community College is delivering the program in cooperation with the Canadian Centre for Philanthropy. This national program will be available across Canada in 1991 following a successful pilot at Vancouver Community College during 1989-90.

Courses will be of interest to non-profit staff/volunteers currently working with fundraising projects or experienced staff seeking certification in the field.

Entry Requirements:

- Staff or volunteer fundraising experience in the non-profit sector
- Grade 12 completion or equivalent

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 start the program in any semester.

Evaluation:

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

Program Coordinator: Susan Entwistle

How to Facilitate Meetings for Self-help Groups (101734)

This one-day workshop is for people in self-help groups who meet to share their experiences and exchange mutual aid. Learn how to plan and facilitate this type of meeting in order to better meet the needs of your group members. (Syrette) \$40

1 day - Sa. Oct 13, 09:30-16:30 - KEC

Sharon Syrette is an independent trainer/consultant experienced with self-help groups in the areas of women's, seniors' and health issues.

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

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 aimed at increasing the effectiveness of non-profit organizations in the accomplishment of their objectives in the community.

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 - Tu. Sep 18, 18:00-21:00 - 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 - Tu. Sep 25, 18:00-21:00 - VVC

Continued on page 29

Call 875-8200 for more information.

Information Meeting for Non-Profit/Voluntary Sector Programs

We. Sep 05, 12:00-13:00 or 17:30-18:30 - Room 4043 - KEC

Courses offered this term:

Overview of Fundraising Management (101301)

In this course you will examine the role of the fundraiser and the field of fundraising. Emphasis is placed on the position, job responsibilities, work relationships and professional development of the fundraiser. Issues confronting you and the importance of Philanthropy in Canada are also explored. Student manual included in course fee. For students pursuing a certificate, it is recommended this course be taken early in the program. (Anderson, Coleman) \$90

4 eve - Mo. Sep 24, Oct 01/15/22, 19:00-22:00 - CC

Kim Anderson and Cindi Coleman are Campaign Coordinators at the United Way of the Lower Mainland.

Fundraising Approaches Part I (101306) \*\* New \*\*

In-depth study of three major fundraising strategies will be emphasized in this course. Grantsmanship, a donor cultivation model and personal solicitation will be covered. Legal and ethical concerns are discussed as they relate to each topic. This course is recommended as the preparation for Fundraising Approaches Part II offered in the Winter term. Course manual included in fee. (Wightman, Potts, Shaw, Grantham) \$220

12 eve - Th. Sep 20, 19:00-22:00 - CC

Faye Wightman is the Vice President of Development and Community Relations, Children's Hospital.

Judy Potts is the Director, Development and Community Relations, BC Rehabilitation Society.

Maire Shaw is the Administrator of the Grace Hospital Foundation.

Barbara Grantham is currently on secondment from consultation services at United Way as Acting Regional Director of the Pacific Region, BC/Yukon Red Cross.

Fundraising for Non-Profits (101608)

You will learn to identify both the board and the staff roles in fundraising and the major components of a fundraising plan. \$20

1 eve - Th. Oct 11, 18:00-21:00 - VVC

Plan On It! Strategic Planning for Non-Profits (101603)

Heighten your awareness of what strategic planning has to offer by providing your board and staff with a clear sense of the activities

that are carried out in the planning process. \$20

1 eve - Tu. Oct 23, 18:00-21:00 - VVC

A Winning Team: The Board and the Executive Director (101622)

Heighten your awareness of what strategic planning has to offer by providing your board and staff with a clear sense of the activities between the Board President and the Executive Director. \$20

1 eve - Tu. Nov 13, 18:00-21:00 - VVC

Volunteer Management Certificate Program

This part-time certificate program is designed to provide management training for individuals who are working or want to work in a paid or volunteer capacity as managers/coordinators/leaders of volunteers in non-profit organizations. Instructors are recognized practitioners in the field and an advisory committee of employers/leaders ensures that the curriculum is current. Graduates find work in human and social services; cultural, leisure and sports organizations; educational and religious institutions; and health services.

Admission Requirements:

- Successful completion of Grade 12 or equivalent
- Current experience in the voluntary sector as a volunteer or staff member

The Program:

- 11 full-day workshops 09:00-16:00
- 1 half-day of practice in training or presentation skills - workshop assignments
- 75 hour internship in a non-profit organization

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 30, 1990. Qualified students accepted in order of receipt of application.

Certificate Program Fee: \$540 in full or three term payments. Limited spaces in individual workshops: \$60

Information Sessions: Non-Profit Sector:

We. Sep 5, 12:00-13:00 or 17:30-18:30 - Room 4043 - KEC

Workshops offered this term:

1. An Overview of Volunteer Management (101408)

This workshop provides an overview of the administration of volunteer programs. Topics include: roles, responsibilities and issues facing coordinators of volunteers as well as the basic structure and functioning of non-profit organizations.

1 day - We. Sep 19, 09:00-16:00 - KEC

2. Working with Volunteers: Communication Skills (101404)

This workshop provides an understanding of the importance of effective oral communication skills in the volunteer setting. An introduction to conflict resolution is also included.

1 day - We. Oct 03, 09:00-16:00 - KEC

3. Working with Volunteers: Leadership and Group Skills (101406)

This workshop provides an introduction to two significant aspects of volunteer management: leadership and group dynamics.

1 day - We. Nov 07, 09:00-16:00 - KEC

4. Motivating and Recruiting Volunteers (101413)

This workshop focuses on understanding the motivation and recruitment challenges faced by coordinators of volunteers. Topics include: the volunteer cycle, motivation theory, common motivational problems and strategies, job descriptions and recruiting strategies.

1 day - We. Nov 21, 09:00-16:00 - KEC

Call 875-8200 for detailed brochure and application form. Next full program starts September 1990. Recommended application date: before July 30, 1990. Qualified students accepted in order of receipt of application.

Dollars and Decisions - Financial Decision Making (101610)

Build the skills necessary in evaluating your agency's financial health. \$20

1 eve - We. Nov 21, 18:00-21:00 - VVC

5. Interviewing and Supporting Volunteers (101414)

This workshop focuses on: 1) understanding and practising the interviewing process and 2) identifying strategies for supporting and challenging volunteers.

1 day - We. Dec 05, 09:00-16:00 - KEC

Winter Workshops

6. Administrative Effectiveness (101402)

1 day - We. Jan 09/91, 09:00-16:00 - KEC

7. Training (101411)

1 day - We. Feb 06/91, 09:00-16:00 - KEC

8. Training/Presentation Practice (101412)

1 mng - We. Feb 20/91, 09:00-12:00 OR

1 aft - We. Feb 20/91, 13:00-16:00 - KEC

9. Planning and Evaluating Volunteer Programs (101409)

1 day - We. Mar 13/91, 09:00-16:00 - KEC

Spring Workshops

10. Marketing/Public Relations (101403)

1 day - We. Apr 10/91, 09:00-16:00 - KEC

11. Financial Management/Resource Development (101405)

1 day - We. May 01/91, 09:00-16:00 - KEC

12. Time/Stress Management (101415)

1 day - We. Jun 05/91, 09:00-16:00 - KEC

Non-Profit Management Certificate Program

This part-time Certificate Program is designed for people pursuing a management career in the local non-profit sector. Practical communications, management skills, community trends and resource development issues are examined in nine specialized courses. The instructors are practising professionals from the non-profit sector. The program provides individuals in entry to middle-level non-profit management positions an opportunity to enhance their knowledge and leadership potential.

Entry Requirements:

- Current experience in the non-profit sector as a staff member and/or volunteer
- Successful completion of Grade 12 or equivalent
- Current non-profit board or committee experience
- Successful interview with the Program Coordinator

The Program:

The program consists of nine courses totalling 192 hours. All courses are offered once each year. Students may take two years to complete the certificate. Overview of Non-Profit Organizations is the recommended introductory course and is offered once each term.

Evaluation:

Students will be evaluated on the basis of participation and assignments. A minimum of 80% attendance is required to successfully complete each course.

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

Information Meetings for Fall admission to Non-Profit/Voluntary Sector Programs:

We. Sep 5, 12:00-13:00 or 17:30-18:30 - Room 4043 - KEC

Call 875-8200 for application form and detailed brochure.

Courses offered this term (Priority is given to full program students):

Overview of Non-Profit Organizations (101201)

You will explore the scope of non-profit organization management with emphasis on: structure, function, roles and responsibilities of non-profit staff and volunteers; board development; legal, ethical and advocacy issues, future trends and community resources. Recommended introductory course. Purchase of two paperbacks required. (Bird) \$100

4 sessions - Sa. Sep 22, Oct 13, 09:00 - 16:00, Mo. Sep 24, Oct 01, 19:00-22:00 - KEC

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

Human Resources Management (101203)

You will examine basic management theory as it applies to human behaviour issues and challenges that typically face managers in non-profits. Skills and strategies for effectively channelling the energies of groups and individuals are studied. Essential office support systems and procedures will be covered in a special all-day workshop midway through this course. (Logelin) \$205

10 eve - We. Sep 26, 19:00-22:00 - KEC

1 day - Fr. Nov 02, 09:00-16:00 - KEC

Bob Logelin is the Director of Vocational Services, Vancouver-Richmond Association for Mentally Handicapped People.

Time/Stress Management (101234)

The purpose of this course is to provide you with methods which are helpful in managing your time effectively and dealing with daily work stresses. Goal setting, paperwork, interruptions, assertive communications, decision-making and negotiation skills are some of the topics covered. Students will be required to do a short assignment prior to the course. \*\* Please register in advance. (Goodall) \$50

1 day - Fr. Nov 23, 09:00-16:00 - TBA

Rob Goodall is the manager of Education Services at BC Health Services. He has been delivering management supervisory training for the health care and non-profit sector for several years.

Advanced Training:

Registration is open to graduates of the Non-Profit/Voluntary Sector Certificate Programs, non-profit Executive Directors/board members, and interested non-profit management personnel.

Effective Lobbying Skills for the Non-Profit Sector (101213) \*\* New \*\*

This practical six-hour workshop will focus on the skills required to approach government and the media when community development/advocacy issues arise in your non-profit organization. Effective lobbying/advocacy skills will be examined with the assistance of a panel from the community. You will have the opportunity to develop an individualized action plan that addresses specific issues of concern in the areas of government legislation, policy, and program funding or financing. (Lapp) \$65

1 day - Sa. Nov 03, 09:00-16:00 - KEC

Chloe Lapp is Project Manager for the Project to Review Adult Guardianship. She is a registered lobbyist with several years' experience working with advocacy issues as the Executive Director of the Canadian Mental Health Association, BC Division.



## Personal Enrichment

### Goal Setting as a Skill (503406)

When you set goals for yourself they work in two ways - you work on them and they work for you. You will learn to set life goals and methods to achieve mastery of present and future life situations. Areas of concentration - financial/career, physical/health, mind/educational, family/home and relationships, spiritual/emotional, social/political, and recreation/vacation. (McGrattan) \$50  
1 day - Sa. Oct 13, 10:00-15:00 - Lan

### 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) \$70  
6 eve - Mo. Sep 24, 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) \$40  
1 day - Sa. Oct 13, 10:00-16:00 - Lan

**Deborah Skaey, BA**, 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) \$80  
8 eve - We. Sep 26, 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) \$40  
2 eve - Mo/Tu. Oct 1/2, 18:30-21:30 - Lan

**Wynne Smith** is a licensed esthetician and wardrobe consultant dedicated to increasing your self-confidence through her self-development courses for men and women.

### Learn to Meditate (503409)

Learn how meditation can improve your life and bring more joy. Each week you will learn new techniques to cover related topics. (Runkel) \$25  
4 eve - Tu. Oct 02, 20:15-21:15 - Lan

### Dreams - What Do Yours Mean? (503462)

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) \$30  
1 mng - Sa. Oct 13, 09:30-12:00 - Lan

**Ariadne Bursewicz** is an anthropologist who has worked with dreams in a cross-cultural context.

### Retirement - From What? To What? (503466)

Retirement, like any life transition, involves many lifestyle changes. Learning about these changes and planning for them may be instrumental in assuring greater satisfaction in the retirement years. During this four-session course, physical and emotional health will be discussed, as well as social adjustments and planning. Open communication between the facilitator and the participants, as well as between the participants themselves, is greatly encouraged. (Weetman) \$50  
4 eve - Th. Nov 08, 19:30-21:30 - Lan

**Anna Weetman, MSc, MEd**, is an experienced facilitator with several years of experience in conducting seminars and other educational programs.

### Modern Dance (503467) \*\* New \*\*

Modern dance classes with Christine Elsey, a Vancouver-based choreographer, dancer and dance instructor. This class, suitable for adult men and women, offers a solid basis in the fundamentals of body alignment, contemporary dance and movement exploration. Teaching will focus on body awareness, deep stretching technique, and improvisation. (Elsey) \$110  
10 eve - Mo. Sep 24, 18:00-20:00 - Lan

**Christine Elsey** is a dancer/choreographer who has studied with

Anna Wyman, passed seven Royal Academy of Dance examinations in classical ballet. She has performed in, and choreographed many, productions, including Evelyn Roth's Salmon Dance and Metropolis Dance Company's Evening of Modern Dance.

### European 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) \$90  
4 eve - Mo. Sep 24, 19:00-21:30 - Lan

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

### World Religions (503461)

Be introduced to the aims and objectives of interfaith dialogue. Learn about Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism and the Unitarian faith. (Various) \$30  
4 eve - Tu. Oct 02, 18:30-21:00 - Lan

### Trace Your Family Tree (503414)

You will complete a personal research plan, utilizing libraries, institutions, obvious and obscure sources and finding aids. Learn to solve special problems relating to the country of your "Roots." Extensive hand-out materials with basic information and filing system will be supplied. Bring a lunch. (Leduc) \$40  
1 day - Sa. Oct 27, 09:30-16:30 - Lan

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

### Cake Decorating (501002)

For the beginner to the advanced in cake decorating. Learn to make and apply a variety of icings; use different piping, colour and writing techniques; flower-making; layout and design; special decorations for birthday and wedding cakes. Supply list available at first class. (Hirano) \$60  
5 eve - Mo. Oct 15, 20:00-22:00 - Lan

## Photography

The following courses may be taken either for general interest or toward the Visual Arts Certificate Program Photography Major. For further information and registration see below or contact Focal Point at 224-3636 between 11:00-15:30 hours, Tuesday - Saturday, starting September 4, 1990. For those unable to register during the day, evening registration will be from 19:00-20:00, September 4 and 5 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) \$145  
10 eve - Mo. Sep 17, 19:00-22:00 - FP  
10 aft - Tu. Sep 18, 12:30-15:30 - FP  
10 eve - Tu. Sep 18, 19:00-22:00 - FP  
10 eve - Fr. Sep 21, 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) \$175  
10 eve - Mo. Sep 17, 19:00-22:00 - FP  
10 aft - Tu. Sep 18, 12:30-15:30 - FP  
10 eve - Tu. Sep 18, 19:00-22:00 - FP  
10 eve - Fr. Sep 21, 19:00-22:00 - FP

**Doug Brons, CAPIC** - A commercial photographer who works extensively in the studio and on location as well as spending a considerable amount of time shooting images for stock files.

### Commercial Photography (300116)

Gain practical experience in the field of commercial photography with emphasis placed on advertising. You will be given assignments, each stage of which will be followed and guided by a professional art director and photographer. Topics will include: working with clients, art directors and models, composing layouts, getting the most out of photographic equipment and lighting. "Intermediate Photography" or equivalent is a prerequisite. (Blue/Hawco) \$210  
10 eve - We. Sep 19, 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. (Weddell/Tripp) \$145  
10 eve - We. Sep 19, 19:00-22:00 - FP  
10 mng - Sa. Sep 22, 10:00-13:00 - FP  
10 aft - Sa. Sep 22, 14:00-17:00 - FP

**Jeff Weddell**, a commercial freelance photographer who specializes in fashion and people.

### 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) \$160  
10 eve - Th. Sep 20, 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) \$210  
10 eve - Th. Sep 20, 19:00-22:00 - FP  
10 eve - Sa. Sep 22, 10:00-13:00 - FP

### Advanced Studio Lighting (300133)

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. (Blue) \$210  
10 aft - Sa. Sep 22, 14:00-17:00 - FP

### Photo Retouching (300110)

Learn to restore, correct or enhance photographic prints. You will learn to modify black and white or colour photographs with the use of dyes and several different media. You will be required to purchase additional supplies. (Jensen) \$140  
10 eve - We. Sep 19, 19:00-22:00 - CC

### Restoring Old Photographs (300118)

Learn to restore copies of old, torn or faded photographs. Although colour prints will be covered, the emphasis will be on black and white. Some prints will be supplied, but students will be expected to provide several copy prints of their own. N.B. This course does not cover airbrushing. Some materials to be purchased by the student. (Jensen) \$140  
10 eve - Tu. Sep 18, 19:00-22:00 - CC

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

### 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) \$190  
10 mng - Sa. Sep 22, 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) \$190  
10 eve - Th. Sep 20, 19:00-22:00 - FP

### View Camera Techniques (300132)

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) \$210  
10 aft - Sa. Sep 22, 14:00-17:00 - FP

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

## 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 September 4, 1990. For those unable to register during the day, evening registration will be from 19:00-20:00 on September 4 and 5 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.

## 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 written Tuesday, September 04, 19:00-21:30 - \$25

### 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 September 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.

### Fall Term 1990

### Property Management 1415 (109101)

Learn the principles and practices involved in the field of Property Management. This introductory course will focus on Rental Management and Condominium Management as two components of an emerging profession where today's property managers must have the knowledge, communication skills and technical expertise to generate the greatest possible net income for the owners of

investment properties. Specific rental topics include: Property Types; Residential Tenancy Act and Regulations; Insurance: Physical Maintenance; Financial Communication and Public Relations Skills. Condominium topics include: Types of Condominiums, Management Techniques; Fiscal Procedures: Property Maintenance; Insurance and Managing People. (Bebb) \$210  
13 eve - We. Sep 12, 19:00-22:00 - Lan

**Trevor Bebb** is a practising property manager with extensive experience and has taught property management courses and seminars at various institutions.

### Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing Commercial and Industrial Type Properties. Prerequisite - successful completion of Property Management 1415. (Read) \$210  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan

### Property Management 3415 (109103)

An indepth 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) \$210  
13 eve - Th. Sep 13, 19:00-22:00 - Lan

**P. Read** is a practising property manager, specifically in commercial and shopping centre properties with over 25 years' experience in the Real Estate field.

### Real Estate 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 prelicensing 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) \$210  
13 eve - We. Sep 12, 19:00-22:00 - 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. (Osborne) \$210  
13 eve - Mo. Sep 10, 18:30-21:30 - Lan

**David Osborne** is a practising lawyer and teaches Law courses at Vancouver Community College.

### Real Estate Appraisal 1118 - Part 1 (109105)

Introduction to the basic principles of real estate appraising. This course will focus on the nature of value, the reasons for appraisals and the appraisal process itself. Also, residential building construction will be discussed. Both Parts 1 and 2 meet the requirements for the Appraisal Institute of Canada Course Appraisal 101. (Whitley) \$210  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan

**Peter Whitley** is a practising real estate appraiser with a national appraisal and real estate company.

### Program Coordinators:

Building Manager (Res.) Certificate Program - Brian Pink (682-5844)  
Property Management Certificate Program - Chuck Dunn (324-5511)  
Non-credit real estate courses - Wayne Decle (875-8200)

## Real Estate and Property Management Information Night

### Learn about

- Property Management Certificate Program  
- Building Manager Certificate Program  
- Non-Credit Real Estate Courses

Please drop by to see us on Tuesday evening, September 11, 1990, from 5:30 - 8 pm to learn about VCC's real estate programs and

Continued on page 32

### 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. \$170  
13 mng - Sa. Sep 08, 10:00-13:00 - Lan (Brimm)  
13 eve - Mo. Sep 10, 19:00-22:00 - Lan (Glass)  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan (Wadsworth)  
13 eve - We. Sep 12, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Sep 13, 19:00-22:00 - Lan (Martin)

**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.

**Bob Wadsworth, B.Commerce, C.A.** - 16 years with the Department of Business Administration at Langara, teaching Accounting.

### 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, October 27, 10:00- 13:00.

Final exam for all classes of Accounting 1115 and 2215 will be Saturday, December 08, 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 highly recommended for this course. (Tollstam) \$210  
10 mng - Sa. Sep 08, 09:00-13:00 - CC  
13 eve - Tu. Sep 11, 19:00-22:00 - Lan  
13 eve - We. Sep 12, 19:00-22:00 - CC

**Ken 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 1115 or 1118. The fee for this exam is non-refundable. The exam will be written Tuesday, September 04, 19:00-21:30 - \$25

### 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) \$170  
13 eve - We. Sep 12, 18:30-21:30 - Lan

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



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, September 11, 5:30 - 8 pm

If you are thinking about taking a course in real estate or property management this Fall (for either career or general interest purposes), please come in and see us.

Refreshments will be available.

## Seminars - Managing Your Rental Property

### Managing Residential Tenancies (109009)

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) \$50  
1 day - Sa. Sep 29, 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) \$50  
1 day - Sa. Oct 13, 09:00-15:00 - 776 Kingsway

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

### WHMIS - Workplace Hazardous Materials Info System (109010)

This course is intended to provide the necessary information for building managers and other building service personnel to

understand government regulations regarding hazardous materials. All building service personnel who handle hazardous materials (chemicals, toxic cleansers, etc.) should enroll in this course. \$25  
1 day - Sa. Oct 20, 09:00-12:00 - CC

### Swimming Pool Sanitation (109011)

A basic course in swimming pool sanitation information and procedures. Students will attend a 3-hour lecture in the morning, followed by a 1.5-hour session at a pool site. Topics covered include: pool water chemistry, testing, sanitation, filter maintenance and general accident prevention. (Munger) \$25  
1 day - Sa. Oct 27, 09:00-15:00 - Lan

**Alice Munger**, CPHI(C) is a Public Health Inspector with the City of Vancouver Health Department. Alice is part of a two-person team responsible for inspecting the health standards of some 459 pools in the City of Vancouver.

## Real Estate Non-credit Courses

### 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) \$70  
7 eve - Th. Sep 27, 19:00-21:30 - Lan

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

### Managing Residential Tenancies (109009)

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) \$50  
1 day - Sa. Sep 29, 09:00-15:30 - Lan

**Brian Pink**, BA, 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) \$55  
2 eve - We. Oct 17, 19:00-22:00 - KEC

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

## 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 \$540.

#### 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. \$105  
8 eve - Tu. Sep 25, 19:00-21:30 - CC

### 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. \$145  
10 eve - Mo. Sep 24, 19:00-22:00 - CC

### Building Service Management (250404)

Intended for building supervisors and others who wish to advance in the building service field. This course will explore basic supervisory and building management skills including purchasing, budgeting, inventory control, scheduling and motivation of staff. Floor types and the care of powered equipment will also be covered. (Vickery) \$145  
10 eve - We. Sep 26, 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. \$145  
5 day - Sa. Sep 15, 09:00-16:00 - CC  
5 day - Sa. Nov 03, 09:00-16:00 - CC

## 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) \$35  
1 day - Sa. Oct 06, 09:00-16:00 - Lan

**Antoinin Kodet**, PhD, has studied at Charles University in Prague, Czech., Faculty of PE 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)

(Sands) \$25  
1 mng - Sa. Sep 22, 09:30-12:30 - Lan  
1 mng - Sa. Nov 17, 09:30-12:30 - Lan

### Shiatsu-Workshop (Arms/Torso) (504037)

(Thomas) \$25  
1 mng - Sa. Oct 27, 09:30-12:30 - Lan

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

(Thomas) \$25  
1 mng - Sa. Sep 29, 09:30-12:30 - Lan

### Shiatsu-Workshop (Hips/Legs/Feet) (504036)

(Thomas) \$25  
1 mng - Sa. Oct 13, 09:30-12:30 - Lan

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

(Thomas) \$25  
1 mng - Sa. Nov 03, 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.

### Golf Day (504026)

Review basic golf shots: the golf swing, chipping, pitching, putting, and sand play. Have your swing recorded on video and watch yourself in action. Hit a couple of hundred golf balls while receiving personal instruction. Live, eat and talk golf for five hours. Training and instruction level suitable for beginners and intermediate. Light lunch. Location: Soccer field - Langara. Limit 12 per class. \$40  
1 mng - Sa. Sep 08, 10:00-15:00 - Lan  
1 mng - Sa. Sep 15, 10:00-15:00 - Lan  
1 mng - Sa. Sep 22, 10:00-15:00 - Lan  
1 mng - Sa. Sep 29, 10:00-15:00 - Lan

### Tai Chi Intro (504007)

Tai Chi Chuan is a Chinese art form and exercise system. Tai Chi promotes better health through stress reduction, improved circulation, increased muscle tone, better posture, self-awareness. (Henev) \$70  
10 eve - Tu. Sep 18, 19:00-21:00 - Lan  
10 eve - Th. Sep 20, 19:00-21:00 - 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) \$85  
5 eve - Th. Oct 11, 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) \$85  
5 eve - Th. Nov 15, 19:00-22:00 - KEC

**Irene Leviton** - BA 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) Certificate Course (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 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. Oct 06/07/08 - Theory Orientation - We. Oct 03, 19:00-22:00 - KEC - Rm 4056  
Or  
Alternative dates available

**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.

For more information please call Marcus Kerry, Sail Train International at 439-1191 or Wayne Decle, Vancouver Community College, at 875-8200.

## Self Defence

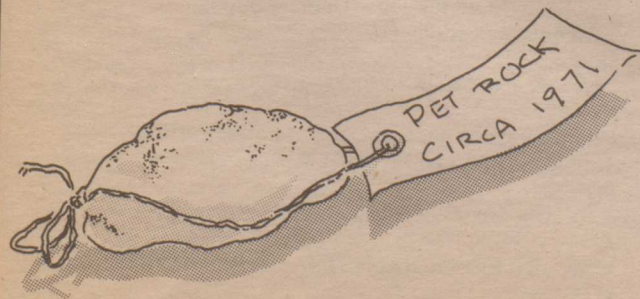
### Women Fight Back - Part I (504401)

Females aged 12 and up 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) \$30  
1 day - Sa. Nov 03, 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) \$30  
1 day - Sa. Nov 17, 09:30-16:00 - KEC

**Debbie Laidler** is a kinesiologist who has developed and taught self-defence courses in B.C. She is a second degree black belt in judo and has competed internationally with the Canadian Judo Team.



## Social Services

## Community Based Social Services Certificate Program

#### General Information

This program was developed and first offered in 1982. Its purpose is to improve the skills of people working in the Social Services field who do not have a formal qualification. It examines social service skills and practice relating to a variety of client groups in the community, in order to expand the knowledge and skill base of social service workers. This part-time certificate program is designed to meet the needs of those working full-time. It is scheduled over a ten-month period and is 180 hours in length.

#### For Whom?

For those currently working in the Social Service field. This is not an entry level program. It is aimed at those individuals with a combination of volunteer/work experience in human services but limited formal training.

#### The Program (150401)

The program has four components:  
- Part I - 6 skill-based foundation courses (51 hours)  
- Part II - 6 courses focusing on specific social service client populations (54 hours)

- 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  
Social Service Practice  
Counselling/Interviewing  
Record Keeping  
Economics of BC Social Service  
Resource Utilization

#### The Part II courses are:

Services to the Community  
Services to Children, Youth and Families  
Services to the Mentally Disabled  
Services to the Older Adult  
Services to the Physically Disabled  
Services to Clients from Other Cultures

#### 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:** \$620 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 August 15, 1990.

## Special Education

### Learning About Disabilities (010303)

For people wishing to learn about hearing or visual impairment, learning or physical disability, mental handicap and mental illness. Learn causes, how to help and relate, adaptations, mobility and services available. Introduction is a prerequisite for one other session. Introduction and one disability section. \$45. Total course \$105.  
13 eve - Tu. Sep 18, 19:00-21:30 - KEC

#### Schedule:

Introduction - Sep 18  
Visual Impairment - Sep 25/Oct 02  
Mental Handicap - Oct 09/16  
Hearing Impairment - Oct 23/30  
Learning Disability - Nov 06/13  
Mental Illness - Nov 20/27  
Physical Disability - Dec 04/11

Each session will be taught by an expert in that field of disability.

## Telecommunications

## Telecommunications Management Seminars

Are you interested in learning the basics of this rapidly expanding field?  
OR

Are you a telecommunications professional seeking to increase your knowledge in this rapidly changing technology?

The following seminars have been designed to suit your needs.

#### Fall 1990

### Introduction to Telecommunications (102230)

This seminar provides a complete overview of voice telecommunications. Upon completion you will understand the evolution of telecommunications, the regulatory environment, common carriers, terminal equipment and products and services. (Laughland) \$225  
1 day - Tu. Oct 23, 09:00-16:00 - ODH

### Selecting a Telephone System (102231)

Selecting the right telephone system for your company can be a very time-consuming, frustrating and potentially disastrous task. This seminar will introduce methods that will help determine the needs of your organization, convert those needs into a detailed Request for Proposal (RFP) and evaluate and select the right system and supplier for your specific telecommunication requirements. At the conclusion of this seminar each participant will have a solid understanding of the selection process. (Clark) \$225  
1 day - We. Oct 24, 09:00-16:00 - ODH

### Management's Role in the Integrated Office (102232)

This seminar will analyze management's commitment to operating an integrated office. Learn what strategic planning needs to be done and discuss implementation issues. Investigate financial and budgetary considerations and cost justifications. Finally examine the best methods of personnel selection, evaluation and compensation, supervision/management techniques, training and follow-up, productivity improvement, career progression and performance appraisals as directly related to the automated office. (Pescod) \$225  
1 day - Th. Oct 25, 09:00-16:00 - ODH

#### Winter 1991

### Voice Network Design (102235)

Recent telecommunication regulation changes combined with alternate carrier opportunities and the ongoing changes in long distance rates force today's voice network user to constantly re-examine the voice network performance. This seminar will look at the various components that have an effect on the performance of a typical voice network. Issues like traffic engineering, alternate long distance carriers, regulatory controls, and enhanced software and hardware products will be introduced and discussed as they relate to the design and implementation of the optimum voice network. (Clark) \$225  
1 day - We. Feb 20, 09:00-16:00 - ODH



### Ergonomics in the Automated Office (102236)

How does environment influence productivity? This seminar will look at ergonomic factors and health hazards in the automated offices. Compare open office versus conventional office planning. Learn the how-to's of studying and implementing ergonomic needs. Explore people/energy/cost concerns. (Pescod) \$225  
1 day - Th. Feb 21, 09:00-16:00 - ODH

### Save Network Dollars with Modems and Multiplexers (102237)

This seminar answers all you ever wanted to know but were afraid to ask about WAN devices. This non-technical session explains networking in business terms of what/where/why and do I really need to know this. (Paul) \$225  
1 day - Fr. Feb 22, 09:00-16:00 - ODH

### Spring 1991

#### The Latest in Telecommunications Technology for the Modern Office (102239)

Explore the technological and sociological aspects of automation for the future. What technology is on the horizon? As a telecommunications professional, you need to be aware of the fast-growing technologies to consider for the future and their sociological impact on the office workplace. The human relations needs in an integrated office will be investigated from a worker's perspective. Legal ramifications of the electronic office will also be studied. (Pescod) \$225  
1 day - We. May 29, 09:00-16:00 - ODH

### Introduction to ISDN (102240)

Integrated Services Digital Network (ISDN) is the telecommunication buzzword for the '90s. ISDN will have an effect

on every organization in some way, shape or form. Although ISDN technology is in the primary stages of development, it's critical for every organization to understand the concept and begin to investigate the opportunities. This seminar will present the concept of ISDN as it is today, including current international standards, and then introduce future user applications that are specific to ISDN, including existing and potential hardware and software products. (Clark) \$225  
1 day - Th. May 30, 09:00-16:00 - ODH

### Designing Data Network (102241)

Recommended for the telecommunications manager, this seminar will address the problem of initializing a network and keeping it operational. Topics for the day include building distribution networks, network interfacing and interconnecting LANS, WANS and MANS. (Paul) \$225  
1 day - Fr. May 31, 09:00-16:00 - ODH

### Seminar Package:

If the same individual enrolls at one time for three (3) of the nine (9) seminars, the three (3) courses will then cost \$210 each. Please advise campus staff that you wish the seminar package.

All seminars are NON-CREDIT and NOT TRANSFERRABLE to the Telecommunications Management Certificate Program.

### Facilitators:

**Bill Clark** is the President of Tri-Cor Telemanagement Inc., a Vancouver-based telecommunications consulting firm. His expertise in both voice and data has evolved through 17 years of experience in the telecommunications field.

**Sandra Laughland** is a voice and data expert. She has 18 years' experience in telecommunications with Bell Canada and BC Tel. Currently a Network Manager with BC Tel.



**Gerald Paul** is a training specialist with BC Telephone. His expertise in telecommunications is in the data area. He has developed and instructed courses on Data Communications Concepts, Data Communication Networks, Multiplexed Services and Datapac.

**Mike Pescod** has spent many years designing and managing automated offices in both health care and transportation fields with special emphasis on ergonomics.

### Location:

All seminars will be held at O'Doul's Hotel, 1300 Robson St. (wheelchair accessible). Parking is free.

Lunch is included with all seminars

### Cancellation and Refund:

A special policy is in effect. Please enquire.

For registration call 875-8200.

For information call Peggy Worobetz at 875-8200.

## 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 four (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 offered in each of the three semesters, September (Fall); January (Winter) and April (Spring).

### \* Understanding Telecommunications (102208)

This introductory course is designed as an overview for the newcomer to telecommunications who has little or no experience in the field. The various aspects of telecommunications will be explored at an introductory level giving the student the basic knowledge needed to prepare him/her to progress to the next level. (Laughland) \$165  
6 eve - Tu. Sep 18, 18:00-21:00 - CC

**Sandra Laughland** has 18 years' experience in telecommunications with Bell Canada and BC Tel, primarily in voice and data sales. Currently a Network Marketing Manager with BC Tel.

### \* Telecommunications Management I (Voice) (102201)

Learn the basics of telecommunications (voice) in this course involving the study and review of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. Textbook required: Voice Data Telecommunications System, Introduction to Technology by Gurrie & O'Connor, Prentice Hall (available at City Centre Bookstore). This text will also be used in the Voice II course. (Swan) \$220  
12 eve - Th. Sep 20, 18:00-21:00 - CC

**Sharon Swan** is the Telecommunications Supervisor for Eaton's Western Canada. Previously a major accounts sales representative/trainer for a large communications company.

### Telecommunications Management II (Voice) (102202)

This course is designed to expand upon the topics that were introduced in the Telecommunications Management I (Voice) program and to introduce and discuss enhanced telecommunication applications from the manager's perspective. Topics discussed during this session will include enhanced PBX hardware/software applications, enhanced network design and network management, voice messaging/processing, ongoing telemanagement applications, voice/data integration, integrated building wire concepts and Integrated Services Digital Networks (ISDN). Textbook required: Voice Data Telecommunications Systems, Introduction to Technology, by Gurrie & O'Connor, Prentice Hall (available at City Centre Bookstore). (Clark) \$220  
12 eve - Th. Sep 20, 18:00-21:00 - CC

**Bill Clark** is the President of Tri-Cor Telemanagement Inc., a Vancouver-based telecommunications consulting firm.

### \* Data Communications (102204)

Participants in this course will learn the basics of data terminology. Designed for the Telecommunication Manager, this course is also a good introduction for the sales or technical representative. Learn about the hardware and software that is available today. Guest speakers from the Telecommunications Industry bring this content into immediate use. Topics include modems, multiplexers, fibre optics, LANS and ISDN. (Paul) \$220  
12 eve - We. Sep 19, 18:00-21:00 - CC

**Gerald Paul** is a training specialist with BC Telephone. He has developed and instructed courses on Data Communications Concepts, Data Communication Networks, Multiplexed Services and Datapac.

### Designing the Integrated Office (102205)

This course blends knowledge from previous courses and more! Participants in this course of study develop a solid basis for understanding contemporary, state-of-the-art office automation technology. This course examines many management concerns and decisions related to the person/machine interface. Explanations are given of an information processing system and its different parts: input, processing, replication and distribution. Study is made of the historical aspects of the traditional office and contemporary trend of transition into full automation in the context of management information systems. Textbook required: Automated Office Systems Management by Smith, Baker, Sumner & Bate; John Wiley & Son Inc. 1985 (available at City Centre Bookstore). (Pescod) \$220  
12 eve - Mo. Sep 17, 18:00-21:00 - CC

**Mike Pescod** is the Senior Engineer for Federal Express. His past experience includes expertise in the telecommunications/management consultant and educational fields.

### \* Challenge Examinations

Challenge Examinations are available for the Understanding Telecommunications, Telecommunications Management I (Voice) and Data Communications courses. These examinations are for students who feel they are very knowledgeable with the material covered in the course. A Program Guide, which includes a detailed outline for each course, may be obtained at the Continuing Education office, King Edward Campus, 1155 East Broadway, Vancouver, or by telephoning 875-8200.

Students will have ONE opportunity to pass the examination.

### Challenge Examination - Understanding Telecommunications (102207)

\$125

2 hrs - Th. Sep 06, 18:30-20:30 - KEC

### Challenge Examination - Telecommunications Management I (Voice) (102206)

\$125

2 hrs - Th. Sep 06, 18:30-20:30 - KEC

### Challenge Examination - Data Communications (102209)

\$125

2 hrs - Th. Sep 06, 18:30-20:30 - KEC

## Teaching English as a Second Language

## Teaching English as a Second Language 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. Applicants 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 (266) 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 (See page 36)
- 3) An undergraduate university degree
- 4) A successful interview

### TESL Certificate Core Courses Offered in the Fall Term

Students are not permitted to register for the TESL Certificate core courses prior to completing An Overview of Teaching ESL (150802) and being accepted into the TESL Certificate Program. 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) \$145  
9 sessions - Sep 05/12/19/26, Oct 03, 19:00-22:00,  
Sep 08/15/22/29, 09:30-12:30 - KEC  
9 sessions - Nov 14/21/28, Dec 05/12, 19:00-22:00,  
Nov 17/24, Dec 01/08, 09:30-12:30 - KEC

**Lorna Hawes, B.A., M.A. (Linguistics)** - Lorna 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) \$145  
3 day - Sa/Su. Oct 06/07, Sa. Oct 13, 09:00-18:00 - KEC  
3 day - Sa/Su. Nov 03/04, Sa. Nov 10, 09:00-18:00 - KEC

**Barbara Gerber** has been teaching English as a Second Language at Vancouver Community College 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 covered in this course include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Pidgeon/Chernen) \$220  
9 sessions - Sa., Sep 22, 09:00-16:00,  
Tu. Sep 25, Oct 02/09/16/23/30, Nov 06/13, 19:00-22:00 - KEC (Pidgeon)  
10 sessions - Th. Sep 13, 19:00-22:00 - KEC (Chernen)

**Joann Chernen, B.A.** - Joann has been teaching ESL since 1981. She currently teaches at the Canada Language Centre where she is involved in curriculum design and teacher training, but has also taught at Vancouver Community College, the YMCA Language Institute and in the Language Institute of Japan. Joann has given numerous workshops and presentations on the subject of pronunciation.

**Michael Pidgeon, B.A., M.A. (Linguistics)**, TESL Certificate (Vancouver Community College), has 17 years' experience teaching English and Linguistics at the university level, and is presently teaching in the ESL College Preparatory Department at Vancouver Community College.

### 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) \$220  
10 eve - Mo. Sep 10, 19:00-22:00 - KEC

**Chris Clark, B.A.**, TESL Certificate (Vancouver Community

College), 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 the methodology and instructional techniques used to teach reading in an ESL class, as well as a working knowledge of the instructional tools necessary to develop a reading program for an ESL class. (Siddiqi) \$220  
10 eve - Tu. Sep 04, 18:30-21:30 - KEC

**Khatun Siddiqi, M.Ed.**, has taught adults and teachers of adults since 1982, both overseas and at Vancouver Community College. She speaks seven languages. She specializes in curriculum development, adult literacy, vocational/personal counselling and working with disadvantaged immigrant women.

### Teaching Writing (150813)

This course provides an overview of approaches to writing and techniques for teaching free, controlled, process and product writing. This course includes techniques for revision, editing and assessing student writing. (Rothschild) \$220  
10 sessions - Mo. Sep 10/17/24, Oct 1/15/29, Nov 05, 19:00-22:00  
Th., Oct 11, 19:00-22:00; Sa. Sep 15, Nov 3, 10:00-13:00 - KEC  
10 sessions - We. Sep 12, 19:00-22:00 - 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. \$220  
10 sessions - We. Sep 19, 19:00-22:00 - KEC (Gray-Richards)  
8 sessions - Th. Sep 27, Oct 04/11/25, Nov 01/22, 19:00-22:00,  
Sa. Oct 20, Nov 17, 09:00-16:00 - KEC (Pidgeon and Lovelace)

**Michael Pidgeon, B.A., M.A. (Linguistics)**, TESL Certificate (Vancouver Community College), has 17 years' experience teaching English and Linguistics at the university level. Presently teaching in the ESL College Preparatory Department at Vancouver Community College.

**Marion Lovelace, B.A., B.Ed.**, TESL Certificate (Vancouver Community College) is currently completing her Masters in ESL. Marion is presently teaching in the ESL College Preparatory Department at Vancouver Community College and has published poetry in several anthologies.

**Barbara Gray-Richards** has a B.C. (English) M.A. (English Language and Literature) B. Ed. (Secondary Education). She has taught at Vancouver Community College since 1971 and is the former Department Head of the College Preparatory Department at Vancouver Community College.

### 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. (House) \$335  
Internship Workshops - Th. Sep 06/13/20, Nov 22, 19:30-22:00 - KEC  
Internship Placement - October and November (1990)

**Jennifer House, B.A., B.Ed., M.Ed.** - Jennifer is an experienced ESL instructor. She has taught at Vancouver Community College since 1972 and has been involved in teacher training at UBC and Vancouver Community College. Prime interests include teacher training, community based ESL classes, ESL tutor training programs and writing ESL publications. Coordinator of the TESL program at Vancouver Community College.

### TESL 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 thirty hour elective requirement for the TESL Certificate.

### Teaching ESL Using 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. (Gerber) \$60

1 day - Sa. Oct 27, 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.

### Teaching ESL Using Music and Jazz Chants (150831)

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. It is recommended that participants bring a tape recorder and blank cassettes to this workshop. (Rabinowitz) \$45

1 day - Sa. Nov 17, 09:00-16:00 - KEC

**Myrna Rabinowitz, B.A.**, is an experienced ESL instructor and tutor trainer, has written many publications for the ESL field. Myrna is an experienced 'jazz chanter' and a professional musician.

### 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) \$85  
2 day - Sa/Su. Nov 24/25, 09:00-16:00 - KEC

**Chris Clark, B.A.**, TESL Certificate (Vancouver Community College), 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, Working and Living in Japan (150837)

This workshop will present information on employment opportunities, housing, culture and customs, visas, language, food and travel in Japan. A slide presentation will be given as part of the workshop. Please note, this workshop does NOT count as a TESL elective course. (Bergeron) \$60  
1 day - Sa. Sep 22, 09:00-18:00 - KEC  
**Michelle Bergeron** lived in Japan from 1982 to 1989. She taught English as a Foreign Language for several large Japanese corporations, including IBM, Soha Shell Oil, and Sanyo. Michelle has also offered private language instruction and has been involved in TV production.

### Teaching ESL Students at the Beginners' Level (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) \$45  
1 day - Sa. Oct 20, 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 and coordinating the Homefront Tutor Program at Vancouver Community College, and has presented workshops at conferences in the Lower Mainland.

### New Language - New Culture (150821)

Culture is a way of being, feeling and thinking and language is a means of communicating culture. Therefore, when you teach a language, you are also "teaching" culture. An understanding of your students' cultural backgrounds, along with an awareness of particular difficulties encountered when faced with a new culture, can enhance your job as a language instructor. This course will explore the inter-relationship between language and culture as a basis for effective instruction. (Dosanjh, Mumick) \$115  
5 eve - Th. Sep 06, 19:00-22:00 - KEC

**Raminder Dosanjh, B.A., B.Ed.**, has over 18 years' ESL teaching experience at Vancouver Community College. She is on the Advisory Committee of Immigrant and Visible Minority Women of B.C.

**Guninder Mumick, B.A., M.A. English, M.A. International Communication**, is a cross-cultural consultant, community volunteer and is presently the Multicultural Health Educator for the Vancouver Health Department.



## 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. \$165  
10 eve - Tu. Sep 25, 19:00-22:00 - KEC (Zetler)  
10 aft - We. Sep 26, 13:00-16:00 - KEC (Rabinowitz)  
10 eve - We. Sep 26, 19:00-22:00 - KEC (Rabinowitz)  
5 day - We/Th/Fr/Mo/Tu. Oct 24/25/26/29/30,  
09:00-16:00 - KEC (House)

**Jennifer House, B.A., B.Ed., M.Ed.** - Jennifer is an experienced ESL instructor and has taught at Vancouver Community College 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.** - Myrna is an experienced ESL instructor and tutor trainer, and has taught at Vancouver Community College since 1978. She has written many publications for the ESL field and has developed the TESL electives, Teaching ESL Using Music and Jazz Chants and the ESL Tutor Training Workshop.

**Maureen Zetler, B.A., EFL Certificate (RSA)** - Maureen 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.

## Teaching English as a Foreign Language

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

Teaching English as a Foreign Language is a course for native speakers of English planning to teach overseas. It is an intensive course demanding a full-time commitment. Classes are scheduled daily from 09:30 to 16:30. There will be lesson preparation and homework each evening. The course has two components: lectures and practice teaching. Lecture sessions will cover such topics as the presentation and practice of new language, the teaching and integration of reading, writing, listening, speaking and pronunciation, lesson planning, class management, the principles of testing and assessment and evaluating and using published resources. There will also be demonstration lessons and classroom observations.

Practicum sessions will be spent practice teaching in small classes of adult immigrants. Student teachers will work in groups to prepare and teach lessons under the supervision of a teacher. There will be discussion following each lesson. Students are expected to liaise outside classroom hours in order to prepare the next day's class.

The prerequisite course, An Overview of Teaching ESL (150802), or an equivalent ESL methodology course must be completed prior to taking the TESL course. An information guide on Teaching English as a Foreign Language may be obtained by phoning (604) 875-8200. Applicants must complete the TEFL application form and the Pre-course Task prior to being accepted into Teaching English as a Foreign Language. Maximum enrolment: 16 (Wilson/Morris) \$1000

20 day - Mo/Tu/We/Th/Fr. Nov 02-Nov 30, 09:00-16:30 - KEC

**Mima Wilson - B.A. (Linguistics)** International House/RSA Certificate, has taught English as a Foreign Language 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 Vancouver Community College.

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

Teaching English as a Foreign Language (150828) will also be offered in 1990 and 1991 on the following dates:

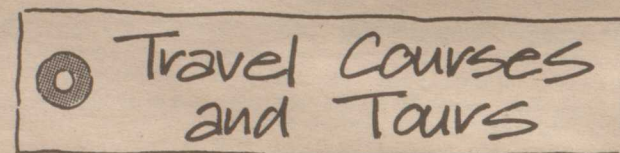
20 day - Mo/Tu/We/Th/Fr. Nov 02-Nov 30 1990 - KEC

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

It is recommended that if you plan to register for TEFL (150828), scheduled for Nov 02-Nov 30, 1990 and you have not completed the prerequisite course, An Overview of Teaching ESL (150802) that you register for the following session of An Overview of Teaching ESL - 5 day - We/Th/Fr/Mo/Tu. Oct 24/25/26/29/30, 09:00-16:00 - KEC (House)



## Travel Courses

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

An exotic kingdom where the doors are open and the welcome sign is posted. An introduction to where to go and what to see. Background information on keeping costs down, helpful hints to make your trip more enjoyable and rewarding. (Pack) \$25  
1 mng - Sa. Sep 22, 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) \$30  
1 mng - Sa. Nov 17, 10:00-14:00 - 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)

Morocco is an incredibly diverse and exotic country. With the aid of slides, we travel from the ancient walled cities of the northern plains to the Sahara desert, passing through the snow-capped Atlas mountains and on to the rugged Atlantic coast. Particular attention will be paid to the native Berber people - their lifestyles remaining virtually unchanged for centuries - and the contrast of the village life of the mountainous south and the royal cities of Fes and Marrakesh. (Boycott) \$25  
1 day - Sa. Nov 17, 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 slide shows and he has travelled independently to places such as Russia, SE 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) \$25  
1 mng - Sa. Nov 10, 09:30-12:00 - Lan

**Norman Bruce** has a BSc degree in Zoology and a post-graduate diploma in Business Studies. He had travelled extensively in Western and Eastern Europe and Turkey as well as spending six

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 a Fellow of the Royal Geographical Society of London.

### Splendours of Turkey (504636)

For armchair travellers, or those planning a trip, this course helps you to discover Turkey. As a "Crossroads of Continents," Turkey (ancient Anatolia) is very rich in history and culture amidst spectacular land and seascapes.

An imaginary journey takes you to exotic Istanbul to see Byzantine splendours, Topkapi treasures, blue-tiled Mosques, and Grand Bazaar, and more. Next Ankara's Hittite museum, Cappadocia's cave cities, Konya's historic carpet and tile museums, Pamukkale's hot springs, and Aphrodisias, home of the ancient love goddess.

On the turquoise south coast, visit ancient Roman ruins near lovely resort towns such as Antalya and Alanya. The west coast, the Aegean Sea area, two of the Seven Wonders of the Ancient World. Here on the yachting coast of romantic bays lie picturesque towns - Marmaris, Bodrum, Kusadasi - and of course, the magnificent ruins of ancient Ephesus. Illustrated with slides, maps, brochures, and travel tips by a tour manager. \$25  
1 aft - Sa. Nov 24, 13:00-16:00 - Lan

**Karin and George Storey** have led many cultural tours to Mediterranean countries.

## Travel Tours

### British Virgin Islands Caribbean Sail Training Tour/Canadian Yachting Association

Ten days in paradise, where the sun always shines. The warm trade winds are gently blowing. The water and air temperatures are in the '80s. Safe, comfortable anchorages almost in sight of each other with breathtaking beaches. Called the "Friendly Virgins," each island is unique, with a great variety of places to visit ashore, both day and night. We will explore some six different islands, with time aside from sailing for other activities. The crystal blue water visibility of some fifty feet offers an unforgettable opportunity to explore the abundant sea life on tropic reefs. Sailing/cruising instruction is by an advanced CYA cruising instructor with many years' experience bringing friends together with sailing tours.

Our yachts are the very best offered anywhere - luxurious, high performance and with private accommodation.

You don't have to be an "Old Salt" to come along - just ready to have an unforgettable, great time. Internationally recognized bareboat Captain's certification is offered upon successful completion of voluntary course.

Preregistration is a must. Avoid disappointment and register now. Space is limited. A \$400 non-refundable deposit required prior to departure (unlimited substitute is provided)

Complete tour cost includes air, food, accommodation, yacht, and skipper.

### Departure Dates:

Trip No. 1 - Nov 22 - Dec 01, 1990 - \$2195

Trip No. 2 - Dec 03 - Dec 12, 1990 - \$2195

Trip No. 3 - Dec 28, 1990 - Jan 09, 1991 - \$2395

For more information, call Marcus Kerry, Sail Training International Ltd. at 439-1191, or Wayne Decle, 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.

### 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** - Vancouver Community College 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 Decle, Vancouver Community College - 875-8200.

### Indochina: Vietnam and Cambodia

April 1991  
After fifteen years of peace, Vietnam is still a relatively undiscovered destination despite its many scenic and cultural attractions, whilst Cambodia has been famous for the temples at Angkor for a thousand years. Both countries now offer a warm and friendly welcome to their visitors.

At press time, the tour was still under development, with final dates and price to be advised. It will start with a few days in Bangkok, while visas are processed and will proceed to Ho Chi Minh City, formerly known as Saigon. Following sightseeing here of the museum, Cholon (Chinatown), the Cu Chi tunnels and My Tho, tour members will fly to Cambodia for tours of Phnom Penh and the sensational Angkor Wat.

Tour leader, **Dr. Gordon Jones**, has recently retired from lecturing in History and Political Science at Vancouver Community College. His extensive personal travels have taken him all over the world. He has also escorted tours to a variety of destinations, including the USSR, Mongolia, China, Nepal, Indonesia, and Malaysia.

For information on the tour, please call Great Expeditions at 263-1505, or Wayne Decle at Vancouver Community College, Continuing Education Division - 875-8200.

### Broadway Musical Comedy Tour

December 3 - 10, 1990

This new, exciting theatre tour to New York includes five blockbuster musicals with the possibility - for the real theatre lovers - to see an additional six shows. Sit in the best seats and enjoy Broadway's best musical comedies. In addition to seeing shows, you will be able to visit art galleries, museums, shop for Christmas gifts, and see New York's Christmas lights. Price includes air, accommodation in a downtown hotel within walking distance to most theatres, five show tickets, all transfers, and MORE. Prior to departure, John Parker, your guide, will give three seminars to help you enjoy the shows fully. Finally, you will receive an income tax receipt for a portion of the tour. Price: TBA

### London Tour

March 14 - 24, 1991

After last year's successful London Theatre Tour, we are repeating in '91. The tour includes seven shows with the possibility - for the real theatre lovers - to see an additional six shows. Sit in the best seats and enjoy Britain's best dramas, comedies, thrillers, and musicals. You will have an opportunity in January to gather with everyone who is planning to go on the tour to decide which shows we will see.

In addition to seeing shows, you will be able to tour England, visit museums, and shop. Price includes air, accommodation in a West End bed and breakfast hotel (walking distance to most theatres), seven show tickets, all transfers, and MORE. Prior to departure, John Parker, your guide, will give four seminars to help you enjoy the shows fully. Finally, you will receive an income tax receipt for a portion of the tour. Price: TBA

### Book early!

For information, please call:  
John Parker, Escort - 594-1832  
Barbara Broadbent, Banner Travel - 261-0226  
Wayne Decle, Vancouver Community College, Continuing Education - 875-8200.

### Historical/Cultural Tour of India and Nepal

This tour focuses on the history and culture of India and Nepal. The tour commences in Vancouver and flies to Singapore where a sightseeing tour is included - then to Madras. Travel in south and north India is by bus, train, boat and plane. We include dance performances, crafts workshops, a canal boat trip through rice fields, bazaars, cave temples, the Taj Majal, a sunrise boat trip on the Ganges where Hindus perform their devotional rituals and bus trips in the countryside to observe rural India.

In Nepal we explore medieval Kathmandu, fly along the Himalayas to view Mount Everest and spend three days in Chitwan National Park to walk nature trails, observe bird life and travel by elephant-back to spot families of the one-horned rhinoceros.

Your tour escorts have arranged for local guides to impart their knowledge of regional history and local customs and culture.

The route is Vancouver, Singapore, Madras, Cochin, Bombay, Aungmyab, Udaipur, Delhi, Agra (Taj), Varanasi, Kathmandu, Singapore, Vancouver.

February has been chosen because of the temperate climate.

The tour includes all flights and transportation, first-class hotels, breakfasts, dinners, major tipping and visas. Excluded are luncheon, snacks. The tour is limited to 22 participants.

Price: \$4950, 26 days, Feb 04 - Mar 01, 1991.

For more information, please call Penny or Russell Jennings at Open Road Travel, 736-0070 or 732-9559, or Wayne Decle, Vancouver Community College, Continuing Education Division - 875-8200.

Tour escorts are Penny and Russell Jennings, who spent many weeks exploring India and Nepal and have escorted tours to both countries.

### Free slide and orientation session:

Th. Oct 18, 1990 - 19:30-21:30, Vancouver Community College, King Edward Campus, 1155 East Broadway - Room 403

### Splendours of Turkey

May/June 1991 - 22 days

Board a magic carpet to ancient Anatolia while it is still reasonable! This exceptional educational tour will introduce you to "ten thousand years of Anatolian civilization" by mixing learning

with pleasure. There will be free time to relax or for optional opportunities. Be prepared for warm-hearted people, tasty food and a shopper's paradise.

The tour will cover exotic Istanbul's Byzantine splendours, Topkapi treasures, blue-tiled Mosques, Grand Bazaar, spice market and much more. Try a cruise on the Bosphorus. Stay at the gracious PERA PALAS Hotel, or Orient Express fame.

In central Turkey, home of the mystic Whirling Dervishes, visit Konya's Mevlana Museum and the "moon-cape" cave cities of Cappadocia. Here fine Turkish carpets are woven in dazzling patterns and colours. At Pamukkale see ancient Roman baths amidst hot springs and their snow-white pools and waterfalls. Nearby is ancient Aphrodisias, named after the Greek love goddess, where nightingales sing amongst the ruins.

The southern "Turquoise Coast" is the Turkish Riviera. Explore the lovely Mediterranean towns of Antalya, Alanya and Anamur - where we visit a UBC professor's excavation at Roman Anamurium. Visit Aspendos, Side, Perge, Termessos, and Cleopatra's Beach, with their castles, theatres, basilicas and other structures. From the yachting town of Kas, experience a cruise to a sunken Lycian city, swim among classical ruins, visit a hilltop castle and inspect Lycian above-ground tombs.

On the Aegean coast, Bodrum sits on a crescent moon harbour, with St. Peter's Castle on its cusp, home of the famous "Underwater Archaeology" Museum (ancient shipwrecks). Then north to Kusadasi with its old camel caravanserai. We visit the nearby ruins of the great old city of Ephesus and view the many fascinating and historical remains of this most important city of antiquity. Here the goddess Artemis was worshipped in her temple, one of the "Seven Wonders of the Ancient World." And near here, the Virgin Mary spent her last days. Additional sites that can be visited are Priene, Miletus and Didyma.

These are some of the places and sites we visit that shaped the history of this land. There is so much to see, what to exclude?! For a detailed brochure (end of November) of this superior tour, call Wayne Decle, Continuing Education Division at 875-8200. Or call the tour leaders at 922-0689 to obtain more information and to be put on the mail list for a copy of the brochure. This tour will be limited to 25 registrants.

**Costs:** Approximately \$3599, subject to final costing, plus additional seven (7) days at reasonable cost. Part of this educational tour is tax deductible.

**Tour Leaders:** Karin Storey, BEd, MA, college professor in Art History and George Storey, PEng engineer/planner, uses his experience to plan sophisticated tours. This is one of a successful Mediterranean series of five tours that the Storeys have personally led since 1981. Karin and George are members of the Canadian Mediterranean Institute of American Institute of Archaeology and Ephesus, the Canadian Hellenic Cultural Society.

### "Indonesia" Islands of the Gods

The world's largest archipelago contains over 13,000 islands, many no 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 Torajans 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 - April 1991, Dates TBA

Price: \$3950, including all international and inter-island flights  
Phone: Adventures Abroad - 732-9922 or Wayne Decle 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 (in)famous brothel! Excavation of private houses has revealed much about the lives of ordinary people in Roman times.

At Troy we walk on the walls of the great city and look out over the plain where Achilles, Hector and the other Greek and Trojan heroes fought for the honour of the beautiful Helen.

At Pamukkale we see another of Turkey's unique geological phenomena. Here mineral-rich water, heated deep underground, cascades down the hillside forming huge white goblets which change colour as they catch the soft light of dawn and dusk.

A highlight among many on this tour is our "Blue Voyage". We spend 2 days cruising along the peaceful Aegean coast on our own Gulets - traditional Turkish yachts. This is a time of pure relaxation as we soak up the sun and stop to swim in secluded bays. Our attentive crews cater for our every whim, serving delicious Turkish meals and an endless supply of strong Turkish tea.

We complete our exploration of Turkey in Istanbul, a city which stands partly in Europe and partly in Asia. It is an Islamic city with a great Christian past. Istanbul contains so much of the world's history - palaces, mosques, churches, art collections, museums, religious relics. The narrow covered streets of the bazaars are a wonderful place to stock up on souvenirs - jewellery, leather jackets and Turkish carpets.

### Tours:

Sept 29 - Oct 20, 1990 - \$ 3550

Six additional tours - April to October 1991.

Phone Adventures Abroad - 732-9922 for more information.

**Tour Includes:** All flights with British Airways, 20 days in Turkey, plus two days yacht cruise in Turkey, 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 six 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.

### 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. We stay in good hotels, but visit the villages in the snow-capped Atlas mountains to see the traditional way of life of the Berber tribes. We also see the Sahara desert and stay in fishing villages along the rugged Atlantic coast.

### Departure dates:

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 13 nights (based on twin occupancy), breakfasts and dinner included, sightseeing and local guides where necessary. Tour leader throughout.

**Tour Leaders:** Adventures Abroad have been leading tours for many years to destinations such as Egypt, Turkey, Morocco, Yugoslavia, Greece, Syria, Jordan and Algeria. They are well-known around Vancouver for their colourful slide shows and they have travelled to places such as Russia, SE Asia, New Zealand and Europe.

To register or for more information, please call Adventures Abroad - 732-9922 or Wayne Decle, Vancouver Community College, Continuing Education Division - 875-8200.

### Mexican Heritage

March 11 - 26, 1991 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.

(Continued on page 38)



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 \$2395.

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

#### Capilano College Educational Travel Tours

Information/Registration: Capilano College - Joy Smith - 984-4907

#### Summer Workshops in France '91

Paul and Babette Deggan's Centre for the Arts at Montaignut-le-Blanc since 1980. Enjoy Painting and Drawing and/or French



Have you attended a VCC program at Langara, VVI/Centre City or King Edward campus over the last 25 years? Would you like to hear about some of the special people you met during that time?

If the answer is YES, the Vancouver Community College Alumni Association is your organization. - a means to stay in touch with the College, former classmates and teachers.

From September 1990 through April 1991 the VCC Alumni Association will be celebrating the College's 25th Anniversary and the achievements of its many alumni in our community.

We cordially invite you to join the Association and welcome your participation. We will keep you up-to-date on College activities and special events and lectures. Just fill in the attached coupon and mail it to:

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

or call **Barbara Alldritt, Executive Director**  
875-1131 Local 353

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

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Language Workshops in a medieval hill village overlooking valleys rich in orchards, vineyards, and fields of giant sunflowers.  
June 8 - 27 or July 8 - 27. Capilano College - Joy Smith: 984-4907

#### Literary Pilgrimage to England

With former UBC professor Jan de Bruyn: London, Brighton, Bath, Cotswolds, Lake District, Yorkshire, Winchester, Cambridge, and much more. April 17 to May 2 (might vary slightly). \$2300 (approximate, double occupancy) not including travel Canada/England return. Capilano College - Joy Smith: 984-4907.

#### The 1991 Total Solar Eclipse, Baja California Peninsula

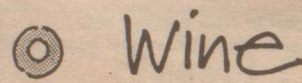
Once in a lifetime event! Escorted by Dr. David Vogt, Curator, Geophysics and Astronomy and Physics Department, UBC, and Bill Van Luven, producer at the HR MacMillan Planetarium and astronomy instructor, Capilano College and Gordon Southam Observatory.  
July 5 - 14, 1991. \$2300 (approximate) Capilano College - Joy Smith: 984-4907.

#### Weekend at Bamfield: An Exploration of the Sea and Shore

Animals, plants, birds, sea mammals of Barkley Sound, including sorties on MV Alta. September 28/29/30. \$315 (all-inclusive from Horseshoe Bay)

#### Marine Biology on the High Seas

In association with the Vancouver Public Aquarium. All-day sailing cruise, September 22 or September 29. Aquarium members: \$77, Under 12: \$67; Non-members: \$85, Under 12: \$75



## Wine and Spirits Education Trust Certificate Course

#### The Wine and Spirits Education Trust Certificate Course (505250)

The Wine and Spirit Education Trust, based in London, is the internationally recognized standard of comprehensive training for the Wine and Spirits trade. Its courses lead to the Master of Wine title, signifying the wine world's highest level of academic achievement.

Vancouver Community College, in association with Vancouver's Wine Education Guild, is this year introducing the Trust's Certificate course, a first step toward Master of Wine. Among the topics covered in the nine-session program are:

**The Origins of Wine,**  
**The Vine, its Grower and the Role of Nature,**  
**The Winemaker's Art,**  
**The Science and Art of Wine Tasting,**  
**Table, Sparkling and Fortified Wines of the World,**  
**An Overview of Spirits, Liqueurs, Beers, and Cocktails,**  
**Wine and Food, and**  
**The Proper Storage and Service of Wine**

The \$450 tuition covers the cost of the study manual and all course material, including comprehensive tastings at each session. A non-refundable \$150 portion of the tuition is a registration fee sent to the Trust in London, who issue a Certificate of Competence on successful completion of the course.

This is an essential course for anyone in the hospitality industry or in the wine and spirits trade, and is highly recommended for anyone interested in and appreciative of wine. (Walsh/Smith) \$450 9 eve - Tu. Oct 23, 19:00-21:30 - Wines & Things, 3131 West Broadway

**Michael Walsh**, wine columnist and educator, who draws from 25 years of experience in the vineyards of the world, is one of only four Canadians to hold the Certificate of Society of Wine educators.

**Gerald Smith**, who holds the Higher Certificate from the Trust in London, has been associated with wine education for the past 15 years in both Canada and the USA.

From time to time various other experts from specialized fields will participate in the lectures.



## Wine Appreciation

For the past eight years Vancouver Community College, King Edward Campus has led the way with the most diversified wine appreciation courses in the Northwest. This year will not be any different. Paul Warwick, a member and elected Secretary of The Society of Wine Educators, will lead you through many great and interesting courses. Paul will be teaching on Tuesdays and Thursdays at KEC. As well, Paul is a "Celebrity Chef" and cook book author and brings this experience to class to enhance your knowledge on wine and food.

#### Introduction to Wine Appreciation (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, various types and production methods; effect of soil, climate and man; proper reading of labels; purchasing, storing, caring and serving; and getting the best value for your money. Tasting each session with wines chosen from the major wine countries of the world. Food served. \$75  
4 eve - Tu. Sep 25, Oct 02/09/16, 19:30-21:30 - KEC

#### Advanced Wine Appreciation (505202)

This course is designed for those who want to know MORE about the intricacies of wine. Participants will gain an increased understanding of the importance of balance, acidity and finish, and smell and taste of red, white and sparkling wines. Limited to 25 students. \$55  
2 eve - Th. Sep 27, Oct 04, 19:30-21:30 - KEC

#### Wines of Australia (505204)

One of the overlooked quality wine-producing countries of the world. Taste wines from South Australia's Barossa, Clare and the Adelaide hills, the Hunter, Coonawarra and from Victoria and New South Wales. A definite MUST for a true wine drinker. There will be a special guest speaker. Be there. \$25  
1 eve - Th. Oct 11, 19:30-21:30 - KEC

#### Great White Wines of the World (505214)

Chardonnay, Gewurztraminer, Riesling, Sauternes - these wines will give you the most pleasure you can get from white wines. Come and compare and enjoy the difference between these great white wines, some of the same grape, but from different countries. A special event. \$30  
1 eve - Th. Oct 18, 19:30-21:30 - KEC

#### Bargain Wines of the World - A Guide to Inexpensive Wines (505213)

There are some great wines out there at bargain prices on the liquor store shelves. But you have a hard time keeping up with all of the bargains. Taste and compare some of those wines, red or white. Food will be served. \$20  
1 eve - Tu. Oct 23, 19:30-21:30 - KEC

#### Wines of Napa and Sonoma (505244) \*\* New \*\*

A special evening featuring Paul's extensive knowledge of the wine of the Napa and Sonoma Valley. Having just returned, he will have some new and great wines bought just for this tasting. See you there. \$25  
1 eve - Th. Oct 25, 19:30-21:30 - KEC

#### Those Dessert Wines are Luscious! (505219) \*\* New \*\*

Luscious, honeyed, sweet wines - a lot of people don't understand them. They definitely have a place in our food world. These wines come from all corners of the globe and will please and excite you. The gourmet desserts served with the wines will make your mouth water. Join us for a low-calorie night. \$30  
1 eve - Tu. Oct 30, 19:30-21:30 - KEC

#### Wines of BC Will Surprise You (505220)

Over the past number of years the wines of BC have improved at an increasing rate. This course leads you through the valley and serves you the medal winners of the some of the finest wines ever made in BC's history - "the 1989 vintage." I think this tasting will convince you we can produce quality wine in BC. Food will be served. \$20  
1 eve - Tu. Nov 06, 19:30-21:30 - KEC

#### The Great Australia - French Challenge (505245)

**\*\* New \*\***  
The Sirah of the Rhone which has made the Hermitage and Cote Rotie wants to take on Australia. The Shiraz makes the great Hermitage of Australia. The wines go from soft and light to velvety and full-bodied. What a chance to taste and compare these two wines. Refreshments will be served. \$30  
1 eve - Th. Nov 08, 19:30-21:30 - KEC

#### The Great Pinot Noir Challenge (505224)

The Pinot Noir, the most noble red grape of Burgundy is up for this challenge from Australia, USA and of course the ringer. There is definitely debate as to which grape is the greatest in the world, the Cabernet Sauvignon or the Pinot Noir. You come and make that decision. Light refreshments will be served. \$30  
1 eve - Tu. Nov 13, 19:30-21:30 - KEC

#### The QMP Wines of Germany (505230)

Today people are lost in the dry white wine and think any sweetness is not in. This course will show you the great wines of Germany from their dry to their sweet. Fresh flinty wines from the Mosel and rich round wines from the Rhine. QMP means the best; don't miss it. \$25  
1 eve - Tu. Nov 20, 19:30-21:30 - KEC

#### The Wines of Washington - "A Surprise" (505242)

We are so close and we overlook these great wines. Washington is the second largest wine producer in the USA and has such a broad range of wines that you will be astounded. From Cabernet to Riesling and Chardonnay and Pinot Noir, look for some classy and elegant wines. Refreshments will be served. \$25  
1 eve - Th. Nov 22, 19:30-21:30 - KEC

#### Sherries from Spain. Its Great Wine (505237)

Michael Ross, a true authority on Spanish wines and an educator, will be my special guest to lecture on "Spanish Sherries." This will include Montilla, Malagas. From Fino, Amontillado and India's. It promises to be a memorable evening; don't miss it. Hot nuts and food will be served. \$20  
1 eve - Tu. Nov 27, 19:30-21:30 - KEC

#### The Italian Challenge Chianti - Nebbioloi (505243)

This challenge is another unique tasting. The wines are both of Italy from different regions, Tuscany and Piedmont. They have their distinct character and therefore will add to challenge of making that decision. These wines rank as some of the best in the world and I am sure will excite you. Refreshments will be served. \$25  
1 eve - Th. Nov 29, 19:30-21:30 - KEC

#### The 39th and Cambie Shopping "Spree" (505201)

A tour of the premier wine store in the province with BCLDB wine consultants. They will show you the new products and answer all your questions. The tour will be followed by a tasting. Just the time of year to be making those special purchases. Food will be served. \$15  
1 eve - Tu. Dec 04, 18:45-21:00 - KEC

#### The Sauvignon Blanc Challenge (505223)

Robert Mondavi coined the name Fume Blanc, which he borrowed from a French wine. Sauvignon Blancs from all over the world will compete in this challenge. From smoky to fruity, you will taste them all and decide which is best - French, Australian, Californian, or a surprise country. See you there. \$25  
1 eve - Th. Dec 06, 19:30-21:30 - KEC

#### Introduction to Wine Appreciation (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, various types and production methods; effect of soil, climate and man; proper reading of labels; purchasing, storing, caring and serving; and getting the best value for your money. Tasting each session with wines chosen from the major wine countries of the world. Food served. \$75  
4 eve - Tu. Jan 22/29, Feb 05/12 - KEC

#### Advanced Wine Appreciation (505202)

This course is designed for those who want to know MORE about the intricacies of wine. Participants will gain an increased understanding of the importance of balance, acidity and finish, and smell and taste of red, white and sparkling wines. Limited to 25 students. \$55  
2 eve - Th. Jan 24/31, 19:30-21:30 - KEC

#### Wine and Food - "What a Match" (505226)

There are some wines that don't go with food. We will attempt to answer those obvious questions and show the sensations. This seminar will allow the interchange and analysis of the rights and wrongs of food and wine. There will be a number of wines that will be paired up with the right and wrong foods. This type of seminar was made famous by Barbara Lang, Food Consultant at Inglenook Winery in the Napa Valley. \$20  
1 eve - Th. Feb 07, 19:30-21:30 - KEC

#### Bargain Wines of the World - A Guide to Inexpensive Wines (505213)

There are some great wines out there at bargain prices on the liquor store shelves, but you have a hard time keeping up with all of the bargains. Taste and compare some of those wines, red or white. Light snack served. \$20  
1 eve - Th. Feb 14, 19:30-21:30 - KEC

#### The Great Chardonnay Challenge (505207)

Chardonnay, the King of white wines, from the soft, delicate Champagne to the powerful, rich Corton Charlemagne, is the white wine grape of Burgundy. Look forward to comparing wines from all points of the globe and deciding which one you think is the best. Food will be served. \$25  
1 eve - Tu. Feb 19, 19:30-21:30 - KEC

#### Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Nebbiolo, Chianti, Hermitage and, of course, Port. These, to name a few, are the best wines in the world. Taste and compare and make your own decision. Sign up early so there won't be any disappointment; food as well. \$30  
1 eve - Th. Feb 21, 19:30-21:30 - KEC



#### The Great Bargain Wines of Italy (505246) \*\* New \*\*

From the top of its boot to the tip of her toe Italy produces some of the finest wine in the world and at rock bottom prices. Don't pass this without joining us in tasting Barolos, Amorane, Gavi - just to name a few. Travel through Piedmont, Veneto, Tuscany and enjoy their wines. Food will be served. \$20  
1 eve - Tu. Feb 26, 19:30-21:30 - KEC

#### The Wines of Oregon (505247) \*\* New \*\*

The ideal place to grow Chardonnay and Pinot Noir. Come and taste these wonderful wines and others. These wines compare to the best of the world. A must on the tasting circuit. \$25  
1 eve - Th. Feb 28, 19:30-21:30 - KEC

#### Wines of France - Burgundy (505209)

The wines of the Chardonnay and Pinot Noir produce the great wines of Burgundy. Wines from Chablis, Cote d'Or, the Chalonaise. Macon will tickle your pallet; served with food is a special treat. \$30  
1 eve - Tu. Mar 12, 19:30-21:30 - KEC

#### The California Challenge - Zinfandel (505248)

**\*\* New \*\***  
This challenge is one for the red wine lovers. The Zinfandel is said to be California's own red grape. A wine that can be light or heavy and full-bodied with lots of pepper. \$25  
1 eve - Th. Mar 14, 19:30-21:30 - KEC

#### The Great Cabernet Sauvignon Challenge (505210)

This grape probably produces the best red wine in the world. France, California, Australia or maybe??? Which is the best? A must for wine lovers. \$30  
1 eve - Tu. Mar 19, 19:30-21:30 - KEC

#### Champagne and Port - What a Pair!! (505240)

The wine of Champions and the wine of the Upper Class, these two wines are so different, but they have a common thread - quality and class. We will tour Champagne and taste some true wines of that region and some not from that region. We will visit the Duoro Valley and see how wonderful Port is made and drink some of its lovely juices. This will be a fun course. Food also. \$25  
1 eve - Th. Mar 21, 19:30-21:30 - KEC

#### The Great Merlot Challenge (505249) \*\* New \*\*

From Pomerol to Sonoma, or Chile to Australia, the great Merlot surge has taken off. Come and see how Merlot has turned into a noble wine. Light refreshment will be served. \$25  
1 eve - Th. Mar 26, 19:30-21:30 - KEC

#### California Wine Tour - Napa, Sonoma and San Francisco (505231)

Join us for a five-day weekend tour of the Napa and Sonoma Valleys with a visit and stay in San Francisco. At least 10 wineries, most meals and transportation included. June 1991. \$800 approximate, \$100 deposit.





## 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

### 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

### MASTER MEMBERS

Vancouver Community College  
(City Centre, King Edward Campus,  
Langara Campus)  
British Columbia Institute of  
Technology  
Douglas College  
Simon Fraser University  
University of British Columbia

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

## Writing

### Writing Program (Certificate Pending)

The Writing Program is an integrated certificate program that offers participants the opportunity to develop, build upon and hone their writing skills. Students will work through a syllabus designed to move them naturally from training in the basics to a variety of more advanced courses in three areas: creative writing, professional writing, business writing and technical writing.

Participants will generally begin the program with the most junior course, The Writing Skills Workshop and will then move into a self-designed program, completing a total of 75 course hours to receive the final Certificate of Completion.

Non-certificate students may enrol in any course. For information call Wayne Declé - 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/Schut) \$90  
6 eve - Tu. Oct 09, 19:00-21:30 - Lan (Sill)  
6 eve - We., Oct 10, 19:00-21:30 - Lan (Sill)  
6 eve - Th. Oct 11, 19:00-21:30 - Lan (Sill)

Carroll 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.

#### 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. (Declé) \$90

6 eve - Mo. Oct 15, 19:00-21:30 - Lan  
6 eve - We. Oct 17, 19:00-21:30 - Lan

Wayne Declé - English Literature and Creative Writing; presently works as a program developer and instructor at Vancouver Community College, Continuing Education Division.

#### 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. (Williams) \$90  
6 eve - Th. Oct 18, 19:00-21:30 - Lan

Ms. Williams' writing career covers a wide variety of subjects. She's listed in the history of American musical theatre as being "the only woman to write book, music and lyrics for a Broadway show." ("Rainbow Jones" - 1974) She also recorded an album for which she wrote eleven original compositions. ("Jill Williams" - RCA Victor, 1971)

#### 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, organization, style and format. (Montagnes) \$90  
6 day - Sa. Oct 13, 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. (Buday) \$90  
6 eve - Tu. Oct 09, 19:00-21:30 - KEC

#### Writing Children's Stories (102868) \*\* New \*\*

This course will explore fundamental aspects of writing for children, including generating ideas, turning those ideas into stories, and writing technique. Participants are encouraged to bring work in progress, and should expect to complete at least one project by the end of this course. The instructor is author of "The Circus that Came from the Sea." (Buday) \$90  
6 eve - Th. Oct 11, 19:00-21:00 - KEC

Grant Buday is the author of "The Venetian," a novel about the life of Marco Polo. He also publishes review articles and short stories. Presently he is working on a screen play, as well as other literary projects.

#### Playwriting I - An Introduction (102866)

This class is designed for people who have always wanted to write a play, but didn't know how to start. Using in-class exercises as a foundation, students will go through the step-by-step process of building a script from the opening moment to the closing image. Determining ideas appropriate for theatrical development, getting a sense of the writer's specific audience and an introduction to various theatre styles will also be covered in the course. (Weiss) \$90  
6 eve - We. Oct 10, 19:00-21:30 - Lan

#### Playwriting II - Rewriting and Marketing Skills (102865)

For a lot of writers, the art of writing is actually rewriting. After the initial creation process, which is often difficult, the real pleasure can begin. This course will focus on how to transform a thin first draft into a rich, producible play. Participants will work on their own scripts, enhancing such qualities as character, language, plot, verisimilitude and thematic depth. Finally, what to do to get your work seen by the public will be discussed. \$90  
6 eve - Th. Oct 11, 19:00-21:30 - Lan

Peter Eliot Weiss - A well-known playwright and teacher, theatre writing credits include: "Sex Tips for Modern Girls," "The Haunted House Hamlet," "Going Down for the Count" and "Cocaine - The Board Game." Screenwriting credits include the feature, "The Big Flirt" and the Genie award-winning short "In Search of the Last Good Man." He teaches Theatre History for Simon Fraser University, where last fall he directed a production of "The Investigation."

#### 30 Images a Second - Examining TV News (102867)

This course will provide students with the opportunity to acquire an understanding of how television news stories are covered, packaged and presented. Students will be taken to a television station to view the behind-the-scenes workings of TV news. You will be taught to analyze what you see on the TV screen, to respect the viewer as a

thinking individual rather than as a mass buying member of the public. Through the use of well-made documentaries, the medium will be explained. Students will be encouraged to articulate the strengths and weaknesses of television journalism. Upon completion, you will have a deeper understanding of the TV news industry, so you can watch as a critical observer and fully understand the elements needed to potentially get your individual story on the air.

Who should take this course:

- public relations officers
- members of non-profit organizations
- teachers
- those considering a career in the television business
- critical viewers (Burt/Boniface) \$165  
8 eve - Tu. Oct 09, 19:00-22:00 - Lan

Simon Boniface has been in the television industry for six years. A graduate of the Broadcast Communications program at BCIT, Simon has produced/directed documentaries and corporate videos for BC Tel, TSN, and the Neil Squire Foundation. Simon taught courses at BCIT on camera and editing techniques. Mr. Boniface has worked at CKVU Television and is presently employed at BCTV as an ENG editor.

Montgomery Burt is a graduate of Radio and Television Broadcasting at Mount Royal College. Montgomery Burt has worked in television for eleven years. He has been employed as a news cameraman and editor at CBC Calgary and ITV Edmonton. Montgomery has lectured on editing at the Northern Alberta Institute of Technology and BCIT. Mr. Burt is currently writing dramatic scripts for film and TV while working as an ENG editor at BCTV Television.

#### 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. \$90  
6 eve - Th. Sep 20, 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 BC Film News.

## Writing - Non-Certificate

#### 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) \$35  
10 eve - Mo. Sep 17, 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) \$40  
1 day - Sa. Oct 13, 09:30-15:30 - Lan

John Lekich is an award winning writer who has written for a number of regional and national publications.

#### Writing from Symbol, Myth and Dream (102872)

Both consciously and unconsciously, writers have expressed ideas in myths and symbols. In this class you will learn to more consciously and effectively use myths and symbols in your writing. The work of Joseph Campbell and Carl Jung has shown us there are vast resources available in symbols, myths and dreams. This six-week course is an introduction for those who wish to access and use these resources in their writing. In a workshop format, with writing and feedback, each class will focus on a specific topic such as mythic personalities and situation, symbolism in objects and nature, using dream symbolism in writing. (Sill) \$90  
6 eve - We. Oct 10, 19:00-21:30 - Lan

Carroll 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.



## Statutory Holidays - Fall Term 1990

The Continuing Education Division will be closed these dates:

**Saturday, September 1, 1990**

**Monday, September 3, 1990**

**Saturday, October 6, 1990**

**Monday, October 8, 1990**

**Saturday, November 10, 1990**

**Monday, November 12, 1990**

**Friday, December 21, 1990 (noon) - January 1, 1991**

## EARN A CERTIFICATE

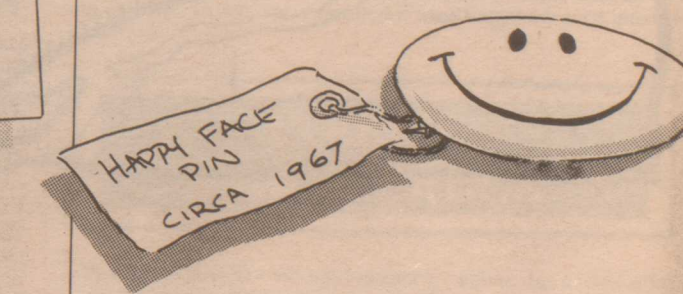
If you need training to get ahead in your job, to broaden your career path or blaze a new one, a Vancouver Community College Continuing Education Certificate Program is designed specifically to meet your needs.

Representatives of industry and the professions help plan these programs for adults who want to get 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  
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





## 4 WAYS TO REGISTER

### 1. By MAIL.

Fill in Registration Form (at right) 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 874-9923

### 3. In PERSON.

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

### 4. By FAX.

Use the form on page 43 and FAX to 875-8241. Pay by charge card.

### Registration Hours

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

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

## 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.



- |   |  |
|---|--|
| 1. CC - City Centre, 250 W. Pender St.        | 7. MCH - Ming Court Hotel, 1160 Davie St.                          |
| 2. CLW - Clothworks, 132 Powell St.           | 8. OAK - VCC Oakridge Shopping Centre (North Tower), Cambie & 41st |
| 3. FP - Focal Point, 4474 W. 10th             | 9. ODH - O'Doul's Hotel, 1300 Robson St.                           |
| 4. KEC - King Edward Campus, 1155 E. Broadway | 10. UGC - University Golf Club, University Boulevard               |
| 5. KEC/W - King Edward West, 691 E. Broadway  | 11. WT - Wines and Things - 3121 W. Broadway                       |
| 6. LAN - Langara Campus, 100 W. 49th Ave.     | 12. VVC - Vancouver Volunteer Centre, #301-3102 Main St.           |

## 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	START DATE _____ END DATE _____
4	<input type="checkbox"/> CHEQUE	
	<input type="checkbox"/> CREDIT CARD	

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## CITIZENSHIP REQUIREMENTS FOR ADMISSION

For all courses offered by Continuing Education, applicants must be a Canadian citizen, permanent resident or landed immigrant. Exception are if applicant:

- has applied for permanent residency and is receiving favourable consideration and is designated as such by the Federal Government;
- is a member, or direct dependent of a member, of the diplomatic corps;
- is being processed under the Federal Domestic Movement Program;
- is a Convention Refugee and is designated as such by the Federal Government

Proof is 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:

- 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.

- The waiver of course fees shall not include the waiver of materials or equipment rentals.

- A fee waiver shall not apply to computer courses at off-campus locations, to travel or natural history tours or to wine courses.

## REGISTER EARLY!

Popular programs fill up quickly so register early to avoid disappointment. All program costs are covered by your tuition fees. Some programs are cancelled if there is insufficient enrolment. This decision is made well before a program begins so early registration is important.

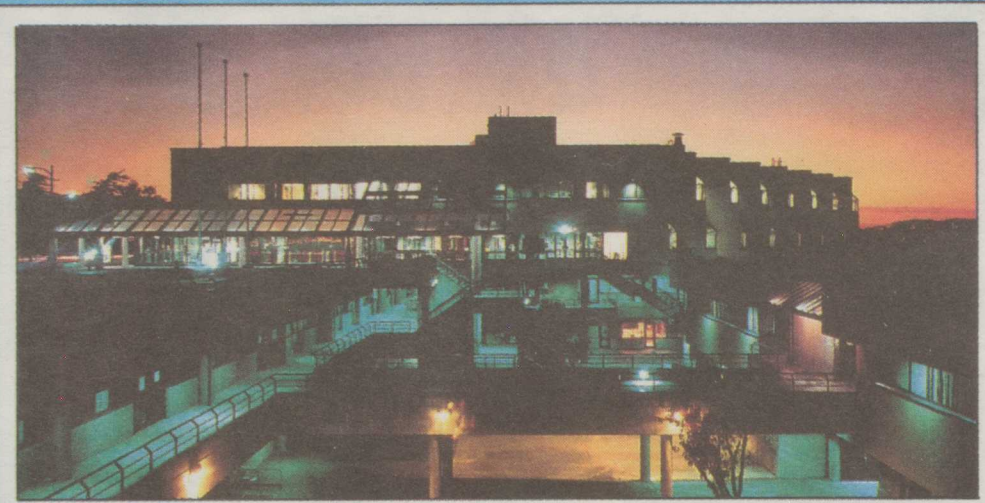
## DON'T WAIT!

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

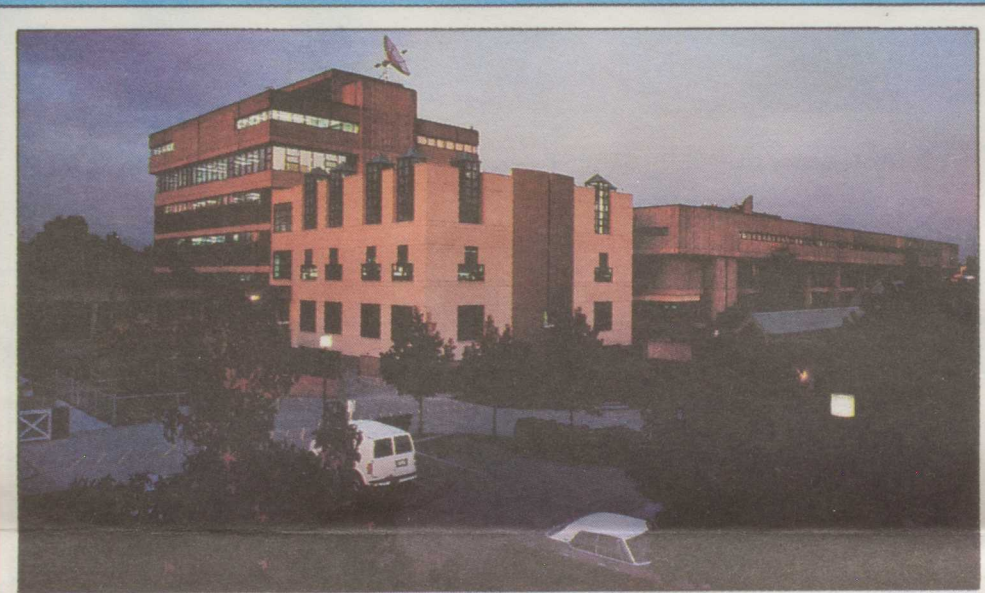
## COURSE CANCELLATION

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.

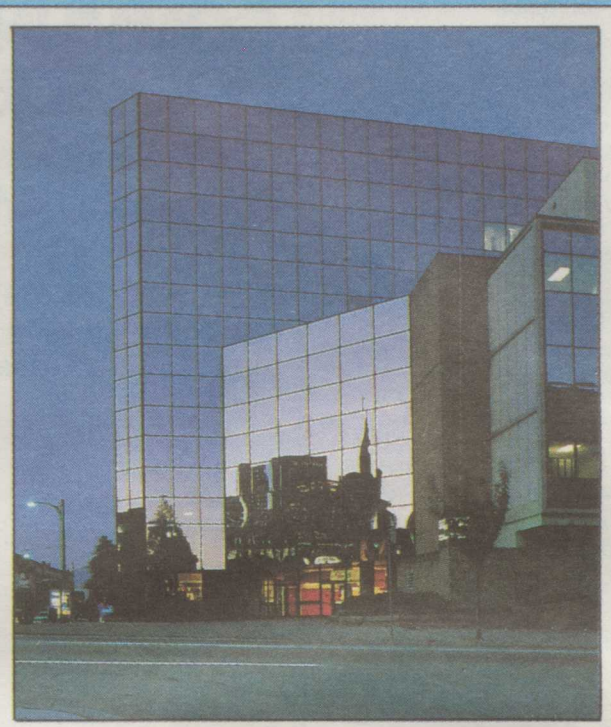




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