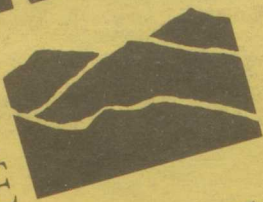


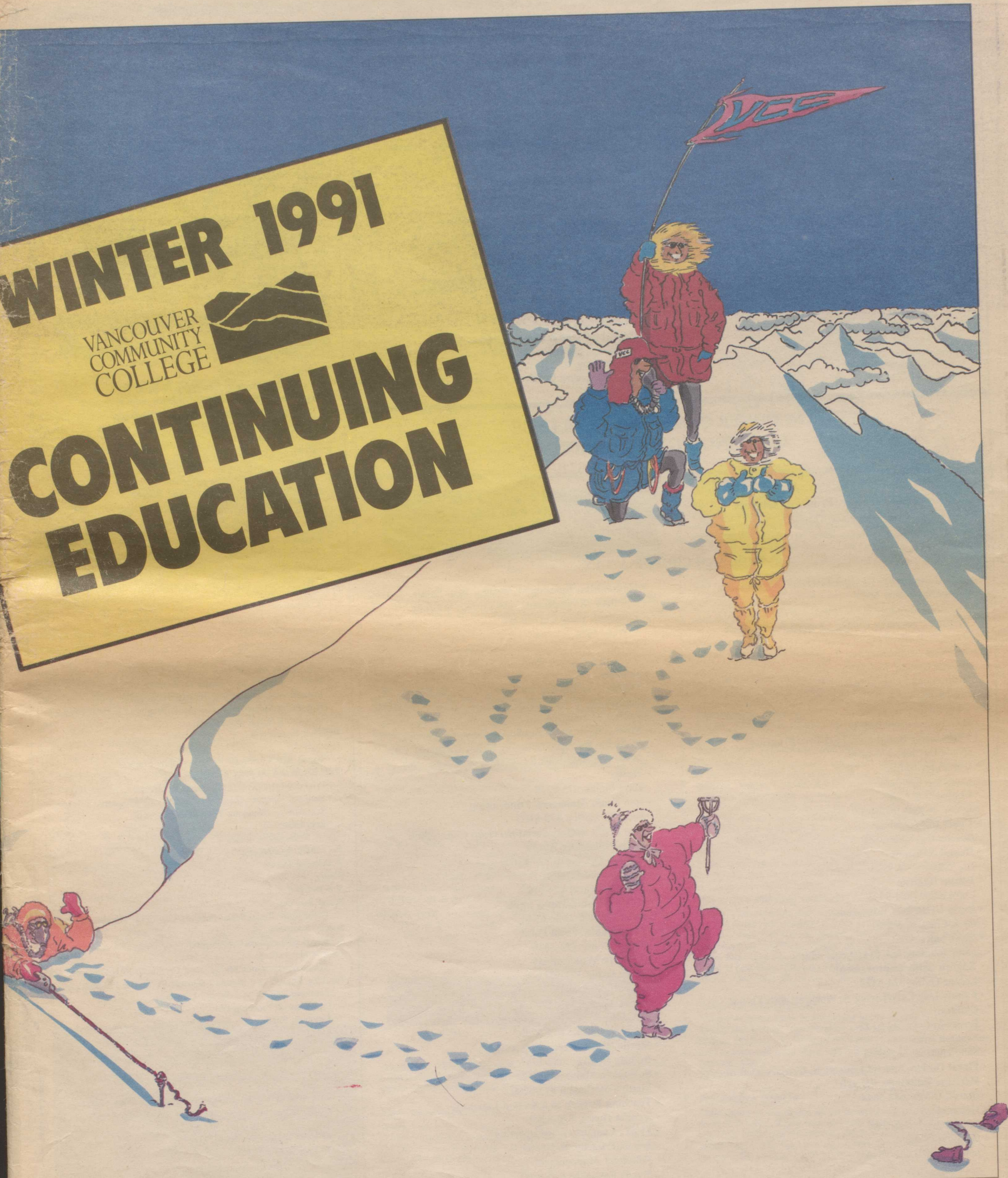
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**WINTER 1991**

VANCOUVER  
COMMUNITY  
COLLEGE



**CONTINUING  
EDUCATION**





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## VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

### Director

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### Associate Director, Program Services

Gail Rochester 875-8200

### Associate Director, Finance and Administration

Fred Wylie: 875-8200

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#### • Dental Hygiene

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Gyda Chud: 324-5521

#### • Electronics

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#### • English Skills Improvement

Leanne Quirk: 324-5322

#### • Family Day Care/Living & Working with Young Children

Rosie Anslow: 324-5322

#### • Fashion Arts

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#### • Floral Design, Special Education, Conservation of Heritage Buildings, Electric

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#### • Gemmology

Eric Leyland: 682-5844

#### • Graphic Design

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#### • Music

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#### • Non Profit Managers, Fundraising

Susan Entwistle: 875-8200

#### • Non Profit Sector, Social Services, Counselling

Skills, Substance Abuse

Marilyn McClaren: 875-8200

#### • Nursing and Health

Sheila Stickney: 874-9923

#### • Office Administrative Skills

Anne Tollstam: 682-5844

#### • Photography-Focal Point

Walter Evans: 224-3636

#### • Property Management

Chuck Dunn: 324-5511

#### • Recreation, Sports, Leisure

Bob Andersen: 324-5253

#### • Small Business, Telecommunications Management

Peggy Worobetz: 875-8200

#### • Sterile Supply Processing Aide

Barbara Bolding: 687-1757

#### • Substance Abuse

Marilyn McClaren: 875-8200

#### • Teaching English as a Second Language

Jennifer House: 875-8200

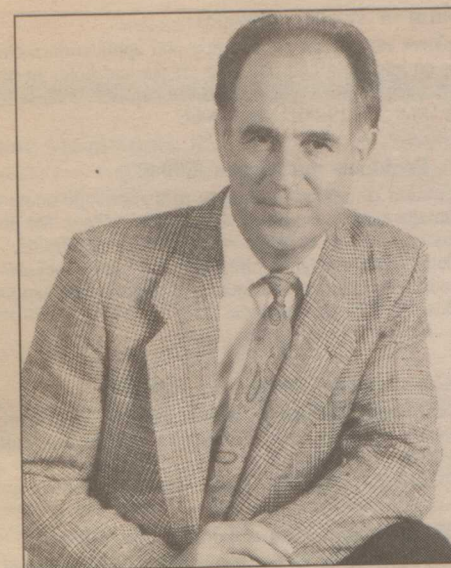
#### • TESL, Languages, Interpreting

Brenda Pengelly: 875-8200

#### • Volunteer Management

Brenda Reynolds: 875-8200

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## DIRECTOR'S MESSAGE

### HAPPY NEW YEAR!

1991 will surely bring increased demands to our already busy schedules. Our rapidly changing world challenges each of us to acquire new strategies and skills in our professional and personal lives.

Over the past 25 years, hundreds of thousands of adults have become part of the learning environment at Vancouver Community College. Some have completed certificate programs related to their careers; others have acquired job skills upgrading; while others have enjoyed our recreation and leisure time courses; all have added to their knowledge and skill base thereby continuing their education.

This flyer contains many new offerings in addition to those which continue to serve over 30,000 registrants annually. The successful programs are the result of careful planning and delivery by a committed team of professionals: program coordinators, instructors, staff and administrators.

We have easy registration by telephone, FAX, mail or in-person designed to save you time. If you're registering early in January by phone, please refer to the flyer for convenient registration times. You'll find flexible scheduling and class locations convenient to you.

1991 can be a successful and enjoyable year with a little conscious planning. Why not include VCC in your success plans?

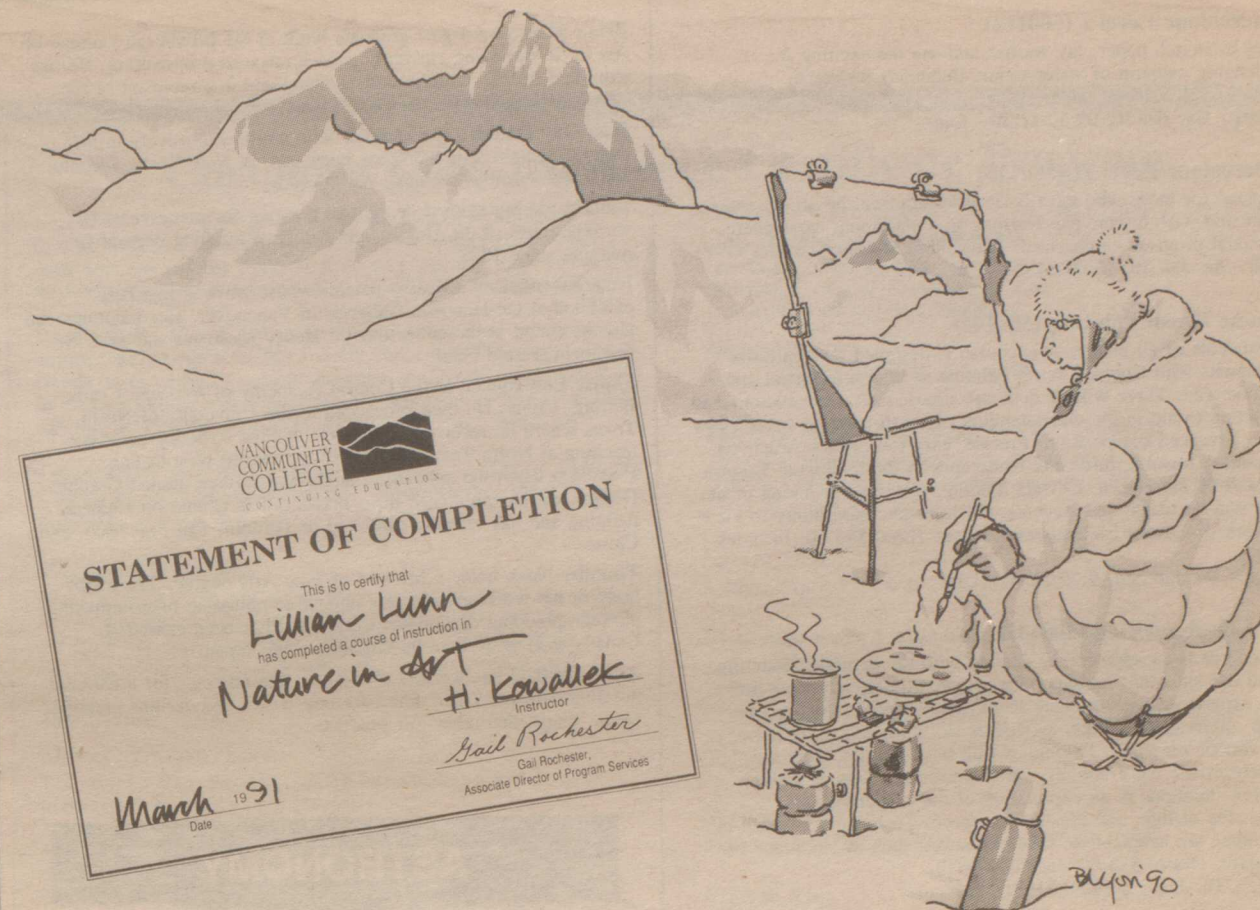
We'd like to hear from you!

*Richard M. Pearce*

Richard M. Pearce

Director

In the event of snow storms disruptive enough to cause evening class postponements, please listen for an announcement on CKNW 98 AM radio after 4:00 p.m. or telephone any Continuing Education location for information.



## ARCHAEOLOGY & ANTHROPOLOGY

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

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) \$64.20 (Includes GST) 4 eve - We. Feb 06, 19:00-21:00 -9 KEC

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

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) \$64.20 (Includes GST) 4 eve - Tu. Feb 05, 19:00-21:00 - Lan

### Instructors:

**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.

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

## ART

Art students will be given supply lists on the first evening of class. If the course includes drawing, each student will be asked to supply his/her own drawing board.

### 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) \$85.60 (Includes GST) 10 eve - We. Jan 23, 19:30-21:30 - Lan

### 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) \$85.60 (Includes GST) 10 eve - Th. Jan 24, 19:30-21:30 - Lan

### 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. (Musson) \$85.60 (Includes GST) 10 eve - Tu. Jan 22, 19:30-21:30 - Lan

### 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. (Musson) \$85.60 (Includes GST) 10 eve - Th. Jan 24, 19:30-21:30 - Lan

### 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) \$149.80 (Includes GST) 8 eve - Mo. Jan 21, 19:00-22:00 - Lan 8 eve - Tu. Jan 22, 19:00-22:00 - Lan

### 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) \$149.80 (Includes GST) 10 eve - Mo. Feb 04, 18:00-21:30 - Lan

### 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) \$85.60 (Includes GST) 10 eve - Tu. Jan 22, 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) \$85.60 (Includes GST) 10 eve - Th. Jan 24, 19:30-21:30 - Lan

continued on page 4



#### Watercolour Level I (500112)

Learn to stretch paper, lay washes and use the exciting & challenging medium of watercolour. Beginners welcome. (Kowellek) \$85.60 (Includes GST)  
10 mng - Sa. Jan 26, 09:30-11:30 - Lan

#### Watercolour Level II (500113)

Designed for those who have basic instruction in the art of water-colour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowellek) \$85.60 (Includes GST)  
10 aft - Sa. Jan 26, 12:00-14:00 - Lan

#### Chinese Brush Painting (500146)

For students of all levels. This course is designed to familiarize participants with Chinese Brush Painting in both a technical and aesthetic way. There will be demonstrations, slide presentations and instruction to aid in the understanding of brush painting from "how to" to advanced composition. Precise, easy-to-follow instructions on painting flowers, birds and landscapes in the traditional Eastern way will be introduced. Correct holding, moving and inking of the brush will be taught and students will have the opportunity to view the work of various contemporary artists. (Lou) \$85.60 (Includes GST)  
10 eve - Th. Jan 24, 19:00-21:00 - Lan

#### Still Life Rendering (500147)

This course is an approach to dealing with the accurate rendering of still life situations on paper for people who already have had some experience with drawing from life. We will focus on fine-tuning observational skills, as well as skills for recording those observations on paper. Beginning with basic studies using simple, monochromatic constructions, we will progress through more complex situations in an exploration of the properties and phenomena of light and illusionistic space. Techniques covered in this course are adaptable to other situations such as landscape or the figure. (Nash) \$85.60 (Includes GST)  
10 eve - Th. Jan 24, 19:30-21:30 - Lan

#### Mixed Media: Drawing with Impressions (500148)

Ever take a rubbing from a coin? There is a wide range of possibilities for ideas and approaches to image making from a simple source like this. This course is an exploration of different methods which use actual found objects as tools and materials for drawing. No need to have a knack for observational drawing. Simple objects can be used in direct contact with the paper for effects ranging from photographic to very spontaneous and gestural. Using found objects and surfaces, we will explore techniques for taking impressions from them, as well as using them as tools for mark making. The results have rich textural qualities which can be used as something in themselves or in combination with representational drawing or painting. Many of the techniques explored are adaptable to printmaking media such as etching, silk screen or lithography. (Nash) \$85.60 (Includes GST)  
10 eve - Tu. Jan 22, 19:30-21:30 - Lan

#### 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. Please call Clothworks - 688-1752 for more information. \$128.40 (Includes GST)  
1 day - Su. Jan 20, 08:00-15:00 - Clw  
1 day - Su. Feb 24, 08:00-15:00 - Clw  
1 day - Su. Mar 24, 08:00-15:00 - Clw  
1 day - Su. Apr 24, 08:00-15:00 - Clw

#### Designing and Writing Greeting Cards for Publications (102873)

The greeting card industry relies heavily on freelance talent. Publishers review hundreds of submissions each week looking for new and exciting ideas to add to their card lines. This professional workshop is for the artist or writer who has always wanted to have their ideas published. You will be introduced to the card marketplace, discuss what sells and why, and learn to develop successful card ideas using your unique talents. By the end of the course you will be able to create a presentation of your work designed to get noticed in the greeting card industry and increase your chances of getting published. (Axelrod) \$96.30 (Includes GST)  
5 eve - Th. Feb 21, 19:30-21:30 - Lan

#### Instructors:

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

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

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

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

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

**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.

**Shutse Lou** studied at the Central Academy of Arts and Crafts, Beijing, China. He then proceeded to the University of North Texas where he received his Master of Fine Arts degree. After teaching at North Texas University, he moved west to San Francisco where he exhibited, taught and further studied Graphic Design. He has published three books (all in China) on Chinese painting and has recently exhibited in Toronto, San Francisco, and China.

**Timothy Nash** holds a Masters of Fine Arts degree. The major body of his work concentrates upon a combination of printmaking, photographic and drawing processes and has been exhibited Canada-wide as well as in Yugoslavia and Japan.

**Ande Axelrod** has worked as the Creative Director for a national greeting card publisher. She currently writes and designs greeting cards, mugs, and other gift products.

## 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) \$155.15 (Includes GST)  
9 eve - Mo. Jan 21, 18:00-20:00 - Lan

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

## BUILDING CONSTRUCTION, RENOVATIONS AND HOME REPAIR

#### Owning a Healthy House - A Series

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

#### Buying a Healthy House (500402)

Learn how to do a complete house inspection, including assessment of the physical condition for defective or sub-standard construction, deterioration or poor maintenance. (Best) \$48.15 (Includes GST)  
1 eve - We. Feb 13, 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) \$48.15 (Includes GST)  
1 eve - We. Feb 20, 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) \$48.15 (Includes GST)  
1 eve - We. Feb 27, 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) \$48.15 (Includes GST)  
1 eve - We. Mar 06, 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) \$48.15 (Includes GST)  
1 eve - We. Mar 13, 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) \$48.15 (Includes GST)  
1 eve - We. Mar 20, 19:00-22:00 - KEC

#### Building Construction Estimating (050201)

Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field. (Wilkinson) \$107 (Includes GST)  
10 eve - We. Jan 23, 18:30-21:30 - CC

#### 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) \$197.95 (Includes GST)  
8 eve - We. Feb 06, 18:30-21:30 - CC

#### Renovating Your Home (503468) \*\* New \*\*

Considering renovation of your home but don't know where to start? Come and get the information and tools necessary to assist you in deciding whether or not to renovate, what renovations to undertake and how to proceed. Topics covered will include: design alternatives, how to read architectural drawings, cost estimates and potential return on investment, preparation of contract documents, tendering, design and construction regulations. Please bring drawings, photographs, sketches and renovation ideas on your own project. (Swankey) \$69.55 (Includes GST)  
2 days - Sa. Feb 02, 09:30-12:30 AND  
Sa. Feb 09, 09:30-16:30 - Lan

#### Instructors:

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

**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.

**Tom Swankey** has been active in the design and construction industry of western Canada for the past 15 years. He is currently a member of the Royal Architectural Institute of Canada, and has been the designer, project architect, and/or construction manager for a number of significant projects, ranging from residential renovations to town halls to large new schools. His most recent projects include: the new school at the Black Lake Indian Reserve, located near Lake Athabasic in Northern Saskatchewan, and additions and renovations to a school in Maple Ridge, B.C.

**Rob Wilkinson** graduated from the BCIT 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 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. Jan 19, 09:00-16:00 - CC  
5 day - Sa. Feb 23, 09:00-16:00 - CC

#### 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. Feb 6, 18:30-21:30 - CC

continued on page 5

#### 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. Jan 28, 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. (Clark) \$25  
1 day - Sa. Feb 09, 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) Lan \$25  
1 day - Sa. Feb 16, 09:00-15:00 - CC

#### Instructors:

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

**Peter Clark** is a full-time instructor in the Building Service Worker Program at VCC.

**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.

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

## BUSINESS

### Leadership Skills for Business

Are you a "natural leader"? Can you inspire others to work creatively and effectively toward a shared vision? These abilities are in high demand in today's competitive work environment. This seven-course series unlocks the secrets of "natural leadership" - hard work, intelligent planning and strategic implementation. Each one-day course is practical and hands-on, with time allowed to refine newly-acquired skills and techniques.

For information call Jacqueline Bradshaw, Program Coordinator, 875-8200.

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

\* Special Cancellation and Refund Policy. Please refer to end of Business Section.

#### 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) \$175

#### Winter 1991

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

#### Spring 1991

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

#### Fall 1991

1 day - We. Sep 25, 09:00-15:00 - ODH

## Customer Care Excellence Certificate Program

Excellence. It's a goal to strive for, yet seldom achieved. In dealing with our customers it can make the difference between mere survival and the flourishing of your business. Can you afford to treat your customers in anything less than an excellent manner?

The Customer Care Excellence program is designed to help you ensure that Service Excellence really happens in your organization. Hands on exercises, a custom designed workbook, and an emphasis on process skills for solving customer problems as they arise make this practical course about "How-Tos," not just "What-Tos."

This program leads to an optional Certificate Program in Customer Care. It can also be customized for training for any industry or institution.

#### Who Should Attend?

The Customer Care Excellence Program and Seminars are offered in two streams, one for managers and supervisors, and the second for front-line employees. Both are appropriate for individuals working in business, government, and the non-profit sector.

#### The Series:

##### Managers/Supervisors

1. Customer Care Excellence - An Introduction for Managers/Supervisors 1410 (104601)
2. The Customer Care Strategy 2410 (104602)
3. Customer Care Leadership and Employee Commitment 3410 (104603)
4. Customer Care Communication Skills 4410 (104604)
5. Customer Care Sales and Marketing Skills 5410 (104605)

##### Front-Line Employees

1. Customer Care Excellence - An Introduction for Front-Line Employees 1210 (104606)
2. Customer Care Marketing Skills 2210 (104607)
3. Customer Care Sales Skills 3210 (104608)
4. The Internal Customer and Personal Marketing 4210 (104609)
5. Customer Care Communication Skills 5210 (104610)

#### Customer Care Excellence - An Introduction for Managers/Supervisors 1410 (104601)

- Debunking customer care myths
- Bottom-line rationale for customer care
- Getting the customer care attitude

#### Winter 1991

3 days - March 15, 21 & 22, 09:00-17:00 - TBA

#### 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) \$175

#### Winter 1991

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

#### Spring 1991

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

#### Fall 1991

1 day - We. Oct 16, 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

#### Customer Care Excellence - An Introduction for Front-Line Employees 1210 (104606)

- Dealing effectively with customers
- Turning Customer complaints around
- Customer care begins at home

#### Winter 1991

3 days - April 4, 5 & 10, 09:00-17:00 - TBA

#### The Customer Care Strategy 2410 (104602)

- The five steps to customer care design
- Setting customer care standards, measurements and policies
- The customer care audit

#### Spring 1991

3 days - April 12, 18 & 19, 09:00-17:00 - TBA

#### Customer Care Leadership and Employee Commitment 3410 (104603)

- Customer care starts at the top
- Overcoming employee apathy to develop a customer care culture
- Getting employee service commitment through participation, incentives and training

#### Spring 1991

3 days - April 26, May 2 & 3, 09:00-17:00 - TBA

#### Course Fees

For Winter 1991 each seminar is \$495.

\*Special Cancellation Refund Policy: Please refer to end of Business Section.

#### Instructor:

**Carla Furlong**, BA, BSc, MBA (Finance and Marketing)

Carla Furlong is an independent marketing and customer service author, consultant and workshop leader. A specialist in services marketing, Carla's professional experience spans more than ten years, including a four-year tenure as Associate Vice-President and Marketing Manager for a Canadian investment firm. As head of her own consulting firm, she has provided strategic marketing and customer service counsel to numerous Canadian service companies and institutions.

For program information call Jacqueline Bradshaw, Program Coordinator, 875-8200. For registration and invoicing call Lynda Boothby - 875-8200.

\*Special Cancellation and Refund Policy: Please refer to end of Business Section.

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) \$175

#### Winter 1991

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

#### Spring 1991

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

#### Fall 1991

1 day - We. Oct 30, 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) \$175

#### Winter 1991

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

#### Spring 1991

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

continued on page 6



## Fall 1991

1 day - We. Nov 13, 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) \$175

## Winter 1991

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

## Spring 1991

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

## Fall 1991

1 day - We. Nov 20, 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) \$175

## Spring 1991

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

## Fall 1991

1 day - We. Nov 27, 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) \$175

## Spring 1991

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

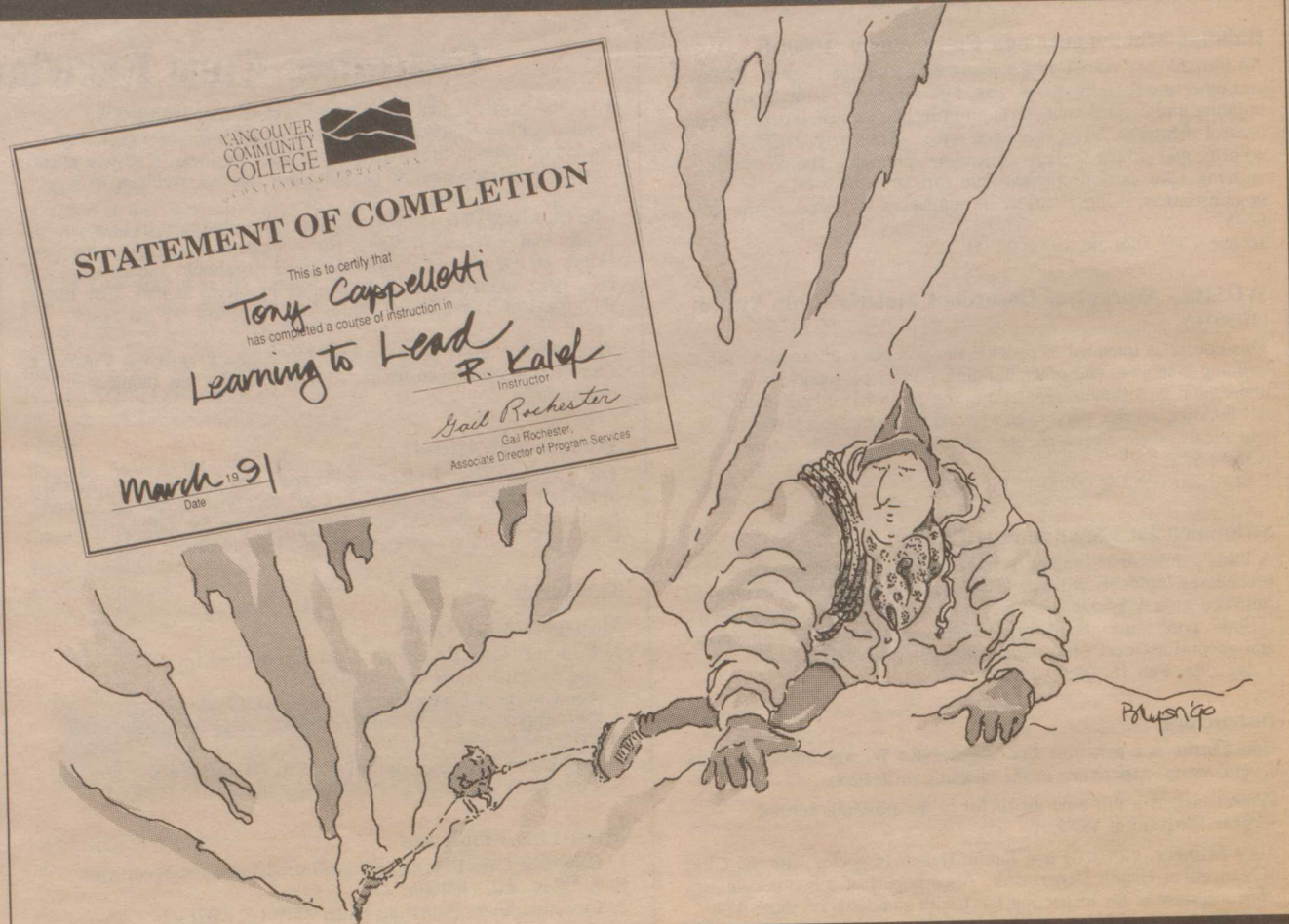
## Fall 1991

1 day - We. Dec 04, 09:00-15:00 - ODH

### Trainers:

**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.



## 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) \$525

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) \$525

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) \$525

Objectives: Participants will be able to:

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

### Who Should Attend?

Management Skills for Supervisors has been designed for current and future managers and supervisors in any occupation in the private, public and non-profit sectors.

### Format:

The program is a twelve-day participant-centered opportunity offered in three 4-day modules.

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

### Certification:

Participants that complete all three parts, Interpersonal Skills, Group Skills and Administrative Skills qualify to receive the provincial certificate from the Ministry of Advanced Education, 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 information call Jacqueline Bradshaw, Program Coordinator - 875-8200. For registration and invoicing call Lynda Boothby - 875-8200.

## 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

## Fall 1991

Group A

Part I Oct 1-4, Interpersonal Skills

Part II Oct 22-25, Group Skills

Part II Nov 19-22, Administrative Skills

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

\*Special Cancellation and Refund Policy: Please refer to end of Business Section.

## Business Administration Certificate Program

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

### 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, January 08, 1991, 19:00-21:30 - \$30 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, March 09, 10:00-13:00.

Final exam for ALL classes of Accounting 1115 and 2215 will be Saturday, April 20, 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. There will be no classes Saturday, March 30 and Monday, April 01 because of the Easter weekend. You will be required to make up these missed classes at a time convenient to both you and the instructor.

### 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, January 08, 19:00-21:30 - \$30

### 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. \$185  
13 mng - Sa. Jan 19, 10:00-13:00 - Lan (Brimm), No class Mar. 30  
13 eve - Mo. Jan 21, 19:00-22:00 - Lan (Martin), No class April 1  
13 eve - Tu. Jan 22, 19:00-22:00 - Lan (Wadsworth)  
13 eve - We. Jan 23, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Jan 24, 19:00-22:00 - Lan (TBA)

### 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. \$185  
13 eve - Tu. Jan 22, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Jan 24, 19:00-22:00 - Lan (Mahden)

### 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. (Martin) \$185  
13 eve - Th. Jan 24, 19:00-22:00 - Lan

### Accounting 3421 (102004)

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases, and financial statement analysis. (Jeyakumar) \$185  
13 eve - Sa. Jan 19, 09:00-12:00 - Lan

### 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) \$185  
13 eve - Tu. Jan 22, 18:00-21:00 - Lan

### 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) \$185  
13 eve - Mo. Jan 21, 18:30-21:30 - Lan - No class April 1

### 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) \$185  
13 eve - Tu. Jan 22, 18:30-21:30 - 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) \$185  
13 eve - Tu. Jan 22, 19:00-22:00 - Lan

### 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) \$185  
13 eve - We. Jan 23, 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 highly recommended for this course. (Tollstam) \$230  
10 mng - Sa. Jan 19, 09:00-13:00 - Lan  
13 eve - Tu. Jan 22, 19:00-22:00 - Lan  
13 eve - We. Jan 23, 19:00-22:00 - CC

### 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) \$185  
13 eve - We. Jan 23, 19:00-22:00 - Lan

N.B. This term will be the last time this course will be offered.

### Managing for Accountability and Broad-based Effectiveness (Value-for-Money) 1000 (102005)

Accountability and value-for-money can be achieved in all organizations in the public, private and voluntary sectors of our economy by utilizing the double loop concept. The "care loop" establishes the Mission Statement to be the foundation for the strategic and operational levels in the organization; and the "productive loop" articulates the Purpose/Mission of the organization. No text required - current literature utilized. (Sheinin) \$185  
13 eve - Mo. Jan 21, 19:00-22:00 - Lan, No class April 1.

### 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) \$185  
13 eve - Mo. Jan 21, 19:00-22:00 - Lan - No class April 1

### 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) \$185  
13 eve - Tu. Jan 22, 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) \$210  
13 eve - We. Jan 23, 19:00-22:00 - Lan

### Instructors:

**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.

**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.

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

**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.

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

**Christophir Mahden**, B. Commerce, C.A., Budgets and Systems, Canadian Airlines, Inflight Division, has taught accounting for many years.

**Barrie Martin**, C.G.A., Senior Auditor, Revenue Canada, has 14 years' teaching experience at VCC.

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

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

**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.

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

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



## 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 for automation - Level I 1115 (104502)  
Administrative Procedures for automation - Level II 1215 (104503)  
Communications 1118 (102016)  
Computer Applications in Business 2000 (102008)  
Advanced WordPerfect 1210 (100520)  
Business 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 a keyboarding speed of 20 words per minute or completion of either Typing-Keyboarding or Speed Building Courses. Participants with extensive typing experience should contact the Program Coordinator prior to registering in Typing Business Correspondence and Documents.

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

This exam is mandatory for all registering in the Communication Courses 1115 or 1118. The fee for this exam is non-refundable. \$30  
1 eve - Tu. Jan 08, 19:00-21:30 - Lan

### Advisory Committee:

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

### Winter Term 1991

#### 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.) (Domby) \$115  
8 eve - Mo. Jan 21, 18:30-21:30 - CC

#### Administrative Procedures for Automation - 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. (Zimmerman) \$115  
6 eve - Tu. Jan 22, 18:30-21:30 - CC

#### Administrative Procedures for Automation - 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. (Zimmerman) \$115  
6 eve - Tu. Mar 12, 18:30-21:30 - CC

#### Business Practices 1315 (104507)

This course will focus on a typical company and how it operates in the 1990s. Topics covered will be decision-making, leadership skills, the motivation process and techniques for managing change in a company. Textbook to be purchased at City Centre Bookstore prior to first class. (Guenard) \$120  
8 eve - We. Jan 23, 18:30-21:30 - CC

#### Communications 1118 (102016)

This course is designed to prepare students to compose business correspondence. Training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes and employment correspondence. Prerequisite: Successful completion of the LPI Exam. Please call 324-5322 to register. \$185  
13 eve - We. Jan 23, 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. \$230  
10 mng - Sa. Jan 19, 09:00-13:00 - Lan  
13 eve - Tu. Jan 22, 19:00-22:00 - Lan  
13 eve - We. Jan 23, 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. \$235  
5 eve - We. Jan 16, 19:00-22:00 - Lan  
5 eve - Th. Feb 21, 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. \$185  
13 eve - Tu. Jan 22, 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. \$235  
5 mng - Sa. Jan 19, 09:00-12:00 - Lan  
5 eve - Tu. Feb 19, 19:00-22:00 - Lan

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

Take the mystery out of accounting. This course is designed for the Administrative Support Person who does not require detailed bookkeeping knowledge, but wants an overview of the subject. You will learn by practical examples and gain an understanding of the various types of transactions, budgets and terminology. Day to day accounting work will be reviewed from expense reports to accounts payable invoices. Computerized and manual accounting systems will be explained. (Shipman) \$115  
6 eve - Mo. Jan 24, 18:30-21:30 - CC

### Instructors:

**Claire Domby**, M.Ed. is an experienced instructor and office administrator. She has taught office-related courses for several years in the college setting.

**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.

**Jannette Zimmerman**, B.Ed. has twenty years office-related experience. She has operated her own company providing business service to small companies.

## 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 "Keyboarding for the Information Processor," Sharon Burton and Ralph Holloway will be provided for classroom use. (Hughes) \$140  
12 eve - Mo. Jan 21, 19:00-21:00 - CC

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

8 eve - Mo. Jan 21, 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) \$75  
6 mng - Sa. Jan 19, 09:30-12:30 - CC  
6 eve - Tu. Jan 22, 19:00-22:00 - CC

#### Typing - Speed Building (104402)

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to intense typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. Textbook provided for classroom use. (Tollstam) \$80  
6 eve - We. Jan 23, 19:00-22:00 - CC

#### Formatting Business Letters (104403)

Brush up your skills. Join us in this four-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) \$45  
1 mng - Sa. Mar 09, 09:00-13:00 - CC

### Instructor:

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

## Administrative/Management

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

6 eve - Tu. Jan 22, 18:30-21:30  
See Office Administration Certificate Section for details on this course.

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

6 eve - Tu. Mar 12, 18:30-21:30  
See Office Administration Certificate Section for details on this course.

#### Business Practices 1315 (104507)

8 eve - We. Jan 23, 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) \$125  
8 eve - We. Jan 23, 18:30-21:30 - CC

#### Introduction to Bookkeeping (104410)

This introductory course will cover the preparation of books of original entry and posting of journals to the general ledger, as well as simple reconciliations of certain balance sheet accounts. Students will record the business transactions for a complete accounting cycle, including the preparation of simple financial statements. Text and worksheets to be purchased at City Centre Bookstore prior to class. (Shipman) \$125  
8 eve - Th. Jan 24, 18:30-21:30 - CC

#### 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. (Shipman) \$114  
6 eve - Mo. Jan 21, 18:30-21:30 - CC

### Instructor:

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

## 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. Feb 16, 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. Feb 23, 09:00-15:00 - Lan

#### 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 understanding of listening skills, body language, assertiveness, conflict resolutions and group dynamics. (Coomber) \$60  
1 day - Sa. Feb 02, 09:00-15:00 - CC

#### Effective Oral Communications (503470) \*\* New \*\*

The quality of our oral communications impacts on how we see ourselves, how we relate to family and friends, how we view our job functions, how clients perceive us, and ultimately, on our personal and financial success. Designed to extend the communications capabilities of every individual, the sessions will be dynamic, interactive and highly creative. Techniques utilized will include: creative visualization; role playing, acting; impromptu speaking; delivering prepared speeches; speech evaluation and audience analysis; evaluation of thinking and learning styles; media relations. The goal of this learning process is for you to discover how to be yourself in the public forum, and in so doing, discover how to better represent yourself and your organization. (Swankey) \$140  
8 eve - We. Jan 23, 19:00-22:00 - Lan

#### 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 on the first evening. (Chisholm) \$60  
2 eve - Mo. Jan 21/28, 18:30-21:30 - CC

### Instructors:

**Donna Bradbury** has 25 years' experience in business.

**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.

**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.

**Tom Swankey** has been active in communication education and training since 1980, both as a consultant and a teacher in business management and communication. He currently manages his own business and provides a communication consulting service to numerous school boards, corporations and individuals in the greater Vancouver area.

## 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 working, or who would like to work or study in related medical technology. (Textbook to be purchased from Langara bookstore.) (Rogers) \$115  
10 eve - Tu. Jan 22, 18:30-21:30 - Lan

#### Medical Terminology II (104420)

This course is the second half of a two-part program. Prerequisite is Medical Terminology I or a comparable certificate which must be approved by the instructor. The textbook used in Medical Terminology I will be used again in this course. Those who do not have the textbook, may purchase it at the Langara Bookstore. (Rogers) \$115  
10 eve - We. Jan 23, 18:30-21:30 - 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) \$100  
8 eve - Mo. Jan 21, 18:30-21:30 - Lan

### Instructor:

**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

#### Shorthand Beginners (104421)

Learn the basic theory of Shorthand 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) \$100  
10 mng - Sa. Jan 19, 09:30-12:00 - CC

#### Shorthand Skill and Speed Building (104418)

Increase your shorthand speed and transcription techniques using your present shorthand method. Although this course is suitable to all shorthand or speedwriting users, extra instruction will be given for Pitman Shorthand phrases and short forms. Please bring a shorthand note pad and HB pencil to the class. (Sherlock) \$65  
5 mng - Sa. Jan 19, 09:30-11:30 - CC

### Instructors:

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

**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 \$60 or register for all four courses for a total of \$215 - a saving of \$25.

#### ALL FOUR COURSES (104419) \$215

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) \$60  
1 day - Sa. Jan 19, 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) \$60  
1 day - Sa. Feb 02, 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) \$60  
1 day - Sa. Feb 16, 09:30-15:30 - Lan

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

Learn the standard formats for memoranda and reports, and review the modern and powerful language of business writing to get results. (Rogers) \$60  
1 day - Sa. Mar 02, 09:30-15:30 - Lan

### Instructor:

**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 \$35. All other courses are nine (9) hours in duration at \$65 each. Enrol individually or register for the package of six (6) courses for \$325 - a saving of \$35.

All six courses (104425) \$325

**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) \$35  
1 eve - Tu. Jan 22, 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) \$65  
3 eve - Th. Jan 24/31, Feb 07, 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) \$65  
3 eve - Tu. Jan 29, Feb 05/12, 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) \$65  
3 eve - Th. Feb 14/21/28, 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) \$65  
3 eve - Tu. Feb 19/26, Mar 05, 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) \$65  
3 eve - Th. Mar 07/14/21, 18:30-21:30 - Lan

### Instructors:

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

**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.



## Legal Assistant Certificate Programs

The legal assistant of today plays an invaluable role in a law office that strives to deliver high-quality service to its clients. Skilled legal assistants are able to perform legal research, prepare legal documents and enhance client relations.

We can provide you with the necessary skills including drafting, file management, financial management, interviewing, legal research, and writing; and substantive knowledge in the areas of conveyancing, corporate/commercial law, or litigation, areas where there is an ever-increasing demand for qualified legal assistants.

Choose one of these three programs and prepare to embark on an exciting and rewarding career as a qualified legal assistant!

### Conveyancing Certificate (104801)

**Seminar Goals:**  
The buying and selling of real property generates a flood of paperwork. This program will teach you how to prepare the documents and forms that must be drafted in order to complete a real estate transaction effectively and on time. You will also master the legal terms, procedures and concepts that a real estate conveyancer utilizes on a daily basis. Topics include: the Torrens System in British Columbia; relevant legislation including the Land Title Act; contract law in a real estate transaction; preparing and understanding mortgages, leases, and related documents; on-line computer registration of transfer documents; dealing with strata-lots and mobile homes.

### Corporate/Commercial Certificate (104802)

**Seminar Goals:**  
Organization and file management are the cornerstones in maintaining a company's corporate records and minute books. In this program you will learn these and other necessary skills to become a legal assistant in a law firm's corporate/commercial department. You will also learn how to incorporate and organize both provincial and federal companies, how to register and maintain extra-provincial companies, and how to handle the restoration of a company to the registry, or its dissolution. Topics include: business organizations and institutions; public versus private companies; corporate reorganization and amalgamation; relevant legislation including the B.C. Company Act and Canada Business Corporations Act; corporate finance, insolvency, and transactions; capital structures and reorganization.

### Litigation Certificate (104803)

**Seminar Goals:**  
Learn how to manage a litigation file from the initial client interview to the file's ultimate resolution, and in the process compile a comprehensive precedent system. This program will provide you with a solid foundation in the principles of general litigation, with an emphasis on the areas of personal injury law and creditor's remedies law. Topics include: the Court System in Canada and British Columbia; preparing and understanding pleadings and documentation; chambers applications; relevant legislation including the Supreme Court Rules and Court Order Enforcement Act; preparing for trial; stages in a collection file.

Schedule: Conveyancing, Corporate/Commercial or Litigation:

#### Winter 1991

Tu/Th. Feb 22-Sept. 26, 18:00-21:00

#### Spring 1991

Tu/Th. May 21-Dec 24, 18:00-21:00

#### Fall 1991

Tu/Th. Sep 03-Apr 09, 18:00-21:00

#### Who Should Attend:

These programs are designed for those individuals currently employed as legal secretaries or legal assistants wishing to upgrade their skill and career positions. Prospective students must meet the following requirements: 1) possess a Grade 12 diploma 2) have successfully completed an English Language Proficiency Index

examination as set by the College, and 3) (a) have one year of current legal office experience, including exposure to word processing; or (b) possess a VCC-VVI Legal Secretary Certificate (or acceptable equivalent) and a minimum of six months' office experience; or (c) have completed a VCC Continuing Education Introductory Legal Secretarial course and a minimum of six months' office experience.

#### Format:

##### Classroom

Classes in each program will run for a 32-week period.

##### Practicum

In addition to the in-class lectures, each program will offer the students practical experience. Each student will be required to complete a 640 hour, full-time practicum under the supervision of a qualified lawyer. Preferably, practicums will begin immediately following the classroom portion of the program; however, some flexibility will be allowed in this regard.

##### Certification

Students planning to complete a program and obtain the corresponding certificate must successfully complete the eight-month classroom portion of the program, and the four-month practicum portion of the program in no more than eighteen months.

##### Location

The location of each program will be confirmed at the time of registration.

##### Fees

The fee for the program is \$1295 for students entering in Winter 1991. Fee is subject to change.

##### Registration and Information

Registration may be completed by credit card (MasterCard or VISA) or by cheque, by 1) telephoning 682-5844 from 09:00 to 15:00, Monday to Friday, or 2) completing the attached FAX and mail-in registration form at the back of this flyer.

For more information, contact Anne Tollstam, Program Coordinator, or Millie Anderson, Program Assistant by telephone at 682-5844, or in writing at

**Legal Assistant Programs  
Continuing Education Division  
Vancouver Community College  
City Centre Campus  
250 West Pender Street  
Vancouver, B.C. V6B 1S9**

#### Withdrawals and Refund Policy

Students may withdraw from a program at any time by contacting the Program Assistant by telephone or in writing as indicated above.

Students who want to withdraw and receive a refund must provide a written request to the Program Coordinator before the second class of a program, stating the reasons and enclosing the receipt. Refunds are subject to an administrative charge of 20 percent of the program fee.

Alternatively, students can be issued a 'Deferred Fee Credit,' valid for one year, for 100 percent of the initial program registration fee.

The College reserves the right to substitute a fully-qualified instructor should scheduling problems arise, and to make minor topic changes to the program. Program fees are also subject to change at the time of registration.

#### 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. \$82

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

#### Week 2

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

Both parts \$82

##### 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. Jan 29/31, 19:00-22:00 - Lan

#### Week 3

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

Both parts \$82

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

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

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

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

2 eve - Tu/Th. Feb 05/07, 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. \$82

2 eve - Tu/Th. Feb 12/14, 19:00-22:00 - Lan

#### Week 5

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

Both parts \$82

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

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

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

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

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

## Training Skills

Effective and productive organizations develop, achieve and sustain success as a result of well-trained employees. Whatever the training needs of your organization, one fact remains the same - the maximum benefits are derived from trainers who feel confident about their skills and programs. We offer you three courses to choose from! This series of participant-centred programs can be taken individually, or as a group. The focus is on skill development applied to work situations with time to practise and apply newly learned knowledge and skills within the session.

#### Who Should Attend:

This is a program 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.

For more information, contact Jacqueline Bradshaw, Program Coordinator, 875-8200.

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

\*Special Cancellation and Refund Policy: Please refer to end of Business Section.

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

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.

#### 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

#### Winter 1991

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

continued on page 11

#### 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: \$525 per person

#### How to Plan Great Training Programs (100152)

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.

#### 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.

#### Winter 1991

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

#### Fall 1991

Oct 22/23, 09:00-16:00

Fee: \$345 per person

#### How to Make Your Groups Great (100153) \*\*New\*\*

In this highly interactive two-day workshop you will learn the fundamentals of group dynamics and specific strategies for enhancing adult learning. You will come away with an understanding of stages of group development, common issues which arise in groups and how to respond to them, and specific ideas for fostering learning and commitment.

#### Course Objectives

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

- 1) Set optimum climates for effective group learning
- 2) Identify stages of group development
- 3) Identify productive and disruptive roles assumed by group members
- 4) Anticipate common group issues and strategies for dealing with them
- 5) Understand observation guidelines for analyzing group behaviour

#### Winter 1991

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

#### Spring 1991

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

Fee: \$345 per person

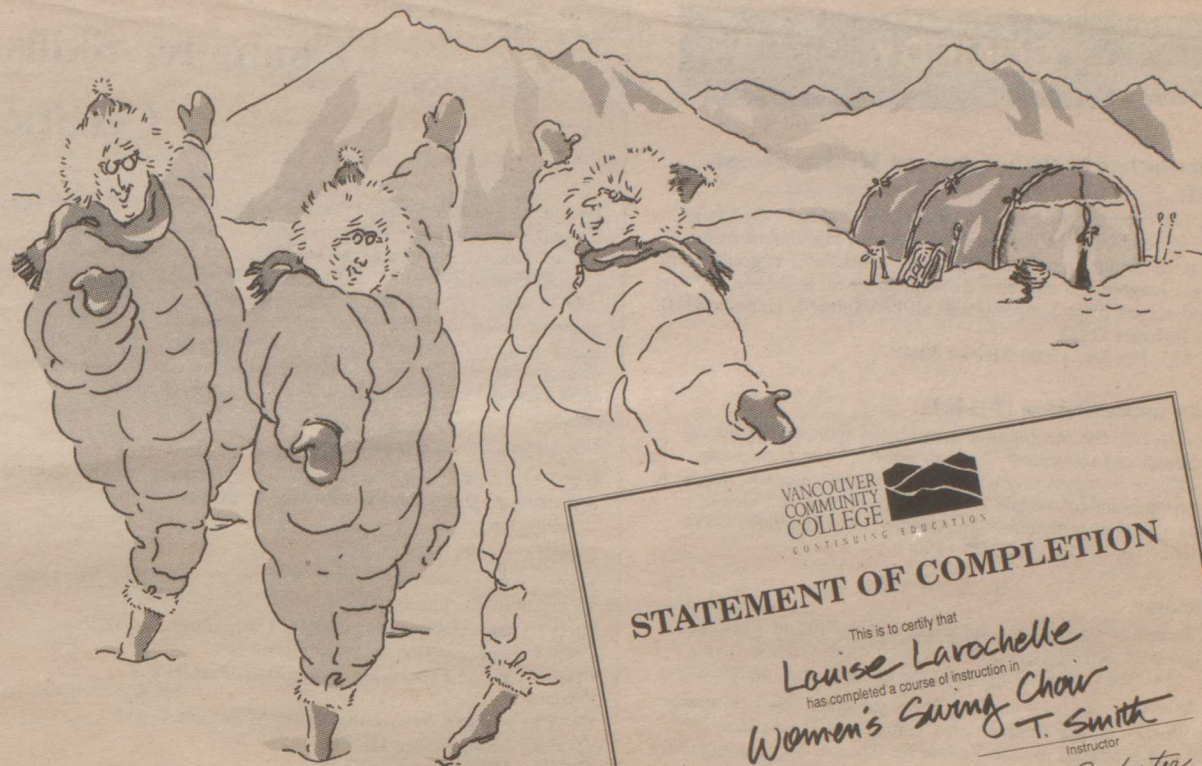
#### Instructor Information

**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.

#### Special Cancellation and Refund Policy (For programs indicated by asterisk only)

Cancellations received by telephone, FAX or in writing up to 10 working days before the course start date are subject to an administrative charge of 20 per cent of the course fee. A "deferred fee credit" will be issued upon request and is redeemable for a period up to one year. The total course fee is forfeited for cancellations received less than five working days before the start date. Participant substitutions will be accepted.

**In the event of snow storms disruptive enough to cause evening class postponements, please listen for an announcement on CKNW 98 AM radio after 4:00 p.m. or telephone any Continuing Education location for information.**



## 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) \$32.10 (Includes GST)

1 mng - Sa. Jan 19, 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) \$96.30 (Includes GST)

10 mng - Sa. Jan 26, 09:30-11:30 - Lan

#### Instructor:

**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) \$42.80 (Includes GST)

1 day - Sa. Feb 23, 09:00-16:00 - KEC

#### 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. Feb 16, 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. Feb 23, 09:00-15:00 - Lan

#### 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. (Carter) \$53.50 (Includes GST)

4 eve - We. Feb 06, 19:00-21:00 - Lan

#### Effective Oral Communications (503470) \*\* New \*\*

The quality of our oral communications impacts on how we see ourselves, how we relate to family and friends, how we view our job functions, how clients perceive us, and ultimately, on our personal and financial success. Designed to extend the communications capabilities of every individual, the sessions will be dynamic, interactive and highly creative. Techniques utilized will include: creative visualization; role playing, acting; impromptu speaking; delivering prepared speeches; speech evaluation and audience analysis; evaluation of thinking and learning styles; media relations. The goal of this learning process is for you to discover how to be yourself in the public forum, and in so doing, discover how to better represent yourself and your organization. (Swankey) \$140

8 eve - We. Jan 23, 19:00-22:00 - Lan

#### Public Speaking for the Terrified (503424)

In a relaxed environment, gain confidence and learn to speak out publicly through group participation. Control the jitters, dispel that fear! Emphasis on the practical. (Goodey) \$74.90 (Includes GST)

10 eve - Tu. Jan 22, 19:30-21:30 - Lan

#### Instructors:

**Donna Bradbury** has 25 years' experience in business.

**Helen Carter** has worked in the public and private sectors teaching lifeskills for ten years and has a Masters degree in Public Administration. Her courses are skill oriented and applicable to everyday life. They are a good framework for successful living and increasing self-esteem.

**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.

**Ron Goodey** has 24 years' management experience in office work and six years' in Toastmasters International.

**Tom Swankey** has been active in communication education and training since 1980, both as a consultant and a teacher in business management and communication. He currently manages his own business and provides a communication consulting service to numerous school boards, corporations and individuals in the greater Vancouver area.

## Small Business

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

#### 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 \$82 per course or for a total of \$315 for all five (5) courses for a saving of \$95. For registration phone 324-5322.

For information call Peggy Worobetz at 875-8200.

#### How to Start a Business

All five courses \$315 (106038)



## 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) \$80.25 (Includes GST)  
6 eve - Mo. Feb 04, 19:00-21:00 - KEC

### 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) \$80.25 (Includes GST)  
8 eve - Mo. Jan 21, 20:00-22:00 - Lan

### Instructors:

**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.

**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

The Vancouver Community College Computer Series is a comprehensive program of multi-level courses, designed to teach practical operating skills for all levels of microcomputer users. Business professionals, office personnel and others can develop and refine their computer operating skills in any one of the areas listed below.

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, Excel and Ventura.

**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 and AccPac.

### 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

## 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 5.1**

**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 on 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, 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. Participants may use the open lab time as practice time. NOTE: Due to shortage of lab space, some courses will have only half hour for open lab 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. \$235

5 eve - Mo. Jan 14, 19:00-22:00 - Lan  
5 eve - Tu. Jan 15, 19:00-22:00 - Lan  
5 eve - Th. Jan 17, 19:00-22:00 - Lan  
5 eve - Fr. Jan 18, 18:00-21:00 - Lan  
5 eve - Mo. Feb 18, 19:00-22:00 - Lan  
5 eve - We. Feb 20, 19:00-22:00 - Lan  
5 mng - Sa. Feb 23, 09:00-12:00 - Lan  
5 mng - Su. Feb 24, 09:00-12:00 - Lan

### CSW3 - Introduction to Programming (100503)

Introduces the basic principles of computer programming. The participants will learn how a problem can be formulated and solutions implemented using the popular BASIC programming language. Structured problem solving will be emphasized. A small application program is developed illustrating basic features found in most microcomputer application programs. Prerequisite CSW1. \$235

5 eve - We. Jan 16, 19:00-22:00 - Lan

### CSW4 - Word Processing Using WordPerfect 5.1 (100504)

Teaches the participant how to use WordPerfect 5.1 to prepare documents. Topics include editing documents, margin and tab setting, formatting documents with different layouts and styles,

checking out spelling mistakes, merging with other documents, sorting and using macro features. Prerequisite CSW1. \$235

5 eve - Mo. Jan 14, 19:00-22:00 - Lan  
5 eve - Th. Jan 17, 19:00-22:00 - Lan  
5 eve - Mo. Feb 18, 19:00-22:00 - Lan  
5 mng - Sa. Feb 23, 09:00-12:00 - Lan

### CSW4B - Advanced WordPerfect 5.1 (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. \$235

5 eve - We. Jan 16, 19:00-22:00 - Lan  
5 eve - Th. Feb 21, 18:00-21:00 - 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. \$235

5 mng - Su. Jan 20, 09:00-12:00 - Lan  
5 eve - Fr. Feb 22, 18:00-21:00 - 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. \$235

5 mng - Sa. Jan 19, 09:00-12:00 - Lan  
5 eve - Tu. Feb 19, 19:00-22:00 - Lan  
5 eve - Th. Feb 21, 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. \$235

5 eve - Fr. Jan 18, 18:00-21:00 - Lan  
5 eve - Th. Feb 21, 19:00-22:00 - Lan

### CSW7B - Accounting Using Bedford (100507)

Shows how to use Bedford Integrated Software to set up a complete set of books. G/L, Payroll, Jobcost, A/R, A/P, and inventory will be covered. Prerequisite CSW1. \$235

5 mng - Su. Jan 20, 09:00-12:00 - Lan  
5 eve - Fr. Feb 22, 18:00-21:00 - 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. \$235

5 eve - Th. Jan 17, 19:00-22:00 - Lan  
5 mng - Su. Feb 24, 09:00-12:00 - 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. \$235

5 mng - Sa. Jan 19, 09:00-12:00 - Lan  
5 eve - Tu. Feb 19, 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. Open lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. \$285

5 eve - Tu. Jan 15, 19:00-22:00 - Lan  
5 eve - Fr. Jan 18, 18:00-21:00 - Lan  
5 eve - Fr. Feb 22, 19:00-22:00 - Lan  
5 mng - Su. Feb 24, 09:00-12:00 - Lan

### 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.

### 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 Counseling 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 to meet your needs.

## 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. Jan 21, 18:30-21:30 - Oak  
3 eve - Mo. Feb 11, 18:30-21:30 - Oak  
3 eve - Mo. Mar 04, 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. Jan 08, 09:00-17:00 - Oak  
1 day - Sa. Jan 12, 09:00-17:00 - Oak  
1 day - Th. Jan 24, 09:00-17:00 - Oak  
1 day - Sa. Feb 02, 09:00-17:00 - Oak  
1 day - We. Feb 13, 09:00-17:00 - Oak  
1 day - Su. Feb 24, 09:00-17:00 - Oak  
1 day - We. Mar 06, 09:00-17:00 - Oak  
1 day - Sa. Mar 16, 09:00-17:00 - Oak  
1 day - Th. Mar 21, 09:00-17:00 - Oak  
1 day - Tu. Apr 09, 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 - We. Jan 16, 09:00-17:00 - Oak  
1 day - Su. Jan 27, 09:00-17:00 - Oak  
1 day - Fr. Feb 15, 09:00-17:00 - Oak  
3 eve - We. Feb 20, 18:30-21:30 - Oak  
1 day - Sa. Mar 02, 09:00-17:00 - Oak  
1 day - Th. Mar 14, 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. Participants may use the open lab time as practice time. NOTE: Due to shortage of lab space, some courses will have only half hour for open lab 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, 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. \$235

5 eve - Mo. Jan 14, 19:00-22:00 - Lan  
5 eve - Tu. Jan 15, 19:00-22:00 - Lan  
5 eve - Th. Jan 17, 19:00-22:00 - Lan  
5 eve - Fr. Jan 18, 18:00-21:00 - Lan  
5 eve - Mo. Feb 18, 19:00-22:00 - Lan  
5 eve - We. Feb 20, 19:00-22:00 - Lan  
5 mng - Sa. Feb 23, 09:00-12:00 - Lan  
5 mng - Su. Feb 24, 09:00-12:00 - Lan

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

Teaches the participant how to control and make the most effective use of the IBM/PCs via the DOS Operating System. DOS commands, directories, AUTOEXEC.BAT, CONFIG.SYS, RAMDISK, XCOPY, 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. \$235

5 eve - Th. Jan 17, 19:00-22:00 - Lan  
5 mng - Su. Feb 24, 09:00-12:00 - Lan

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

This course serves as an introduction to the basics of network systems. Emphasis will be on developing a logical understanding of the basics of network operations and the implications for network management. Participants will use the Novell system, equipped with dedicated training server to explore network features. Open lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. \$285

5 eve - Tu. Jan 15, 19:00-22:00 - Lan  
5 eve - Fr. Jan 18, 18:00-21:00 - Lan  
5 eve - Fr. Feb 22, 19:00-22:00 - Lan  
5 mng - Su. Feb 24, 09:00-12:00 - 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. Participants will use the Novell system, equipped with dedicated training server, to transform their knowledge into working network systems. Other network software products will be discussed. Prerequisite CSW12. \$285

5 mng - Su. Jan 20, 09:00-12:00 - Lan  
5 eve - We. Feb 20, 19:00-22:00 - Lan

### Intermediate WordPerfect 5.1 (100735)

This course is designed for users of Version 5.1 who have mastered the basics. Learn how to do text and math columns, assorted merges and sorts, transfer text between documents, use the spell checker, thesaurus, and more. Experience with WordPerfect is essential. \$160

1 day - Th. Jan 17, 09:00-17:00 - Oak  
1 day - Su. Jan 27, 09:00-17:00 - Oak  
1 day - Th. Feb 14, 09:00-17:00 - Oak  
1 day - Th. Feb 21, 18:30-21:30 - Oak  
1 day - We. Mar 06, 09:00-17:00 - Oak  
1 day - Su. Mar 10, 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 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. Jan 24, 09:00-17:00 - Oak  
1 day - Su. Feb 10, 09:00-17:00 - Oak  
1 day - We. Feb 20, 09:00-17:00 - Oak  
1 day - Sa. Mar 09, 09:00-17:00 - Oak  
1 day - Th. Mar 21, 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 - We. Jan 30, 09:00-17:00 - Oak  
1 day - Sa. Feb 23, 09:00-17:00 - Oak  
1 day - Th. Mar 14, 09:00-17:00 - Oak

continued on page 14



#### 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. Jan 13, 09:00-17:00 - Oak  
1 day - Fr. Jan 18, 09:00-17:00 - Oak  
1 day - Fr. Feb 08, 09:00-17:00 - Oak  
1 day - Sa. Feb 16, 09:00-17:00 - Oak  
1 day - Th. Mar 07, 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 - Th. Jan 31, 09:00-17:00 - Oak  
1 day - Su. Feb 24, 09:00-17:00 - Oak  
1 day - We. Mar 13, 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 - Fr. Jan 25, 09:00-17:00 - Oak  
1 day - Tu. Mar 19, 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 - Sa. Feb 02, 09:00-17:00 - Oak  
1 day - Fr. Jan. 11, 09:00-17:00 - Oak  
1 day - Tu. Mar 05, 09:00-17:00 - Oak  
1 day - Fri. Apr. 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

1 day - Sa. Jan 12, 09:00-17:00 - Oak  
1 day - Th. Feb 07, 09:00-17:00 - Oak  
1 day - Su. Feb 17, 09:00-17:00 - Oak  
1 day - Fr. Mar 08, 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 headers and footers, setting and changing tabs, and merging into documents and labels. Additional SPREADSHEET commands include using special functions to sort worksheet data; as well as creating and printing various types of charts. Also covered are advanced DATABASE commands including multiple query conditions. \$160

1 day - Sa. Feb 09, 09:00-17:00 - Oak  
1 day - Fr. Mar 15, 09:00-17:00 - 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. Jan 11, 09:00-17:00 - Oak  
1 day - Sa. Feb 09, 09:00-17:00 - Oak  
1 day - We. Feb 27, 09:00-17:00 - Oak  
1 day - Su. Mar 17, 09:00-17:00 - Oak  
1 day - Fr. Apr 12, 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 - We. Feb 13, 09:00-17:00 - Oak  
1 day - We. Mar 20, 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 - Su. Jan 20, 09:00-17:00 - Oak  
1 day - Tu. Feb 12, 09:00-17:00 - Oak  
1 day - We. Mar 13, 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 - Th. Feb 28, 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. Jan 10, 09:00-17:00 - Oak  
1 day - Sa. Jan 19, 09:00-17:00 - Oak  
1 day - We. Jan 30, 09:00-17:00 - Oak  
3 eve - Th. Jan 31, 18:30-21:30 - Oak  
1 day - Su. Feb 17, 09:00-17:00 - Oak  
1 day - We. Feb 20, 09:00-17:00 - Oak  
1 day - Su. Feb 24, 09:00-17:00 - Oak  
1 day - Fr. Mar 15, 09:00-17:00 - Oak  
1 day - Th. Apr 11, 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 - Tu. Jan 22, 09:00-17:00 - Oak  
1 day - Su. Feb 10, 09:00-17:00 - Oak  
1 day - Fr. Feb 22, 09:00-17:00 - Oak  
1 day - Tu. Mar 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 - Fr. Jan 25, 09:00-17:00 - Oak  
1 day - Sa. Feb 23, 09:00-17:00 - Oak  
1 day - Th. Mar 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 - Sa. Jan 19, 09:00-17:00 - Oak  
1 day - We. Jan 23, 09:00-17:00 - Oak  
3 eve - Th. Feb 21, 18:30-21:30 - Oak  
1 day - Fr. Mar 08, 09:00-17:00 - Oak

#### Intermediate Excel (100797)

Intermediate Excel topics include database functions (sorting, finding and extracting records) and creating and printing a variety of graphs. Other skills such as windowing are also covered. A basic working knowledge of Excel is required. \$160

1 day - Fr. Feb 15, 09:00-17:00 - Oak  
1 day - Sa. Mar 16, 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

1 day - Sa. Jan 12, 09:00-17:00 - Oak  
1 day - Th. Feb 07, 09:00-17:00 - Oak  
1 day - Su. Feb 17, 09:00-17:00 - Oak  
1 day - Fr. Mar 08, 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 headers and footers, setting and changing tabs, and merging into documents and labels. Additional SPREADSHEET commands include using special functions to sort worksheet data; as well as creating and printing various types of charts. Also covered are advanced DATABASE commands including multiple query conditions. \$160

1 day - Sa. Feb 09, 09:00-17:00 - Oak  
1 day - Fr. Mar 15, 09:00-17:00 - Oak

### Microcomputer Accounting

#### Introduction to Bedford (100702)

Learn how to set up a chart of accounts, as well as customer, vendor and payroll files. Students will also learn how to integrate each of the modules (Receivables, Payables and Payroll), and how to properly process data and correct errors. Structuring a chart of accounts and closing the books at the end of the month, calendar year and fiscal year are also covered. \$160

1 day - Mo. Jan 21, 09:00-17:00 - Oak  
1 day - Sa. Feb 03, 09:00-17:00 - Oak  
1 day - Mo. Feb 25, 09:00-17:00 - Oak  
3 eve - Th. Mar 14, 18:30-21:30 - Oak

#### Advanced Bedford (100765)

Learn how to operate the Inventory and Job Cost modules of the Bedford system; and how to export to Lotus and process data prepared with Bedford. \$160

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

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

You will learn how to use ACCPAC - G/L to set up a G/L system. Specifically, you will learn to convert your existing manual data to ACCPAC, add transactions in batches, edit transaction batches, post batches to the ledger and print out the various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is assumed. \$160

1 day - Mo. Jan 14, 09:00-17:00 - Oak  
3 eve - Tu. Jan 22, 18:30-21:30 - Oak  
1 day - Mo. Feb 11, 09:00-17:00 - Oak  
1 day - Su. Mar 03, 09:00-17:00 - Oak

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

Students will learn how to set up customers'/vendors' files and process charges and payments through their accounts, as well as how to prepare the files for integrating with the Ledger package. \$160

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

### Desktop Publishing

#### IBM/IBM Compatible

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

An introductory course in design skills for the desktop publishing trainee. You will learn the basic techniques of: Typographical design, page architecture, rendering layouts, setting grid structures for DTP; production, marketing in design, print media reproduction techniques and preparation of camera ready art. Please note that this is a preparatory course and microcomputers are NOT used in this class. (Students will require the following supplies at the first class: Beinfang Graphics 360 design layout pad 11" x 14", type scale ruler (6 + 12 pt. increments) and felt tip pens.) \$75

2 day - Sa. Jan 19, 09:00-16:00 - CC

##### Intermediate Design for Desktop Publishing (100783)

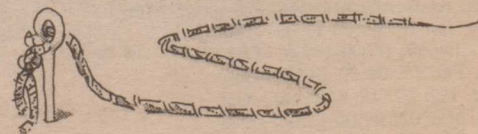
Designed for successful students from "Graphic Design for Desktop Publishing" who wish to increase their design skills. Students will learn typography and typographical design techniques; page layouts; catalogue design; creating grid structures; designing multi-page publications; and preparation of camera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

2 day - Sa. Feb 09, 09:00-16:00 - CC

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

Learn fundamental PageMaker skills for setting-up a document, typesetting and editing. You will develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting-up master pages for multi-page publications, creating a two-fold two-colour brochure, adapting designs at the production stage, adjusting and editing text, and production of corporate stationery from your design. \$160

1 day - Su. Feb 03, 09:00-17:00 - Oak  
3 eve - Tu. Feb 12, 18:30-21:30 - Oak  
1 day - Sa. Mar 02, 09:00-17:00 - Oak



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#### Intermediate PageMaker Desktop Publishing (100766)

Designed for successful students from the introductory course. Students will learn the following: setting-up a four-page two-colour catalog, using master pages, creating spot colour separations, setting-up a style sheet, creating graphic structures in draw/paint programs, entering text via word processing programs, advanced page editing techniques, and producing a two-page brochure. \$160

3 eve - Tu. Mar 05, 18:30-21:30 - Oak

#### Advanced PageMaker Desktop Publishing (100792)

Learn to produce a two-sided, two-fold, two-colour brochure. Topics include the following: setting-up in PageMaker (style sheet, colour separations); word processing in MS-WORD; graphic construction in PC Paint; plus producing a tabbed form.

Prerequisite: students must have completed the intermediate course (or equivalent) along with some DOS/graphics background. \$160

1 day - Su. Mar 24, 09:00-17:00 - Oak

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

This course covers essential desktop publishing skills including: basic concepts, how desktop publishing differs from word processing, text formatting, tabs and indents, introducing graphics into documents and special file management techniques. Experience with Multimate, WordPerfect or Microsoft Word is required. \$160

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

1 day - Th. Feb 28, 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 as a desktop publisher including lines and boxes, and incorporating graphic images within a document. Experience with WordPerfect is essential. Suitable for students with version 5.0 or 5.1. \$160

1 day - Th. Jan 24, 09:00-17:00 - Oak  
1 day - Su. Feb 10, 09:00-17:00 - Oak  
1 day - We. Feb 20, 09:00-17:00 - Oak  
1 day - Sa. Mar 09, 09:00-17:00 - Oak  
1 day - Th. Mar 21, 09:00-17:00 - Oak

## 3. Computer Programming

#### "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. Jan 19, 09:00-14:00 - Lan

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

8 eve - Mo/We. Feb 25, 19:00-21:30 - Lan

#### 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 - Fr. Jan 25, 09:00-17:00 - Oak  
1 day - Sa. Feb 23, 09:00-17:00 - Oak  
1 day - Th. Mar 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

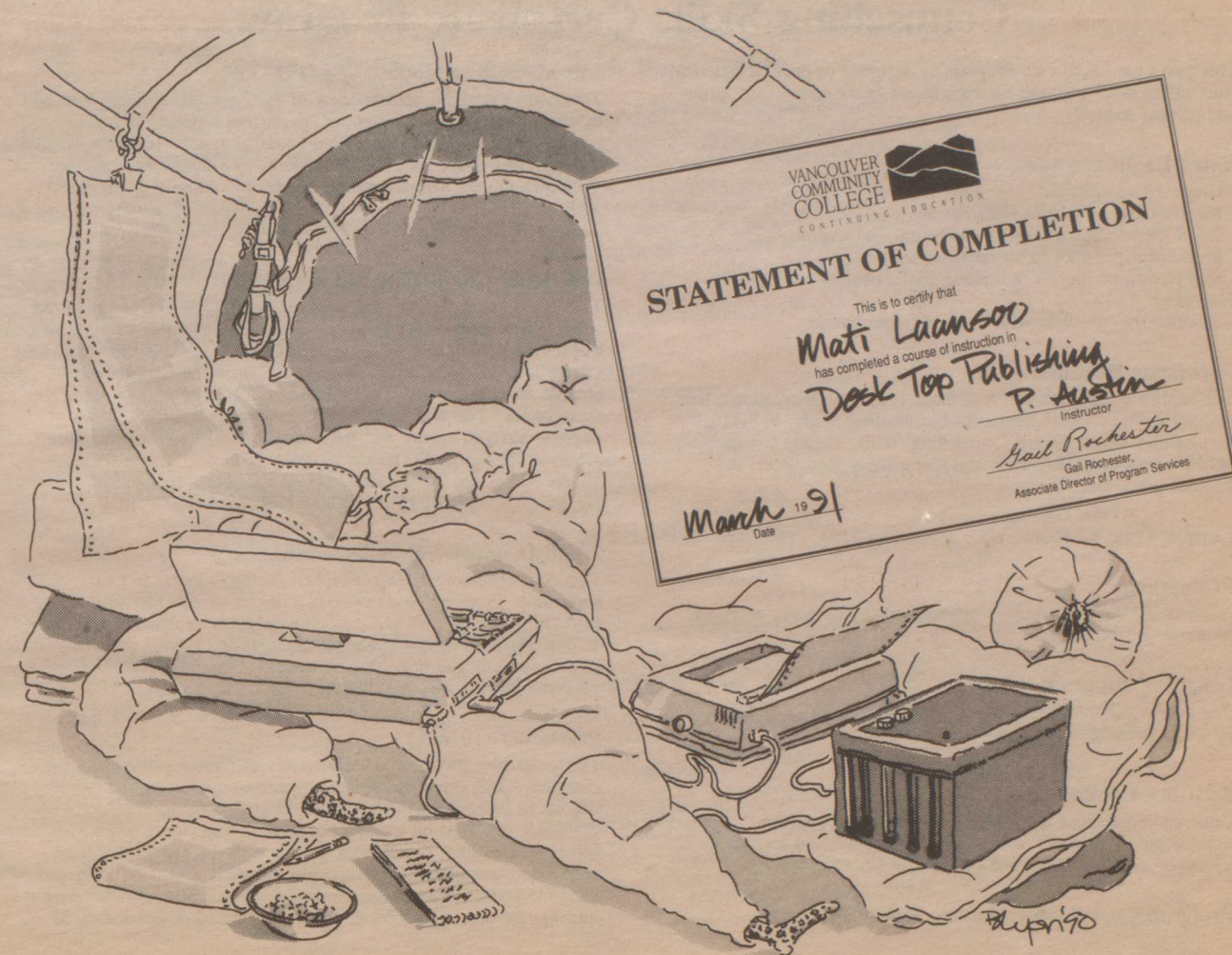
1 day - We. Jan 30, 09:00-17:00 - Oak  
1 day - Sa. Feb 23, 09:00-17:00 - Oak  
1 day - Th. Mar 14, 09:00-17:00 - Oak

## 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. Jan 08, 09:00-17:00 - Oak  
1 day - Sa. Jan 12, 09:00-17:00 - Oak  
1 day - Th. Jan 24, 09:00-17:00 - Oak  
1 day - Sa. Feb 02, 09:00-17:00 - Oak  
1 day - We. Feb 13, 09:00-17:00 - Oak  
1 day - Su. Feb 24, 09:00-17:00 - Oak  
1 day - Th. Mar 06, 09:00-17:00 - Oak  
1 day - Sa. Mar 16, 09:00-17:00 - Oak  
1 day - Th. Mar 21, 09:00-17:00 - Oak  
1 day - Tu. Apr 09, 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 - We. Jan 16, 09:00-17:00 - Oak  
1 day - Su. Jan 27, 09:00-17:00 - Oak  
1 day - Fr. Feb 15, 09:00-17:00 - Oak  
3 eve - We. Feb 20, 18:30-21:30 - Oak  
1 day - Sa. Mar 02, 09:00-17:00 - Oak  
1 day - Th. Mar 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.

#### Vancouver's Heritage Issues (051403)

Vancouver is rapidly losing many of its familiar heritage buildings and neighbourhood landmarks. This course will explore the critical preservation issues being faced in a quickly-changing city. In addition to an overview of the heritage conservation field, 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. Jan 23, 19:00-21:00 - CC

#### Instructors:

Valda Vidners and Donald Luxton of Foundation Group Designs Ltd. are practicing heritage consultants with a wide range of experience in all aspects of the conservation field.

## 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 and to the Substance Abuse Program. Text: "Counselling Skills for Social Service Workers," Don Sheibib. (\$19.99 at CC Bookstore) \$190

12 eve - Mo. Jan 07, 19:00-22:00 - CC (Jheeta)  
12 eve - Tu. Jan 08, 19:00-22:00 - CC (Adilman)  
(Class schedule for Tu. Jan. 15, will be held Th. Jan 17)  
12 eve - We. Jan 09, 19:00-22:00 - CC (Miller)  
12 mng - Fr. Jan 11, 09:30-12:30 - KEC (Kenney)  
12 mng - Sa. Jan 12, 09:30-12:30 - CC (Frankel)

#### Instructors:

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

Danny Frankel (M.A., Counselling) is a counsellor who specializes in working with college students.

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

Swinder Jheeta (M.A., Counselling Psychology) is a Counsellor with Elizabeth Fry Society.

David Miller (M.A. Candidate, Counselling Psychology) has a background as a child care worker and in counselling with international students.



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## 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 the following meeting:  
1 eve - We. Feb 06, 18:00-19:00 - KEC, Room 4056

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

### Program Orientation (101837)

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

2 day - Sa. Jan 12, Su. Jan 13, 09:30-16:30 - KEC

### 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 allow students to examine and enhance their own unique beliefs and approaches to counselling. (Rykers) \$200

12 eve - Tu. Jan 08, 19:00-22:00 - KEC

### Individual Counselling Skills (101831)

This course examines the knowledge and skills which are required when counselling on a one-to-one basis. The intent of this course is to provide participants with experiential learning regarding the counsellor - client relationship and to analyze the issues which emerge from this work. Lecture and discussion will enlarge on these issues. You will learn how to evaluate your work on an ongoing basis to ensure that the results are positive and the skills are used appropriately. (Rose/Stewart) \$200

12 eve - We. Jan 09, 19:00-22:00 - KEC (Stewart)

12 eve - Th. Jan 10, 19:00-22:00 - KEC (Rose)

### 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 - Tu. Jan 08, 19:00-22:00 - KEC

### 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

### Assessment, Referral and Community Resources (101838)

This course examines the assessment and referral process in terms of what information is required for the assessment of a problem, how to obtain this information and when and to whom to refer for help. You will learn to identify situations which require immediate consultation or referral. You will be involved in the identification and examination of counselling resources and how to use them. (TBA) \$200

12 eve - We. Jan 09, 19:00-22:00 - KEC

### Instructors:

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

**Karen Rose** (M.A. Counselling Psychology) is a counsellor with Alcohol and Drug Programs.

**Joanne Rykers** (M.A. Counselling Psychology) is a counsellor with an Employee Assistance Program.

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

**Lindsay Stewart** (M.S.W.) is a family and children's therapist with the Greater Vancouver Mental Health Teams. He also has a private practice.

## 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. \$695 (textbooks included)

48 eve - Tu/Th. Oct 01/Apr 09, 19:00-22:00 - Lan

### Eligibility:

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

**Application Deadline:** Jun 07, 1991. 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.

### Accounting Skills for the Freelance Interpreter/Translator (150113)

Learn about: tax planning and reducing your income tax legitimately; bookkeeping strategies; personal financial planning; minimizing risk in business; incorporation.

By popular demand, this is an expansion of last year's very successful workshop. Come and learn financial strategies in the company of colleagues with similar concerns and needs. \$42.80 (Includes GST)

1 day - Sa. Mar 02, 10:00-15:30 - Lan

**Bob Jamison** and **Catherine Miller** are chartered accountants with the firm of Manning Jamison, specialists in owner-manager businesses, financial planning and personal income tax.

## CREATIVE DEVELOPMENT

### Creative Awakening Through Music (102870)

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) \$85.60 (Includes GST)

4 eve - Th. Feb 07, 19:00-21:00 - KEC

### Creative Visualization (102871)

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) \$90.95 (Includes GST)

6 eve - We. Feb 06, 19:00-21:00 - KEC

### Drawing from Within; Art for Self-Discovery (102874)

We will use image-making to explore and deepen our understanding of ourselves and our own unique vision and being in the world. Sessions will be inspired by guided visualizations and "creative encounters," exercises and avenues of inquiry designed to stimulate visual exploration and play. The results are often surprising, revealing and rich in metaphor. Discussion of imagery, process, aesthetics and meaning will be an important part of each session. Image-making will take place in an atmosphere of discovery, enjoyment and respect. A variety of drawing and collage media will be provided, participants may wish to bring other materials of their choice. \*\* Please note that this workshop is not intended as therapy. Those who would like to explore deep issues in a therapeutic environment should contact a registered art therapist. (Stanick) \$97.90 (Includes GST)

2 day - Sa/Su. Mar 09/10, 10:00-16:00 - Lan

### Instructors:

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

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

**Leslie Stanick** is an artist, exhibit designer, curator, and educator who brings warmth and enthusiasm to her fifteen years experience in the creative and healing arts.

## CULINARY ARTS

### 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) \$64.20 (Includes GST)

5 eve - Mo. Jan 28, 20:00-22:00 - Lan

## EARLY CHILDHOOD EDUCATION

## Living and Working with Young Children

This series of courses is designed for those who may be considering a career in working with children or those who are currently employed as nannies or childcare providers. These courses also serve as electives for those enrolled in Working with School Age Children and Family Day Care Certificate Programs.

### Big Books (151458)

This session will introduce you to BIG BOOKS and their role in providing an easy, enjoyable entry into the world of reading. Join this hands-on evening and begin your own collection of big books! You will receive one big book and have the opportunity to create one of your own. Please bring a pencil, ruler and eraser. At the session, a \$5 fee will be collected to cover the cost of materials. (Mountford) \$20

1 eve - Mo. Jan 21, 19:00-22:00 - Lan

### Recycla Crafts (151480) \*\* New \*\*

Get ready for those cozy winter days and extra special days with some new craft ideas! You will create imaginative items and musical instruments using recyclable materials such as plastic, cardboard tubes and other fun junk! This session is ideal for those working with children between the ages of 3-7 years. (Du Bois) \$20

1 eve - Th. Jan 24, 19:00-22:00 - Lan

### Multicultural Program Planning (150664)

In this two-session workshop, you will be introduced to ways of fostering cross-cultural learning in your childcare setting. A variety of approaches to multicultural programming will be explored, with attention to the needs of both majority culture and minority culture children. You will have an opportunity to examine curriculum materials and resources, as well as to develop a personalized action plan for your own childcare setting. (Fahlman) \$35

2 eve - Tu/Th. Jan 29/31, 19:00-22:00 - Lan

### Living and Working with Teens (151484) \*\* New \*\*

This workshop will focus on the tasks of adolescence in terms of communication, problem solving and confidence building. Topics will include peer pressure, curfews, dating, graduation and employment. The session will offer your practical strategies to improve adult/teen relationships through mutual respect, responsibility and cooperation. (Watt) \$20

1 eve - Mo. Feb 04, 19:00-22:00 - Lan

### Cup Cooking (151483) \*\* New \*\*

Be a part of this evening to discover a new, unique and fun method of cooking with children between the ages of 3 - 7 years. Children prepare their own cooking in a paper cup which is then placed in an electric frying pan to bake. Emphasis will also be placed upon nutritional value. (Reed) \$20

1 eve - Th. Feb 07, 19:00-22:00 - Lan

### School Success: Helping Children Handle Change (151485) \*\* New \*\*

This session will focus on current changes in the school classroom and their impact on students, parents and teachers. Themes will include identifying goals, values and learning outcomes, communicating at all levels and developing understanding and acceptance. Positive, practical strategies for building links between home and school will be highlighted. (Watt) \$20

1 eve - Tu. Feb 12, 19:00-22:00 - Lan

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

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 managing 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 - Mo. Feb 18, 19:00-22:00 - Lan

### Storytelling: How Can Something This Much Fun Be So Good For You (151452)

Come discover what to look for in choosing good books for children; how children learn from storytelling and a variety of methods that will enhance your storytelling techniques. (Reed) \$20

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

### Communicating Effectively with Parents (151471)

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 every day 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 with parental cooperation. (Resels Zajtmann) \$35

2 eve - Mo. Feb 25, Mar 04, 19:00-22:00 - Lan

### Potpourri of Musical Fun (151428)

Bring your singing voice and playful attitude for an evening of songs, finger plays, chants and poems. This participatory session will be of interest to those who live or work with preschool age children. The fee includes a tape of the material that will be introduced and learned at the workshop! (Kison) \$20

1 eve - Tu. Mar 05, 19:00-22:00 - Jewish Community Centre, 950 West 41st Ave, Parking pass available from Preschool Room, Lower Level

### Opening a Family Day Care (151482) \*\* New \*\*

Have you considered opening your own family day care home? If so, this workshop will provide you with the information that can assist you in making your decision. The session will highlight some of the issues involved in balancing your home, family and work responsibilities as well as the "how to's" of getting started. (Descantes) \$20

1 eve - Mo. Mar 11, 19:00-22:00 - Lan

## Early Childhood Education Certificate Programs

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

### A. Early Childhood Education Level 1

A 2-year provincially certified program which prepares graduates to work as supervisors in nursery school and day care centres for 3 to 5 year old children. Please note: This program is full for the coming year. Applications will now be accepted for September 1991.

### B. Infant-Toddler Supervisor Training

A 1-year provincially certified program which prepares already qualified E.C.E. graduates with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1991 are now being accepted.

### C. Advanced Studies in Early Childhood Education

A program which offers enrichment, upgrading and ongoing professional development for preschool and day care staff. Individual courses/workshops are also open to parents and other interested persons. Please note that this program does NOT qualify individuals to supervise in preschool or day care settings. A brochure which outlines next term's offerings is available upon request.

### D. Family Day Care

A certificate program for those who wish to provide care in their own home for a small group of young children. This program involves 150 hours of classroom instruction related to such themes as child development, children's behaviour, program activities, health, safety and administration. In order to register in this health, safety and administration. In order to register in this program, applicants must first complete a 20-hour prerequisite course entitled: Introduction to Family Day Care.

This term, the following courses are offered:

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

This course provides an introduction to a variety of issues related to family day care. Please note that this course meets six Mondays to family day care. (Taylor, Descantes) \$75

AND one Saturday. (Taylor, Descantes) \$75

6 eve - Mo. Jan 14/21/28, Feb 04/11/18, 19:00-21:30 - Lan

1 day - Sa. Feb 23, 09:30-14:30 - Lan

## Core Courses: Family Day Care Certificate Program

### Guiding Children's Behaviour (103803)

This course focuses on issues related to discipline, behaviour management and the socio-emotional development of young children. (Belle) \$75

8 eve - We. Jan 09, 19:00-21:30 - Lan

### Planning Children's Experiences (103804)

The focus in this course is on the role of adults in encouraging children's learning through play based activities, material and equipment. (Anslow, Norman) \$75

4 eve - We. Mar 06, 19:00-21:30 - Lan

2 day - Sa. Mar 09/23, 10:00-15:00 - Lan

### Exploring Nature in Spring (151481) \*\* New \*\*

This hands-on workshop will offer you quick, introductory and easy science activities appropriate for children 3 - 7 years old. You will learn how to encourage indoor scientific discovery as well as how to explore outdoor possibilities. (Du Bois) \$20

1 eve - Th. Mar 14, 19:00-22:00 - Lan

### Teaching ESL in Childcare Settings (150663)

Increasing enrollment of children for whom English is a second language presents new challenges for staff in childcare programs throughout the Lower Mainland. During these two sessions, you will be introduced to the theory and practice of helping young children learn a second language. Strategies for assisting the beginning learner, methods for encouraging peer teaching and ways to identify gaps in children's learning will be stressed. (Fahlman) \$35

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

### Instructors:

**Isolde Descantes** is a well-respected and long-experienced family day care provider. She has been active in the Western Canada Family Day Care Association and in assisting caregivers to provide the best quality care they can!

**Kate Dubois** has a wealth of experiences within the early childhood field and particularly in family day care.

**Ruth Fahlman** is the Coordinator of Early Childhood Multicultural Services and is well respected both locally and nationally for her work in multicultural early childhood education. Her most recent

### Health and Safety (103805)

The content of this course focuses on both the principles and practices of health, safety and nutrition in the family day care setting. Topics such as child proofing the environment, ensuring hygienic practices, recognizing common illnesses and meal planning will be highlighted. (Herd) \$75

6 eve - We. Apr 03/10/17/24, May 01/18, 19:00-21:30 - Lan

1 day - Sa. Apr 27, 10:00-15:00 - Lan

### Instructors:

**Rosie Anslow** and **Karen Norman** have extensive backgrounds in the early childhood field which encompasses family day care, out-of-school care, group day care, consulting, teacher training and program administration.

**Roz Belle** is well experienced as both a preschool teacher and early childhood educator. She has offered numerous courses and workshops related to young children.

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

### E. Working With School Age Children

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

**Working With 5 Year Olds**

**Working With 6-9 Year Olds**

**Working With 9-12 Year Olds**

**Working With Children with Special Needs**

**Leadership and Organizational Skills**

This term the following core courses will be offered:

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

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Musson) \$75

6 eve - We. Jan 09, 19:00-22:00 - Lan

1 day - Sa. Feb 02, 09:30-14:30 - Lan

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

This course focuses on the attitudes, knowledge and skills for successful integration of children who have special needs into school-age childcare programs. Key topics will include the various types of special needs and strategies for planning or adapting experiences to meet these children's needs. (Parry) \$75

6 eve - We. Feb 27, 19:00-22:00 - Lan

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

### Instructors:

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

**Dr. Penny Parry** is a psychologist specializing in issues related to child and youth care. She is respected both locally and nationally for her contributions to this field and her excellent teacher trainer skills.

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publication is "Hand in Hand: Multicultural Experience for Young Children."

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

**Pam Mountford** has been involved in the family day care field as a caregiver and caregiver-trainer.

**Cheryl Reed** has a variety of experiences within the early childhood field. Currently, she is a staff person with the Delta Child Family Day Care Support Program.

**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.

**Terry Ann Watt** has a Master's degree in Educational Administration from UBC and a Leadership Training Certificate from San Diego State University. A school principal on leave of absence, Terry has offered numerous courses for those in the education/caregiving field.

## ELECTRIC / ELECTRONIC

### 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. (Langston) \$205  
20 eve - Tu/Th. Jan 22, 18:30-21:30 - CC

### Build Your Own Robot (050701)

This practical, "hands-on" course is a simplified view of robotics. Build your own "turtle-like" robot which will be controlled by your home computer. You will be building the "Bert" robot as featured in Byte magazine. Prerequisites: a basic understanding of electronics and access to a computer with a serial port. Course costs include robot parts. (Brown) \$180  
10 eve - Mo. Jan 21, 18:30-21:30 - CC

### 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. Jan 21, 18:30-21:30 - CC

#### Instructors:

**Nelson Langston** is an instructor in City Centre's Electronics program.

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

**Gareth Williams** is an instructor in City Centre's Electronics program.

## ENGLISH SKILLS IMPROVEMENT

An evaluation/information session will be held on Tuesday, January 8 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. Jan 21, 18:00-20:00 - Lan

### Lower Intermediate ESL (103040)

A course for students who have taken Beginners ESL or those whose English is at a lower intermediate level. The focus will be on listening and conversation, but the course will also include some reading and writing. Text required. (Tycho) \$160  
24 eve - Tu/Th. Jan 22, 18:00-20:00 - Lan

### 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. Jan 22, 18:00-20:00 - Lan

### Upper Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. (Ferera) \$160  
24 eve - Tu/Th. Jan 22, 20:15-22:15 - Lan

### 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  
24 eve - Mo/We. Jan 21, 18:00-20:00 - Lan

### English Writing Skills Improvement I (103007)

Learn to write more fluently, skillfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. (Paterson/Bobenic) \$115  
12 eve - Tu. Jan 22, 18:00-20:00 - Lan (Bobenic)  
12 eve - We. Jan 23, 20:15-22:15 - Lan (Paterson)

### 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. (Gray) \$115  
12 eve - Th. Jan 24, 20:15-22:15 - Lan

### TOEFL Preparation (103020)

Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. The ten areas diagnosed as the greatest problem areas in English understanding and communication will be the focus. Study strategies will also be discussed. While the course is open to students from an intermediate level and up, a certain level of competency is assumed. Required text: "Building Skills for the TOEFL." Saturday class will have a 1/2 hour lunch break. (Thompson/McNair) \$170  
12 day - Sa. Jan 19, 09:30-14:00 - Lan (McNair)  
24 eve - Mo/We. Jan 21, 18:00-20:00 - Lan (Thompson)

### 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. (Gray) \$195  
16 eve - Mo/We. Jan 14, 17:00-20:00 - Lan  
16 eve - Tu/Th. Jan 15, 17:00-20:00 - Lan

### Conversational Skills Improvement I for Advanced ESL Speakers (103004)

Accuracy in speech is an important asset in Canadian society. In this course designed for advanced non-native speakers of English, you strengthen your command of spoken English. You correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You build up your knowledge and comprehension of idioms and colloquialisms, correct pronunciation errors and review grammatical problems. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. (Buntion/Ferera) \$115  
12 eve - Tu. Jan 22, 18:00-20:00 - Lan (Ferera)  
12 eve - We. Jan 23, 18:00-20:00 - Lan (Buntion)

### 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. Jan 24, 18:00-20:00 - Lan

### Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who still lack confidence in their oral skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feed-back by the instructor. Limited Enrolment. Required text: "Clear Speech." \$155  
12 eve - Tu. Jan 22, 18:30-21:30 - Lan (Strayski)  
12 eve - We. Jan 23, 19:00-22:00 - Lan (Smith)



### 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 - Tu. Jan. 22, 19:00-22:00 - Lan

### 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. Jan 24, 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. The focus is on business letters, memos, resumes and research and report writing. There will also be a short review of pertinent grammar and punctuation. There will be weekly assignments. Book included in course fee. Enrolment is limited to 16. (Strayski) \$190  
6 eve - Th. Mar 07, 19:00-22:00 - Lan

#### Instructors:

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

**Kirsten Buntion, B.Ed.** has taught ESL for four years.

**Cathy Chambers, B.Ed., Certificate TESL.**

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

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

**Stephen Gray, B.A., T.T., M.A., Ph. D.**

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

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

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

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

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

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

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

## FASHION ARTS

### Fashion Arts Certificate Program

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

Planned by experienced educators and a professional advisory committee, the program is taught by experts in each subject. Certificate courses are offered in Fashion Design, in Pattern Making and in Garment Construction. These five-term practical courses are 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 City Centre campus, 682-5844. (Apply by June 07 for the next entry in September 1991.)

## Fashion Courses

The Fashion Arts Program offers professional instruction in 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.

### 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. Bring to first class: HB pencil, eraser, ruler - clear plastic 30 cm, and a 3-ring binder. Come prepared to be measured; wear usual bra and a simple slip. This course is for women dressmakers only. (Zibin) \$185  
10 mng - Sa. Jan 12, 09:00-12:00 - CC

### 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. Bring to first class: metric fibreglass tape-measure, 3-ring (1-1/2") binder, pen or pencil, a package of 1/4" elastic. 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. Jan 15, 09:00-12:00 - CC

### 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. Bring to first class: newsprint sketch-pad (approximately 11" x 17"), Conte crayon (black or brown), 4B pencil. (Staiger) \$130  
8 eve - Th. Jan 24, 18:30-21:30 - CC

### 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. Bring to first class: newsprint sketch-pad (approximately 11" x 17"), own choice of media. (Thompson) \$130  
8 mng - Sa. Jan 26, 09:00-12:00 - CC

#### Instructors:

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

**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.

**Fredericka Staiger** is trained in Fashion Design, Pattern Making and Garment Construction at Vancouver Community College. She is a free lance fashion illustrator and model.

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

## 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. Four 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. The first class is on colour draping, so wear no make-up or bring make-up remover. If possible, wear a white top. (Zrill-Mass) \$110  
6 eve - Mo. Feb 04, 18:30-21:30 - CC

### Fashion Business Studies - Marketing (050931)

Negotiate a winning position in the competitive fashion marketplace. Learn about marketing principles and analysis, the fashion cycle, market research, marketing plans, negotiating with buyers and manufacturers, packaging and promoting your work. Develop a winning attitude! (Baldock) \$130  
8 eve - Tu. Jan 22, 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. Jan 23, 18:30-21:30 - CC

### Fashion Business Studies - Fashion Trends (050914)

How did fashion come about? A study of the development of fashion from the Medieval Age to the 1940s will help you understand the effect of cultural, social and economic influences on fashion, how trends develop, and the relationship of past fashions to the styles of today. Useful knowledge for retailers, buyers, designers and others involved in the current fashion market. (Baldock) \$130  
8 eve - Th. Jan 24, 18:30-21:30 - CC

#### Instructors:

**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.

**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.

## 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  
TBA for Fall Term 1991

#### 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

#### 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) \$20  
1 eve - Th. Jan 24, 19:00-22:00 - CC

### 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. (Cooperstone) \$181.90 (Includes GST)  
12 eve - Th. Jan 24, 19:00-22:00 - Lan

### Educational and Corporate 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. Jan 22, 19:00-22:00 - Lan

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

This is an advanced video production course 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. Jan 23, 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

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yourself a few dollars and provide yourself with the means to make a better video purchase. To be held at Studio Video Facilities. (Cooperstone) \$53.50 (Includes GST)  
1 day - Sa. Mar 23, 10:00-16:00 - Lan

#### Creating a Video Production Business (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. Feb 02, 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) \$58.85  
1 day - Sa. Feb 02, 10:00-16:00 - Lan

#### Video Camcorder Workshop \* For Small Formats; VHS, Beta and 8mm \* (102438) \*\* New \*\*

Designed for all small video formats; VHS, Beta, and 8mm. Bring along your own unit if you have one. There, however, will be various makes and models used to demonstrate the following video camera techniques: 1) handling 2) operation and controls 3) composition 4) lighting 5) sound 6) care and maintenance. Information on new video camcorders and 8mm video will be highlighted. This is a user friendly course and technical jargon will be at a minimum. No matter what use you have for video, be it at home, at work, or as a video entrepreneur, you can benefit from this comprehensive video camera workshop. Course fee includes course booklet. This course is sponsored by "The Studio Video Facilities." The studio provides a wide range of video services including: consultation and instruction services, video production in various formats, post-production, editing and transfer facilities. To be held at the Studio Video Facilities. (Cooperstone) \$53.50 (Includes GST)  
1 day - Sa. Jan 26, 10:00-16:00 - Lan

#### Video Production for Beginners (102437) \*\* New \*\*

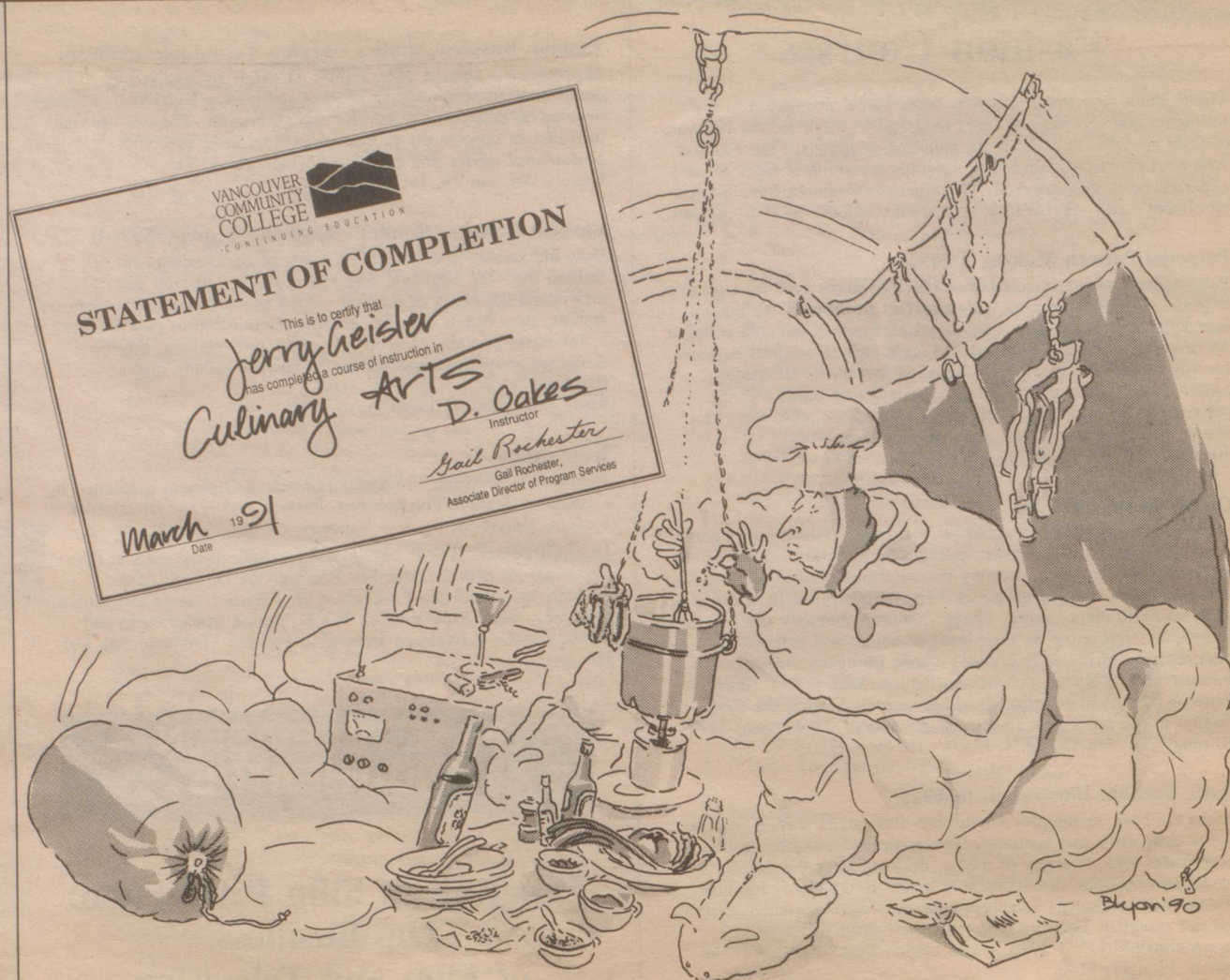
This course involves hands-on instruction, practical demonstrations, and personalized instruction in how to create better video productions. For those who own a video camcorder, bring your unit to class and learn all the ins and outs concerning its operation. Topics will include: camcorder handling, operation, control, care and maintenance, lighting, audio, scripting, pre-production, editing, graphics and titles, transfers and problem solving. If you just want to find out about what's available in the video camcorder market place, then we will have the low-down on all current formats and models. This course is designed for the video consumer-hobbyist as well as those involved in professional video taping situations. Let us explain to you in simple, uncomplicated terms, how to fully utilize this new and exciting technology. Course booklet available at first class for \$20. This course is sponsored by the Studio Video Facilities, a company involved in production, post-production and teaching video. If you have a camcorder bring it along. However, no equipment is necessary; we will provide various units for you to experiment with. Students will be given class assignments and provided with any video gear they need to complete the assignments. All video projects will be critiqued in class. Special emphasis will be placed on editing with consumer and professional equipment. After the first class at Langara, the location of this course shifts to the Studio Video Facilities location, #202 - 1110 Seymour Street, (downtown Vancouver). (Cooperstone) \$181.90 (Includes GST)  
12 eve - Mo. Jan 21, 19:00-22:00 - Lan

#### Instructors:

**David Cooperstone** has a BA in Film and Communication. He has his own video and consulting business and has been teaching video production for 10 years.

**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.

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



## 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) \$37.45 (Includes GST)  
1 day - Sa. Feb 02, 09:00-16:00 - KEC

#### 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) \$26.75 (Includes GST)  
1 eve - Tu. Mar 05, 19:00-21:30 - KEC

#### Advanced Financial Planning (503702)

Looking for financial independence at an earlier age? Designed to be a logical follow-up to "Introduction to Financial Planning", includes an in-depth review and analysis of your financial affairs with specific emphasis on advanced financial planning techniques in money management, risk management, investment planning and analysis, proven tax planning strategies and retirement planning. (Hodgins) \$37.45 (Includes GST)  
1 eve - Tu. Mar 12, 19:00-21:30 - KEC

#### Developing Your Personal Retirement Savings Program (503731)

Most of us do not know what cash flow we will require upon retirement. This course will outline the various factors used to determine what income base will suit our predicted future lifestyle needs. Determine:  
- what your personal future cash flow requirements will be  
- the effect of inflation and how to calculate the revised future income requirement  
- what percentage of your salary needs to be saved in order to realize your future capital requirement. (Schindler) \$37.45 (Includes GST)  
1 eve - Mo. Jan 22, 19:00-22:00 - KEC

#### Profits and Pitfalls of Stock Investment - Vancouver Stock Exchange (503730)

This course will look into problems and pitfalls of investing in the venture capital markets. Fundamental and technical analytical methods to eliminate risk will be identified. Corporate market news that alters prices and trends will be examined. Portfolio adjustment for economic boom and recession will be discussed. (Tang) \$53.50 (Includes GST)  
6 eve - Tu. Feb 05, 19:00-21:00 - Lan

#### 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) \$32.10 (Includes GST)  
1 eve - We. Feb 20, 19:30-21:30 - KEC

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

Today, more and more people are investing in mutual funds both inside and outside their R.R.S.P.'s. This seminar will give you a good understanding of what mutual funds are, how they work and how they are affected by different market cycles and interest rate changes. Strategies on how to use mutual funds to reduce your taxes and how to receive tax free income will be discussed. (Rapaport) \$32.10 (Includes GST)  
1 mng - Sa. Mar 23, 09:00-12:00 - Lan

#### 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) \$32.10 (Includes GST)  
1 eve - Mo. Feb 05, 19:00-22:00 - KEC  
1 eve - Mo. Feb 12, 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) \$37.45 (Includes GST)  
1 eve - Mo. Feb 19, 19:00-22:00 - KEC  
1 eve - Mo. Feb 26, 19:00-22:00 - Lan

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#### 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) \$32.10 (Includes GST)  
1 eve - Tu. Mar 12, 19:00-22:00 - Lan  
1 eve - We. Mar 13, 17:00-20:00 - CC

#### Investing For Your Future - RRSPs, RRIFs and Annuities (503728)

Learn new ways to secure your retirement lifestyle. This in-depth discussion of RRSPs and RRIFs 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) \$32.10 (Includes GST)  
1 eve - Tu. Feb 12, 19:00-22:00 - Lan  
1 eve - We. Feb 13, 17:00-20:00 - CC

#### Maximize Your Investment Dollar (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) \$26.75 (Includes GST)  
1 eve - Tu. Mar 05, 19:00-22:00 - Lan  
1 eve - We. Mar 06, 17:00-20:00 - CC

#### Instructors:

**Diana Costain** is an investment advisor with Costain Consultants. Doug Hodgins, BA, B.Comm, CEP is a Chartered Financial Planner with Hodgins, Leard, Proteau and Assoc.

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

**Pia Schindler** is an investment broker with C.M. Oliver Co. Ltd. in Vancouver.

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

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

## 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 \$75, Tuition \$195, Total \$270  
12 eve - Mo/We. Jan 14, 18:30-21:30 - KEC

#### Floral Design II (250102)

Further your knowledge and skills in floral design and the florist industry. Topics include wedding, funeral and seasonal work (theory and practical). Prerequisite: Basic Floral Design I or have wiring, taping and basic design skills. The fee includes the cost of flowers. Bring shears, a florist knife or sharp pocket knife and wire cutters to all classes. (Cassetta) Supplies \$75, Tuition \$195, Total \$270  
12 eve - Mo/We. Feb 25, 18:30-21:30 - KEC

#### Instructor:

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

## FOODSAFE

Foodsafe is 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.

#### Certification:

Students who successfully complete Level I or Level II qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. The Foodsafe Certificate is also endorsed by the Restaurant and Foodservices Association of B.C.

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. Jan 26, 09:00-18:00 - CC  
1 day - Sa. Feb 09, 09:00-18:00 - CC  
1 day - Sa. Feb 23, 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. Mar 09, 09:00-18:00 - CC

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

## GEMMOLOGY

Continuing Education offers the two-year part-time Canadian Gemmological Association Diploma course in Gemmology. This is a serious and intensive professional course that requires a considerable amount of home study, weekly written papers and comprehensive final examinations.

Those who have successfully completed the Preliminary years of either the Canadian Gemmology Gemmological Association or the Gemmological Association of Great Britain are welcome to apply to enrol in second year at Vancouver Community College. Prospective students must apply in writing, showing documentation of successful completion of the preliminary year. Successful Vancouver Community College year one students will have priority.

Tuition includes student membership in the CGA, all course notes and examination fees. Tuition is expected upon acceptance to the program. Additional costs include required textbooks and some equipment (approximate cost is \$100 in the first year, \$200 in the second year). Tuition (1990 fees): Preliminary year - \$750, Year two - \$1300. Fees are subject to change in 1991.

Classes will begin in September. For a program guide, call 682-5844.

## GRAPHIC DESIGN

#### Graphic Design - An Introduction (050408)

This introductory course examines the many aspects of the Graphic Design industry, with an emphasis on creativity and problem solving. Participants will be introduced to a wide variety of products and techniques, and gain a sound understanding of basic design concepts. Class projects include business card and poster design. This course is considered the basic level of the Graphic Design series. (Russell) \$105  
10 mng - Sa. Jan 26, 09:30-12:30 - CC  
10 aft - Sa. Jan 26, 13:00-16:00 - CC

#### 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. (McGuinness) \$120  
10 eve - Tu. Jan 22, 18:30-22:00 - CC

#### 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. Jan 24, 19:00-22:00 - CC

## 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  
Legal Assistant-Conveyancing  
Legal Assistant-Corporate  
Legal Assistant-Litigation  
Local Area Network Administrator  
Management Skills for Continuing Care  
Managers of Non-Profit Agencies  
Office Administration  
Pattern Making  
Property 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

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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. (Bealy) \$105  
10 eve - We. Jan 23, 19:00-22:00 - CC

Drawing on the Right Side of the Brain (050405)

A drawing course specifically designed for the faint-hearted - for those who have always believed that they just can't draw. Learning to access the right brain, drawing becomes a stress-free, enjoyable - creative process. (Dewar) \$105  
10 eve - Th. Jan 24, 19:00-22:00 - CC

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. Jan 23, 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. Jan 24, 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. Jan 21, 19:00-22:00 - CC

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. Jan 22, 19:00-22:00 - CC

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. Jan 24, 19:00-22:00 - CC

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. Jan 24, 19:00-22:00 - CC

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 - Th. Jan 24, 19:00-22:00 - CC

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. (McGuinness) \$45  
3 eve - We. Jan 23, 19:00-22:00 - CC

Instructors:

**Janet Russell** works as a graphic designer/computer consultant.  
**J. McGuinness** has worked nine years as an advertising art director.

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

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

**Debbie Dewar** has over eight years experience as a professional artist.

**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.

**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.

**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.

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

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

HEALTH

Health Promotion

These courses will be of interest to the general public. For phone registration call 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 1991 (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. Feb 23, 09:00-13:00 - KEC

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. Feb 16, 09:00-13:00 - KEC

Heal Yourself - Mind Over Matter (202734)

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) \$70  
1 day - Sa. Feb 09, 09:00-16:00 - KEC

Creative Visualization Techniques for Healing - An experiential Workshop (202733)

Learn and practise visualization, imagery and affirmation skills to boost the immune system. (Fearn) \$35  
1 eve - Th. Feb 21, 19:00-21:30 - KEC West

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. Mar 02, 09:00-16:00 - KEC

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. Feb 09, 09:00-16:00 - KEC

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. Mar 16, 09:00-16:00 - KEC

How to Fix a Sore Back (201041) \*\* New \*\*

This do-it-yourself workshop, for people with chronic lower or upper back pain caused by deep tension in the shoulders and back, introduces you to the mechanics of this type of back pain, and some in-depth de-tensioning step-by-step techniques to reduce the pressures on your back. Wear comfortable non-binding clothing (sweat suits are ideal) and bring a pillow and blanket. (Kirkby) \$65  
3 eve - Tu. Feb 12/19/26, 19:00-21:00 - KEC West

Conflict Resolution (202802)

This one-day workshop combines theory with practice to help you effectively manage conflict in the workplace (Boychuk) \$85  
1 day - Mo. Feb 25, 09:00-16:00 - KEC West

Assertiveness (202715)

Learn and practise assertive strategies which lead to positive changes in the workplace. Video feedback component. (Boychuk) \$85  
1 day - Tu. Feb 26, 09:00-16:00 - KEC West

Building Self-Esteem and Self-Confidence (202754)

This one-day workshop explores facilitators and hindrances to self-esteem and self-confidence and will provide strategies to enhance both in order to improve decision-making and interpersonal communication, especially assertiveness. (Boychuk) \$85  
1 day - Th. Mar 14, 09:00-16:00 - KEC

Management of Stress and Burnout (202735)

Continued job satisfaction and effectiveness require the management of one's own stress and potential for burnout. This one-day workshop will increase your awareness of the causes and symptoms of burnout and provide a range of exercises, techniques and preventative strategies for maintaining personal energy and morale. (Boychuk) \$85  
1 day - Fr. Mar 15, 09:00-16:00 - KEC

Loss and Grief (202711)

This workshop will assist you to explore your typical reactions to loss and grief and will help you communicate more comfortably and effectively with others who are experiencing loss and grief. (Boychuk) \$85  
1 day - Sa. Mar 16, 09:00-16:00 - KEC

Instructors:

**Randy Boychuk**, BA, MA, ED.D (Candidate), works with couples and groups in private practice, specializing in communication skills, inner and inter-personal conflict, and self-esteem. He teaches in the Department of Counselling, Psychology, at UBC, and is a trainer/coach in the Conflict Resolution program at the Justice Institute.

**Marie Cochrane**, RN, Certified Counsellor, is in private practice as a consultant for compulsive eating.

**L. Fearn**, RN, BA, (Psychology) Candidate.

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

**Ron Kirkby**, PhD, runs the Vancouver Back Clinic, and has extensive training as a Rolfer and in Aston body-work.

**Paulette Roscoe**, licensed naturopathic physician.

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

Health Care

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

For phone registration call 874-9923.

Conflict Resolution (202802)

This one-day workshop combines theory with practice to help you effectively manage conflict in the workplace and deal effectively with anger among staff, clients and public. (Boychuk) \$85  
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Loss and Grief (202711)

Time demands and pressures of the job, as well as your own emotional responses to others' suffering, can interfere with providing an effective presence and/or response. This workshop will assist you to explore your typical reactions to loss and grief and offer communication skills to enhance your responses. (Boychuk) \$85  
1 day - Sa. Mar 16, 09:00-16:00 - KEC

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-McCoy) \$35  
1 eve - Mo. Feb 04, 19:30-22:00 - KEC West

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 (accupressure, effleurage, petrissage), and relaxation. (Castellanos-McCoy & Narod) \$70  
1 day - Sa. Mar 16, 09:30-16:30 - KEC West

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-McCoy) \$70  
1 day - Sa. Feb 16, 09:30-16:30 - Langara

Psychoneuro Immunology - Mind Over Matter (202734)

This workshop 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 yourself and your patients/clients - learn strategies to regain control over pain, anxiety; learn techniques to strengthen the immune system and improve health. Learn how these techniques can be used for yourself and for patients/clients. (Fearn) \$70  
1 day - Sa. Feb 09, 09:00-16:00 - KEC

Creative Visualization Techniques for Healing - An Experiential Workshop (202733)

Learn skills to boost the immune system, practise these techniques, and learn how to apply them to patient/client settings. (Fearn) \$35  
1 eve - Th. Feb 21, 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. Feb 15, 09:00-16:00 - KEC

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. Mar 09, 09:00-16:00 - KEC West

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. (Trottier) \$70  
2 eve - Tu. Jan 22/29, 18:30-21:30 - KEC West

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. Mar 09, 09:00-16:00 - KEC

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. Feb 23, 09:00-16:00 - KEC

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. Feb 28, 18:00-21:00 - KEC West or  
1 mng - Sa. Feb 02, 10:00-13:00 - KEC

How to Handle a Sore Back (202755) \*\* New \*\*

Back problems in the helping professions are a constant hazard, and require preventive measures and symptom relief - the key to prevention and alleviation of symptoms is to reduce the background tensions of the body by systematically increasing flexibility and agility, both physical and mental. This four-hour workshop takes you through an instruction set for self-teaching and for teaching others, with an emphasis on practical, do-it-yourself methods for de-tensioning your body and your mind.(Kirkby) \$55  
1 day - Sa. Feb 09, 09:30-13:30 - CC

Instructors:

**Jacqueline Behr**, Bsc Physio, MEd.

**Randy Boychuk**, BA, MA, ED.D (Candidate), works with couples and groups in private practice, specializing in communication skills, inner and inter-personal conflict, and self-esteem. He teaches in the Department of Counselling, Psychology, at UBC, and is a trainer/coach in the Conflict Resolution program at the Justice Institute.

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

**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.

**Ron Kirkby**, PhD, runs the Vancouver Back Clinic and has extensive training as a Rolfer and in Aston body-work.

**Heather Narod**, RN, RMT.

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

**J. Steckler**, RN, BA, MScN candidate.

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

Cardiac Monitoring (202603)

For all health care personnel who require a basic understanding of cardiac arrhythmias. Covers cardiac electrophysiology, monitoring techniques, components of ECG complex, and identification and interpretation of sinus, atrial, junctional and ventricular arrhythmias. (Primeau) \$175  
3 day - Tu. Feb 05/12/19, 09:00-16:00 - KEC West

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. Mar 15/16, 09:00-16:00 - Ming Court Hotel, 1160 Davie St.

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. Feb 15/16, 09:00-16:00 - Ming Court Hotel, 1160 Davie St.

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. Mar 09, 09:00-16:00 - KEC West

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. Mar 11/12/13/14/15, 09:00-16:00 - KEC West

Business Writing for Health Professionals (200410)

Crisp, clear writing is an essential skill for health professionals. Learn to assess your writing skills and apply basic principles of communication so that you can write more easily and effectively. If you work or would like to work in management positions, and must write memos, reports, proposals, letters, minutes and agendas

and other business-oriented writings, this workshop is for you. (Zilm) \$85  
1 day - Fr. Feb 15, 09:00-16:00 - KEC West

Instructors:

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

**S. Flavelle**, RN, Pacemaker Clinician, St. Paul's Hospital.

**Pru Moore**, BA, RN, MEd.

**G. Zilm**, RN, MA.

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. \$320

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:

9 eve - We. Jan 16/23/30, Feb 06/13/20, Mar 06/13/20, 18:30-21:30  
3 day - Sa. Jan 19, Feb 23, Mar 23, 09:00-16:00

**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. Feb 25, 18:30-21:30 - KEC West

Group Facilitation (202813)

Learn how to be a good group facilitator. \$35  
1 eve - Mo. Mar 04, 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. Mar 11, 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. Mar 18, 18:30-21:30 - KEC West

Instructor:

**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)

24 hours  
Full-time - 5 days, Mo/Tu/Fr. 09:00-16:00, AND We/Th. 09:00-13:00, April 15/16/17/18/19, 1991

Course II is offered two (2) times a year in both formats. Next offering (part-time - 2 weekends) in October/November 1991.

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

39 hours  
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)

24 hours  
Persons already teaching childbirth education who wish to upgrade their skills may enrol in this course.

Full-time - 5 days - Mo/Tu/Fr. 09:00-16:00 AND We/Th. 09:00-13:00, Apr 15/16/17/18/19, 1991

Offered two (2) times a year. Next offering (part-time - 2 weekends) - October/November, 1991.

For course information and registration, phone 874-9923.

## Continuing Education for Dental Personnel

### Dental Assisting Clinical Updates Available

**January**  
(203516)

#### Model Pouring and Trimming.

Six hours of laboratory practice. \$90

2 eve - We. Jan 30, Feb 06 19:00-22:00 - Dental Clinic

Maureen Dawe, CDA.

Margaret Dennett, CDA.

**April**  
(203510)

#### Introduction to Dental Photography.

Twelve hours to become adept in this skill. \$190

3 eve - We. Apr 10/17/24, 18:00-22:00 - Dental Clinic

Debbie Payne, CDA.

Maureen Dawe, CDA.

**April 1991**  
(203509)

Re-entry for CDA's includes all intra-oral skills, examined by CDS BC.

Thirty hours of clinical and classroom review. \$375

Michele Rosko, CDA.

Margaret Dennett, CDA.

### CPR and First Aid for the Dental Staff

Update and re-certification is offered on a contract basis at your own location, as well as a regular schedule of basic sources.

Call Sarah Rogers at 874-9923 for more information.

### Lecture Series

#### April

(203517)

#### Is Dental Health Month

Fluoride update. Come and learn more about the latest studies in fluoride's effectiveness in reducing dental cares. \$50

1 eve - Mo. Apr 22, 19:00-22:00

Bev Davis, BA, CDA.

#### May

(203518)

#### Dental Practice: How Effective is Your Front Desk? \*New\*

A workshop to improve patient rapport and communications and make your day more effective and productive. \$50

2 eve - We. May 01/08, 19:00-22:00

Cia Harmes, CDA.

#### May 1991

(203515)

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

Six-hours of information about this environmental issue. \$65

2 eve - We. May 15/22, 19:00-22:00 - CC Theatre

Bev Davis, CDA.

For more information or to give suggestions for additional topics, please call Liz Wilkes - 874-9923.

### Dental Hygiene

#### January

#### Conflict Management and Resolution (203411)

**\*\* New \*\***

A six-hour workshop focusing on practical application of theory. Course leader: Randy Boychuk. \$85

1 day - Sa. Jan 26, 09:00-16:00 - KEC West

#### February

#### Treatment Planning - Dental Hygiene (203405)

A problem-oriented approach. Six hours of instruction and practical experience. Course leader: Nancy Keselyak. \$90

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

#### May

#### Amalgam Recontouring and Refinishing (203403)

Six hours of instruction and clinical experience. Course leader: Ginny Cathcart. \$150

1 day - Sa. May 04, 09:00-16:00 - CC - Dental Clinic

### Cariology: A Focus on the International Oral Health Issues and Roles for the Dental Hygienist (203409)

**\*\* New \*\***

A presentation about international oral health issues. Course leader: Norma J. Wells. \$65

2 mng - Sa. May 11/18, 09:00-12:00 - KEC

### 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.

### JEWELLERY

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

Learn the fundamental skills needed in jewellery making. Students will be working in silver and copper. The interrelationship between design and workmanship will be stressed throughout the course. Projects will include making chains, rings, broches and basic stone setting. Students will be required to provide their own tools and materials (approximately \$200). No previous experience required. (Bebel) \$280

22 eve - Mo/We. Jan 28, 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) \$280

12 day - Sa. Jan 19, 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.

#### Special courses:

Succeed in your next business deal after you learn the proper language and culture of your clients. Customized courses, using a communicative approach for business, doctors, engineers, and other interest groups. Classes taught on-site. Contact Brenda Pengelly, 875-8200.

#### Placement:

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

#### Course Cancellation and Adjustment:

The college reserves the right to cancel any course due to insufficient enrolment. Also, the college reserves the right to reduce hours of instruction due to lower enrolment.

All courses at Langara except Cantonese for Business and Mandarin for Business at City Centre.

**Inquiries:** 324-5322

#### Arabic Conversation Level I (501901)

\$96.30 (Includes GST)

10 mng - Sa. Jan 19, 10:00-12:00 - Lan (Hamlin)

#### Cantonese for Business (502012)

\$150 (No GST)

10 eve - We. Jan 23, 17:00-19:00 - CC (Leung)

#### Cantonese Conversation Level I (501903)

\$96.30 (Includes GST)

10 mng - Sa. Jan 19, 10:00-12:00 - Lan (Lu)

10 eve - Mo. Jan 21, 18:00-20:00 - Lan (Lu)

10 eve - We. Jan 23, 20:00-22:00 - Lan (Leung)

#### Cantonese Conversation Level II (501904)

\$96.30 (Includes GST)

10 eve - Mo. Jan 21, 20:15-22:15 - Lan (Lu)

#### Czech Conversation Level 1 (502008)

\$96.30 (Includes GST)

10 mng - Sa. Jan 19, 10:00-12:00 - Lan (Hynek)

### 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 Carpetz method." (Available at the campus bookstore) This book will cover 5 levels which will be offered in the coming semesters. 40-hour course. \$185 each (no GST)

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

20 eve - Mo/We. Jan 21, 18:00-20:00 - Lan (Visscher)

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

20 eve - Mo/We. Jan 21, 20:00-22:00 - Lan (Michel)

#### French in Action - Level 3 (502004)

Level 3 - 20 eve - Mo/We. Jan 21, 20:15-22:15 - Lan (Visscher)

#### French Conversation Level I (501913)

\$90

10 mng - Sa. Jan 19, 09:00-11:00 - Lan (Visscher)

10 eve - Tu. Jan 22, 18:00-20:00 - Lan (Hassaine)

#### French Conversation Level II (501914)

\$90

10 mng - Sa. Jan 19, 10:00-12:00 - Lan (Lake)

#### German Conversation Level I (501919)

\$96.30 (Includes GST)

10 eve - Mo. Jan 21, 18:00-20:00 - Lan (Rommel)

#### German Conversation Level II (501920)

\$96.30 (Includes GST)

10 eve - Mo. Jan 21, 20:15-22:15 - Lan (Mirski)

#### Italian Conversation Level I (501923)

\$96.30 (Includes GST)

10 day - Sa. Jan 19, 11:00-13:00 - Lan (Visscher)

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

#### Italian Conversation Level II (501924)

\$96.30 (Includes GST)

10 eve - Th. Jan 24, 18:00-20:00 - Lan (Visscher)

#### Japanese Conversation Level I (501926)

\$117.70 (Includes GST) 25-hour course

10 mng - Sa. Jan 19, 09:30-12:00 - Lan (Nakata)

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

10 eve - Th. Jan 24, 19:00-21:30 - Lan (Wong)

10 eve - Tu. Jan 22, 19:00-21:30 - Lan (Lee)

10 eve - We. Jan 23, 19:00-21:30 - Lan (Tsukiuka)

#### Japanese Conversation Level II (501927)

\$117.70 (Includes GST) 25-hour course

10 eve - Th. Jan 24, 19:00-21:30 - Lan (Masuda)

10 mng - Sa. Jan 19, 09:30-12:00 - Lan (Lee)

#### Japanese Conversation Level III (501928)

\$117.70 (Includes GST) 25-hour course

10 eve - We. Jan 23, 19:00-21:30 - Lan (Imai)

#### Mandarin Conversation Level I (501937)

\$96.30 (Includes GST)

10 eve - Tu. Jan 22, 18:00-20:00 - Lan (Huang)

10 eve - Tu. Jan 22, 20:00-22:00 - Lan (Lang)

#### Mandarin for Business (502011)

\$150 (No GST)

10 eve - We. Jan 23, 16:30-18:30 - CC (Wei)

#### Mandarin Conversation Level II (501938)

\$96.30 (Includes GST)

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

#### Norwegian Conversation Level I (501943)

\$96.30 (Includes GST)

10 mng - Sa. Jan 19, 10:00-12:00 - Lan (Sylling)

#### Polish Conversation Level I (502009)

\$96.30 (Includes GST)

10 eve - Mo. Jan 21, 18:00-20:00 - Lan (Mirski)

#### Portuguese Conversation Level I (501945)

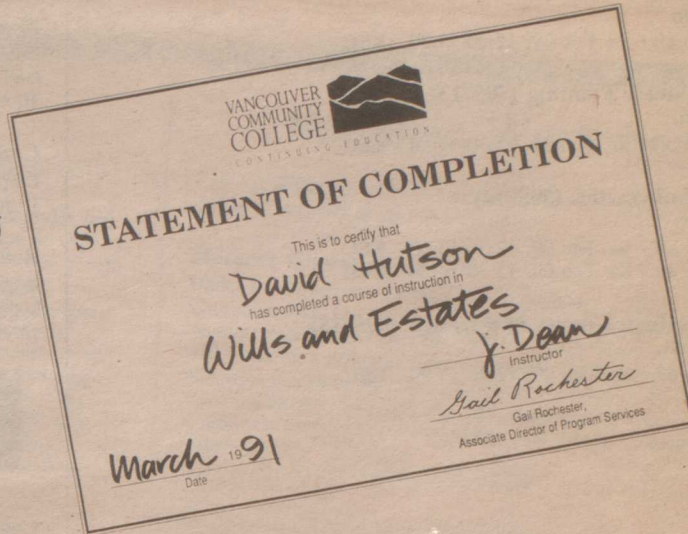
\$96.30 (Includes GST)

10 eve - Th. Jan 24, 18:00-20:00 - Lan (Catao)

#### Portugese Conversation Level II (502007)

\$96.30 (Includes GST)

10 eve - Th. Jan 24, 20:15-22:15 - Lan (Catao)



## 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 February 9 to June 15. The next term for adults' classes runs from January 19 to March 23. 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 \$70 per child per term and \$90.95 (Includes GST) per adult per term, unless otherwise indicated.
- All children's language courses are taught at KEC on Saturdays 09:30-12:00.
- All Arts courses are taught at KEC on Saturdays, 12:30-13:30 (16 sessions).
- Each children's course is 16 sessions.
- All adults' courses are taught at KEC on Saturdays, 10:00-12:00 except Reading and Writing Chinese - 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.

Pre-registration for spring term adult classes (April 6-June 15) will be held at KEC on Saturday, March 16 and 23 from 10:00-12:00.

#### 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 14

Conversation (505718) Ages 14-16. \$74.90 (includes GST)

#### Arts:

Afternoon Classes, 12:30-13:30 except Mathematics, second section 13:30-14:30

#### Chinese Folk Dance (505711)

\$70

16 aft - Sa. Feb 09, 12:30-13:30 - KEC

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**Kung Fu (505712)**  
\$70  
16 aft - Sa. Feb 09, 12:30-13:30 - KEC

**Chinese Painting (505713)**  
\$70  
16 aft - Sa. Feb 09, 12:30-13:30 - KEC

**Mathematics (505714)**  
\$70  
16 aft - Sa. Feb 09, 12:30-13:30 - KEC  
16 aft - Sa. Feb 09, 13:30-14:30 - KEC

**Cartoon Comics and Design (505715)**  
\$70  
16 aft - Sa. Feb 09, 12:30-13:30 - KEC

**Adult Classes:**  
**Mandarin for Adults (505709)**  
Emphasis is on reading, writing and conversation. \$90.95 (Includes GST)  
10 mng - Sa. Jan 19, 10:00-12:00 - KEC

**Conversation for Adults (505716)**  
Emphasis is on Mandarin conversation. \$90.95 (Includes GST)  
10 mng - Sa. Jan 19, 10:00-12:00 - KEC

**Reading and Writing Chinese for Teens and Adults - Beginners (505717)**  
\$90.95 (Includes GST)  
10 aft - Sa. Jan 19, 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)  
\$58.85 (Includes GST)  
2 eve - Tu. Feb 12, 19:00-22:00 - KEC

**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) \$32.10 (Includes GST)  
1 eve - Tu. Feb 19, 19:00-21:00 - KEC

**Instructors:**  
**Michael Leroux** is a solicitor whose area of practice is real estate and corporate commercial.  
**Steven Morris** is a Barrister and Solicitor, General Litigation practice.

## MUSIC

### 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) \$90.95 (Includes GST)  
10 eve - We. Feb 06, 18:00-19:00 - KEC  
10 eve - We. Feb 06, 19:00-20:00 - KEC  
10 eve - We. Feb 06, 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) \$90.95 (Includes GST)  
10 eve - We. Feb 06, 20:00-21:00 - KEC

**Piano 1 for Beginners (502517)**  
Class instruction on individual pianos. Learn notation, basic playing skills and chording techniques. Students should have access to piano for home practice. Enrollment limited to 8 per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. (Lyster) \$90.95 (Includes GST)  
10 eve - Mo. Jan 21, 18:00-19:00 - KEC  
10 eve - Mo. Jan 21, 19:00-20:00 - KEC  
10 eve - Mo. Jan 21, 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) \$90.95 (Includes GST)  
10 eve - Mo. Jan 21, 20:00-21:00 - KEC

**Instructors:**  
**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.  
**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.

## 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)  
\$90.95 (Includes GST)  
10 eve - We. Jan 23, 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) \$90.95 (Includes GST)  
10 eve - We. Jan 23, 20:00-22:00 - KEC

**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) \$53.50 (Includes GST)  
10 eve - We. Jan 23, 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) \$53.50 (Includes GST)  
10 eve - We. Jan 23, 19:00-20:00 - KEC

**Instructors:**  
**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.  
**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.

## 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) \$160.50 (Includes GST)  
10 eve - Mo. Jan 21, 18:00-20:00 - KEC (Newman)  
10 eve - We. Jan 23, 18:00-20:00 - KEC (Brauner)

**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. (True) \$53.50 (Includes GST)  
10 eve - Tu. Jan 22, 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) \$96.30 (Includes GST)  
10 eve - Th. Jan 24, 18:00-20:00 - KEC

**Instructors:**  
**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.

**Tamara True** studied in the Vancouver Community College Music Department as both a classical and jazz singer. She has been a featured soloist with VCC's internationally acclaimed jazz choir 'Soundwave.'

## 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) \$90.95 (Includes GST)  
10 mng - Sa. Jan 19, 10:00-12:00 - KEC

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**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. (Warren, Taylor) \$107 (Includes GST)  
12 eve - Th. Jan 24, 19:00-21:00 - KEC

**Pacific Youth Wind Ensemble (502548)**  
Under the direction of Jerry Domer, this auditioned ensemble will rehearse and perform standard repertoire, as well as a significant amount of challenging new material and Canadian works. Performance oriented students in the high school system are invited to audition, as well as students currently studying at the post-secondary level. Phone 875-8220 to arrange for an audition. (Domer) \$69.55 (Includes GST)  
12 aft - Sa. Jan 19, 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 group's repertoire is drawn from Broadway musicals, Pop and some jazz. (True) \$90.95 (Includes GST)  
10 eve - Tu. Jan 22, 19:00-21:00 - KEC

**Chamber Brass Ensemble (502555)**  
Explore brass repertoire from the Renaissance to the modern era and improve your tone, technique and section playing in a chamber ensemble conducted by Alan Matheson and Jim Tempest. During this 10-week course you will have the opportunity to play music originally written for groups of brass instruments, excerpts from major symphonic works and present a concert for your friends and family on the last night. This course is open to anyone over the age of 15 who plays trumpet, horn, trombone, euphonium and tuba. If you are interested in participating, you should have some sight reading experience and be able to play all major and minor scales. (Matheson, Tempest) \$107 (Includes GST)  
10 eve - Mo. Jan 21, 19:00-22:00 - KEC

**Instructors:**  
**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.

**Janet Warren** has been active in the development of jazz choirs throughout the Province of B.C., and particularly at Argyle Secondary School. She now teaches in Burnaby and is a much sought-after clinician and adjudicator in the vocal jazz idiom.

**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.'

**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.

**Alan Matheson** is a member of the brass quartet 'Sounds of Brass.'

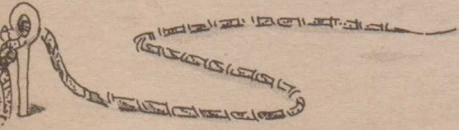
**Jim Tempest** is a member of the brass quartet 'Sounds of Brass.'

## Appreciation and Theory

**Jazz Improvisation (102611)**  
An in-depth study of the relationship between scales and chords, utilizing the jazz 'short-hand' approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution. Also included will be an analysis of several standards, blues, and contemporary jazz works. Students must be able to read music, and have a knowledge of all major scales. (Keenan) \$85  
10 eve - Th. Jan 24, 19:00-21:00 - KEC

**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. Jan 21, 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. Jan 21, 20:00-22:00 - KEC



### 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 creating 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) \$74.90 (Includes GST)  
6 eve - Tu. Jan 29, 19:30-21:30 - KEC

**Instructors:**  
**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.

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

**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.

## Commercial Music

**Synthesizer Arts I (102604)**  
An introduction to the world of synthesizers, computers, and electronic music in general. This course includes lectures and demonstrations in Vancouver Community College's MIDI lab. Topics include analog vs digital synths, samplers, drum machines, computer sequencers, patch librarians, and MIDI. A good introduction for anyone getting started with keyboards. (Stanko) \$90  
10 eve - Th. Jan 24, 18:00-20:00 - KEC

**Synthesizer Arts II (102605)**  
Learn how MIDI (Musical Instrument Digital Interface) can work for you as a musician or songwriter. This hands-on course teaches you to create musical compositions using Macintosh computers, Roland keyboards, and MIDI. Topics include computer basics, MIDI channels, patch changes, MIDI controllers, and more. Prerequisite: Synthesizer Arts I or by permission of instructor. (Stanko) \$90  
10 eve - Th. Jan 24, 20:00-22:00 - KEC

**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. (Ward) \$60  
6 eve - Th. Jan 31, 22:00-24:00 - KEC

**Instructors:**  
**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.  
**Mark Ward** has been active as a sound engineer for several years. In addition to his work at Vancouver Community College, he is also on the staff at Columbia Academy.

## 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.

## Summer Workshops

Call our office now for further information on these exciting, intensive summer programs.

**Summer Choral Workshop**  
Under the direction of Vancouver Community College, Director of Choral Studies, Gerald Van Wyck, this six-evening workshop will examine repertoire, technique, and ensemble. Each of the sessions will focus on a different aspect of choral singing, with a full rehearsal included. Mr. Van Wyck will be assisted by members of the VCC faculty, and will also have guest conductors in attendance. Private vocal instruction will also be available for an additional fee.  
6 eve - Tu. Jul 09, 19:30-22:00 - KEC

**Soundwave Vocal Jazz Workshop**  
Peter Taylor heads an international faculty, including Michelle Weir, Roger Treece, Janet Warren, Alan Matheson, and Shannon Gunn, along with this year's guest artist, LA recording star Sunny Wilkinson. This intensive workshop includes theory, jazz history, ear training and vocal improvisation, in addition to ensemble work. (Taylor)  
5 day - Mo. Aug 05, 08:30-17:00 - KEC

**Pacific Junior Winds Summer Workshop**  
Directed by Jerry Domer, Chairman of the Vancouver Community College Faculty of Music, this five-day workshop is designed to assist wind ensemble performers in getting 'back into shape' after the summer. Mr. Domer will have Vancouver professionals working with him throughout the week, including David Branter and Tom Parriot. Many aspects of ensemble performance will be covered throughout the week, in addition to instrumental master classes and music theory classes. (Domer)  
5 day - Mo. Aug 12, 08:30-17:00 - KEC

**The 11th Annual Tone-Art String Workshop**  
Under the direction of Fred Nelson, this workshop is designed to give amateur string players a solid week of training in a Chamber music setting. Given the time of year, young players in particular, are encouraged to register. Emphasizing sight-reading, classes are given in rhythm, harmony, and technique, as well as score reading. Each student is placed in an ensemble which is presented in public session at the end of the session. (Nelson)  
5 days - Mo. Jul 29, 09:30-14:30 - KEC

## NATURAL HISTORY

For information and booking call 875-8200  
Courses coordinated by Marja de Jong Westman

### Field Trips

**Birds, Birds, Birds (502814)**  
With avid birder, Alice Cassidy, learn bird biology, and the identification and ecology of Vancouver's resident and winter migrants. Lectures are extensively illustrated with slides, preserved specimens and sound recordings. Field trips to Jericho and Stanley parks and Reifel Sanctuary. \$69.95 (Includes GST)  
Lectures: Mondays, Jan 28, Feb 4 & 11; 19:30-21:30 - KEC  
Field trips: Sundays, Feb 3, 10 & 17, mornings.

**Victoria Birding Weekend (502821)**  
Victoria boasts an abundant, diverse and rare collection of wintering birds. With ornithologist, Alice Cassidy, this excursion introduces the richest birding spots in and near Victoria...Martindale Flats, Clover Point, Quick's Bottom and Beacon Hill Park. \$96.30 (Includes GST). Lodgings pre-arranged at approximately \$30 (double occupancy).  
Orientation: Monday, Feb 25, 19:30-21:30 - KEC  
Trip: March 2 & 3.

**Gulf Islands Natural History Cruise (502813)**  
With wildlife biologist, Rob Butler, cruise around the Gulf Islands to study their unique natural history and to observe the thousands of seabirds and other marine animals which congregate at the peak of herring spawning. Cost includes ferry and boat charter. \$80.25 (Includes GST) \* subject to change.  
Lecture: Wednesday, March 13; 19:30-21:30 - KEC  
Trip: Sat, March 16; all day.

**Ucluelet Natural History Weekend (502810)**  
Discover the west coast with experienced biologist, Peter Ballin. Study seashore, coastal forest and sand dune ecology via daily field trips and evening lectures and films. Expect to see colourful marine life, misty rainforests and gray whales on a boat trip offshore. Cost includes meals in Ucluelet, transportation, lodging in school. (Motel accommodation can be arranged.) \$208.65 (Includes GST).  
Orientation: Thursday, March 21; 18:00-20:00, Room 3244 - KEC  
Trip: March 29, 30 & 31

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**Bowen Island Hike (502822)**

With enthusiastic biologist, Russ Haycock, explore the natural heritage of this island on a day hike through 200 hectare Crippen Regional Park. Highlights include birding lagoons, spectacular examples of Canada's largest maple species, fish-spawning channels, bogs rich in insect-eating plants and with luck...fields with Blacktail deer. Costs include ferry. \$37.45 (Includes GST) Trip: Sunday, April 21; all day.

**Newcastle Island Hike (502812)**

Join naturalist, Alison Watt, on a comfortable hike of this interesting island. Located across the channel from Nanaimo, the island was the site of some of BC's earliest coal mines, sandstone quarries, and Japanese herring salteries. Now a Provincial Marine Park, it boasts 17 miles of hiking trails, active beaver colonies and rich samplings of native plants. Costs cover ferries. \$48.15 (Includes GST) \* subject to change. Trip: Sunday, April 28; all day.

**Whales, Eagles & Totems (502809)**

The waters and lands of Johnstone Strait provide a stimulating introduction to BC's marine life and native Kwagwilt culture. The area is best known for the Robson Bight ecological reserve and as the summer home for BC's northern killer whale pods, however, its seashores too teem with life, sea lions and sea birds are found in abundance and there are hauntingly beautiful native villages and endangered virgin rainforests to explore. \$588.50 (Includes GST) \* subject to change. (\$200 tax-deductible tuition included). Orientation: Thursday, July 4; 19:30-21:30 Orientation: Thursday, July 4; 19:30-21:30 Trip: July 18, 19, 20 & 21.

**Owls and Owling (502845) \*\* New \*\***

Several species of owls occur over a wide range of habitats in the Vancouver area. Join ornithologist, Alice Cassidy, for an illustrated lecture and an evening of owling, during which you'll learn where and how to locate owls and something of their fascinating natural history. \$37.45 (Includes GST). Lecture: Wednesday, March 27; 19:30-21:30 - KEC Field trip: Wednesday, April 3, 20:00-23:00

**Wildlife Calling (502843) \*\* New \*\***

Discover an exciting way to get close to wildlife with experienced caller, Chris Taylor. During an illustrated lecture and field trip to the Fraser Valley, you'll learn how and why wildlife respond to sound, calling ethics, the art of concealment, howling for coyotes and more! Fee includes cost of multi-purpose wildlife call. \$48.15 (Includes GST) Workshop: Wednesday, February 6; 19:30-21:30 - KEC Field trip: Saturday, February 9; all day.

**Southeastern Alaska (502844) \*\* New \*\***

British Columbia's northern neighbour is renowned for its vast areas of spectacular wilderness - towering coastal mountains, tidewater glaciers, and bountiful wildlife. The boat cruise aboard 68 foot motor sailer, Island Roamer, begins in Prince Rupert and ends in Petersburg, Alaska. Highlights include: humpback whales in Frederick Sound; native villages on Prince of Wales island; brown and black bears at Anan Creek; fabulous scenes in the Inside Passage; and bird-watching in the rich deltas of the Stikine River. \$2575 (approximately \$360 tax-deductible tuition) Dates: May 30-June 9

**Wildlife Photography (502835) \*\* New \*\***

Enhance the quality of your wildlife photographs with professional biologist and photographer, Russ Haycock. Course includes an introductory workshop, a field trip to photograph the many natural beauties of Stanley Park and a follow-up critique session. \$53.50 (Includes GST) Workshop: Saturday, Feb 16; 10:00-14:00 and Thursday, Feb 28; 19:30-21:30 - KEC Field trip: Saturday, February 23; 10:00-14:00

**Natural History Tours**

For information and booking call Great Expeditions - 263-1476.

**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, artisti, 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-May 22, 1991  
Cost: \$4690 (\$850 tax-deductible tuition).  
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 studding the green waters of Florida Bay. At John Pennekamp State Park we'll snorkel among schools of colourful fish on coral reefs.

Dates: November 15-December 1, 1991  
Costs: Approximately \$2500  
Leaders: Rob Cannings, naturalist, entomologist, ornithologist, and Chief of Biology, Royal BC Museum. Hannah Nadel, entomologist, ornithologist, and botanist with several years' experience in southern Florida.

**\*\*\* In Planning:**

Natural history tours to the Hawaiian islands of Kauai and Maui and another of the bird reserves of Scotland, England and Wales ... in 1992. Both tours will be led by Canadian Wildlife Biologist, Rob Butler. Contact Great Expeditions at 263-1476 for more information and booking.

**NON-PROFIT/VOLUNTEER 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 - Tu. Jan 29, 17:30-20:00 - VVC

**Introduction to Interviewing Skills - Level I (101718)**

This is an introduction for people without interviewing experience, who want to acquire the basic communication skills required to interview volunteers. You will learn active listening skills, how to pose open-ended questions, and how to establish a communications flow. (Chuback, Piggott) \$20  
1 eve - We. Feb 20, 17:30-20:00 - VVC

**In-Depth Interviewing and Screening Skills - Level II (101712)**

This series of two workshops is for people who have taken Level I, Introduction to Interviewing Skills (101718), or who have experience interviewing volunteers. You will learn specific interview strategies, screening techniques, including criminal record checks, and appropriate placement. Videotaped role playing opportunities will be available. (Chuback, Piggott) \$35  
2 eve - We. Feb 27, 17:30-20:00 - VVC

**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. Mar 16, 09:30-16:30 - KEC

**Instructors:**

**Josie Chuback** is Regional Coordinator, Boys' and Girls' Clubs of BC.

**Judi Piggott** is an experienced volunteer management trainer.

**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.

**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

**Certificate Requirements:**

Students must successfully complete the following:  
- 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

**Workshop Titles:**

- 01 An Overview of Volunteer Management (101408)
- 02 Working with Volunteers: Communication Skills (101404)
- 03 Working with Volunteers: Leadership and Group Skills (101406)
- 04 Motivating and Recruiting Volunteers (101413)
- 05 Interviewing and Supporting Volunteers (101414)
- 06 Administrative Effectiveness (101402)
- 07 Training (101411)
- 08 Training/Presentation Practice (101412)
- 09 Planning and Evaluating Volunteer Programs (101409)
- 10 Marketing/Public Relations (101403)
- 11 Financial Management/ Resource Development (101405)
- 12 Time/Stress Management (101415)

**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. (Student may take two years to complete.)

Program Coordinator: **Brenda Reynolds**

Call 875-8200 for detailed program guide and application form. Next full program is offered September 1991 to June 1992. Recommended application date: before July 31, 1991. Qualified students accepted in order of receipt of application.

**Current Certificate Program Fee:** \$540 in full or three term payments (This fee will be increased in September 1991).

**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 Organizations (101201)
- Overview of Fundraising Management (101301)
- Strategic Management of Fundraising Campaigns (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 to two years. 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**

Call 875-8200 for more information.

**Information Meeting for Non-Profit/Voluntary Sector Programs**

Th. Jan 10, 17:30-18:30 - Room 4043 - KEC  
Fr. Jan 11, 12:00-13:00 - Room 4043 - KEC

**Courses offered this term:**

**Fundraising Approaches - Part II (101307)**

This course surveys a broad spectrum of fundraising approaches. Topics include direct mail planning, design and follow-up; telemarketing organization and preconceptions; the risks and rewards of special events fundraising; corporate sponsorship in detail; planned giving campaigns and other common techniques. Guest lecturers will be addressing each of these topics. Fundraising Approaches Part I is recommended as the introduction to this course. Contact the coordinator before registering if you have not completed Part I. (Wightman) \$220  
10 eve - Th. Jan 10, 19:00-22:00 AND 1 day - Fr. Mar 22, 09:00-16:00 - CC

**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. This course is required for both the fundraising and non-profit management certificates. Maximum 26. (Grantham) \$100  
4 sessions - Mo. Jan 21/28, 19:00-22:00, Sa. Jan 26/Feb 02, 09:00-16:00 - KEC

**Instructors:**

**Barbara Grantham** is a social planning consultant at United Way. She has recently completed a six-month secondment as Acting Regional Director at Pacific Region, BC/Yukon Red Cross.

**Faye Wightman** is the Vice President of Development and Community Relations, BC Children's Hospital.

**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 course work totals 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.

- Overview of Non-Profit Organizations (101201)
- Resource Development for Non-Profit Organizations (101211)
- Working Effectively with Individuals and Groups (101209)
- Human Resources Management (101203)
- Financial Management for Non-Profit Organizations (101206)
- Marketing for Non-Profit Organizaions (101210)
- Program Planning and Evaluation (101202)
- Time/Stress Management (101234)

**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 Winter admission to Non-Profit/Voluntary Sector Programs:  
Th. Jan 10, 17:30-18:30 - Room 4043 - KEC  
Fr. Jan 11, 12:00-13:00 - Room 4043 - KEC

**Non-Profit Sector Workshops**

**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 taught. Strategies discussed include relations with bureaucracy, politicians, media, membership-related community support and litigation. 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. Registration is open to graduates of the Non-Profit/Voluntary Sector programs, Executive Directors/board members and non-profit personnel. (Lapp) \$69.55 (Includes GST)  
1 day - Sa. Feb 09, 09:00-16:00 - KEC

**Marketing Demystified...A Step Past P.R. (101231)**

Increasing membership, doubling donations, generating new community support...these accomplishments can be attributed to market savvy. If you are involved in the management of a non-profit organization, this two-part six-hour course will unravel the field of marketing and assist you to use marketing strategies to achieve your organization's goals. (Lemer) \$69.55 (Includes GST)  
2 eve - Tu. Feb 19/26, 19:00-22:00 - CC

**The GST: Implications for the Non-Profit Sector (101281)**

As the GST comes into effect, there are major implications for the non-profit sector. This three-hour workshop will cover the general applications of the tax and new developments affecting the non-profit area that have surfaced following the implementation of the tax. Time will be set aside for a question and answer session, so bring your concerns and/or problems. The workshop is free with limited spaces available, so please register early. (Shore) FREE  
1 eve - Tu. Jan 29, 19:00-22:00 - CC

Call 875-8200 for application form and detailed brochure. Courses offered this term (Priority is given to full program students):

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

This course will provide you with an in-depth introduction to the knowledge and skills required to plan, implement, monitor, report on and evaluate the financial management of non-profits. Ethical issues pertaining to the financial management will be discussed. A description of the uses of computer software, common problems and the use of paid or volunteer expertise are explored. Current information on the GST delivered by a Revenue Canada expert will be included early in the course. (Gazzard) \$170  
6 sessions - Fr/Sa. Feb 22/23, Mar 15/16, 09:00-16:00, Mo. Mar 04/11, 19:00-22:00 - KEC

**Resource Development for Non-Profit organizations (101211)**

The practical skills required to plan, manage and evaluate the fundraising needs of a non-profit organization are examined in this course. The basic components of fundraising including grant writing, special events, current trends and staff and volunteer roles are covered. (TBA) \$140  
8 eve - We. Jan 30, 19:00-22:00 - KEC

**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. This course is required for both the fundraising and non-profit management certificates and is the recommended introductory course for the non-profit management program. Maximum 26. (Grantham) \$100  
4 sessions - Mo. Jan 21/28, 19:00-22:00, Sa. Jan 26/Feb 02, 09:00-16:00 - KEC

**Instructors:**

**Nicholas Gazzard** has been a writer, instructor and consultant in non-profit administration for ten years. At present he is the Executive Director of the Coho Management Services, a non-profit society.

**Barbara Grantham** is a social planning consultant at United Way. She has recently completed a six-month secondment as Acting Regional Director at Pacific Region, BC/Yukon Red Cross.

**Instructors:**

**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, B.C. Division.

**Harriett Lemer** is the Vice President and partner of Ron Einblau and Associates and specializes in marketing strategies. She has extensive experience in public relations in the non-profit sector.

**Paula Shore** is an Enquiries Officer with Revenue Canada. Since July she has been travelling throughout BC and the Yukon delivering GST and specialized non-profit sector workshops.



**In the event of snow storms disruptive enough to cause evening class postponements, please listen for an announcement on CKNW 98 AM radio after 4:00 p.m. or telephone any Continuing Education location for information.**



## PERSONAL ENRICHMENT

### The Art of Listening (503457)

The course is designed for anyone who wants to communicate better. Listening is 46 percent of communication and it is not formally taught. Participants will identify non-listener/passive and active listening characteristics. Learn to distinguish feelings and how to express them appropriately. (Carter) \$42.80 (Includes GST) 1 day - Sa. Feb 23, 10:00-16:00 - Lan

### 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. (Carter) \$53.50 (Includes GST) 4 eve - We. Feb 06, 19:00-21:00 - 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) \$74.90 (Includes GST) 6 eve - Mo. Jan 21, 19:00-22:00 - Lan

### 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) \$85.60 (Includes GST) 8 eve - We. Jan 23, 19:30-21:30 - Lan

### 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) \$26.75 (Includes GST) 4 eve - Tu. Jan 29, 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) \$32.10 (Includes GST) 1 mng - Sa. Feb 02, 09:30-12:00 - Lan

### 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) \$53.50 (Includes GST) 4 eve - Th. Jan 24, 19:30-21:30 - Lan

### Modern Dance (503467)

Modern dance classes with Monica McLean, 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. (McClean) \$117.70 (Includes GST) 10 eve - Mo. Jan 21, 18:00-20:00 - Lan

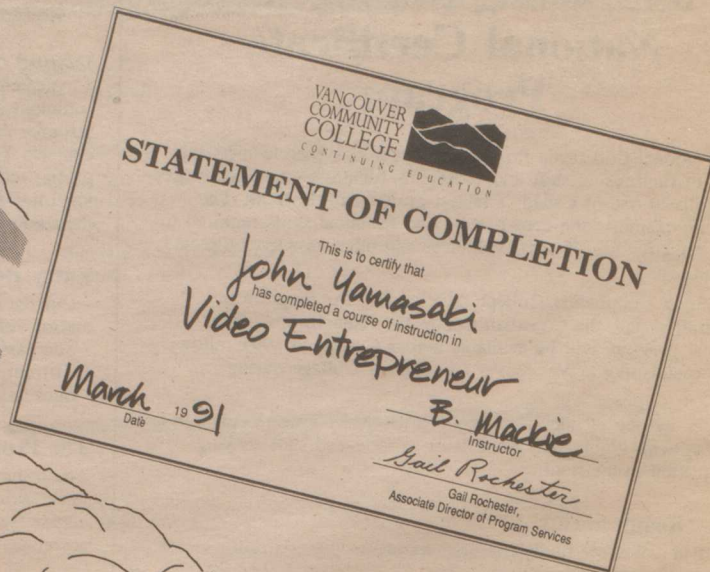
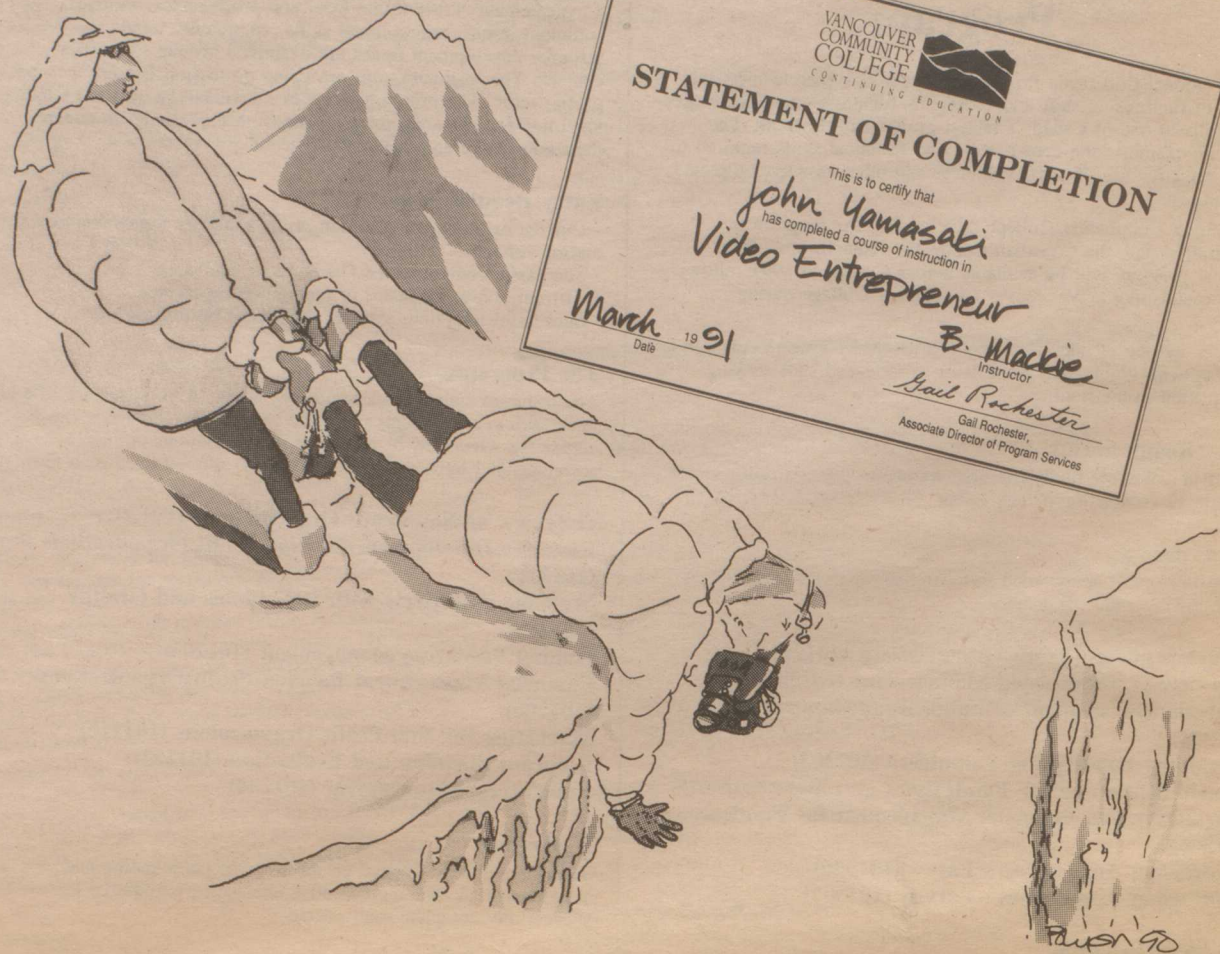
### Trace Your Family Tree (503414)

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) \$42.80 (Includes GST) 1 day - Sa. Feb 23, 09:30-16:30 - Lan

### Instructors:

**Ariadne Bursewicz** is an anthropologist who has worked with dreams in a cross-cultural context.

**Helen Carter** has worked in the public and private sectors teaching life skills for ten years and has a Masters degree in Public Administration. Her courses are skill oriented and applicable to everyday life. They are a good framework for successful living and increasing self-esteem.



**Susan Joy** has six years' experience as a personal growth consultant, working extensively with self-esteem and positive change.

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

**Monica McLean** 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, Stein Festival, Globe '90, and Metropolis Dance Company's Evening of Modern Dance.

**Wynne Smith** is a licensed esthetician and wardrobe consultant dedicated to increasing your self-confidence through her self-development courses for men and women.

**Anna Weetman**, MSc, MEd, is an experienced facilitator with several years of experience in conducting seminars and other educational programs.

## 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 11:00-15:00 hours, Tuesday - Saturday, starting January 2, 1991. For those unable to register during the day, evening registration will be from 19:00-20:00, January 8 and 9 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) \$150 10 eve - Mo. Jan 21, 19:00-22:00 - FP 10 aft - Tu. Jan 22, 12:30-15:30 - FP 10 eve - Tu. Jan 22, 19:00-22:00 - FP 10 eve - Fr. Jan 25, 19:00-22:00 - FP

### 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) \$180 10 eve - Mo. Jan 21, 19:00-22:00 - FP 10 aft - Tu. Jan 22, 12:30-15:30 - FP 10 eve - Tu. Jan 22, 19:00-22:00 - FP 10 eve - Fr. Jan 25, 19:00-22:00 - FP

### Fashion Photography (300117)

This course, taught by a fashion photographer, will introduce the student to the various aspects of Fashion Photography. The course will cover the different styles and types of fashion photography, as well as some of its history. Lighting techniques as they apply to fashion will be covered, as well as the relationship between the photographer and the model. Students will have practical demonstrations in both fashion styling and make-up. Choosing the right model will be covered with a practical casting session. Students must also have shooting sessions with professional models. Students must have completed Intermediate Photography or its equivalent. (Harvey) \$215 10 eve - We. Jan 23, 19:00-22:00 - FP

### 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) \$150 10 eve - We. Jan 23, 19:00-22:00 - FP 10 mng - Sa. Jan 26, 10:00-13:00 - FP 10 aft - Sa. Jan 26, 14:00-17:00 - FP

### 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) \$165 10 eve - Th. Jan 24, 19:00-22:00 - FP

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### 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) \$215 10 eve - Th. Jan 24, 19:00-22:00 - FP 10 eve - Sa. Jan 26, 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) \$215 10 aft - Sa. Jan 26, 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) \$145 10 eve - We. Jan 23, 19:00-22:00 - FP

### 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) \$145 10 eve - Tu. Jan 22, 19:00-22:00 - 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) \$195 10 eve - Th. Jan 24, 19:00-22:00 - FP

### Instructors:

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

**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.

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

**Jeff Weddell**, a commercial freelance photographer who specializes in fashion and people.

**Andrew Tripp** - Works commercially, specializing in people photography.

**Greg Blue** - a commercial photographer specializing in studio and product photography.

**Mary Jensen**, B.A. P.P.O.C. - a professional portrait photographer and retoucher working independently.

**Catherine 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 - 15:00, Tuesday through Saturday, starting January 2, 1991. For those unable to register during the day, evening registration will be from 19:00-20:00 on January 8 and 9 only. For information please contact Focal Point at 224-3636.

## REAL ESTATE AND PROPERTY MANAGEMENT

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

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

Our non-credit courses and seminars cover a wide range of special topics. These courses and seminars have been developed by VCC in response to your continuing interest in the field of real estate.

### Program Coordinators:

Building Manager (Res.) Certificate Program - Brian Pink (682-5844)

Property Management Certificate Program - Chuck Dunn (324-5511)

Non-credit real estate courses - Wayne Decle (875-8200)

## 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, January 8, 1991, from 5:30 - 8 pm to learn about VCC's real estate programs and courses. Program advisors will be on hand to answer your questions. Course outlines and other literature will also be available.

### Location:

Langara Continuing Education Office  
100 West 49th Avenue  
Vancouver, B.C.  
324-5322

### Time:

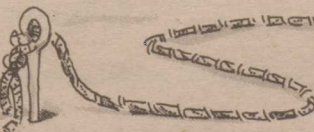
Tuesday, January 8, 5:30 - 8 pm

If you are thinking about taking a course in real estate or property management this Winter (for either career or general interest purposes), please come in and see us.

Refreshments will be available.

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**In the event of snow storms disruptive enough to cause evening class postponements, please listen for an announcement on CKNW 98 AM radio after 4:00 p.m. or telephone any Continuing Education location for information.**



## 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 (four 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. Jan 29, 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. Jan 28, 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. Feb 6, 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. Jan 19, 09:00-16:00 - CC 5 day - Sa. Feb 23, 09:00-16:00 - CC



## 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.

Appraisal 1118 (Parts 1 and 2), Real Estate law 1325, Real Estate Investment Analysis for Property Management 1535, and Business Ethics meet the 'core course' requirements towards obtaining the CPM designation. The two economics courses, 221 and 222, meet the university elective requirements. For further information on the CPM designation, contact the Institute of Real Estate Management, BC Chapter #50 at 683-9188.

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 of 14 courses in no more than 6 years:

#### Manadatory Courses:

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  
Computer Applications in Business 2000  
Real Estate Marketing 1420  
Accounting 1115  
Communications 1118

#### Plus any two of the following:

Macro Economics 221  
Micro Economics 222  
Business Ethics 1000 (102015)  
Real Estate Investment Analysis for Property Management 1535 (109110)

#### 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, January 08, 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%. Students with a current Real Estate Sales License will be exempt from Real Estate Marketing 1420 only.

Economics 221 and 222 (Micro and Macro) must be taken through one of the community colleges as they are university credit courses. They are offered at VCC in the evening. Registration is the week of January 02, 1991. Phone 324-5511 for further details on times and days.

#### Advisory Committee:

The program is subject to an ongoing review through the counsel of a select committee of property management professionals and those in related fields.

#### Winter Term 1991

##### 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. (Agnew, Kelly) \$250

13 eve - We. Jan 16, 19:00-22:00 - CC (Agnew)  
13 eve - Th. Jan 17, 19:00-22:00 - Lan (Kelly)

##### 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. (Hunt) \$250  
13 eve - Mo. Jan 14, 19:00-22:00 - CC, No Class April 1

##### Property Management 3415 (109103)

An in-depth course that discusses the management of shopping centres. Topics will include: shopping centre location, tenant mix, leases, insurance, promotion and advertising, security, budgets, problems with retailers, future trends. Prerequisite is the successful completion of Property Management 1415. (Read) \$250  
13 eve - Th. Jan 17, 19:00-22:00 - Lan

##### 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) \$250  
13 eve - Mo. Jan 14, 19:00-22:00 - Lan, No Class April 1

##### 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. (Dumfries) \$250  
13 eve - Tu. Jan 15, 19:00-22:00 - Lan

##### Real Estate Appraisal 1118 - Part 2 (109106)

More focus on building construction. In-depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. Prerequisite: Successful completion of Part 1. (Whitley) \$250  
13 eve - Tu. Jan 15, 19:00-22:00 - Lan

##### 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 the own business situation. (Hoare) \$185  
13 eve - Tu. Jan 22, 18:00-21:00 - Lan

##### Real Estate Investment Analysis for Property Management 1535 (109110)

This course will introduce students to the basic fundamentals of investment analysis as they apply to real estate. Topics covered will include nature of investments, business mathematics, mortgage equity concept, taxation, discounted cash flow concepts and feasibility studies. (Young) \$250  
13 eve - Th. Jan 17, 19:00-22:00 - Lan

##### Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$185  
13 mng - Sa. Jan 19, 10:00-13:00 - Lan (Brimm), No class Mar. 30  
13 eve - Mo. Jan 21, 19:00-22:00 - Lan (Martin), No class April 1  
13 eve - Tu. Jan 22, 19:00-22:00 - Lan (Wadsworth)  
13 eve - We. Jan 23, 19:00-22:00 - Lan (Badley)  
13 eve - Th. Jan 24, 19:00-22:00 - Lan (TBA)

##### 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 Sa. Mar 09, 10:00-13:00.

Final exam for all classes of Accounting 1115 and 2215 will be Sa. Apr 20, 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) \$230  
10 mng - Sa. Jan 19, 09:00-13:00 - Lan  
13 eve - Tu. Jan 22, 19:00-22:00 - Lan  
13 eve - We. Jan 23, 19:00-22:00 - CC

##### 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 Tu. Jan 08, 19:00-21:30 - Lan - \$30

##### 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) \$185  
13 eve - We. Jan 23, 18:30-21:30 - Lan

#### Instructors:

**Bernice Agnew** is an active property manager with her own company.

**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.

**Chris Dumfries** is a practising real estate appraiser with a national appraisal and real estate company.

**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.

**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.

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

**Sharon Kelly** is a property management consultant specializing in residential and commercial properties.

**Barrie Martin**, C.G.A., Senior Auditor, Revenue Canada, has 14 years' teaching experience at VCC.

**David Osborne** is a practising lawyer and teaches Law courses at Vancouver Community College.

**P. Read** is a practising property manager, specifically in commercial and shopping centre properties with over 25 years' experience in the Real Estate field.

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

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

**Peter Whiteley** is a practising real estate appraiser with a national appraisal and real estate company.

**Fred Young** is an instructor in Real Estate Appraisal at Vancouver Community College and author of a new text, 'Fundamentals of Real Estate Investment Analysis and Feasibility Studies.'

## 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. Jan 26, 09:00-16:00 - Lan

### 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. Feb 09, 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. Feb 16, 09:00-17:00 - Lan

### Real Estate Investment Strategies (109012)

A concentrated course in residential real estate investment. This course is designed for those who wish to purchase real estate as an investment, as well as for home buyers, who wish to protect and enhance the life savings invested in their chosen homes. Whether you are investing in a house, duplex, condominium or apartment building, you will learn successful strategies for wise and profitable investment. You will have a step-by-step plan to accomplish your personal investment goals. (Gray) \$90  
1 day - Sa. Feb 23, 09:00-17:00 - CC

#### Instructors:

**Douglas Gray**, B.A., LL.B. is a Vancouver lawyer practising in the areas of real estate and commercial law. He is a business consultant and an experienced business trainer. Mr. Gray is author of several best-selling books including, Buying, Owning and Selling a Condominium: A Guide for Canadians, Making Money in Real Estate: The Canadian Guide to Residential Investment and The Complete Canadian Small Business Guide.

**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.

**Brian Pink**, B.A. is a Property Manager and a Program Coordinator with Continuing Education.

## 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) \$74.90 (Includes GST)  
7 eve - Th. Jan 31, 19:00-21:30 - Lan

### 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) \$53.50 (Includes GST)  
1 day - Sa. Jan 26, 09:00-15:30 - Lan

### Real Estate Investment Strategies (109012)

A concentrated course in residential real estate investment. This course is designed for those who wish to purchase real estate as an investment, as well as for home buyers, who wish to protect and enhance the life savings invested in their chosen homes. Whether you are investing in a house, duplex, condominium or apartment building, you will learn successful strategies for wise and profitable investment. You will have a step-by-step plan to accomplish your personal investment goals. (Gray) \$96.30 (Includes GST)  
1 day - Sa. Feb 23, 09:00-17:00 - CC

### 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) \$58.85 (Includes GST)  
2 eve - We. Feb 12, 19:00-21:30 - KEC

### Investing in Rural Property for Profit and Pleasure (500710)

Population experts have noted a major shift in North American population patterns. People are leaving urban areas in increasing numbers, seeking the clean air, open space and relaxed lifestyle of the country. This migration is creating many exciting investment opportunities. Smart investors are including a waterfront lot, or hobby farm, or alpine cottage in their portfolios. An unlike stocks and bonds, these assets also provide a "pleasure dividend" - where the investor too can savour the charms of the countryside. This seminar will provide you with the foundation for intelligent investing in rural property. You will learn how to identify rural property bargains, how to find unlisted properties, how to thoroughly investigate a property before you buy. Highlights include: rural zoning and subdivision, building in the country, environmental surveys and tax issues. (Ince) \$85.60 (Includes GST)  
1 day - Sa. Mar 23, 10:00-17:00 - Lan

### Life Beyond the City: Moving to the Country (500711)

Do you seek the clean air, open space and relaxed lifestyle of the country? This seminar will help you explore the possibilities of life beyond the city. You will discover that you are not alone in your desire to leave the city. The migration to rural areas is an important population trend all over North America. We will discuss all the key factors in making such an important lifestyle shift. You will consider how the move will cover the numerous business opportunities in rural areas. Learn how to locate a rural community, and a place to live within it, that suits your needs. (Ince) \$85.60 (Includes GST)  
1 day - Sa. Feb 16, 10:00-17:00 - Lan

#### Instructors:

**Douglas Gray**, B.A., LL.B. is a Vancouver lawyer practising in the areas of real estate and commercial law. He is a business consultant and an experienced business trainer. Mr. Gray is author of several best-selling books including, Buying, Owning and Selling a Condominium: A Guide for Canadians, Making Money in Real Estate: The Canadian Guide to Residential Investment and The Complete Canadian Small Business Guide.

**John Ince** is a lawyer, writer and realtor. He has authored two legal guides for laypersons, "Land Use Law" and "Environmental Law." In 1988 John moved to Galiano Island. His latest book, "Buying and Selling Rural Property in B.C." will be published in February 1991.

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

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

**Brian Pink**, B.A. is a Property Manager and a Program Coordinator with Continuing Education.

## 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 and swimsuits or shorts to the lesson. (Kodet) \$37.45 (Includes GST)  
1 day - Sa. Feb 16, 09:00-16:00 - Lan

### Shiatsu: An Introduction to Japanese Acupressure in Five Parts

This series is intended to help you help others, and feel better yourself, using Shiatsu - A Japanese bodywork system that effectively alleviates many of the effects of today's stresses and tensions. Relaxation and self Shiatsu techniques will also be taught. Take the complete series, and learn a full treatment, or any class that appeals to you. Please wear loose comfortable clothing and bring a mat or blanket and a small pillow to each of the classes. (Annabel Mackenzie)

### Shiatsu-Workshop (Neck & Shoulder) (504027)

(MacKenzie) \$26.75 (Includes GST)  
1 mng - Sa. Feb 23, 09:30-12:30 - Lan

### Shiatsu-Workshop (Arms/Torso) (504037)

(MacKenzie) \$26.75 (Includes GST)  
1 mng - Sa. Feb 09, 09:30-12:30 - Lan

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

(MacKenzie) \$26.75 (Includes GST)  
1 mng - Sa. Jan 26, 09:30-12:30 - Lan

### Shiatsu-Workshop (Hips/Legs/Feet) (504036)

(MacKenzie) \$26.75 (Includes GST)  
1 mng - Sa. Feb 02, 09:30-12:30 - Lan

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

(MacKenzie) \$26.75 (Includes GST)  
1 mng - Sa. Feb 16, 09:30-12:30 - 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. (Honey) \$74.90 (Includes GST)  
10 eve - Th. Jan 24, 19:00-21:00 - Lan

### Tai Chi At Langara

Come and be part of a free two-hour lecture, demonstration in Tai Chi Chuan. (Honey) FREE  
1 mng - Sa. Jan 19, 10:00-12:00 - Lan

#### Instructors:

**Daniel Henry** has been practising Tai Chi Chuan since 1981 and has taught for the last five years.

**Antoinin Kodet**, PhD, has studied at Charles University in Prague, Czech., Faculty of PE and Sport.

## 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. Jan 24, 19:00-22:00 - KEC

### Introduction to Residential Interior Design - Part II (504202)

Build upon concepts introduced in Residential Interior Design Part I. Topics include textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures. (Leviton) \$85  
5 eve - Th. Feb 28, 19:00-22:00 - KEC

#### Instructor:

**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 - Victoria Day weekend, May 18/19/20 - Theory  
Orientation: We. May 15, 19:00-21:30 - KEC  
3 day - Canada Day weekend, June 29/30, July 1 - Theory  
Orientation: We. June 26, 19:00-21:00 - KEC  
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 Deele, Vancouver Community College, at 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** is for students from Japan who require Homestay as part of their English language and cultural experience. The program runs July through August with students staying for three week periods. Families are required to accept two students per session.

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

**Bursary Program-** French-speaking students from Quebec studying English at VCC for 5 to 6 weeks in July and August.

**Special Interest-** Other short-term groups in a variety of programs require Homestay on a short term basis.

**The Homestay Program** is a growing one, with many opportunities for involvement. For more information, please call 874-9923

## SELF DEFENCE

### Hands Off - The Essential Defence System for Women (503469) \*\* New \*\*

Hands Off is a simple and effective system of self-defence designed especially for women. After a brief introduction there will be a video presentation to familiarize participants with the program. This will be followed by group and individual instruction of defence and escape techniques. Individual concerns, fears and "what if's" will be addressed. Once learned, the Hands Off system will give you the ability and confidence to confront your attacker and talk your way out of the assault. For women of all ages. (Webb, Houghton) \$32.10 (Includes GST)  
1 mng - Sa. Jan 26, 09:30-11:30 - Lan  
1 aft - Sa. Jan 26, 12:00-14:00 - Lan

#### Instructors:

**Judy Houghton** wrote the Hands Off video and co-teaches the seminar with Robin Webb.

**Robin Webb** - an expert in the martial arts, founded the Hands Off program in 1979 shortly after an attempted assault was made on his 11-year-old daughter, who with methods similar to those of Hands Off, was able to escape her assailant and flee.

## 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:

The program has three 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 (150411)**  
**Social Service Practice (150412)**  
**Counselling/Interviewing (150413)**  
**Record Keeping (150414)**  
**Economics of BC Social Service (150415)**  
**Resource Utilization (150416)**

##### The Part II courses are:

**Services to the Community (150417)**  
**Services to Children, Youth and Families (150420)**  
**Services to the Mentally Disabled (150419)**  
**Services to the Older Adult (150423)**  
**Services to the Physically Disabled (150422)**  
**Services to Clients from Other Cultures (150418)**

#### Admission Requirements:

- Grade 12 completion or equivalent  
- 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:

\$624 which may be paid in full or instalments (subject to increase Fall 1991).

#### Program Coordinator: Lynda Dassiuik

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

Recommended application before August 15, 1991.

## 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. \$48.15. Total course \$112.35 (Includes GST)  
13 eve - Tu. Feb 05, 19:00-21:30 - KEC

#### Schedule:

**Introduction** - Feb 05  
**Visual Impairment** - Feb 12/Feb 19  
**Hearing Impairment** - Feb 26/Mar 05  
**Mental Illness** - Mar 12/Mar 19  
**Physical Disability** - Mar 26/Apr 02  
**Mental Handicap** - Apr 09/Apr 16  
**Learning Disability** - Apr 23/ Apr 30

Each session will be taught by an expert in that field of disability.

### Substance Abuse Certificate Program

#### Substance Abuse Certificate Program (200112 - 200119)

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

Applicants 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. Vancouver Community College, Continuing Education Basic Counselling Skills (101804) course is a prerequisite.

#### Certificate Requirements:

The Certificate Program consists of 8 courses of varying length totalling 162 hours of instruction plus an additional 80 hours of a Practicum.

#### Developing a Knowledge Base

1. Fundamental Concepts of Substance Abuse (200112)
2. Assessment and Referral Techniques (200118)
3. Community Resources (200113)
4. Pharmacology (200114)

#### Developing Counselling and Intervention Skills

5. Individual Counselling Skills (200115)
6. Group Counselling Skills (200116)
7. Family Counselling Skills (200117)

#### Practicum

8. Practicum (200119)

#### 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. Successful completion of Grade 12 or equivalent
2. Good knowledge of English, both oral and written
3. Satisfactory documented completion of Vancouver Community College Basic Counselling Skills course - See Counselling Skills Non-Certificate Program
4. Three (3) years of successful recovery for those candidates affected by chemical dependency
5. Maturity and emotional stability
6. 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.

#### Next Intake Date:

September 1991

#### Information Session:

1 eve - We. Jan 16, 18:00-19:00 - KEC, Room 4056

For a complete program description, program brochure, application form or other information, please contact 875-8200.

## TELECOMMUNICATIONS

### Telecommunications Management Courses

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 courses have been designed to suit your needs.

#### 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 course 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 course 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. (Wallersteiner) \$2225  
1 day - Th. Feb 21, 09:00-16:00 - ODH

##### Save Network Dollars with Modems and Multiplexers (102237)

This course 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. (TBA) \$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 course 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 course 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

#### Course Package:

If the same individual enrolls at one time for three (3) of the six (6) courses, the three (3) courses will then cost \$210 each. Please advise campus staff that you wish the course package.

All courses 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.

## 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 participant to progress to the next level. (Laughland) \$185  
6 eve - Mo. Jan. 14, 18:00-21:00 - CC

#### \* 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. (Clark) \$245  
12 eve - Th. Jan 17, 18:00-21:00 - CC

#### 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). (Kole) \$245  
12 eve - Th. Jan 17, 18:00-21:00 - CC

#### \* 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, multiplexes, fibre optics, LANS and ISDN. (Paul) \$245  
12 eve - We. Jan 16, 18:00-21:00 - CC

#### 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: Office Automation, A Systems Approach, (2nd Edition) by Ray, Palmer & Wohl; Southwestern Publishing Co. 1991 (available at City Centre Bookstore). (Donaldson) \$245  
12 eve - Tu. Jan 15, 18:00-21:00 - CC

#### \* 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)

\$135  
2 hrs - Tu. Jan 08, 18:30-20:30 - KEC

#### Challenge Examination - Telecommunications Management I (Voice) (102206)

\$135  
2 hrs - Tu. Jan 08, 18:30-20:30 - KEC

#### Challenge Examination - Data Communications (102209)

\$135  
2 hrs - Tu. Jan 08, 18:30-20:30 - KEC

#### Fee Allocation for Challenge Examinations:

1. Participants must pay \$135 BEFORE writing any examination.
2. Fifty dollars (\$50) of the \$135 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance (\$85) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may: a) have issued a "deferred fee credit" for 100% of the balance of \$85 (valid for one year); b) request a refund of the balance of \$85 which will be subject to an administrative charge of 20 percent.

#### Instructors:

**Bill Clark** is the president of Tri Cor Telemanagement Inc., a Vancouver based telecommunications consulting firm.

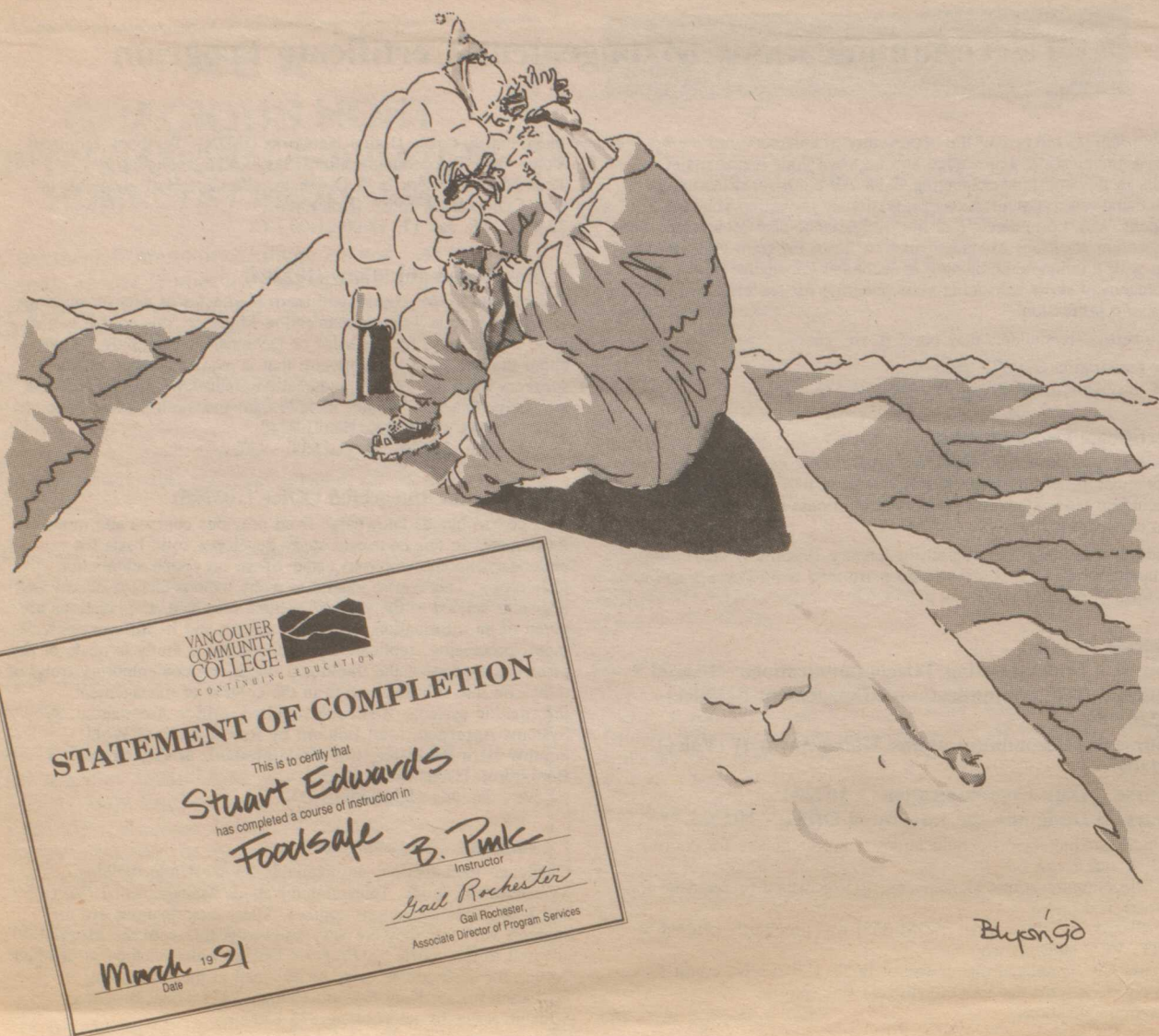
**David F. Donaldson**, B.Ed., M.B.A., is a partner in a consulting firm. His experience includes the marketing of telecommunication and data communication products and services throughout North America.

**Sharon Kole** is a professional telecommunications specialist focusing on voice communications, with a background including Genstar, Bell Canada and Manitoba Telephone. She is currently Director of Telecommunications for Grace Hospital.

**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.

**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.





Gerald Paul is a training specialist with B.C. Telephone. His expertise in telecommunications is in the data area. He has developed and instructed courses on Data Communications Concepts, Data Communications Networks, Multiplexed Services and Datapac.

Ulrika Wallerstein, M.Sc. is President of Ergo Systems Canada Inc. specializing in Applied Ergonomics. She has worked extensively in Canada and the United States teaching and applying ergonomic principles to numerous industries. Ms. Wallerstein is a regular columnist for the Canadian Occupational Safety Magazine discussing ergonomic topics. She is the chairperson and Canadian representative for the International Ergonomic Association (IEA) Committee on Aging. She is also a member of the Canadian Standards Association Committee on Office Ergonomics, the Human Factors Society, and the Institute of Industrial Engineers. Most recently, she was President of the Human Factors Association of Canada which is the professional association of research workers and practitioners in the field of ergonomics in Canada.

#### Location:

All courses will be held at O'Doul's Hotel, 1300 Robson St. (wheelchair accessible). Parking is free. Lunch is included with all courses.

#### Cancellation and Refund:

A special policy is in effect. Please enquire. For registration call 875-8200. For information call Peggy Worobetz at 875-8200.

## TEACHING ENGLISH AS A SECOND LANGUAGE

### 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 practise 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 TEFL 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. Deadline for applications is Feb 18, 1991. Maximum enrolment is 16 students. (Wilson/Morris) \$1500  
20 day - Mo/Tu/We/Th/Fr. Apr 02-Apr 29, 1991, 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 1991 on the following dates:  
20 day - Mo/Tu/We/Th/Fr. Jul 02-Jul 29 1991 - KEC (Application deadline is May 17, 1991)  
20 day - Mo/Tu/We/Th/Fr. Nov 01-Nov 29 1991 - KEC (Application deadline is Sep 20, 1991)

Basic English Grammar (150826) is highly recommended for students planning to take Teaching English as a Foreign Language (150828). This is an excellent review of basic English grammar for those with a minimal knowledge of English grammar, or for those who wish to revise their English grammar skills.  
6 sessions - Sa. Feb 09/23, Mar 02, 09:30-12:00, Tu. Feb 12, 19, 26, 19:00-22:00 - KEC

## 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
- 3) An undergraduate university degree
- 4) A successful interview

#### Teaching English as a Second Language Summer School (150830)

The 1991 TESL Summer School Program offers the TESL Certificate core courses full time in the day from June 3 to August 23, 1991. The TESL Internship will be offered in the Fall term. TESL Summer School students will be able to complete their TESL Certificate by the end of November 1991. January 31, 1991 is the deadline for applications for the TESL Summer School (1991). Interviews will be held the week of February 11 to 15, 1991. Priority will be given to students enrolling in the entire TESL Summer School Program. Applications and a program guide may be obtained by phoning 875-8200.

#### Entry requirements for the TESL Summer School (1991):

- 1) A standard of written and spoken English equivalent to that of an educated native speaker
- 2) An Overview of Teaching ESL (150802) or equivalent university course in ESL teaching methodology
- 3) An undergraduate university degree
- 4) A successful interview

## 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. Jan 08, 19:00-22:00 - KEC (Zetler)  
10 aft - We. Jan 09, 13:00-16:00 - KEC (Rabinowitz)  
10 eve - We. Jan 09, 19:00-22:00 - KEC (Rabinowitz)

05 day - Th/Fr/Mo/Tu/We. Jan 24/25/28/29/30, 09:00-16:00 - KEC (House)  
05 day - Fr. Jan 11/18/25, Feb 01/08, 09:00-16:00 - KEC (Zetler & 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 elective courses, Teaching ESL Using Music and Jazz Chants and the ESL Tutor Training Workshop.

Maureen Zetler, B.A., EFL Certificate (RSA) M.Ed. (Lesley College). Maureen has taught ESL since 1980 in England, Israel, and Canada. She is presently teaching in the ESL Outreach Department at Vancouver Community College. Maureen has also developed the TESL elective course, Teaching ESL Using Visual Arts.

#### Refund Policy:

Students registered in the Overview of Teaching English as a Second Language course are requested to refer to Applicant Information for information regarding withdrawals, refunds and course cancellations. Requests for refunds for courses of five sessions or less require a minimum of 24 hours notice. Refunds are subject to an administrative charge of 20 percent of course fees or a minimum of \$10.

## TESL Certificate Core Courses Offered in the Winter Term (1991)

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. Please note that 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.

#### 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 - Sa. Jan 05/12/19/26, 09:30-12:30, We. Jan 02/09/16/23/30, 19:00-22:00 - KEC

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

#### Teaching Grammar (150822)

This course concentrates on the techniques and methods used for teaching the structure of the English language. (Gerber) \$145  
4 sessions - Sa. Jan 05/12/19/26, 09:00-16:00 - KEC

Barbara Gerber, M.Ed. (Lesley College). Barbara has been teaching English as a Second Language at Vancouver Community College since 1974. She has created materials and techniques for grammar instruction.

#### 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) \$220  
9 sessions - Sa. Feb 02, 09:00-16:00, Th. Feb 07/14/21/28 Mar 07/14/21/28, 19:00-22:00 - KEC

Michael Pidgeon, B.A., M.A. (Linguistics), TESL Certificate (Vancouver Community College). Michael has been teaching English and Linguistics at the university level since 1973, and is presently teaching in the ESL College Preparatory Department at Vancouver Community College. Michael has also developed two of the TESL elective courses, An Introduction to Linguistics for the ESL Teachers, and Basic English Grammar.

#### Teaching Listening and Speaking (150817)

This course concentrates on the techniques and resources used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated language teaching. (Clark) \$220  
10 eve - Tu. Jan 08, 19:00-22:00 - KEC

Chris Clark, B.A. (Speech Sciences), TESL Certificate (Vancouver Community College). Chris has been teaching ESL since 1981 and is currently teaching 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. (Romaniv) \$220  
10 eve - We. Jan 09, 19:00-22:00 - KEC

Irene Romaniv, B.Ed. (Secondary English), M.A. (English Language). Irene has been teaching since 1980. During this period she has taught English at the high school and university level, as well as English as a Second Language to adults at all levels. She is currently teaching the Intensive Reading course in the English Language Skills Department at Vancouver Community College.

#### 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. (Poliakoff) \$220  
10 eve - Mo. Jan 21, 19:00-22:00 - KEC

Nan Poliakoff, B.A., M.A. (Language Education). Nan has taught ESL since 1982 and is currently teaching writing in the College Preparatory Department at Vancouver Community College. She has been an executive member of the BC TEAL Association and has presented workshops at TEAL, TESL Canada and Tri-TESOL Conferences.

#### 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. (Gray-Richards) \$220  
10 sessions - Tu. Jan 22, 19:00-22:00 - KEC

Barbara Gray-Richards, B.A. (English), M.A. (English Language and Literature), B.Ed. (Secondary Education). Barbara has taught at Vancouver Community College since 1971 and is the former Department Head of the College Preparatory Department at Vancouver Community College.

#### TESL Electives:

The following elective courses are open to ESL instructors currently teaching 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. Students registered in elective courses scheduled for Sundays are advised to bring a lunch as the college cafeteria is closed on Sundays.

#### Refund Policy:

Students registered in elective courses are requested to refer to Applicant Information for information regarding withdrawals, refunds and course cancellations. Requests for refunds for courses of five sessions or less require a minimum of 24 hours notice. Refunds are subject to an administrative charge of 20 percent of the course fee or a minimum of \$10.

#### 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. Apr 6/7, 09:00-16:00 - KEC

Chris Clark, B.A. (Speech Sciences), TESL Certificate (Vancouver Community College). Chris has been teaching ESL since 1981 and is currently teaching at Vancouver Community College; interested in promoting communicative language teaching. She has been involved in teacher training projects throughout the Lower Mainland and is specifically interested in using video in the ESL classroom.

#### Teaching ESL 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 tape cassettes to this workshop. (Rabinowitz) \$45  
1 day - Su. Mar 24, 09:00-16:00 - KEC

Myrna Rabinowitz, B.A. Myrna 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.

#### Teaching ESL Using Visual Arts (150840)

This six-hour hands-on workshop will explore different approaches to using visual arts: the camera, photographs, and critical methods in the ESL classroom. (Zetler) \$45  
1 day - Sa. Mar 23, 09:00-16:00 - KEC

Maureen Zetler, B.A., EFL Certificate (RSA) M.Ed. (Lesley College). Maureen is a graduate of Emily Carr College of Art and has worked extensively with photography. Maureen has taught ESL since 1980 in England, Israel, and Canada and is currently teaching at Vancouver Community College.

#### Teaching ESL Using Poetry (150839)

This six-hour workshop will explore a variety of techniques for teaching poetry to ESL students. (Gerber) \$45  
1 day - Sa. Feb 16, 09:00-16:00 - KEC

Barbara Gerber, B.Sc. (Boston University). M.Ed. (Lesley College). Barbara has been teaching English as a Second Language at Vancouver Community College since 1974. Barbara is a published and performing poet.

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

A practical course in how to test your students' knowledge of English. You will learn how to use and construct a variety of tests for speaking, listening, reading, writing and grammar. (Gerber) \$100  
3 day - Fr. Apr 12, 19:00-21:00, Sa/Su. Apr 13/14, 09:00-16:00 - KEC

Barbara Gerber, B.Sc. (Boston University). M.Ed. (Lesley College). Barbara has been teaching English as a Second Language at Vancouver Community College since 1974. During this period, Barbara has been responsible for developing and implementing the Oral Interview Assessment Test at Vancouver Community College.

#### Teaching ESL Using Storytelling (150838)

This six-hour workshop will explore a variety of techniques for teaching storytelling in the ESL classroom. (Gerber) \$45  
1 day - Sa. Mar 2, 09:00-16:00 - KEC

Barbara Gerber, B.Sc. (Boston University). M.Ed. (Lesley College). Barbara has taught ESL at Vancouver Community College since 1974. During this period, one of her areas of interest has been storytelling and its role in the ESL classroom. Barbara is deeply committed to the oral tradition and as a result, has developed the TESL elective course, Teaching ESL Using Poetry.

#### Basic English Grammar (150826)

By popular demand, a short course for prospective ESL instructors, in the basic structure of the English language. Suitable for those with minimal knowledge of English grammar, or who wish to review their English grammar skills. Highly recommended for students entering the TESL Certificate Program, or the TEFL course, who feel that their knowledge of grammar could be improved. Please note that this course does NOT count as an elective in the TESL Certificate Program. (Pidgeon) \$110  
6 sessions - Sa. Feb 09/23, Mar 02, 09:30-12:00, Tu. Feb 12/19/26, 19:00-22:00 - KEC

Michael Pidgeon, B.A., M.A. (Linguistics), TESL Certificate (Vancouver Community College). Michael has taught English and Linguistics at the university level since 1976. He is presently teaching in the ESL - College Preparatory Department at Vancouver Community College.

#### 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) \$50  
1 day - Sa. Mar 09, 09:00-17:00 - 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.

#### Teaching ESL from an Intercultural Perspective (150852)

Developing an intercultural perspective in ESL involves an exploration of one's own values and expectations as well as a consideration of those of other cultures. In the increasingly multicultural context of Canadian and global society, an intercultural approach aids instructors foster tolerance, open-mindedness and sponsor culture conflict resolution in the classroom. This course will focus on techniques and materials that encourage an intercultural point of view in the Canadian context. \$115  
5 eve - We. Feb 13, 19:00-22:00 - KEC

Maureen Nurse, B.A. (Comp. Lit.) U.C. (Berkeley), Prof. Teaching Certificate Community Ed. (UBC). Maureen has been an ESL instructor in the Vancouver community since 1975 and a tutor trainer with Homefront Learning at Vancouver Ministry of Education and the British Council in East Africa. One of her special areas of interest is Intercultural Education.

#### Presenting and Practising New Language (150853)

This two-day seminar is for qualified ESL instructors with two to three years' practical experience or student teachers with a solid grounding in ESL theory and methodology.

#### The aims of the seminars are:

- to identify the characteristics of a good presentation
- to pass on formal, conceptual, phonological and stylistic considerations
- to explore different approaches to and media of presentation
- to look at practical examples and techniques
- to examine the above with regard to the learner
- to discuss ways of providing practice activities in order to incorporate the target language into the learner's existing store of knowledge and linguistic ability.

The emphasis will be on the practical application of learning theory so participants will be expected to take an active part in the seminars. (Lawson) \$85  
2 day - Sa. Feb 02/09, 09:30-16:30 - KEC

Mick Lawson, B.Ed., Cert Ed. Dip. TEFLA - Mick has taught EFL since 1980 in France, Greece, Italy, Spain, London, Oman, and most recently in Japan, where he organized and ran teacher-training courses for both native and non-native teachers of English.



## TRAVEL COURSES AND TOURS

### Travel Courses

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

An exotic kingdom where the doors are open and the welcome sign is posted. An introduction to where to go and what to see. Background information on keeping costs down, helpful hints to make your trip more enjoyable and rewarding. (Flack) \$26.75 (Includes GST)  
1 mng - Sa. Feb 02, 09:30-14:30 - Lan

#### 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) \$32.10 (Includes GST)  
1 mng - Sa. Feb 16, 10:00-14:00 - Lan

#### 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) \$26.75 (Includes GST)  
1 day - Sa. Feb 02, 10:00-12:00 - Lan

#### Turkey - "Romance of a Rugged Land" (504630)

This course concentrates on the Graeco-Roman and Ottoman history of Turkey with the use of slides to illustrate archaeological and historical aspects. These two periods will be placed in the context of Mediterranean civilisation and other cultures of Turkey such as the Hittites, Byzantines and Selchuk Turks. The great diversity of geography found in Turkey will also be discussed and an insight will be given into the lives of the present day Turkish people - both in the cities and rural villages. (Bruce) \$26.75 (Includes GST)  
1 mng - Sa. Feb 16, 09:30-12:00 - Lan

#### Indonesia (504643)

"Islands of the Gods." This course illustrates with slides the world's largest archipelago, stretching from Malaysia all the way to Australia. The islands of Indonesia are extremely diverse in their physical features and the human cultures they support. We concentrate on the tropical paradise island of Bali with its lush rice paddies and Hindu temples, Java with its courtly rituals of dance and puppetry and Borneo - the jungle island. (Bruce) \$26.75 (Includes GST)  
1 day - Sa. Feb 16, 10:00-12:00 - Lan

#### Yugoslavia/Greece/Albania (504639)

"The Balkan Mosaic." Yugoslavia is Eastern Europe with a sunny Mediterranean smile, while Albania is almost a recluse - hidden from the outside world. However, both countries share the same lovely mountain scenery, warm coastline and diversity of folk traditions. With the aid of slides, we visit Dubrovnik, pearl of the Adriatic, Sarajevo, where the shot that led to the First World War was fired, and Tirana, Albania's secretive capital. In Greece we hop from island to island visiting Crete, Rhodes and Santorini, in addition to the mainland where we wonder at the timeless beauty of the Parthenon. (Bruce) \$26.75 (Includes GST)  
1 day - Sa. Feb 23, 10:00-12:00 - Lan

#### 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, has 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. (Storey) \$26.75 (Includes GST)  
1 aft - Sa. Feb 09, 13:00-16:00 - Lan

#### Travel Photography (504634)

Good preparation and a different approach are required to maximize creative possibilities when photographing during trips. This course is for serious amateurs or those aspiring to do travel shooting professionally, either as photographers or to complement travel writing. Photographic techniques and principles, as well as logistics specific to travel shooting will be discussed. Topics include: film, equipment, colour theory, composition, lighting, metering, etc. as they relate to photographing people, scenery, architecture and other subjects that capture the destination. Varying approaches to personal record, editorial and advertising travel photography, as well as markets for images will be touched upon. Slides will be shown throughout. Please bring your camera and some slides (preferably) or photographs for the first class. (Dee) \$101.65 (Includes GST)  
2 day - Sa/Su. Feb 23/24, 10:00-17:00 - Lan

#### A Bicycle Holiday in Europe - Do It On Your Own (504638) \*\* New \*\*

Europe is ideal to see by bicycle; an extensive network of paved cycle-friendly secondary roads will take you anywhere. You'll find small towns on the way with hotels and guest houses, and trains will whisk you and your bicycle to another region or another country in a few hours. You can go on an organized trip and leave the planning to someone else - or you can do it yourself and visit the places YOU want to see, stay a few extra days in an interesting place and tailor the trip to your budget. With slides, equipment demonstrations and lots of practical advice, you will learn how to plan your own bicycling holiday - choosing your route, what to take, finding accommodation, using trains to expand your horizons and other tips to help you get the most out of your trip. Learn how to plan the cycling holiday that is right for you. (Land, Smyth) \$32.10 (Includes GST)  
1 mng - Sa. Feb 16, 09:00-13:00 - Lan

#### Waterways of Europe - Travel Workshops (504637)

Put your dreams into reality - drift down a quiet canal or placid river far from the "madding crowd," savour the sights, sounds, and smells of a bygone age. A waterway holiday can be enjoyable, relaxing, fulfilling, safe, exotic, educational, easy and above all, within anyone's budget and boating experience. A variety of waterway craft, from small punts, canoes, narrowboats, sailboats and river launches to immense barges are available. Waterway trips are ideal for families or groups. You can completely relax and be pampered on a wide assortment of hotel or excursion boats. These courses will outline the best places to cruise, the most suitable craft and other details you need to know to get the most out of inland waterways boating trips in Europe. Illustrated with slides, videos, maps, brochures and handouts. Poster and guide/reference book display.

#### Holland - Land of Water (504642)

Focus on Friesland, South Holland, Zeeland. In no other country in the world is water so important - virtually all towns, cities and villages are centred around their water access. Everything is real and substantial here - the people, the villages, the markets, the foods, the boats, the beers and the farm yard smells. Experience Holland to the full from the centre of all the action - on the water. No locks, few bridges and miles of open river, canal, estuary and meer. (Wolferstan) \$26.75 (Includes GST)  
1 eve - Fr. Feb 15, 19:00-22:00 - Lan

#### France - Ancient Chateaux and Sleepy Villages (504644)

Focus on the rivers Seine and Sarthe, Viline, Brittany Canals. The canals and rivers in France are often well hidden and wind through beautiful countryside with a variety of sights, cheeses, wines, breads, pates, and other tempting delicacies around every bend. There is so much to savour on these waterways that you will find it difficult to return to land-bound life. (Wolferstan) \$26.75 (Includes GST)  
1 mng - Sa. Feb 16, 09:00-12:00 - Lan

#### Ireland - Polynesia of Europe (504640)

Focus on Lough Erne, River Shannon, Loughs Derg and Ree. Irish waterways are probably the least developed and least crowded in Europe. The Irish people will give you the warmest of welcomes and the rivers and lakes are ideal for exploring, fishing, or just relaxing. The green-ness of everything here must be seen to be believed, and the land is rich in legends, prehistoric monuments, grass, ancient churches, ruins, Robert Castles, and eternity. (Wolferstan) \$26.75 (Includes GST)  
1 aft - Sa. Feb 16, 13:30-16:30 - Lan

#### England - Beautifully Different (504641)

Focus on the rivers Thames and Severn, the Grand Union Canal, and the narrow Maclesfield, Peak Forest, Trent and Mersey, Birmingham, Staffs and Worcs Canals. There are over 2000 miles of navigable inland waterways still remaining in Britain today; a heritage which is proudly protected and lovingly maintained. Beautiful, rural countryside, isolated country estates and waterway museums. Stay aboard your boat in the heart of London, cruise up the Royal Thames, meander along the side of the Pennines and linger at lockside country pubs in the heart of England. (Wolferstan) \$26.75 (Includes GST)  
1 day - Su. Feb 17, 13:30-16:30 - Lan  
All four workshops may be taken at a reduced fee of \$64.20 (Includes GST). Please ask for Waterways of Europe (504637).

#### Instructors:

**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.

**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.

**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.

**Stuart Dee**, BFA, is a fine art/advertising photographer based in Vancouver. His fine art work is represented in private and corporate collections; his advertising and editorial work have been published in Canada, the US, Europe and Asia.

**Geoff Flack**, Vancouver Community College English Instructor, has made over twenty trips to Thailand and acts as tour leader for Continuing Education's Thailand tours. (See Travel Tours)

**Janet Land and Roy Smyth** are a professional couple in their forties who have spent many vacations exploring Europe by bicycle.

**Karin and George Storey** have led many cultural tours to Mediterranean countries.

**Bill Wolferstan**, author of three cruise guides to the British Columbia coast, has a BSc (UBC) in Geology and an MA (SFU) in Geography and Marine Recreation Resource Management. His boating experience includes voyages in Australia, the Caribbean, Hawaii, Greece and throughout northern Europe.

## Travel Tours

#### 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, 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.

#### Indonesia

March 30 - April 20  
The world's largest archipelago contains over 13,000 islands and cultures so diverse that travelling in Indonesia is like being in China, Thailand, India, and Europe, all at the same time. We will explore Java - centre of Indonesian culture, Borneo - the jungle island and Bali - famed throughout the world for its gentle people and colourful handicrafts. Our small groups allow us to get off the beaten path and into the villages where artists carry on the traditions that make these cultures so rich and colourful. \$3900 Phone Adventures Abroad - 732-9922 or Wayne Decle, Vancouver Community College - 875-8200. Receipts will be issued for income tax purposes.



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#### Albania/Yugoslavia

May 4 - May 25 / August 3 - August 24  
"The Adriatic Coast - Coast of a thousand islands!" Yugoslavia is Eastern Europe with a sunny Mediterranean smile, while Albania is a mysterious, isolated country few outsiders have penetrated. We travel from the ancient walled city of Dubrovnik through Sarajevo to Plitvice National Park, where beautiful waterfalls cascade and animals and plants abound. Albania is like entering another world, completely uninfluenced by the outside world for the past 45 years! It is so politically isolated neither American nor Russian passport holders may enter! \$3650  
Phone Adventures Abroad - 732-9922 or Wayne Decle, Vancouver Community College - 875-8200. Receipts will be issued for income tax purposes.

#### Turkey

May 4 - May 25 / July 13 - August 3 / September 7 - 28 / September 14 - October 5  
Often called the "crossroads of world civilizations," Turkey is a mysterious land of geological wonders, beautifully preserved Greek and Roman ruins, lovely beaches and friendly people. We devote three weeks to exploring this vast and diverse land in an in-depth, but relaxed manner. We travel through the unique lunar landscape of Cappadocia to the lovely Aegean where we take a leisurely cruise aboard Turkish yachts (gulets). We visit Troy, Ephesus and complete our journey in amazing Istanbul! The many palaces, churches, mosques, museums and bazaars make Istanbul one of the most exciting cities in the world! \$3675  
Phone Adventures Abroad - 732-9922 or Wayne Decle, Vancouver Community College - 875-8200. Receipts will be issued for income tax purposes.

#### Morocco

March 16 - April 3 / October 19 - November 2  
With its blend of Africa and Islam, medieval crafts and culture there are few more exciting countries to visit than Morocco. During your journey of 15 or 22 days, you will see fabled Casablanca, romantic Marrakesh and the imperial cities of Fes and Rabat. We travel through the snow-capped Atlas mountains into Berber villages that time has forgotten. We see the contrast between the great Sahara Desert and the rugged Atlantic coastline. Exploring the narrow streets and souks of this incredibly photogenic country always delights our travellers. \$3300  
Phone Adventures Abroad - 732-9922 or Wayne Decle, Vancouver Community College - 875-8200. Receipts will be issued for income tax purposes.

#### 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.

#### Splendours of Turkey

May 7 - 29 (23 days); Optional extension to June 5 (7 days)  
Board a magic carpet to ancient Anatolia while it is still reasonable! The exceptional educational tour will introduce you to "10,000 years of Anatolian civilization" by mixing learning with pleasure. Be prepared for warm-hearted people, tasty food and a shopper's paradise.

First, exotic Istanbul's Byzantine splendours, Topkapi treasures, blue-tiled Mosques, the Grand Bazaar and much more. Stay at the historic PERA PALAS of Orient Express fame.

In central Turkey visit Konya's Mevlana Museum (Dervishes) and Cappadocia's cave cities and fine rug weaving centres. At Pamukkale luxuriate in spectacular hot springs. Nearby, see ancient Aphrodisias (the Love Goddess) where nightingales sing amongst the ruins.

On the south "Riviera" coast enjoy lovely Mediterranean beaches, crusader castles, classical theatres, at Antalya, Aspendos, Alanya, Anamur and other sites. Visit a UBC professor's Roman excavations. Take a yachting cruise from Kas to swim among classical ruins of a Lycian city.

On the west coast at Bodrum, St. Peter's castle sits on the cusp of two crescent-moon harbours. It houses the ancient shipwrecks museum. From Kusadasi, visit marvellous Ephesus, famous for the temple of Artemis, one of the Seven Wonders of the Ancient World.

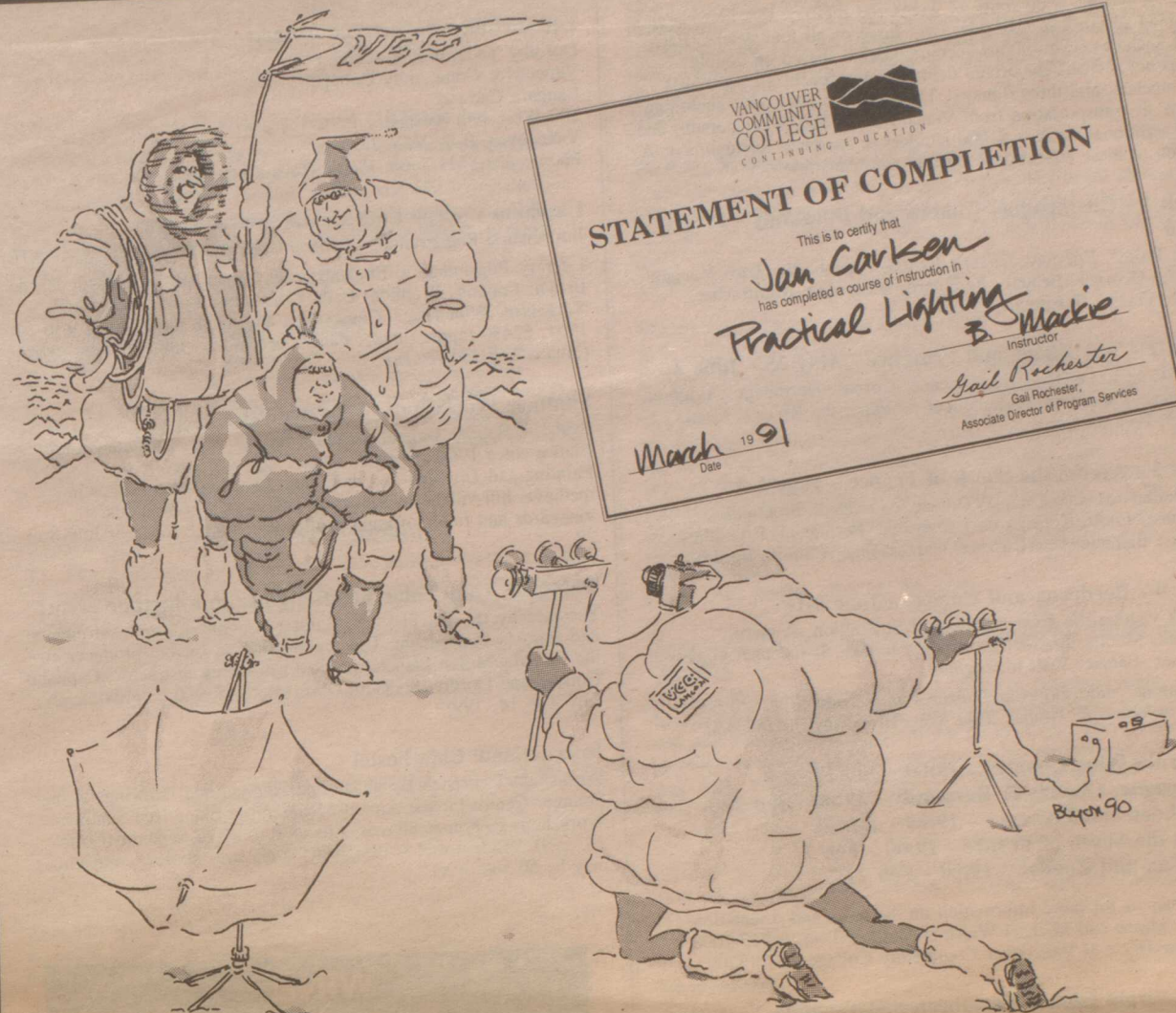
For detailed brochure, call Wayne Decle - 875-8200 or tour leaders - 922-0689. Limited to 25 registrants.

Cost: Approximately \$3845. Extension: \$695 subject to final costing. Part of this educational tour is tax deductible.

**Tour Leaders:** Karin Storey, B.Ed., M.A. Art History; George Storey, P.Eng. Engineer, uses his experience to plan sophisticated tours which the Storeys have successfully led since 1981. They are members of the Canadian Mediterranean Institute of Archaeology, and Pharos, the Canadian Hellenic Cultural Society.

#### 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 Nepal. Price TBA

**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 25 - May 8, 1991

After fifteen years of peace, Vietnam is being discovered by increasing numbers of visitors who are curious about its past and eager to discover its present day attractions. Cambodia, which has been famous for the temples of Angkor for a thousand years, is now rebuilding its tourist industry after the strife of recent years. Both countries offer a warm and friendly welcome to their visitors.

The tour itinerary takes us first to Bangkok, then to Hanoi for a quick look at Vietnam's capital city before travelling to the magnificent beach and mountain resorts of Danang and Hue. Next stop is Ho Chi Minh City (formerly Saigon) where visits will include the Cu Chi tunnels and Mekong Delta, as well as city sights. Another flight then takes us to Cambodia's Phnom Penh, which has largely returned to its pre-war state. From here we take a full-day excursion to one of the most beautiful sites in the world - Angkor Wat and Bayon. We return to Bangkok via Ho Chi Minh and have the option of extending our stay in Thailand.

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.

The all-inclusive tour cost from Vancouver is \$4,745. For a complete brochure and further information, please call Genny MacLean at Great Expeditions - 263-1476.

#### London Tour

February 28 - March 9, 1991

After last year's successful London Theatre Tour, we are repeating tours which the Storeys have successfully led since 1981. They are members of the Canadian Mediterranean Institute of Archaeology, and Pharos, the Canadian Hellenic Cultural Society.

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, we will see.

Everyone who is planning to go on the tour to decide which shows

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: \$1599

#### 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.

#### California Wine Country

What an exciting way to study wine! These tours are rare opportunities to visit the great wine regions and spend time with their famous wine makers. All are personally escorted by Vancouver wine educators and writers, Michael and Memory Walsh, who share over thirty years exploring the wine regions of the world. Since 1986 they have been organizing and conducting wine tours through their company, Vintage Tours. Their broad experience and connections will take you behind doors normally closed to the public.

Each of these min-tours spends a Saturday night in San Francisco and three days in the wine country. The diverse cross-section of each region will give you an insight into the California wine scene allowing you a great appreciation of its complexity. Napa's long-standing reputation is being challenged by exciting developments in Sonoma, and both are challenging the best wines of the world.

February 14 to 17 - Napa - \$995  
February 16 to 20 - Sonoma - \$995 (\$1495 for two weeks)

April 11 to 14 - \$995  
April 13 to 17 - \$995 (\$1495 for two weeks)

Prices include return airfare, ground transport, accommodation (based on double occupancy) and most meals.

#### Great Wine Regions of France

To understand the complexity of French wine, you must experience it. On these tours, you examine and discuss grape varieties, vineyard geology and viticultural practices with the growers in their vineyards. You witness a broad spectrum of cellar techniques and participate in barrel tastings with the cellar masters and you enjoy world renowned hospitality with the proprietors of some of the world's greatest wine estates.

All this takes place as you travel through regions steeped in history, culture, gastronomic delights and scenic beauty. And because these aspects are such an integral part of the complexity and lore of French wine, ample time is taken to explore them...and to relax. With the group kept to a small size, you will never feel regimented or crowded.

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With an enormous diversity of wines and regions, this tour series is designed so you can take one, two, three or all four weeks. Each week includes seven nights accommodation (based on double occupancy), chauffeur-driven deluxe motor coach, all breakfasts and lunches, and three dinners. The price for one week, including return air transportation from Vancouver, is \$2675 per person, and each additional week is \$1000 (subject to currency fluctuations). A portion of these educational tours is tax deductible.

#### Week 1 - Champagne, Chablis and Burgundy - May 18-26

Paris, Reims, Epervay, Chablis, Dijon, Chambertin, Clos Vougeot, Nuits-St-Georges, Beaune, Pommard, Meursault, Montrachet, Pouilly Fuisse, Beaujolais, Lyon.

#### Week 2 - The Rhone and Provence - May 25 - June 2

Lyon, Cote Rotie, Condrieu, Vienne, Cornas, Hermitage, Avignon, Gigondas, Vacuerras, Chateaufeu du Pape, the Riviera, Cassis, Bandol, Pont de Gard.

#### Week 3 - Across the South of France - June 1-9

Montpellier, Mas de Daumas Gassac, Muscat de Frontignan, Narbonne, Fitou, Coteaux du Languedoc, Perpignan, Rivesaltes, Banyuls, Blanquette de Limoux, Carcassonne, Cahors, Bordeaux.

#### Week 4 - Bordeaux and Cognac - June 8-16

A week visiting the great chateaux of St-Emilion, Pomerol, Margaux, Moulis, Lissrac, St-Julien, Pauillac, St-Estephe, Graves, Sauternes, Barsac. Visit to Cognac.

Orientalations, slide shows and tastings are scheduled at \$20 per person at Wines & Things, 3121 West Broadway, as follows:

**California Wine Country - 19:00 - Jan 17**  
**Champagne, Chablis & Burgundy - 19:00 - Jan 24**  
**The Rhone and Provence - 19:00 - Jan 31**  
**Across the South of France - 19:00 - Feb 7**  
**Bordeaux and Cognac - 19:00 - Feb 21**

To register or for more information on the tours and orientation tastings, please call Michael Walsh at Vintage Tours - 737-2006, or Wayne Deele at Vancouver Community College - 875-8200.

#### 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 - new 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. Pre-registration is a must. Avoid disappointment and register now. Space is limited. A \$400 non-refundable deposit is required to confirm registration. Complete tour cost includes air, accommodation, luxurious yacht, skipper/instructor and meals. (\$600 instructional portion tax deductible.)

Departure dates:  
Trip No. 1 - April 23 through May 3, 1991. Cost \$1995  
Trip No. 2 - October 21 through October 31, 1991. Cost \$2195  
Information Video Night:  
January 16, February 13. Call for details, Marcus Kerry, Sail-Train International Inc. at 731-1023.

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.

#### Ecuador - Summer Semester, 1991 - Latin American Studies Program

An intensive, interdisciplinary program combining Spanish language and cultural geography in Ecuador. An exciting opportunity to study the environment and culture of this small Andean country, noted for its ecological and cultural diversity. Travel to the three major ecological zones: the coastal lowlands, central highlands or sierra and eastern rainforest or oriente, and practise Spanish in a Spanish-speaking environment.

Obtain up to 12 university transfer credits.

Costs:  
\$3400 includes airfare, ground transportation, accommodation, tuition fees, meals, airport taxes, activities and excursions. \* Overall costs subject to change.

#### For further information contact:

Dorothy Yada or Roz Scarnell  
Vancouver Community College  
Langara Campus  
100 West 49th Avenue  
Vancouver, B.C. V5Y 2Z6  
Phone: 324-5511/5468. Please leave a message.

#### Capilano College Educational Travel Tours

Information/Registration: 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 9 to 24, 1991. \$2430 (approximate, double occupancy, not including travel Canada/England return).

#### 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 Language Workshops in a medieval hill village overlooking valleys rich in orchards, vineyards and fields of giant sunflowers. June 8 to 27 or July 8 to 27

#### The 1991 Total Solar Eclipse: 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. \$1990 (approximately) July 7 to 14, 1991

#### International Elderhostel

Workshops in French Language and Painting and Drawings at the Summer Centre for the Arts at Montaignut-le-Blanc (see Summer Workshops in France above). August 8 to 27 or September 6 to 25, 1991. (Elderhostel is designed for the over-sixties; companions may be 50 and over.)

## WINE

## 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 10 eve - Tu. Feb 26, 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. \$80.25 (Includes GST) 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. \$58.85 (Includes GST) 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. \$21.40 (Includes GST) 1 eve - Th. Feb 07, 19:30-21:30 - KEC

#### Bargain Wines of the World - A Guide to Inexpensive Wines (505233)

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. \$21.40 (Includes GST) 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, 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. \$26.75 (Includes GST) 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. \$32.10 (Includes GST) 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, Amorene, Gavi - just to name a few. Travel through Piedmont, Veneto, Tuscany and enjoy their wines. Food will be served. \$21.40 (Includes GST) 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. \$26.75 (Includes GST) 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. \$32.10 (Includes GST) 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. \$26.75 (Includes GST) 1 eve - Th. Mar 14, 19:30-21:30 - KEC

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#### 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. \$32.10 (Includes GST) 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. \$26.75 (Includes GST) 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. \$26.75 (Includes GST) 1 eve - Tu. 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.

## WRITING

## Writing Program

The Writing Program is an integrated 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 Statement of Completion.

Non-certificate students may enrol in any course. For information call Wayne Deele - 875-8200. For registration call 875-8200.

#### Entry Requirements:

It is recommended that all participants in the certificate program start by completing The Writing Skills Workshop or demonstrate in an interview that this level has been achieved.

#### Evaluation:

Program students shall be evaluated on the basis of assignments, participation and course projects. Upon successful completion of designated program requirements, students may apply for the Writing Program Certificate.

#### Writing Skills Workshop (102811)

Explore the fundamentals of writing: clear thesis, coherent structure and clean, appropriate sentencing. You approach the writing tasks in stages - taking notes, writing and revising - and you examine each stage in detail. Weekly writing assignments give you a chance to apply each lesson; in-depth evaluations by the instructor give encouragement and solve individual problems. Enrollment is limited. (Sill/Weiss/McGuire) \$90 6 eve - Tu. Feb 05, 19:00-21:30 - Lan (Weiss) 6 eve - We. Feb 06, 19:00-21:30 - Lan (Sill) 6 eve - Th. Feb 07, 19:00-21:30 - Lan (Sill) 6 eve - Th. Feb 14, 19:00-21:30 - KEC (McGuire)

#### 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. (Deele) \$90 6 eve - Mo. Feb 11, 19:00-21:30 - Lan 6 eve - We. Feb 13, 19:00-21:30 - Lan

#### 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. Feb 06, 19:00-21:30 - Lan

#### 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. Feb 02, 10:00-13:00 - Lan

#### 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. Feb 05, 19:00-21:30 - KEC

#### Writing Children's Stories (102868)

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 - We. Feb 06, 19:00-21:30 - KEC

#### 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 - Mo. Feb 04, 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. Feb 07, 19:00-21:30 - Lan

#### 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. Feb 21, 19:00-21:30 - Lan

#### Instructors:

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.

Wayne Deele - English Literature and Creative Writing; presently works as a program developer and instructor at Vancouver Community College, Continuing Education Division.

Dianne McGuire has been teaching creative writing and writing skills courses since she acquired her MFA from UBC. Her poetry, short stories, and articles have appeared in Canadian publications and a most recent collection of short fiction will appear in 1991.

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.

Ramona Montagnes, M.A. has published articles and bibliographies and is currently lecturing and instructing English and technical writing.

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.

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."

Jill Williams' writing career covers a wide variety of subjects: a Broadway musical ("Rainbow Jones"); numerous published poems, articles, celebrity profiles; a record album; several trade paperbacks ("Health Secrets of the Stars"/Dell, "How to Photograph Pets and Animals"/HPBooks). She is currently completing a book for Self-Counsel Press on effective letter-writing.

## Writing Courses

#### 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) \$37.45 (Includes GST) 10 eve - Mo. Jan 21, 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) \$42.80 (Includes GST) 1 day - Sa. Feb 09, 09:30-15:30 - Lan

#### Write Your Own Myth (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) \$96.30 (Includes GST) 6 eve - Tu. Jan 22, 19:00-21:30 - Lan

#### Designing and Writing Greeting Cards for Publications (102873)

The greeting card industry relies heavily on freelance talent. Publishers review hundreds of submissions each week looking for new and exciting ideas to add to their card lines. This professional workshop is for the artist or writer who has always wanted to have their ideas published. You will be introduced to the card marketplace, discuss what sells and why, and learn to develop successful card ideas using your unique talents. By the end of the course you will be able to create a presentation of your work designed to get noticed in the greeting card industry and increase your chances of getting published. (Axelrod) \$96.30 (Includes GST) 5 eve - Th. Feb 21, 19:30-21:30 - Lan

#### Instructors:

Ande Axelrod has worked as the Creative Director for a national greeting card publisher. She currently writes and designs greeting cards, mugs, and other gift products.

John Lekich is an award winning writer who has written for a number of regional and national publications.

John Neville's work may be found in various publications. He has been teaching the "Writer's Co-op" for 16 years.

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 - Winter term 1990

The Continuing Education Division will be closed the following dates:

Dec. 22, 1990 to Jan. 1, 1991

March 29, 30, 1991  
April 1, 1991



## 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

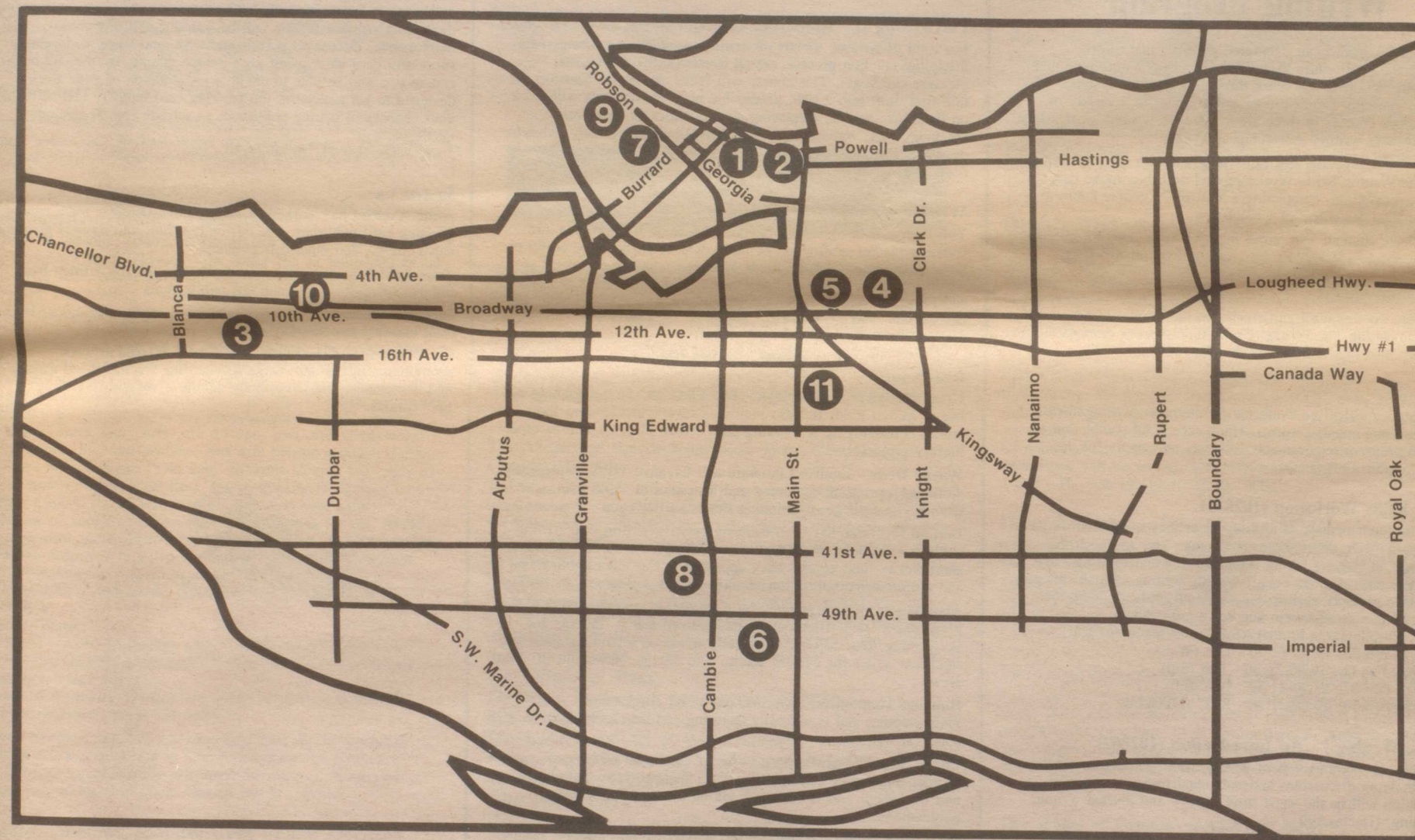
### Withdrawals, Refunds and Course Cancellations

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 and some business seminars 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 valid for one year. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your account. All other refunds are made by cheque.

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. WT - Wines and Things - 3121 W. Broadway                       |
| 5. KEC/W - King Edward West, 691 E. Broadway  | 11. VVC - Vancouver Volunteer Centre, #301-3102 Main St.           |
| 6. LAN - Langara Campus, 100 W. 49th Ave.     |  |

## 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 any time, 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 the course's normal end date.

Sincerely,

Richard Pearce  
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 _____	<input type="checkbox"/> MONEY ORDER	CREDIT CARD ACCOUNT# _____
3 _____	<input type="checkbox"/> CHEQUE	START DATE _____ END DATE _____
4 _____	<input type="checkbox"/> CREDIT CARD	

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## 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 or fee credit will be made.

### Flyer Production Team

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



KING EDWARD CAMPUS  
1155 East Broadway  
**875-8200**

KING EDWARD WEST  
691 East Broadway  
**874-9923**

LANGARA CAMPUS  
100 West 49th Avenue  
**324-5322**

CITY CENTRE  
250 West Pender Street  
**682-5844**

