

SPRING 1991

VANCOUVER
COMMUNITY
COLLEGE



CONTINUING EDUCATION



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VANCOUVER COMMUNITY COLLEGE CONTINUING EDUCATION

Director

Richard Pearce: 875-8200

Associate Director, Program Services
Gail Rochester 875-8200

Associate Director, Finance
and Administration
Fred Wylie: 875-8200

PROGRAM COORDINATORS

- **Art, Calligraphy, General Interest**
Bernie Lyon: 324-5322
- **Building Manager Residential, Building Service Worker, Oakridge Centre Computers, Foodsafe**
Brian Pink: 682-5844
- **Business Administration**
Gordon Clough: 324-5511
- **Business and Computers**
Hal Hoare: 875-8200
- **Childbirth Educators**
Diane Donaldson: 874-9923
- **Community Based Social Services Program**
Lynda Dassiuk: 875-8200
- **Computer Skills**
Cornelius Constantinescu: 324-5322
- **Counselling Skills**
Joanne Rykers: 875-8200
- **Court Interpreting**
Silvana Carr: 324-5585
- **Dental Assistant**
Liz Wilkes: 874-9923
- **Dental Hygiene**
Carol Kline: 874-9923
- **Early Childhood Education**
Gyda Chud: 324-5521
- **Electronics**
Larry Johnson: 681-8111 Local 357
- **English Skills Improvement**
Leanne Quirk: 324-5322
- **Family Day Care/Living & Working with Young Children**
Rosie Anslow: 324-5322
- **Fashion Arts**
Sally Hudson: 682-5844
- **Floral Design, Special Education, Conservation of Heritage Buildings, Electric**
Donald Oakes: 682-5844
- **Gemmology**
Eric Leyland: 682-5844
- **Graphic Design**
Janet Russell: 682-5844

- **Humanities, Investment, Design, Real Estate, Travel, Creative Development, Advertising, Writing Program, Wine Certificate**
Wayne Decler: 875-8200
- **International Education-Homestay**
Valerie Peters: 874-9923
- **Jewellery**
Maciek Walentowicz: 681-8111, local 272
- **Languages**
Patricia Martin: 324-5322
- **Management Skills for Supervisors, Leadership Skills for Business, Training Skills, Customer Care**
Jacqueline Bradshaw: 875-8200
- **Music**
Terry Smith: 875-8220
- **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**
Ann Tollstam: 682-5844
- **Photography-Focal Point**
Walter Evans: 224-3636
- **Property Management**
Chuck Dunn: 324-5511
- **Recreation, Sports, Leisure**
Bob Andersen: 324-5253
- **Small Business, Telecommunications Management**
Peggy Worobetz: 875-8200
- **Sterile Supply Processing Aide**
Barbara Bolding: 687-1757
- **Substance Abuse**
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

DIRECTOR'S MESSAGE



Left to right: Richard Pearce, Director; Fred Wylie, Associate Director, Finance and Administration; and Gail Rochester, Associate Director, Program Services.

People make the difference!

We are very fortunate to have a group of dedicated instructors, program coordinators and administrative support staff who are responsible for the planning, delivery and ongoing evaluation of our varied offerings. Each one has contributed to our continuing success in responding to the changing needs of our community.

During the past six years, our Continuing Education Division has undergone significant growth. Not only have we introduced a computerized registration and management information system which handles over 32,000 registrations annually, but we have substantially increased the number of certificate programs offered to our professional clientele.

Our people have made a difference for us and they will make a difference for you as a participant in Vancouver Community College's lifelong learning community.

Richard M. Pearce

Richard M. Pearce
Director

STATUTORY HOLIDAYS SPRING TERM 1991

The Continuing Education Division will be closed the following dates:

Friday, March 29 to Monday, April 1, 1991 (inclusive)
Monday, May 20, 1991
Monday, July 1, 1991
Monday, August 5, 1991

Flyer Production Team

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

ADVERTISING

Public Relations and Advertising — Developing a Communications Plan (102406)

Tough economic times make it more vital than ever to make wise and efficient use of your time and promotional dollars. Effective communications planning is the key to getting to the right people — those most likely to buy your products, use your services, or contribute to your organization. This course will provide the foundation for a practical understanding of the basics of advertising, public relations, publicity, promotion, and media relations. By the end of the course you will be able to develop your own communications plan — the plan you need to reach the people you need. (Sinnott) \$187.25 (Includes GST)
6 eve - Tu. May 14, 19:00-22:00 - Lan

Instructor:

Paul Sinnott has an extensive background in advertising and public relations. With more than 20 years' experience in both private and public sectors. He has worked for governments, non-profit organizations, small business and major corporations.

ART

This art program with an emphasis on drawing, is designed for students wishing to draw for personal interest and development to: prepare a portfolio for entry into an art-related school; practise professional drawing skills; prepare for a career change into a related art field; upgrade drawing skills for professional development.

Supply lists will be given on the first evening. If course includes drawing, students 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) \$100
8 eve - We. May 01, 19:00-21:30 - 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) \$100
8 eve - Th. May 02, 19:00-21:30 - 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. (Mussion) \$115
8 eve - Tu. Apr 30, 19:00-21:30 - Lan

Drawing — Dark and Light (500142)

"Dark and Light" is designed for those who have had some "Basic" or introductory level drawing and wish to further explore the medium. The course is predominantly taught with the use of live models; still life is explored to a lesser degree. The student is encouraged to approach drawing as an exploration, based on the premise that all people perceive differently and hence will draw in a manner unique to the individual. We will explore the issues of creating "Light and Dark" — How light causes forms to advance; dark to recede. How light and dark are created and manipulated to form dynamic drawings. (Mussion) \$100
8 eve - Th. May 02, 19:00-21:30 - Lan

Drawing — Still Life (500147)

This course, for all levels, is an approach to dealing with the drawing of still life. We will focus on fine tuning observational and drawing skills. Beginning with simple exercises, we will progress through more complex situations in an exploration of light and illusion. Techniques covered in this course are adaptable to other situations such as landscape or figure drawing. (Nash) \$100
8 eve - We. May 01, 19:00-21:30 - 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) \$100
8 eve - Th. May 02, 19:00-21:30 - Lan

Drawing Explorations (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. No need to have a knack for drawing. 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 can be very exciting with effects ranging from spontaneous to photographic. (Nash) \$100
8 eve - Th. May 02, 19:00-21:30 - 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) \$100
8 eve - Tu. Apr 30, 19:00-21:30 - Lan

Watercolour Level I (500112)

Learn to stretch paper, lay washes and use the exciting and challenging medium of watercolour. Beginners welcome. (Kowallek) \$100
8 mng - Sa. Apr 27, 09:00-11:30 - Lan

Watercolour Level II (500113)

Designed for those who have basic instruction in the art of watercolour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowallek) \$100
8 aft - Sa. Apr 27, 12:00-14:30 - Lan

Chinese Brush Painting (500146)

For students of all levels. Become familiar 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) \$110
8 eve - Th. May 02, 19:00-21:30 - Lan

A Taste of Calligraphy (050305)

Glimpse into the world of calligraphy while creating your own thank-you note, invitation, etc. See your own handwritten message transformed into something wonderful through the use of calligraphy. Everything you need is provided except you buy the felt pen — supply on hand. (Poskitt) \$30
1 mng - Sa. Apr 20, 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) \$100
8 mng - Sa. Apr 27, 09:30-11:30 - Lan

Decorative Painting — Level I (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, wood paneling, linens and furniture with golf leaf, marbling, comb painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$140
8 eve - Mo. Apr 29, 18:00-21:30 - Lan

Decorative Painting — Level II (500134)

Learn how to replicate Sicilian marble, expand upon antiquing techniques and learn advanced faux finishes. Some colour theory. Ask for list of supplies when registering. (Skemp) \$155
9 eve - Tu. Apr 30, 18:00-21:30 - Lan

Decorative Pottery (500125)

Please note this course will be taught in Mandarin and Cantonese only. Learn the skills of handbuilding pottery, including coilwork, slabwork, pinch pots, texture studies and glazing. Works including: cup, vase, bowls, plate, wall platter, etc. Learn techniques to design your own projects. There will be one field trip to the potter's studio. Registration fee includes clay, glazes and firing. Beginners welcome. (Chan) \$145
8 eve - Fr. May 03, 19:30-21:30 - Lan
8 mng - Sa. Apr 27, 10:00-12:00 - Lan

Continued on page 4.

Sculpt — 2000 Workshop (500145)

The Sculpt — 2000 workshop introduces “sahara” foam as an excellent primary medium for the creation of fine art bronze sculpture. Working with foam, plaster and wax, you’ll soon discover the advantages of working with this revolutionary media. While learning the techniques the work of Henry Moore will be studied. Through examples, demonstrations and hands-on experiments, you’ll soon master the simple techniques for reproducing your original creation in plaster or wax for bronze casting. A visit to the art foundry is on the program and students will have the opportunity to have their work cast in bronze. Class size is limited to eight. Please register early. You should expect to spend \$75 for materials and supplies. (Dallaire) \$220
8 eve - Mo. Apr 29, 19:00-22:00 - Lan
8 eve - Tu. Apr 30, 19:00-22:00 - 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. (Drobner) \$149.80 (Includes GST)
1 day - Su. May 12, 08:00-15:00 - Clw
1 day - Su. May 26, 08:00-15:00 - Clw
1 day - Su. Jun 09, 08:00-15:00 - Clw
1 day - Su. Jun 23, 08:00-15:00 - Clw

“Lino-Cuts” (500149)

Linoleum block printing is one of the most basic mediums in print making and can be used in a variety of ways to create dynamic prints. An introduction to block printing techniques, this course will teach students how to design, cut and print their own blocks for editions of original prints. We will begin with basic projects using black and white, then move on to instruction in reductive processes, enabling the student to print several tones of grey from one block. (This technique is the basis for colour block printing.) We will be utilizing techniques which require a minimum of equipment and are readily adaptable for home use. Ask for supply list when registering. (Nash) \$100
8 eve - Tu. Apr 30, 19:00-21:30 - Lan

Designing and Writing Greeting Cards for Publications (102875)

The greeting card industry relies heavily on freelance talent. 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) \$112.35 (Includes GST)
5 eve - Th. May 09, 19:30-21:30 - Lan

Instructors:

Eric Chan is a professional potter who works in clay creation. He has held two one-man shows and participated in a number of group exhibitions in Hong Kong, as well as in Vancouver. His works have been collected in the permanent collection of the Hong Kong Museum of Art and other private collections in Hong Kong, Canada and the USA.

Jean-Guy Dallaire is a self-taught sculptor and innovator in his field. He has worked successfully with “sahara” foam for more than 15 years and has shown his work at major international art expositions, such as ARTEXPO in New York. He now conducts workshops in his media, most recently in Los Angeles and Alberta.

Elliot Drobner has been teaching screen printing for 15 years. He operates a successful screen printing, textile dyeing business, “Clothworks,” in Gastown.

Hele Kowalek 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.

Bernie 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.

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.

Irene Poskitt began the Calligraphy program at Langara 15 years ago. She is constantly upgrading her skills by studying with master calligraphers in England, U.S.A. and Canada.

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

For other Art courses please see: Fashion Arts, Graphic Design and Photography.

ASTRONOMY

Astronomy (503401)

Take 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) \$187.50 (Includes GST)
8 eve - Tu. Apr 30, 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) \$56.71 (Includes GST)
1 eve - We. May 01, 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) \$56.71 (Includes GST)
1 eve - We. May 08, 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) \$56.71 (Includes GST)
1 eve - We. May 15, 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) \$56.71 (Includes GST)
1 day - Sa. May 04, 09:30-12:30 - 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) \$56.71 (Includes GST)
1 day - Sa. May 11, 09:30-12:30 - KEC

Water. . . Problems and Cures (500407)

Water penetration causes more damage to the average home than all other damage causes combined. Learn to look for potential trouble areas and to examine roofs, gutters and drains, including flashing on skylights, chimneys and vents. Examine concrete repair and a look at insulation and vapour barriers. (Best) \$56.71 (Includes GST)
1 eve - We. May 22, 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) \$160.50 (Includes GST)
10 eve - We. Apr 24, 18:30-21:30 - CC

Instructors:

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

BUILDING 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. (Grose/Clarke) \$170
5 day - Sa. Apr 13, 09:00-16:00 - CC
5 day - Sa. May 25, 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) \$170
10 eve - We. Apr 24, 18:30-21:30 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn 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 include field trips and hands-on demonstrations using a variety of appliances and other equipment. Available in Fall Term 1991

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) \$30
1 day - Sa. May 11, 09:00-12:00 - CC

Instructors:

Don Clarke is a full-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.

Bill Grose is a full-time Building Service Worker instructor at City Centre. Mr. Grose is a former building manager for the Canadian Imperial Bank of Commerce.

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.

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: Wednesday, April 24, 1991, 18:30-21:00 — \$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, June 22, 10:00-13:00.
Final exam for ALL classes of Accounting 1115 and 2215 will be Saturday, August 03, 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.

For the Spring semester, some courses will be conducted more than once per week. Please check with your instructor the first evening of class for dates.

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 Wednesday, April 24, 18:30-21:00 — \$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. \$200
13 eve - Tu. May 07, 18:30-21:30 - Lan (Martin)
13 eve - We. May 08, 18:30-21:30 - Lan (Badley)
13 eve - Th. May 09, 17:30-20:30 - CC (Badley)
13 mng - Sa. May 11, 10:00-13:00 - Lan (Brimm)

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. \$200
13 eve - Tu. May 07, 18:30-21:30 - Lan (Badley)

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) \$200
13 eve - Th. May 09, 18:30-21:30 - Lan

BUSINESS

Business Administration Certificate Program (BAC)

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) \$200
10 mng - Sa. May 04, 08:30-12:30 - Lan

Business Ethics 1000 (102015)

Examine 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) \$200
To be offered in Fall 1991

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) \$200
13 eve - We. May 08, 18:30-21:30 - Lan

Communications 1115 (102007)

Improve your 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) \$200
13 eve - Tu. May 07, 18:30-21:30 - Lan

Communications 1118 (102016)

Learn 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) \$200
13 eve - We. May 08, 18:30-21:30 - Lan

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises, learn how various computer applications — word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. A knowledge of typing is highly recommended. (Tollstam) \$245
10 mng - Sa. May 04, 09:00-13:00 - Lan
13 eve - Tu. May 07, 18:30-21:30 - Lan
13 eve - We. May 08, 18:30-21:30 - CC

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) \$200
13 eve - Mo. May 06, 18:30-21:30 - Lan
10 mng - We. May 08, 08:30-12:30 - CMA

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) \$200
13 eve - Mo. May 06, 18:30-21:30 - Lan

Sales and Marketing 2000 (102012)

Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. Focus on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training. Designed for those 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) \$200
13 eve - Tu. May 07, 18:30-21:30 - Lan
10 aft - Th. May 09, 13:00-17:00 - CMA

Advanced Marketing 3000 (102017)

A hands-on course following Sales and Marketing 2000. This course will focus on the skills required in marketing management — 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) \$225
13 eve - We. May 08, 18:30-21:30 - 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.

Vancouver Community College, Continuing Education, Business Administration Certificate Program courses transferable to VCC Langara, Simon Fraser University, University of British Columbia and British Columbia Institute of Technology:

VCC Continuing Education	VCC Langara	Simon Fraser University	University of British Columbia	British Columbia Institute of Technology
Accounting 1115	Accounting 115]	Bus 251	Comm 293	FMGT 101/115
2215	215]			FMGT 201/215
3321	321	N/A	N/A	FMGT 302
3421	421	N/A	N/A	FMGT 402
Business Law 1115	Commercial Law 115	N/A	N/A	N/A
2215	215	N/A	N/A	N/A
Communications 1115	Communications 115	N/A	N/A	N/A
1118	118	N/A	N/A	BCOM 200 or 210

The following Business Administration Certificate Program courses are usually transfered for credit to The Institute of Chartered Accountants of B.C., The Certificated General Accountants Association of B.C., and The Society of Management Accountants of B.C. The specific requirements:

Accounting 1115, 2215, 3321, 3421
Business Law 1115, 2215
Communications 1118

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. Registrations will be accepted up to one week prior to the course date.

Course Fees:

\$175 per day (Spring session). All materials, including handouts and lunch are provided. Course fees are subject to change.

Cancellation and Refund Policy:

Cancellations received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative charge of 20 percent of the course fee. A "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for cancellations received less than ten days before the start date. The College will accept participant substitutions if a previously registered individual is unable to attend.

Strategic Planning: From Vision to Action (102846) **NEW**

Creating your organization's future. How do you respond to the changing environment? Are you able to take strategic advantage of opportunities and avoid threats? To be successful in the 90's your organization must be positioned to respond to increased complexity in a rapidly evolving environment. Strategic planning is essential to pro actively chart the course of your organization's future, and to translate the vision of where you want to be into concrete and effective action. This introductory program is for visionary leaders who, in their role as managers, entrepreneurs, or change-agents, are convinced of the need for strategic thinking to survive and succeed in today's environment.

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

- 1) Understand the concept of strategic planning
- 2) Know the basic steps of the process, the cycle of strategic planning activities, and some possibilities and pitfalls that may exist in their applications
- 3) Be able to design systematic actions, and detail tactical implementation plans. (Laberge/Haythorne)

Spring 1991

1 day - We. May 15, 09:00-16:00 - 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. (Hunter)

Spring 1991

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

Fall 1991

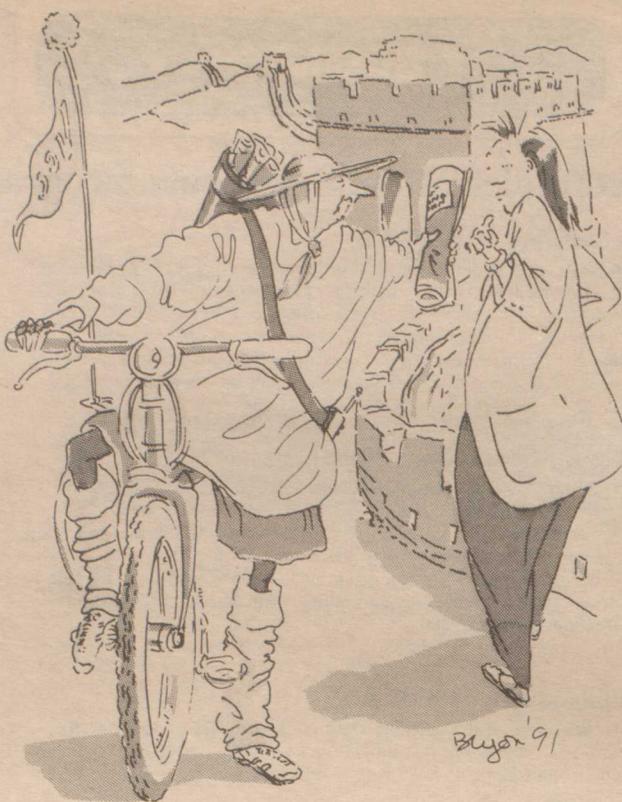
1 day - We. Oct 16, 09:00-15:00 - ODH

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
- 3) have an awareness of the positive impact that effective delegation and contracting have on conflict areas in the workplace. (Hunter)



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. (Hunter)

Spring 1991

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

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. (Dixon)

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. (Hunter)

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 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 (Hunter)

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.

Don Haythorne is an economist, management consultant and writer. He holds an M.A. in Economics and has done doctoral research at the London School of Economics. Don is known for his ability to catalyze growth in people and organizations, and has facilitated numerous strategic planning processes for business, non-profit, and cooperative organizations.

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

Myriam Laberge, M.A. (Economics) has worked with an economic consulting firm, a national management consulting company and has conducted numerous workshops. As a municipal manager, she has advised elected officials and senior management. Myriam's excellent communication and analytical skills assist clients to clarify their aspirations and implement realistic plans.

Library Automation Skills

Computers in Libraries (106067) ** New **

Do you feel that you've missed something in your training? You work in libraries but computers and automation are mysteries to you? What are CD-ROM — electronic mail — UTLAS? Offered in conjunction with VCC's Library Technician Program at the request of the Library Technician Association of B.C. (LTBC), this course is for all library personnel who wish to update their knowledge of current microcomputer applications programs for libraries.

The course consists of fifteen hours of instruction and lab time including the following components:

1. Cataloguing:

Introduction to derived cataloguing using Bibliofile and UTLAS CD-CATSS; basic introduction to MARC coding for derived cataloguing and input of original records.

2. Reference:

Introduction to the use of CD-ROM reference sources, including Grolier's Electronic Encyclopedia, ERIC, MEDLINE, Library Literature.

3. On-Line Technology:

Introduction to communications protocol and search techniques for sources such as CAN/OLE and Dialog, use of electronic mail (Envoy), and searching of local on-line library catalogues.

4. Integrated Library Systems:

Introduction to Columbia Library System and to the Eloquent Librarian, micro-computer based library systems, with emphasis on acquisitions and circulation use.

5. Applications Programs and Hardware:

Introduction to the components of a microcomputer system and library uses of common software programs such as those for wordprocessing, spreadsheets, and database management. 5 eve - We. May 01/08/15/22/29, 17:30-20:30 - Lan

Course Fee: \$85 (Spring 1991).

For information or registration please call 875-8200. For specific course information, contact Marilyn Ming at 324-5418.

Non-Certificate Courses in Office Administration

Typing/Keyboarding

Keyboarding for Computer (104206)

Learn 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. (Henderson) \$150
12 eve - Mo. Apr 22, 18:30-20:30 - CC

Typing Business Correspondence and Documents 1000 (104501)

8 eve - Mo. Apr 22, 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. Apr 20, 09:00-12:00 - CC
6 eve - Tu. Apr 23, 18:30-21:30 - CC

Typing — Speed Building (104402)

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to intense typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. Textbook provided for classroom use. (Tollstam) \$80
6 eve - We. Apr 24, 18:30-21:30 - CC

Intro to Word Processing on the Electronic Typewriter (104434) ** New **

Introduces learners to the Panasonic electronic typewriter. Students will learn to store, retrieve, edit information and gain an understanding of the electronic typewriter. This course will be of benefit to those who want to further their skills in the workplace, as well as provide a good grounding for further studies in word processing, such as WordPerfect and MS Word. Prerequisite 20 wpm or completion of either keyboarding or speed building courses. (Domby) \$60
1 day - Sa. Apr 20, 09:30-15:30 - CC

Administrative/Management

Administrative Procedures for Automation — Level I 1115 (104502)

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

Accounting/Bookkeeping/Budgeting

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 to prepare hourly and salaried payroll, payroll law, payroll deductions, record maintenance, T4 preparation and government reports. Learn both manual and computerized payroll preparations. (Shipman) \$125
8 eve - We. Apr 24, 18:30-21:30 - CC

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)

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)

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)

Objectives: Participants will be able to:

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

Who Should Attend?

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

Format:

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

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

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

Budgeting Skills for Non-Financial Managers and Supervisors (104435) ** New **

This class will assist all those who have ever been asked to prepare their own budget with little or no budgeting experience and without any guidelines to follow. Learn the basics of budgeting through all phases including, planning, monitoring, preparation and presentation. Budgeting terminology and the importance of your involvement will be explained. See how budgeting skills will assist you in being a successful manager. (Halsey) \$60
1 day - Sa. Apr 20, 09:30-15:30 - CC

Instructors:

Margaret Halsey, CGA with a background in teaching accountants and non-accountants. She has her own successful accounting practice specializing in accounting, administration and computers.

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

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. Registrations will be accepted up to one week prior to the course start date.

Course Fees:

\$525 for each four-day seminar (Spring session). All materials, including handouts and lunch are provided. Course fees are subject to change.

Cancellation and Refund Policy:

Cancellations received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative charge of 20 percent of the course fee. A "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for cancellations received less than ten days before the start date. The College will accept participant substitutions if a previously registered individual is unable to attend.

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 III Nov 19-22, Administrative Skills
All sessions Group A, 08:30-16:30 - O'Doul's Hotel, 1300 Robson Street

Winter 1992

Group B
Part I Feb 4-7, Interpersonal Skills
Part II Feb 25-28, Group Skills
Part III Mar 24-27, Administrative Skills
All sessions Group B, 08:30-16:30 - O'Doul's Hotel, 1300 Robson Street

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) \$60
1 day - Sa. May 11, 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) \$60
1 day - Sa. May 04, 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 communication skills by gaining an understanding of listening skills, body language, assertiveness, conflict resolutions and group dynamics. (Coomber) \$60
1 day - Sa. May 04, 09:00-15:00 - CC

Continued on page 8

Legal Assistant Certificate Programs

Information Night

Learn about:

- Conveyancing Certificate Program
- Corporate/Commercial Certificate Program
- Litigation Certificate Program

Please drop in to see us on April 10 to learn about Vancouver Community College's Legal Assistant Certificate Programs. Program advisors and instructors will be available to answer your questions.

Time: Wednesday, Apr 10, 17:30-20:00

Place: TBA. Please enquire at Continuing Education office, City Centre Campus, 250 West Pender Street

If you are considering a career as a Legal Assistant or simply wishing to change your areas of practice, please come in to see us.

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)

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. May 07/09, 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 to answer the questions to create effective advertising; the when, where, what and how, by concentrating on the market, media and message.

2 eve - Tu/Th. May 14/16, 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. May 21/23, 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. May 28/30, 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. Learn to create a business character to stand out in the haze of competition.

2 eve - Tu/Th. Jun 04/06, 19:00-22:00 - Lan

Training Skills

Effective and productive organizations 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. This series of three participant-centred courses 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. Registrations will be accepted up to one week prior to the course start date.

Cancellation and Refund Policy:

Cancellations received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative charge of 20 percent of the course fee. A "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for cancellations received less than ten days before the start date. The College will accept participant substitutions if a previously registered individual is unable to attend.

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

Spring 1991

May 30/31 and Jun 07, 09:00-16:30 - Ming Court Hotel

Fall 1991

Oct 31, Nov 01/07, 09:00-16:30 - TBA

Fee: \$525 per person (Spring session). Course fees are subject to change.

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.

Fall 1991

Oct 22/23, 09:00-16:00 — TBA

How to Make Your Groups Great (100153)

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

Spring 1991

May 16/17, 09:00-16:00 - Sheraton Plaza 500

Fee: \$345 per person (Spring session). Course fees are subject to change.

Each of these courses in the Training Skills Program are offered in-house at your organization. Customized programs in Training Skills can be developed for your organization. Contact Jacqueline Bradshaw, Program Coordinator, 875-8200.

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.

CAREER AND EMPLOYMENT

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) \$60

1 day - Sa. May 11, 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) \$60

1 day - Sa. May 04, 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) \$64.20 (Includes GST)

4 eve - We. May 08, 19:00-21:00 - Lan

Effective Oral Communications (503470)

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) \$192.60

8 eve - Th. May 02, 19:00-22:00 - Lan

Continued on page 11

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.

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.

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) \$94.16 (Includes GST)

6 eve - Mo. Apr 29, 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) \$96.30 (Includes GST)

8 eve - Mo. Apr 29, 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 twelve 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.

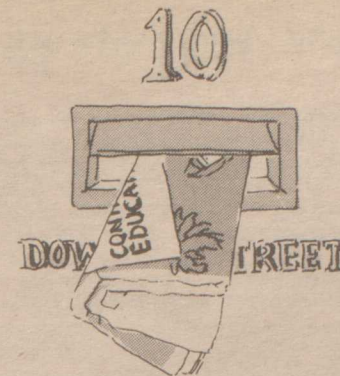
The computers are all AT's having 80286 CPU's with two megabytes of memory. Every student will have a personal work station and classes will be limited to six or twelve to allow more personal contact with the instructor.

A laser printer has 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 eight 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 five 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, Word for Windows, and Excel.



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:

Oakridge Centre North Tower, 320 — 650 West 41st Avenue

Registration and information — 682-5844

VCC Langara Campus — 100 West 49th Avenue

Registration and information — 324-5322

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, or Introduction to Microcomputers, for all students without previous computer experience. Computer Accounting students must have a basic knowledge of accounting principles.

Computer Counselling Guide

What do you wish to learn?

A. An Introduction to Microcomputers

The student has several choices:

Introduction to Microcomputers — Oak

DOS Introduction — Oak/Lan

CSW1 — Introduction to Computing Concepts (100501) — Lan

B. How to Operate a Specific Software Program

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

C. Desktop Publishing and Programming

Courses available are listed under these headings.

D. Certificate Program in Microcomputers

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

Counselling:

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

Lan — Bob Andersen (324-5253)

Does our schedule suit your needs?

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

1. Introduction to Computers

Note: DOS is covered in both "Introduction to Microcomputers" and in "Introduction to DOS." Students should not enroll in both courses.

Introduction to Microcomputers (100605)

This introductory course is for individuals with no previous microcomputer experience.

Fundamental hardware, software and microcomputer operations are explained. Hands-on training involves work with the DOS operating system to manage disks and files, including some hard disk management. Also included are brief overviews of word processing, spreadsheets and databases. \$175

3 eve - Mo. Apr 22, 18:30-21:30 - Oak

3 eve - We. May 08, 18:30-21:30 - Oak

3 eve - Mo. May 27, 18:30-21:30 - Oak

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

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

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

Introduction to DOS (100903)

This course is an introduction to the basic concepts and commands of DOS, the Disk Operating System. Exercises will show you the purpose of the 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. No previous experience with computers is necessary. Some typing is required. \$175

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

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

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

1 day - Sa. May 04, 09:00-17:00 - Oak

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

1 day - Sa. May 25, 09:00-17:00 - Oak

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

3 eve - Th. Jun 06, 18:30-21:30 - Oak

1 day - Tu. Jun 11, 09:00-17:00 - Oak

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

1 day - Mo. Jun 24, 09:00-17:00 - Oak

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

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

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

1 day - Sa. Aug 10, 09:00-17:00 - Oak

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

Intermediate DOS (100912)

Explore the full powers of DOS. Learn the purpose of, and how to write and change Config.sys and Autoexec.bat files, as well as basic trouble-shooting for start-up procedures. Find out how a new hard disk is set up for use. Learn how to sort directory listings, find files anywhere on the hard disk, and protect files from accidental deletion. Customize common DOS operations and build your own menu system using batch files and Edlin. Experience with DOS is essential. Introduction to DOS or Introduction to Microcomputers is recommended. \$175

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

1 day - Tu. May 21, 09:00-17:00 - Oak

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

1 day - Fr. Aug 09, 09:00-17:00 - Oak

Computer Virus Detection and Prevention (100913) **

NEW **

There are over 400 known viral programs in the MS-DOS "world." How can you protect yourself against viral and other "attacking" programs? In this seminar you will learn what a virus is, and a brief history of the ways that viral type programs have attacked. You will see viral programs in action, and try for yourself a number of the leading "anti-viral" packages on the MS-DOS market. You will learn how to evaluate the various products' strengths and weaknesses. Attendees are encouraged to bring suspect or identified viral programs to the Lab for testing, but should be prepared to follow the "quarantine" procedures as the instructor directs. \$175

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

3 eve - Th. May 16, 18:30-21:30 - Oak

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

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

1 day - We. Jul 31, 09:00-17:00 - Oak

2. Computer Applications

Word Processing

Introduction to WordPerfect (100710)

Learn fundamental WordPerfect commands for creating and editing documents; moving around, saving, retrieving and printing documents; blocks, formatting and moving/copying text. Emphasis is placed on WordPerfect's use of codes. This course is suitable for students with all versions. \$175

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

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

3 eve - Tu. Apr 23, 18:30-21:30 - Oak

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

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

1 day - Sa. May 11, 09:00-17:00 - Oak

1 day - Sa. Jul 13, 09:00-17:00 - Oak
1 day - Tu. Jul 30, 09:00-17:00 - Oak
1 day - Th. Aug 22, 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. \$175
1 day - We. Apr 24, 09:00-17:00 - Oak
1 day - Fr. May 24, 09:00-17:00 - Oak
1 day - Sa. Jun 15, 09:00-17:00 - Oak
1 day - We. Aug 14, 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. \$175
1 day - Sa. May 25, 09:00-17:00 - Oak
1 day - Fr. Aug 23, 09:00-17:00 - Oak

Introduction to MS-WORD (100778)

Learn fundamental MS-WORD commands for creating and editing documents including: selecting commands from the command bar, deleting, inserting, moving and copying text, formatting, setting tabs and margins, searching/replacing text, printing, file management and using windows. Suitable for students with all versions of MS-WORD. \$175
1 day - Su. Apr 14, 09:00-17:00 - Oak
1 day - Th. May 09, 09:00-17:00 - Oak
1 day - Sa. Jun 01, 09:00-17:00 - Oak
1 day - We. Jul 17, 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. \$175
1 day - Fr. Jun 07, 09:00-17:00 - Oak
1 day - Fr. Jul 26, 09:00-17:00 - Oak

Advanced MS-WORD (100780)

Learn 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. \$175
1 day - Th. May 23, 09:00-17:00 - Oak
1 day - Th. Aug 15, 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. \$175
1 day - Fr. Apr 12, 09:00-17:00 - Oak
1 day - Sa. May 04, 09:00-17:00 - Oak
1 day - Th. Jun 20, 09:00-17:00 - Oak
1 day - Fr. Aug 09, 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. \$175
1 day - Su. Apr 21, 09:00-17:00 - Oak
1 day - Tu. May 21, 09:00-17:00 - Oak
1 day - Tu. Jun 18, 09:00-17:00 - Oak
1 day - Fr. Jul 19, 09:00-17:00 - Oak
1 day - Sa. Aug 17, 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. \$175
1 day - Fr. Jun 21, 09:00-17:00 - Oak
1 day - Sa. Aug 24, 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. It will 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.

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 and/or 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. Examine the most common business applications for the IBM-PC microcomputer: 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. \$265

5 eve - Mo. Apr 15, 19:00-22:00 - Lan
5 eve - We. Apr 17, 19:00-22:00 - Lan
5 eve - Fr. Apr 19, 18:00-21:00 - Lan
5 mng - Su. Apr 28, 09:00-12:00 - Lan, No class on May 19
5 eve - Mo. May 27, 19:00-22:00 - Lan
5 eve - Tu. May 28, 19:00-22:00 - Lan
5 eve - Th. May 30, 19:00-22:00 - Lan
5 mng - Su. Jun 09, 09:00-12:00 - Lan, No class on Jun 30
5 eve - Tu. Jul 02, 19:00-22:00 - Lan
5 eve - Th. Jul 04, 19:00-22:00 - Lan

CSW9 — DOS and Hard Disk Management (100509)

Learn 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 commands and menu systems through batch file programming. Prerequisite CSW1. \$265

5 eve - Mo. Apr 15, 19:00-22:00 - Lan
5 eve - We. Apr 17, 19:00-22:00 - Lan
5 eve - Fr. Apr 19, 18:00-21:00 - Lan, No class on May 19
5 mng - Su. Apr 28, 09:00-12:00 - Lan, No class on May 19
5 eve - Th. May 30, 19:00-22:00 - Lan
5 mng - Su. Jun 09, 09:00-12:00 - Lan, No class on Jun 30
5 eve - Th. Jul 04, 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 explore network features. Open lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. \$285
5 eve - Tu. Apr 16, 19:00-22:00 - Lan
5 eve - Fr. Apr 19, 18:00-21:00 - Lan
5 eve - Tu. May 28, 19:00-22:00 - Lan
5 eve - Fr. May 31, 18:00-21:00 - Lan
5 eve - Tu. Jul 02, 19:00-22:00 - Lan

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

This course will explore the management issues involved in network installations, help the participants formulate and document network strategies, policies and procedures for their particular context and demonstrate what Novell and third-party vendors have to offer in the way of network management. 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. Apr 28, 09:00-12:00 - Lan, No class on May 19
5 eve - Th. May 30, 19:00-22:00 - Lan
5 eve - Th. Jul 04, 19:00-22:00 - Lan

Intermediate dBase IV (100781)

This course builds on the knowledge gained in Introduction to dBase IV. Topics include multiple search conditions, dates and memos, use of various filters and complex index keys. Also explored in detail is the creation and maintenance of a variety of reports and mailing labels. The DOT prompt is explored and creation and use of input screens is discussed. \$175
1 day - We. Jun 12, 09:00-17:00 - Oak

Spreadsheets/Graphs

Introduction to Lotus 1-2-3 (100711)

Learn 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. \$175
1 day - Th. Apr 11, 09:00-17:00 - Oak
1 day - Su. Apr 21, 09:00-17:00 - Oak
1 day - Fr. May 03, 09:00-17:00 - Oak
3 eve - Tu. May 14, 18:30-21:30 - Oak
1 day - Th. May 23, 09:00-17:00 - Oak
1 day - Su. Jun 09, 09:00-17:00 - Oak
1 day - We. Jun 19, 09:00-17:00 - Oak
3 eve - Tu. Jun 25, 18:30-21:30 - Oak
1 day - Fr. Jul 12, 09:00-17:00 - Oak
1 day - We. Aug 07, 09:00-17:00 - Oak
1 day - Sa. Aug 24, 09:00-17:00 - Oak

Intermediate Lotus 1-2-3 (100712)

Intermediate Lotus 1-2-3 topics include database functions (filing, sorting, finding and extracting records) and creating and printing

Continued on page 13

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
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.

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. Examine the most common business applications for the IBM-PC microcomputer: 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. \$265
5 eve - Mo. Apr 15, 19:00-22:00 - Lan
5 eve - We. Apr 17, 19:00-22:00 - Lan
5 eve - Fr. Apr 19, 18:00-21:00 - Lan
5 mng - Su. Apr 28, 09:00-12:00 - Lan, No class on May 19

graphs. Other skills such as windowing, locking titles and date math are also covered. A basic working knowledge of Lotus is required. \$175

1 day - Sa. Apr 27, 09:00-17:00 - Oak
1 day - Fr. May 24, 09:00-17:00 - Oak
1 day - Th. Jun 20, 09:00-17:00 - Oak
1 day - Th. Aug 15, 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. \$175
1 day - Fr. May 10, 09:00-17:00 - Oak
1 day - Sa. Jun 22, 09:00-17:00 - Oak

Introduction to Excel (100795)

Learn 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. \$175
1 day - Sa. Apr 13, 09:00-17:00 - Oak

5 eve - Mo. May 27, 19:00-22:00 - Lan
5 eve - Tu. May 28, 19:00-22:00 - Lan
5 eve - Th. May 30, 19:00-22:00 - Lan
5 mng - Su. Jun 09, 09:00-12:00 - Lan, No class on Jun 30
5 eve - Tu. Jul 02, 19:00-22:00 - Lan
5 eve - Th. Jul 04, 19:00-22:00 - Lan

CSW3 — Introduction to Programming (100503)

Introduces the basic principles of computer programming. 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. \$265
5 eve - Th. Apr 18, 19:00-22:00 - Lan
5 eve - Mo. Jul 08, 19:00-22:00 - Lan, No class on Aug 05

CSW4 — Word Processing Using WordPerfect 5.1 (100504)

Learn 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. \$265
5 eve - Mo. Apr 15, 19:00-22:00 - Lan
5 eve - Fr. Apr 19, 18:00-21:00 - Lan
5 eve - We. May 29, 19:00-22:00 - Lan
5 eve - Fr. May 31, 18:00-21:00 - Lan
5 eve - Mo. Jul 08, 19:00-22:00 - Lan, No class on Aug 05

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 cover math columns, indexing, statistical typing, macros, long document preparation and much more. Prerequisite CSW4. \$265
5 eve - We. Apr 17, 19:00-22:00 - Lan
5 mng - Su. Jun 09, 09:00-12:00 - Lan, No class on Jun 30
5 eve - We. Jul 03, 19:00-22:00 - Lan

CSW5 — Using dBase III Plus (100505)

Learn 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. \$265
5 eve - Th. Apr 18, 19:00-22:00 - Lan

CSW6 — Using Lotus 1-2-3 (100506)

Learn 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. \$265
5 eve - Th. Apr 18, 19:00-22:00 - Lan
5 eve - Mo. May 27, 19:00-22:00 - Lan
5 eve - We. Jul 03, 19:00-22:00 - Lan

CSW7 — Accounting Using ACCPAC G/L (100513)

Learn 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. \$265
5 eve - Tu. Apr 16, 19:00-22:00 - Lan
5 eve - We. May 29, 19:00-22:00 - Lan

1 day - Fr. May 10, 09:00-17:00 - Oak
1 day - Su. Jun 02, 09:00-17:00 - Oak
1 day - Th. Jul 18, 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. \$175
1 day - We. Jun 12, 09:00-17:00 - Oak
1 day - Fr. Aug 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. \$175
1 day - Su. Apr 21, 09:00-17:00 - Oak
1 day - Tu. May 21, 09:00-17:00 - Oak
1 day - Tu. Jun 18, 09:00-17:00 - Oak

CSW17 — Accounting Using ACCPAC A/R (100522)

This course is intended for those familiar with the ACCPAC General Ledger package. Following a review of G/L features this course concentrates on the Accounts Receivables package, the second most popular in the ACCPAC series. Integration of G/L and A/R are part of this course. Prerequisite CSW7 (may be taken concurrently). \$265
5 mng - Sa. Jun 08, 09:00-12:00 - Lan, No class on Jun 29

CSW7B — Accounting Using Bedford (100507)

Learn how to use Bedford Integrated Software to set up a complete set of books — G/L, Payroll, Jobcost, A/R, A/P, and inventory. Prerequisite CSW1. \$265
5 mng - Sa. Apr 27, 09:00-12:00 - Lan, No class on May 18
5 eve - Fr. May 31, 18:00-21:00 - Lan

CSW9 — DOS and Hard Disk Management (100509)

Learn 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 commands and menu systems through batch file programming. Prerequisite CSW1. \$265
5 eve - Mo. Apr 15, 19:00-22:00 - Lan
5 eve - We. Apr 17, 19:00-22:00 - Lan
5 mng - Su. Apr 28, 09:00-12:00 - Lan, No class on May 19
5 eve - Th. May 30, 19:00-22:00 - Lan
5 mng - Su. Jun 09, 09:00-12:00 - Lan, No class on Jun 30
5 eve - Th. Jul 04, 19:00-22:00 - Lan

CSW19 — Introduction to Windows 3.0 (100523)

Exploring the practical applications of Windows 3.0 by Microsoft. This software package is intended to simplify the operation of IBM PCs, by acting as an intermediate between the user and DOS. The screen simulates a desktop, through windows, on which separate tasks may be performed independently. The user may switch from window to window or task to task with ease. Prerequisite CSW1 and CSW9 or comparable experience. \$265
5 eve - Tu. Jul 02, 19:00-22:00 - Lan

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

Learn 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 to produce attractive printed products with this flexible and creative software package. Prerequisite CSW1. \$265
5 mng - Sa. Apr 27, 09:00-12:00 - Lan, No class on May 18
5 mng - Sa. Jun 08, 09:00-12:00 - Lan, No class on Jun 29

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. Apr 16, 19:00-22:00 - Lan
5 eve - Fr. Apr 19, 18:00-21:00 - Lan
5 eve - Tu. May 28, 19:00-22:00 - Lan
5 eve - Fr. May 31, 18:00-21:00 - Lan
5 eve - Tu. Jul 02, 19:00-22:00 - Lan

1 day - Fr. Jul 19, 09:00-17:00 - Oak
1 day - Sa. Aug 17, 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. \$175
1 day - Fr. Jun 21, 09:00-17:00 - Oak
1 day - Sa. Aug 24, 09:00-17:00 - Oak

Microcomputer Accounting

Introduction to Bedford (100702)

Learn 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. \$175

1 day - Mo. Apr 15, 09:00-17:00 - Oak
1 day - Su. May 12, 09:00-17:00 - Oak
1 day - Mo. Jun 03, 09:00-17:00 - Oak
1 day - Mo. Jul 08, 09:00-17:00 - Oak
1 day - Mo. Aug 19, 09:00-17:00 - Oak

Advanced Bedford (100765)

Learn to operate the Inventory and Job Cost modules of the Bedford system; and how to export to Lotus and process data prepared with Bedford. \$175

1 day - Mo. Jun 10, 09:00-17:00 - Oak
1 day - Mo. Jul 29, 09:00-17:00 - Oak

Accounting With ACCPAC — G/L (100701)

Learn 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. \$175

1 day - Mo. Apr 22, 09:00-17:00 - Oak
1 day - Mo. May 27, 09:00-17:00 - Oak
1 day - Mo. Jul 15, 09:00-17:00 - Oak
1 day - Mo. Aug 12, 09:00-17:00 - Oak

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

Learn 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. \$175

1 day - Mo. Jul 22, 09:00-17:00 - Oak

Desktop Publishing

IBM/IBM Compatible

Graphic Design for Desktop Publishing (100773)

An introductory course in design for the desktop publishing trainee. Learn techniques for typographical layout, casting, measuring and identifying typefaces. Learn page layout procedures for designing brochures, catalogues, advertisements, corporate stationery and newsletters. Page architecture and terminology are studied as well. Explore marketing design techniques and camera ready — print media reproductive procedures. Colour and balance will also be covered. Students will produce four final designs. 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 1/2 12 pt. increments) and felt tip pens.) \$175

4 day - Sa. Apr 20, 09:00-16:00 - CC

Introduction to PageMaker 4.0 Desktop Publishing (100746)

Learn fundamental PageMaker skills for setting-up a document, typesetting and editing. 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. You will complete the production of a two-sided brochure. \$175

1 day - Su. Apr 28, 09:00-17:00 - Oak
3 eve - We. May 29, 18:30-21:30 - Oak
1 day - Sa. Jun 22, 09:00-17:00 - Oak
1 day - Su. Aug 11, 09:00-17:00 - Oak

Intermediate PageMaker 4.0 Desktop Publishing (100766)

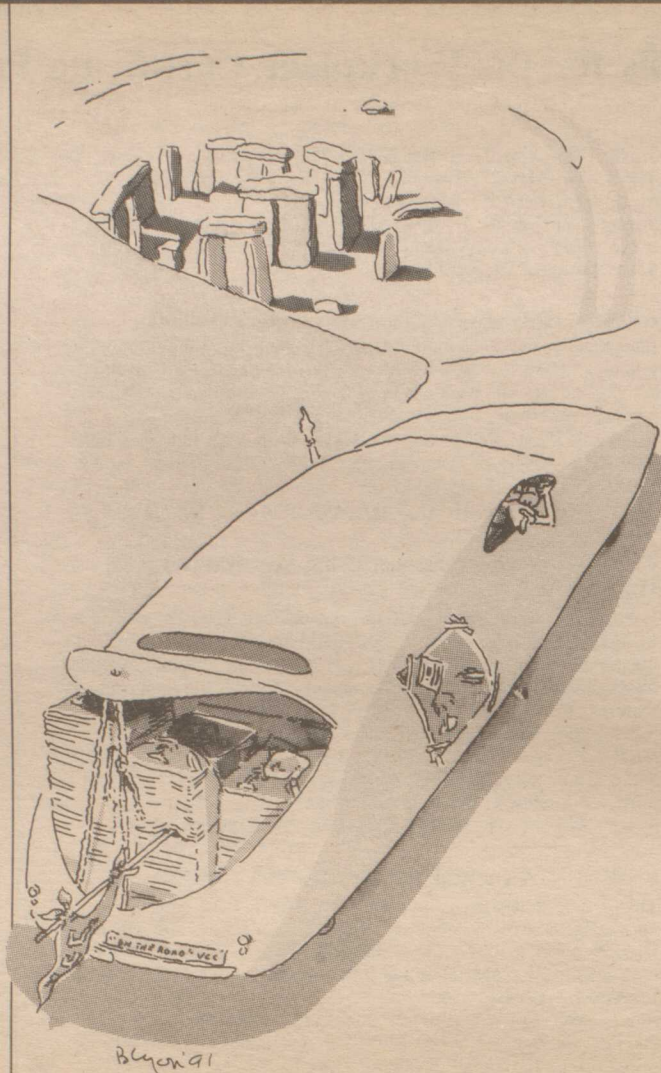
Designed for successful students from the introductory course. Learn setting-up a four-page two-colour catalog, using master pages, creating spot colour separations, setting-up a style sheet, creating graphic structures in draw/paint programs, entering text via word processing programs, advanced page editing techniques, and producing a two-page brochure. \$175

1 day - Sa. Jul 06, 09:00-17:00 - Oak

Advanced PageMaker 4.0 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. \$175

1 day - Su. Jul 07, 09:00-17:00 - Oak



Advanced WordPerfect — Desktop Publishing (100747)

This course focuses on 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. \$175

1 day - We. Apr 24, 09:00-17:00 - Oak
1 day - Fr. May 24, 09:00-17:00 - Oak
1 day - Sa. Jun 15, 09:00-17:00 - Oak
1 day - We. Aug 14, 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. \$160

To be offered in Fall 1991

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. Learn to develop detailed macros including the creation of menu systems. A good working knowledge of Lotus 1-2-3 is a prerequisite. \$175

1 day - Fr. May 10, 09:00-17:00 - Oak
1 day - Sa. Jun 22, 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. \$175

1 day - Sa. May 25, 09:00-17:00 - Oak
1 day - Fr. Aug 23, 09:00-17:00 - Oak

4. Computer Operations

Note: DOS is covered in both "Introduction to Microcomputers" and in "Introduction to DOS." Students should not enroll in both courses.

Introduction to Microcomputers (100605)

This introductory course is for individuals with no previous microcomputer experience. Fundamental hardware, software and microcomputer operations are explained. Hands-on training

involves work with the DOS operating system to manage disks and files, including some hard disk management. Also included are brief overviews of word processing, spreadsheets and databases. \$175

3 eve - Mo. Apr 22, 18:30-21:30 - Oak
3 eve - We. May 08, 18:30-21:30 - Oak
3 eve - Mo. May 27, 18:30-21:30 - Oak
1 day - Su. Jun 23, 09:00-17:00 - Oak
1 day - Sa. Jul 20, 09:00-17:00 - Oak
1 day - We. Aug 14, 09:00-17:00 - Oak

Introduction to DOS (100903)

This course is an introduction to the basic concepts and commands of DOS, the Disk Operating System. 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. No previous experience with computers is necessary. Some typing is required. \$175

1 day - Tu. Apr 09, 09:00-17:00 - Oak
1 day - Sa. Apr 13, 09:00-17:00 - Oak
1 day - Th. Apr 25, 09:00-17:00 - Oak
1 day - Sa. May 04, 09:00-17:00 - Oak
1 day - Tu. May 14, 09:00-17:00 - Oak
1 day - Sa. May 25, 09:00-17:00 - Oak
1 day - Th. May 30, 09:00-17:00 - Oak
3 eve - Th. Jun 06, 18:30-21:30 - Oak
1 day - Tu. Jun 11, 09:00-17:00 - Oak
1 day - Sa. Jun 15, 09:00-17:00 - Oak
1 day - Mo. Jun 24, 09:00-17:00 - Oak
1 day - We. Jul 10, 09:00-17:00 - Oak
1 day - Th. Jul 25, 09:00-17:00 - Oak
1 day - Tu. Aug 06, 09:00-17:00 - Oak
1 day - Sa. Aug 10, 09:00-17:00 - Oak
1 day - Tu. Aug 20, 09:00-17:00 - Oak

Intermediate DOS (100912)

Explore the full powers of DOS. Learn the purpose of, and how to write and change Config.sys and Autoexec.bat files, as well as basic trouble-shooting for start-up procedures. Find out how a new hard disk is set up for use. Learn how to sort directory listings, find files anywhere on the hard disk, and protect files from accidental deletion. Customize common DOS operations and build your own menu system using batch files and Edlin. Experience with DOS is essential. Introduction to DOS or Introduction to Microcomputers is recommended. \$175

1 day - We. Apr 17, 09:00-17:00 - Oak
1 day - Tu. May 21, 09:00-17:00 - Oak
1 day - Su. Jun 16, 09:00-17:00 - Oak
1 day - Fr. Aug 09, 09:00-17:00 - Oak

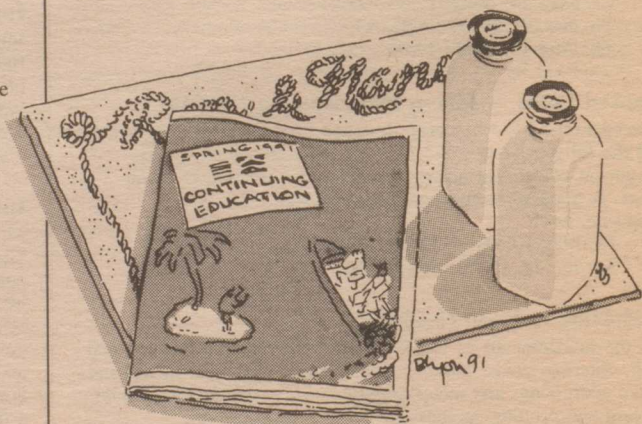
Computer Virus Detection and Prevention (100913)

There are over 400 known viral programs in the MS-DOS "world." How can you protect yourself against viral and other "attacking" programs? In this seminar you will learn what a virus is, and a brief history of the ways that viral type programs have attacked. You will see viral programs in action, and try for yourself a number of the leading "anti-viral" packages on the MS-DOS market. You will learn how to evaluate the various products' strengths and weaknesses. Attendees are encouraged to bring suspect or identified viral programs to the Lab for testing, but should be prepared to follow the "quarantine" procedures as the instructor directs. \$175

1 day - Sa. Apr 20, 09:00-17:00 - Oak
3 eve - Th. May 16, 18:30-21:30 - Oak
1 day - Su. Jun 02, 09:00-17:00 - Oak
1 day - Th. Jun 27, 09:00-17:00 - Oak
1 day - We. Jul 31, 09:00-17:00 - Oak

Does Our Schedule Suit Your Needs?

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



COUNSELLING SKILLS

Counselling Skills Non-Certificate

Basic Counselling Skills — Level I (101805)

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 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," Bob Shebib. (\$20 at CC Bookstore) \$210

12 eve - Mo. Apr 08, 19:00-22:00 - CC (Frankel)
— Please note: No classes Mo. May 13/20.
Classes will be on Th. May 09/23
12 eve - Tu. Apr 09, 19:00-22:00 - CC (Adilman)
12 eve - We. Apr 10, 19:00-22:00 - CC (Miller)
12 mng - Fr. Apr 12, 09:30-12:30 - KEC (Kenney)
12 mng - Sa. Apr 06, 09:30-12:30 - CC (Menzel)

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 Level I (101804 or 101805) 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 — \$70, 36 hours — \$225,
Practicum — \$150

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: September 1991; January 1992.

Information Meetings:

For more information attend the following meeting:
1 eve - Mo. Apr 29, 18:00-19:00 - KEC, Room 4043
Courses offered this term (open only to certificate program students who have met entry requirements):

Summer Session:

2 day - Sa. Jul 06/Aug 10, 09:30-16:30 AND
8 eve - Mo./Th. Jul 08, 18:30-21:30 - CC (Kenney)

Basic Counselling Skills — Level II (101806) ** New **

This course is designed for individuals who have completed Basic Counselling Skills — Level I, or those who have completed the equivalent elsewhere. You will review beginning phase helping skills. You will be introduced to and practise the helping skills of the action phase, which include advanced empathy, confrontation, immediacy, helper self-disclosure, problem-solving and goal setting. You will participate in counselling interviews as both a helper and a client. You can expect to spend three hours per week completing reading and written assignments. Text: "Counselling Skills for Social Service Workers," Bob Shebib (\$20 — CC Bookstore) \$140

8 eve - Mo. Apr 22, 18:30-21:30 - CC (Kenney), No class Victoria Day, May 20

Vocational Counselling Skills (101839)

This course presents the theory and practice of vocational counselling with particular reference to special-needs populations. Participants will examine the theory of how people make vocational decisions and how the counselling relationship facilitates this process. Opportunities for skill development will include: helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101804 or 101805) Text: Gysbers and Moore; "Career Counselling Skills and Techniques for Practitioners" (\$60 — CC Bookstore) (Margolis) \$225

12 eve - Th. Apr 11, 19:00-22:00 - CC

Family Counselling II (101840) ** New **

This course builds on the Family Systems theory concepts covered in Family Counselling (101833). You will review Family Systems theory and practise family assessment techniques and intervention methods. You will participate in role plays and use video taping for skill development. Prerequisite: Family Counselling (101833). Others may be accepted with permission of instructor if they have completed an introductory course in family counselling. (Saville) \$225

12 eve - We. Apr 10, 19:00-22:00 - KEC

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.

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

Sara Menzel (M.Ed., Counselling Psychology), specializes in employment counselling and in working with women.

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

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

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 lectures in Italian at U.B.C.

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. Please wear comfortable clothes and be prepared to play. (Anderson) \$101.65 (Includes GST)

4 eve - Th. May 02, 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.

Continued on page 16

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. Wear warm, comfortable clothing. (Loher) \$128.40 (Includes GST)
2 day - Sa. May 04, 09:00-16:00 - KEC

Self-Management Training — Skills for the 20th Century (503472)

How much more could you enjoy your life and relationships if . . . how far could you advance in your career if . . . you eliminated one or two counter-productive behaviours that block you, "procrastination, disorganization, avoiding conflict, over-reacting emotionally, negative self talk" and so on. This course is the nuts and bolts of the why's and how to's of personal and professional change. You will have higher self esteem: you'll get more done with less effort. (Loher) \$80.25 (Includes GST)
6 eve - We. May 08, 19:00-21:00 - Lan

Celebrate Spring (or: Shaking Out the Cobwebs!) (102877) ** New **

Open to life, moment to moment, and let your natural joy arise. Through creative movement, breath techniques, guided meditation and gentle touch, we will get into our bodies, out of our heads, and come to rest peacefully in our own hearts. The class is suitable for anyone who wants to let go, have fun, and experience deep peace and relaxation. Participants will be introduced to a variety of movement and meditation practices which they can use in their daily lives. Wear comfortable, loose clothing, bring a blanket and pillow, and lunch for day-long workshop. \$53.50 (Includes GST)
1 day - Su. May 19, 10:00-16:00 - KEC

Drawing from Within: Art for Self-Discovery — Part I (102874)

The images and marks we make, the colours we choose, and the way we combine them can tell us about ourselves. Come and create with spontaneity and see what emerges. Our creative explorations may be inspired by guided visualizations or suggested avenues of enquiry to stimulate exploration and play. Discussion of imagery, process, aesthetics, and meaning, will be an important part of each day. A variety of drawing and collage materials will be provided; participants may wish to bring other media of their choice. If sun is shining, part of the class will be outdoors. ** 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) \$105 (Includes GST)
2 day - Sa/Su. May 11/12, 10:00-16:00 - Lan

Instructors:

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

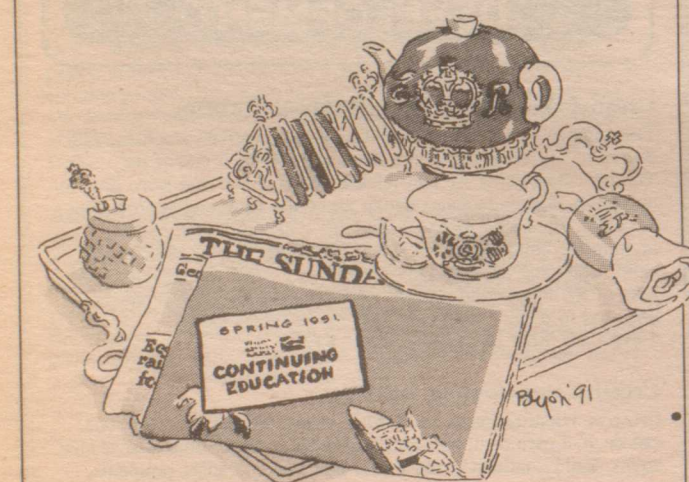
Phyllis Loher developed and has been teaching creative visualization for the past few years as well as having developed other training seminars.

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. May 06, 20:00-22:00 - Lan



EARLY CHILDHOOD EDUCATION

Living and Working with Young Children

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

Clowning Around I (151490) ** New **

This session will introduce you to "clowning" with preschoolers. You will learn several clowning games, ideas for creative exploration with colours and face painting as well as opportunities for using a big red nose! The final activity will be exploring shape through creating a clay clown face. (Shank) \$20
1 aft - Sa. May 04, 13:00-16:00 - Lan

Clowning Around II (151491) ** New **

These two sessions will explore "clowning" at a more challenging and sophisticated level with school age children. In addition to clowning games and activities for this age group, you will create papier-mache clown masks and be introduced to a variety of ways to use and explore clown masks with children. (Shank) \$35
2 day - Sa. May 04/11, 09:00-12:00 - Lan

Choosing Child Care (151494) ** New **

In beginning your search for child care, this session will help you to identify what kinds of things to look for and what kinds of questions to ask. It is designed for parents who want to understand the various types of child care services available in our community. This session is co-sponsored by the Westcoast Child Care Resource Centre and offers the expertise of its staff members. (Best/Anslow) Please pre-register. No cost.
1 eve - Mo. May 13, 19:00-22:00 - Westcoast, 3998 Main Street
Please note that this session will be held at Westcoast, corner of 24th and Main in Vancouver.

Prop Boxes (151493) ** New **

Come join the fun! Experience prop box play and learn how to extend play activities by providing never-ending learning materials and opportunities. (Mountford) \$20
1 eve - Th. May 23, 19:00-22:00 - Lan

Big Books II (151492) ** New **

This session is a continuation of Big Books I with more new and exciting Big Books to share. Join this hands-on evening and expand 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, eraser and colouring pencils. A \$5 fee will be collected to cover the cost of materials. (Mountford) \$20
1 eve - Th. May 30, 19:00-22:00 - Lan

Behaviour Management for School-Age Children (151489) ** New **

What are the goals of behaviour management? What key concepts are important when thinking about and implementing behaviour management or guidance and discipline? These sessions will introduce you to eight models of behaviour management and the practical implications of each of these. Group exercises will also be used to help you gain a better understanding of these models and how they can assist both you and the children you work with! (Mussion) \$45
3 eve - Th. Apr 25, May 02/09, 19:00-22:00 - Lan

Character Skill Development for School-Age Children (151488) ** New **

What are the most important things that children can learn from their child care or recreation experiences? What do we mean by the words "character" and "character skills?" In this session, you will be encouraged to generate a list of ethical principles or values that you believe are vital for children to experience and learn. You will also be introduced to strategies for enhancing this learning and recognizing how to assess these growing skills and abilities in children. (Mussion) \$35
1 day - Sa. May 25, 09:30-15:30 - Lan

Empowering Children (151467) ** New **

Children need the opportunity to make responsible decisions so as to grow into responsible adults. This three-hour workshop will explore ways in which adults can transfer ownership to the children with whom they work. Practical strategies for empowering children will be explored through discipline and communication techniques. (McElroy) \$20
1 eve - Th. Jun 06, 19:00-22:00 - Lan

Early Childhood Education Certificate Programs

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

A. Early Childhood Education Level I

A 2-year provincially certified program which prepares graduates to work as supervisors in nursery school and day-care centres for 3 to 5 year old children. Please note: This program is FULL for this coming term. Applications for September 1991 will be accepted until May 31st.

B. Infant-Toddler Supervisor Training

A 1-year program which prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day-care settings. Applications for September 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 Fall term offerings is available upon request.

D. Family Day-Care

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

This term, the following courses are offered:

Prerequisite: Introduction to Family Day Care (103801)

This course provides an introduction to a variety of issues relating to starting your own family day care. Please note this course meets 6 Mondays AND 1 Saturday. (Taylor, Descantes) \$80
6 eve - Mo. May 06/13/27, Jun 03/10/17 - 19:00-21:30
1 day - Sa. Jun 22, 09:30-15:00 - Lan

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

Working a Group (151486) ** New **

This workshop, geared for any individuals working with school-aged children and teens, will explore the dynamics of running a group. Experiential activities and discussion will focus on issues of group process including discipline, motivation, sequencing, ownership and strategies for effectively dealing with these issues. (McElroy) \$25
1 day - Sa. Jun 08, 10:30-14:30 - Lan

Team Building and Staff Training (151487) ** New **

This three-hour workshop will assist supervisors and program coordinators in designing and implementing a successful staff development program for child and youth care workers, recreation and camp leaders. This workshop will address such critical issues as communication, motivation, team spirit, philosophy, design, role and function of the supervisor through the use of experiential activities and discussion. (McElroy) \$20
1 eve - Mo. Jun 10, 19:00-22:00 - Lan

Instructors:

Rosie Anslow, a long-respected instructor in the family day care field, is currently the Coordinator of the Vancouver Family Day Care Support Program.

Pam Best, an early childhood educator and former staff member at the SFU Children's Complex, is the Coordinator of Information Daycare, a service which provides assistance to parents in their child care needs.

Shaun McElroy has extensive experience designing and implementing programs for children and youth, as well as staff development programs for adults. He has worked in residential camps, schools and children's psychiatric hospitals. He is a graduate of the School of Child and Youth Care at the University of Victoria.

Pam Mountford is currently the chairperson of the Western Canada Family Day Care Association. She is a well-experienced caregiver and a dynamic caregiver-trainer.

Steve Mussion has offered numerous workshops throughout the province related to school-age children and child care. An expert in this field, Steve has authored a book and several articles on this topic. He is currently completing a Master of Education at UBC.

Susan Shank has completed her degree in Theatre Arts and works at Arts Umbrella and with other organizations offering courses for young children in mask making, clowning and theatre fun.

Core Courses: Family Day-Care Certificate Program

Health and Safety (103805)

The content of this course focuses on both the principles and practices of health, safety and nutrition in the family day care setting. Topics such as child proofing the environment, ensuring hygienic practices, recognizing common illnesses and meal planning will be highlighted. (Herd) \$80
6 eve - We. Apr 3-May 8, 19:00-21:30 - Lan
1 day - Sa. Apr 27, 10:00-15:00 - Lan

Sylvia Herd has worked with young children in a variety of settings. Presently she operates family care and is involved in numerous caregiver training opportunities.

Managing a Family Day Care (103806)

The focus in this course is on the business management and administrative aspects of operating a successful family day care. Topics will include licensing procedures, budgeting, tax issues and parent — caregiver communication contracts. (Anslow, Norman) \$85
6 eve - We. May 15-Jun 19, 19:00-21:30 - Lan
1 day - Sa. May 25, 10:00-15:00 - Lan

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

E. Working with School Age Children

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

Working With 5 Year Olds
Working With 6-9 Year Olds
Working With 9-12 Year Olds
Working With Special Needs Children
Leadership and Organizational Skills

This term the following core course will be offered:

Leadership and Organizational Skills (150650)

This course highlights the use of communication skills and leadership styles necessary for effective management. Administrative aspects of school age child care including policies, procedures, budgeting, fundraising, promotions and community liaisons are explored. (Mussion) \$80
6 eve - We. Apr 24 - May 29, 19:00-22:00 — Lan
1 day - Sa. May 11, 09:30-15:30 — Lan

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

ELECTRONICS

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. (Miller) \$265
20 eve - Tu/Th. Apr 16, 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. Apr 15, 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) \$265
20 eve - Mo/We. Apr 15, 18:30-21:30 - CC

Instructors:

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.

Christine Miller is an instructor in City Centre's Electronics program.

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

ENGLISH SKILLS IMPROVEMENT

An evaluation/information session will be held at Langara Campus from Tu. Apr 16, 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. (Demers) \$200
16 eve - Mo/We. May 06, 18:00-21:00 - 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) \$200
16 eve - Tu/Th. May 07, 18:00-21:00 - 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. Text required. (Teniski) \$200
16 eve - Tu/Th. May 07, 18:00-21:00 - 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. (Ferreira) \$200
16 eve - Tu/Th. May 07, 19:00-22:00 - 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) \$200
16 eve - Mo/We. May 06, 18:00-21:00 - 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/Bobenick) \$135
8 eve - Tu. May 07, 18:00-21:00 - Lan (Bobenick)
8 eve - We. May 08, 19:00-22:00 - 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) \$135
8 eve - Th. May 09, 19:00-22:00 - 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. (Demers) \$200
12 day - Sa. Apr 27, 09:30-14:00 - Lan

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) \$240
16 eve - Mo/We. May 06, 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. (Buntun/Wilmann) \$135
8 eve - Tu. May 07, 18:00-21:00 - Lan (Wilmann)
8 eve - We. May 08, 18:00-21:00 - Lan (Buntun)

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) \$135
8 eve - Th. May 09, 18:00-21:00 - 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." \$180
18 eve - Tu/Th. May 07, 18:30-21:30 - Lan (Strayski)

Instructors:

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

Kirsten Buntun, B.Ed. has taught ESL for four years.

Nora Ferrera, 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.

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

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

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

FASHION ARTS

Non-Certificate 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, to upgrade the skills of those already experienced in Fashion Arts, and to introduce new fashion-related courses. These 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, a 3-ring binder, a package of 1/4" elastic. Come prepared to be measured; wear usual bra and a simple slip. This course is for women dressmakers only. (Zibin) \$195
10 mng - Sa. Apr 13, 09:00-12:00 - CC
10 mng - We. Apr 17, 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) \$195
10 mng - Tu. Apr 16, 09:00-12:00 - CC

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Fashion Arts Certificate Program

In response to student and industry demands, the successful Fashion Arts Certificate Program has been lengthened so that the subject matter of the various courses can be covered in more depth without changing the part-time (evening) format of the Program. Planned by experienced educators and a professional advisory committee, the Fashion Arts Certificate Program is designed to provide a comprehensive training for adults interested in a career in fashion.

Apply by June 7 for entry in September 1991. For brochure and application form, call the Continuing Education office at City Centre Campus — 682-5844.

Fashion Design Certificate

Term One — Fashion Drawing
Term Two — History of Fashion
Term Three — Fashion Design
Term Four — Collection Design
Term Five — Textiles

Pattern Making Certificate

Term One — Block Construction
Term Two — Design Drafting Theory
Term Three — Design Drafting Practical
Term Four — Designer Patterns/Draping
Term Five — Production Patterns/Grading

Garment Construction Certificate

Term One — Sewing Techniques
Term Two — Tailoring
Term Three — Industrial Sewing
Term Four — Couture Sewing
Term Five — Collection Toiles

After graduation from these three Certificate Programs the student is eligible for the

Fashion Arts Certificate

Term Six — Applied Career Planning Workshops in:
- Fashion Careers
- Collection Manufacture
- Collection Portfolios
- Fashion Show Production

At the end of this term students present their individual Graduate Fashion Show.

Instructors:

Sally Hudson, N.D.D., A.T.D., is the Fashion Arts Coordinator at Vancouver Community College. Involved in fashion education and industry for over thirty years. Lectured in fashion subjects at several United Kingdom universities and colleges of art and design. Designed under own label. Directed own fashion business in

England. Graduated in Fashion at the West of England College of Art and in Education at Bristol University, England, 1954.

Callie Arculus, B.A. (Hons.), is the designer at Longhouse Fashions Inc., Vancouver. Worked as textile designer and design assistant for knitwear companies in England. Graduated in Fashion and Knitwear Design at Lancashire Polytechnic, England, 1987.

Lisa Gellert, A.A.S., is a freelance illustrator and textile designer. Worked in fashion industry and education, New York and Vancouver. Graduated Associate Applied Science, majoring in Fashion, at the Parsons School of Design, New York, 1985.

Carolyn Curran Knight, P.I.D., is a freelance theatrical costumier. Costume designer for many productions. Teaches History of Costume at several Vancouver institutes. Studied Theatrical Costuming at Sir George Williams University. Graduated in Fashion at Sheridan College, Ontario, 1970. Provincial Instructors Diploma, Vancouver Community College, 1990.

Evelyn May, B.H.E., is the vice-president responsible for production at Gerechtwerk Inc., Vancouver. Taught fashion subjects in BC secondary schools. Developed textile manual for national fashion company. Designed and manufactured under own label. Graduated in Home Economics and Education at the University of British Columbia, 1980.

Gayle Ramsden, B.H.E., is the manager responsible for the operation of the computerized systems at Mr. Jax Fashions Inc. and Surrey Classics Vancouver. Previously pattern maker and grader for fashion manufacturers in Winnipeg and Vancouver. Trains personnel in the use of computerized pattern design, markers, grading and cutting systems. Graduated in Home Economics at the University of Manitoba, 1981. Provincial Instructors Diploma, Vancouver Community College, 1991.

Benoit Richard, is a designer under his own label, a freelance display artist and fashion show producer. Window display for national companies in Montreal and Vancouver. Designer and manufacturer of own line in leather wear. Bridal couturier for private clientele. Graduated from the Institut des Arts Appliqués, Montreal, 1970.

Concetta Sciarretta, is a computer pattern entry/grader at Mr. Jax Fashions Inc. Trained in fashion in Vancouver. Worked at various levels of design and production in the fashion industry in Hong Kong and Vancouver. Graduated in Fashion Design, 1984, and a graduate of the Fashion Arts Certificate courses, Vancouver Community College, 1989.

Wanda Sustersich, B.App.Sc., is a couturier and sewing instructor. Career change from civil engineer in 1982, custom designer and dressmaker for private clientele, fabric sales and advisor for local company. Teaches sewing skills at a range of levels in Vancouver. Graduated in Civil Engineering at the University of British Columbia, 1980. Award-winning graduate of the Fashion Arts Program, Vancouver Community College, 1988; Provincial Instructors Diploma, Vancouver Community College, 1991.

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

For other Fashion Courses please see: Art, and Graphic Design

FILM, TELEVISION AND THEATRE

Program in Film Production: The Business of Film and Television

This two-part 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.

Part One: Creating the Production (104107)

Learn terminology, practical studio direction, broadcasters and distribution, ownership rights, studio procedures, and making the program. (Richardson) TBA for Fall Term 1991

Part Two: Creating the Deal (104108)

Learn budgets/financing and facilities, completing the deal, and film proposal presentation. (Richardson) TBA for Fall Term 1991

Parts One and Two: \$295

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.

Note: The program is limited to 25 participants. For information, contact Brian Pink at 682-5844 or Wayne Declé at 875-8200.

Film, Television and Theatre — Courses

Careers in the Film Industry (104102)

A review of career and employment opportunities in the growing B.C. film industry, with emphasis on working conditions, skills required, and professional associations. (Mackie) \$30 (Includes GST)

1 eve - Th. Apr 25, 19:00-22:00 - CC

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. All facilities and equipment will be provided to produce on 8mm or VHS and edit on VHS in a professional setting with computer equipment. The Studio Video Facilities sponsors this course. After the first class, class location will be The Studio, #202 — 1110 Seymour Street, Vancouver. A fee of \$20 will be collected at the first class for course booklet. (Cooperstone) \$181.90 (Includes GST)

8 eve - We. May 01, 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. Focus on 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

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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. This course is sponsored by The Studio Video Facilities. After the first class, class location will be The Studio, #202 — 1110 Seymour Street, Vancouver. A fee of \$20 will be collected on the first night of the course for course booklet. (Cooperstone) \$181.90

8 eve - Tu. Apr 30, 19:00-22:00 - 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) \$58.55 (Includes GST)

1 day - Sa. May 11, 10:00-16:00 - Lan

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

Designed for all small video formats; VHS, Beta, and 8mm. Bring along your own unit if you have one. Various makes and models will be used to demonstrate 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. 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 and held at The Studio Video Facilities. To be held at the Studio Video Facilities. (Cooperstone) \$53.50 (Includes GST)

1 day - Sa. May 04, 10:00-16:00

Video Production for Beginners (102437)

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. Learn 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. Course booklet available at first class for \$20. This course is sponsored by The Studio Video Facilities. Students will be given class assignments and provided with any video gear they need to complete the assignments. 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, Vancouver. (Cooperstone) \$181.90 (Includes GST)

8 eve - Mo. Apr 29, 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

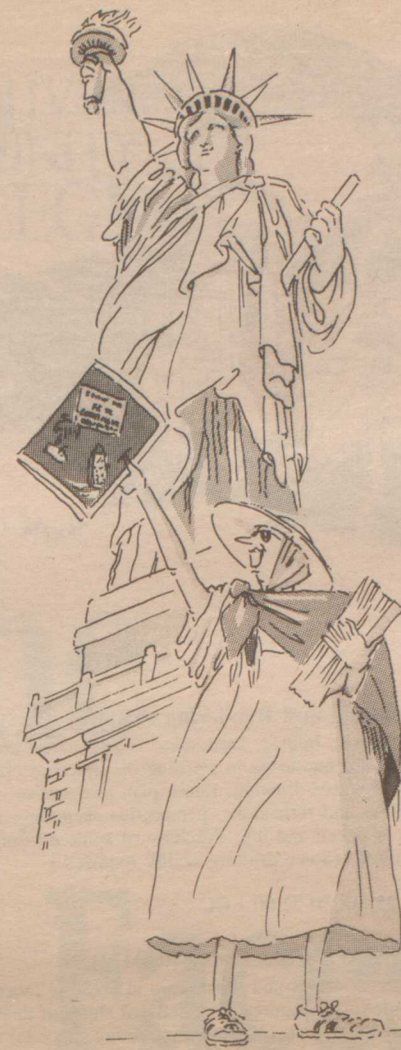
(Waterton) \$48.15 (Includes GST)

1 day - Sa. May 11, 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) \$32.10 (Includes GST)

1 eve - Tu. May 07, 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) \$32.10 (Includes GST)

1 eve - Tu. May 14, 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) \$32.10 (Includes GST)

1 eve - Tu. May 07, 19:00-22:00 - KEC

1 eve - Tu. May 14, 19:00-22:00 - Lan

Profits and Pitfalls of Stock Investment — Vancouver Stock Exchange (503730)

Explore the 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) \$62.06 (Includes GST)

6 eve - Tu. May 07, 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) \$37.45 (Includes GST)

1 eve - We. May 08, 19:30-21:30 - KEC

Introduction to Basic Investing (503704)

This course assists the newcomer to investing in understanding basic investment objectives and in establishing a balanced portfolio according to 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) \$32.10 (Includes GST)

1 eve - Tu. May 21, 19:00-22:00 - KEC

1 eve - Tu. May 28, 19:00-22:00 - Lan

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

Learn new ways to secure your retirement lifestyle. This in-depth discussion of RRSPs and RRI's and annuities examines methods of building capital, ensuring income and the eventual withdrawal of capital. Included is tax planning strategies, income tax considerations, spousal accounts, flow-through shares, mutual funds, capital gains, dividends and interest income. Examine all areas important to making sound investment decisions for your future. (Costain) \$37.45 (Includes GST)

1 eve - We. May 01, 19:00-22:00 - Lan

1 eve - Th. May 02, 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 to shop for the best interest rates available. Explore types of bonds and preferred shares — all in easy to understand language. (Costain) \$37.45 (Includes GST)

1 eve - Tu. May 07, 17:00-20:00 - CC

1 eve - We. May 08, 19:00-22:00 - Lan

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.

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.

FOODSAFE

Foodsafe Certificate Program

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. All student materials will be provided.

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. Explore micro-biology — foodborne illnesses — personal hygiene and health — serving and dispensing — food protection and preparation — receiving and storing food safely — warewashing and storage methods. \$65

1 day - Sa. Apr 27, 09:00-18:00 - CC

1 day - Sa. May 04, 09:00-18:00 - CC

1 day - Sa. May 11, 09:00-18:00 - CC

Level I (Basic) — For ESL Students (250203)

This Level I class is specifically designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above, \$65

2 day - Sa. May 04, 09:00-15:00 - CC

Level II (Advanced) (250202)

Designed for managers, chefs and supervisory staff. Explore food poisoning/food protection — facilities and equipment — housekeeping and pest control — managing sanitary practices in a foodservice operation. \$65

1 day - Sa. May 25, 09:00-18:00 - CC

Employers may arrange for in-house training by contacting Mr. Brian Pink at 682-5844. Level I (Basic) is available in CANTONESE on a group training basis.

GEMMOLOGY

Continuing Education offers the two-year part-time Canadian Gemmological Association Diploma course in Gemmology. This is a demanding 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 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 September, 1991.

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

For other Gemmology Courses please see: Jewellery

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. Explore 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. Please bring pencils and paper to the first class. (Russell/Hancock) \$130
9 mng - Sa. Apr 20, 10:00-13:00 - CC
9 eve - Tu. Apr 23, 19:00-22:00 - CC

Paste-Up and Assembly Techniques — Intermediate Graphic Design (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) \$140
10 eve - We. Apr 24, 19:00-22:00 - CC

Printing and Production Techniques — Advanced Graphic Design (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) \$140
10 eve - Tu. Apr 23, 19:00-22:00 - CC

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) \$60
3 eve - We. Apr 24, 19:00-22:00 - CC

Felt Pen Rendering (050423)

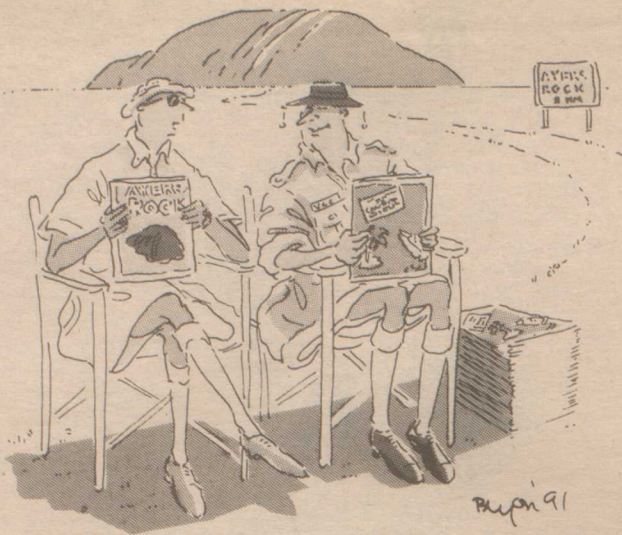
Designed for the student or for the established artist, this course will examine the use of felt pens in the process of rendering typography and photography. Both black and white, and coloured mediums will be covered. (Kirkaldy) \$110
8 eve - Th. Apr 25, 19:00-22:00 - CC

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. Bring paper and pencils to first class. (Cornish) \$75
6 eve - Th. Apr 25, 19:00-22:00 - CC

Drawing on the Right Side of the Brain (050405)

Discover the artist inside you! You will learn to draw by listening to the right side of your brain. Through a variety of interesting techniques drawing will become a fulfilling experience. Please bring a sketchbook and soft pencils to the first class. (Dewar) \$120
10 eve - Th. Apr 25, 19:00-22:00 - CC



Perspective Drawing and Rendering (050415)

Designed for Architects, Interior Designers, Draughtsmen and the general public who are interested in learning the practical class applications of perspective drawing. Learn plan perspective, photo perspective, shadows and reflections, perspective sketching, and simple rendering in pencil and ink. Purchase of some drafting equipment is required. (Some drafting ability required.) (Finlay) \$120
9 eve - Th. Apr 25, 18:30-22:00 - 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) \$125
8 eve - We. Apr 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) \$125
10 eve - Th. Apr 25, 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) \$100
8 eve - Th. Apr 25, 19:00-22:00 - 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) \$40
2 eve - Mo. May 06, 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) \$40
2 eve - Tu. Apr 23, 19:00-22:00 - CC

Instructors:

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

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

Debbie Dewar is an Emily Carr graduate and has been working as an artist for several years.

Gordon Finlay, BA 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.

Sherry Hancock has six years' experience running her own graphic design business. She has a background in Fine Art at Sheridan College and graphic design studies at Portland State University and Capilano College.

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.

Evelyn 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.

Joe McGuinness has worked nine years as an advertising art director.

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

Benoit Richard does visual presentation and window display at the Bay (Vancouver and Montreal) and Holt Renfrew, and is a freelance artist for shows and private projects.

Janet Russell, BFA University of Victoria. Works as a graphic designer and computer consultant.

For more Graphic Design Courses please see: Art, Desktop Publishing, Fashion Art and Residential Design.

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)

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) \$60
1 day - Sa. May 11, 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) \$60
1 day - Sa. May 25, 09:00-13:00 - KEC

Heal Yourself — Mind Over Matter (202734)

Learn 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) \$85
1 day - Sa. May 25, 09:00-16:00

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

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) \$85
1 day - Sa. May 25, 09:00-16:00 - KEC

Understanding the Compulsive Eater in Your Family (201042) ** New **

A workshop for those who are in relationships with people with eating problems. A three-hour overview in which you will learn and talk about what behaviour you can expect from compulsive eaters, how you can improve your relationship with the people you care about and what sort of support is available. Help untangle yourself from the struggles of compulsive eaters while they remain responsible for their own actions and the consequences of their behaviour. An anticipated outcome of this workshop is the development of a support group for compulsive eaters and family members. (Cochrane) \$45
1 eve - We. May 08, 19:00-22:00 - KEC West **NEW**

How to Fix a Sore Back (201041)

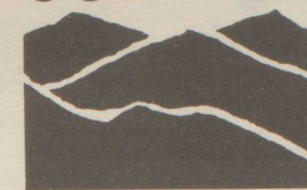
This do-it-yourself workshop, for people with chronic lower or upper back pain caused by deep tension in the shoulders and back, introduces you to the mechanics of this type of back pain, and some in-depth de-tensioning step-by-step techniques to reduce the pressures on your back. Wear comfortable non-binding clothing (sweat suits are ideal) and bring a pillow and blanket. (Kirkby) \$85
3 eve - Tu. Jun 11/18/25, 19:00-21:00 - KEC West

Conflict Resolution/Anger Management (202802)

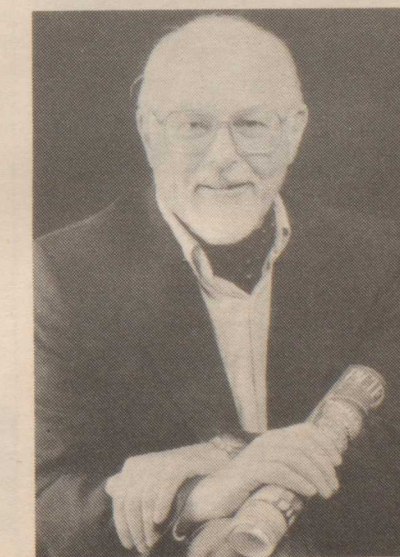
This one-day workshop combines theory with practice to help you effectively manage conflict in the workplace (Boychuk) \$90
1 day - Fr. Jun 07, 09:00-15:00 - KEC West

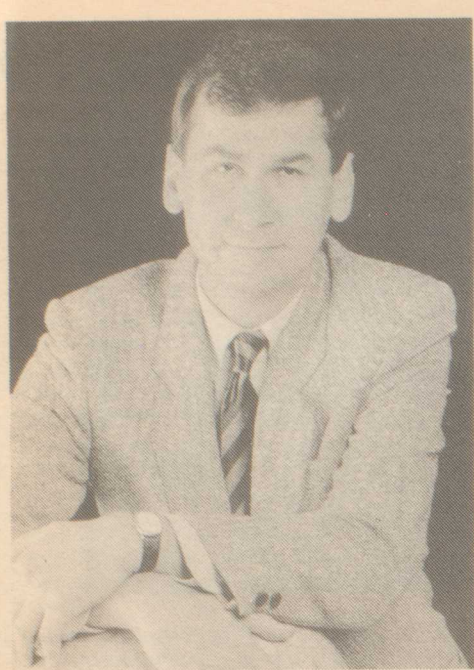
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VANCOUVER
COMMUNITY
COLLEGE



The Many Faces of Vancouver Community College





Jindra Repa Associate Director, International Education

Born and educated in Prague, Czechoslovakia, Jindra Repa was travelling in Yugoslavia when Soviet tanks invaded his homeland in August 1968. Preferring the freedom of the West, he found his way to Canada via Iceland where he studied Icelandic language and culture.

A specialist in Slavonic and Germanic languages, Jindra was recognized last year by the Canadian Interpreters and Translators Council for achievement in enhancing the status of translators and interpreters in Canada.

Recently he returned to his native Czechoslovakia for the first time since '68. He was part of a Canadian mission to assist the Czechoslovakian education system in its attempts to change its curriculum to more closely reflect the new social, economic and political situation in Central and Eastern Europe.

Although Jindra's background centers around European culture, his day to day work puts him in contact with international students from the Pacific Rim.



Bernie Lyon, Art Program Co-ordinator, Continuing Education

You might call Bernie Lyon a "cover girl." Bernie is the artist who has produced the whimsical and colourful Continuing Education flyer covers for the past two years. She is also an art instructor and Program Co-ordinator in the college's Continuing Education Division. For the past 15 years, Bernie has taught Basic Drawing for Continuing Education.

In addition to her work for the college, she maintains an active freelance career and has a monthly feature in Vancouver Magazine

called "Bernie Lyon's Vancouver." As a native Vancouverite, Bernie is the person to see if you want the name of a good fabric shop, a great place to dine or any other little known tidbit about the city.

Before joining VCC, Bernie worked as a courtroom sketch artist for four years and earlier as a cabin girl aboard Scandinavian freighters. Bernie even named her eight year old daughter, Britta, after one of those freighters. Known for her high energy and verve, you won't catch Bernie resting on her laurels.

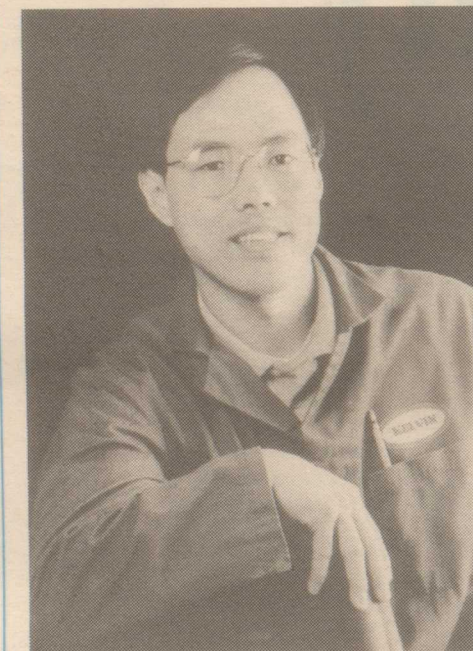


Mary Anne Epp, Library Co-ordinator

When it became apparent to Mary Anne Epp that visually impaired students had very little technical support beyond high school, she and others determinedly sought provincial government funding to aid those who were moving on to higher education.

This effort was the beginning of a province-wide service for disabled students. Since 1984, the Langara Campus library has been taping and otherwise making available books for the blind, with other visual disabilities and students who may not be able to physically hold a book, such as quadriplegics.

The Langara Library acquires or tapes close to 500 books a year. Ever wonder how long it takes to read the average book? "Between the reader and the technician, it's about a month's worth of work," said Mary Anne.



Kelvin Cheng, Industrial Program Assistant

Some of us come to Vancouver Community College for an education, and end up staying.

Ten years ago Kelvin Cheng enrolled in the Diesel Technician Program. On completion,

Vancouver Community College is B.C.'s largest community college, with over 50,000 registrations this year.

The college has three main campuses -- Langara, City Centre and King Edward Campus.

Langara Campus at 100 West 49th Ave. offers both university level Arts and Science and two-year career programs.

City Centre, at 250 West Pender Street, offers full-time and part-time career and technical programs and is the site of VCC's Tourism and Hospitality Centre.

Located at 1155 E. Broadway, **King Edward Campus** offers training in Adult Basic Education; English as a Second Language; Automotive and Technical training and is the location of the Music Department.

King Edward Campus West opened last year at 691 East Broadway as a satellite to the nearby **King Edward Campus**.

The college's **Continuing Education Division** offers a wide spectrum of programs for the adult part-time learner and is accessible to the community with flexible class scheduling and convenient class locations.

VCC's **International Education Division** established over ten years ago attracts over 450 students, drawn from the Pacific Rim and other regions, who study on a full time basis. Other students come to the College during the summer for specialized English language training.

he was offered work, first to supervise the movement of engines and equipment when the diesel program moved from City Centre (the old VVI) to its present site at King Edward Campus. He went on to pioneer the new diesel shop in its present locale.

Today Kelvin is the department's Industrial Program Assistant. He repairs and custom-makes a broad range of diesel shop tools, equipment, machinery and storage facilities. His skill and willingness to lend a hand gained him the reputation of a "campus handyman". It is not uncommon for Kelvin to be called to jumpstart a car, mend a fuse or fashion a pencil holder. And he obliges everytime.



Alan Matheson, Music Department Instructor

Alan Matheson's job is music to his ears. A jazz history instructor in the Music Department, he also directs VCC's notable JAZZ ENSEMBLE, plays the piano and coaches the rhythm section of VCC's internationally acclaimed vocal jazz group, SOUNDWAVE. He has penned "T.S.C." an original compo-

sition for SOUNDWAVE's latest compact disc, played in "The Messiah" and brings the sound of jazz to elementary and high schools throughout the Lower Mainland.

The jazz history course Alan teaches is unique in music instruction. It is just one of two offered here in Vancouver.

At this year's "Notable Event" fund raiser, Alan, along with clarinetist/vocalist Lance Harrison and an orchestra of faculty, alumni, and students, will present the original sounds of the Paul Whiteman orchestra.

Outside the college, Alan gives private piano and trumpet lessons and composes music for his sextet consisting of VCC faculty and alumni.

"To be teaching jazz history, is for me, like making a job out of an avocation", he says.



Elizabeth Burnyeat, Computer Program Analyst

If your mibs and megabytes are giving you migraines, just go see Elizabeth.

Elizabeth Burnyeat is our resident wizard in the college's Information and Computer Services Department. Last August Elizabeth

was promoted to the position of Programmer Analyst 1 but you will still see her some days running around in jeans, tool kit in hand working out glitches on any of the college's 400 computers. "I'm a very tactile, hands-on person. I love fixing things," she says.

As a Grade 9 high school drop-out, Elizabeth has come a long way. She first arrived at our King Edward Campus in 1978 to complete high school and later went to Langara Campus to study Computer Science and Computer Information Systems.

"The first and only job I ever applied for was at VCC," she says. She's been working for the college since 1986. We're glad she stayed.



Silvana Carr, Court Interpreting

Silvana Carr describes her work as "quite unique" and few would argue with her...in any language.

She is the Program Co-ordinator for Continuing Education's Court Interpreting Program. It's the only program in North America that offers multi-lingual training to students wanting jobs as court interpreters.

When Silvana first started her job in 1982 she was shocked that no formal training existed for court interpreters. She said immigrants and others with limited English language skills were at the mercy of often inadequately trained interpreters. "If no one complained, the interpreter was deemed competent," she said.

In addition to her work at VCC, Silvana teaches Italian at UBC.

The core of the college is its' employees --the faculty, staff and administrators who daily keep VCC humming. We'd like you to meet some of these people.



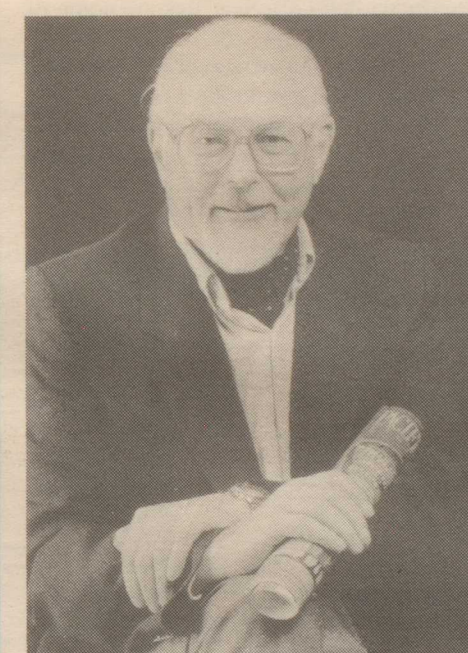
Jana Wilkoren, Receptionist

"Good morning, Vancouver Community College" is the bright, cheery greeting of receptionist and telephone operator, Jana Wilkoren when you call VCC's Central Administration.

Jana, pronounced "Yona" (it's her Norwegian heritage) is a people person. And it is this aspect of her job she enjoys best. "I encounter all kinds of people everyday...the general public seeking information, irate students demanding an audience with the college President, sales persons wanting to know to whom they should sell their wares, or just people asking if their hair is right or the time of day".

Dealing with people comes naturally to her, as does the extra effort she puts into welcoming visitors to the college. Quite often Japanese and Chinese students or their parents are charmed by her respective "koni-ciwa" and "cho sun".

Jana is enrolled in the college's Office Administration Program to improve her knowledge of accounting, business and shorthand to back up her people skills.



Tom Meikle, Publisher Pacific Rim Magazine

Born in Vancouver, Tom Meikle is a graduate of the University of British Columbia B.A., B.Ed., and the University of Washington M.A., English. He spent 12 years teaching with the Vancouver School Board. For two of those years he was on loan to the Department of National Defence in Fontainebleau, France.

In 1965, Tom became a charter faculty member of VCC in the old King Edward

building on Oak Street. He moved to Langara Campus in 1971. In 1987 he retired from active teaching, but emerged from retirement in September 1988 to work part-time as publisher of VCC's PACIFIC RIM MAGAZINE, an ambitious student project that promotes awareness and understanding of the Asia Pacific Rim. The 60 plus page PACIFIC RIM MAGAZINE informs the community about the college by demonstrating, in a dramatic fashion, the range of VCC student skills - writing, editing, photography, design, computer graphics, research, and sales.

When not working with Managing Editor Richard Hopkins and VCC students on the magazine, Tom enjoys life aboard his sailboat PAPAKEA.



Karl Brown, Department Head Electronics

In 1975 Karl Brown completed the Electronic Technology Program at Vancouver Vocational Institute (now City Centre). Karl was one of the first VCC graduates to be employed in the then fledgling computer industry.

From 1975 to 1982 Karl travelled throughout Canada, the United States and Australia repairing computers, including assignments on ocean-going vessels which used underwater robotic technology. After joining VCC as an Instructor in 1982, Karl began designing robotic control languages and helped found a computer club.

He soon became well known as the father of "BERT" (Basic Education Robot Trainer). An article in the American based BYTE magazine (with over a million readers) resulted in thousands of enquiries as to how enthusiasts could make their own BERT. Karl's invention has been used by universities all over the world, including Johns Hopkins and Oita in Japan which has 14 BERT's in their artificial intelligence laboratory. Karl is now Department Head of Electronics at City Centre. The Department has 20 Instructors and graduates 200 students per year.



Ken Thomas, Student

Thanks to Ken Thomas' ingenuity, we are about to learn more about an important, although unsung Canadian explorer and teacher named Ranald McDonald (that's right, Ranald with an "a"). Ken has received a scholarship from VCC's International Education Division to retrace the 1848 journey by McDonald across Japan.

(Previous to the mid 1800s, Japan severely restricted visitors. Thus, McDonald deliberately shipwrecked himself on the shores of Japan in the hopes that he would be received as an accidental tourist rather than a meddler. He eventually became the first Canadian ever to teach in Japan).

Thomas will use the scholarship to further his Japanese studies and to research McDonald's 19th century adventure.



Mike Foort, Security Guard

As a security guard, Mike Foort gets around City Centre a lot. He has taken a particular interest in single parent students who are struggling financially as they return to the classroom to upgrade their skills. Each Christmas for the past five years, Mike has made a special effort to help raise money for the most needy of the single parent students.

"Some of our students are really scraping by, so helping them buy presents for their kids gives me a huge amount of personal pleasure," said Mike.

Some \$6,000.00 was raised last Christmas, much of it from students who were already on a limited budget. Says Mike: "The people who can afford the least, often give the most."

Continued...



Habib Kashani, Co-ordinator Computer Systems Technologist

As Co-ordinator of Langara's Computer Systems Technologist (CST) Program, Habib Kashani was recently honoured by the League for Innovation in Community Colleges during that organization's annual conference in Dallas, Texas. The league chose the CST program as an "exemplary" educational model.

In addition, Habib has just been named the recipient of this year's leadership award by the Association of Canadian Community Colleges, the pre-eminent organization in the field in Canada.

"Through his vision, charm, knowledge and example, Kashani has taken the program from a point of collapse to great success," states his nomination for the award.



Barbara Alldritt, Executive Director, VCC Alumni Association

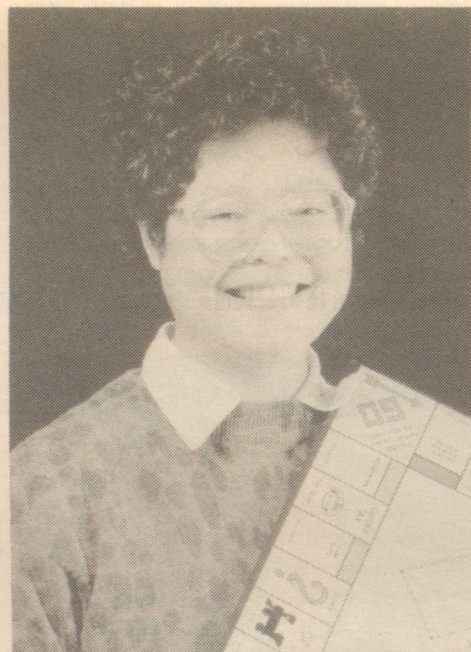
Barbara Alldritt is Executive Director of the Vancouver Community College Alumni Association. She was born and raised in Saskatchewan and in 1975 decided that before attending university, she wanted to travel around the world. Three years and many miles later, Barbara returned to Canada and to the University of Calgary where those extensive travels sparked a desire to study world development issues.

Barbara is responsible for day to day operations at the three year old VCC Alumni Association. She keeps in touch with the organization's 3600 members through a regular newsletter "ALUMNEWS". She also organizes special alumni events such as the recent Langara Campus Career Fair.

Barbara wants us to remember that VCC

We are a people-centred college--one that searches for, recognizes, nurtures and rewards high expectations, effort and ingenuity. You have met just a few of the many dedicated people who help us achieve these goals.

Alumni touch our lives every day. "Your morning toast was probably baked by a Baking and Pastry Arts grad, your morning newspaper written or edited by a journalism grad, the bus you ride to work maintained by a VCC-trained diesel technician ... and so on. The list could be endless because VCC grads are everywhere."



Alice Wong, Co-ordinator Small Business

Alice Wong, Co-ordinator of the Centre for Small Business at King Edward Campus, is best known for initiating Chinese business immigrants into Vancouver's business community.

"Immigrants bring with them immense business know-how but lack the language and knowledge of local practices", she says. Her "Doing Business in Canada" and "How to Start and Run a Small Business" programs provide the first steps towards assimilating into the city's business community life.

The latest of Alice's programs is the highly successful "Language at Work: Business Communication Skills". The first of its kind in Canada, this program trains immigrant women in small businesses in the use of

workplace English.

Alice is also among the first group of eight B.C. educators to receive the Study Fellowship Program with the Commonwealth of Learning. The only woman recipient, she recently travelled to Swaziland to assist in the design and development of instructional materials for small business management at the University of Swaziland.

Active involvement in the Chinese community has designated Alice the college spokesperson to that community. Her's is a familiar face on the local multi-cultural television station.



Jean Cockell, Department Head, Mathematics

Active participation is the key to King Edward Campus' Mathematics Department. It has to be because it's headed by Jean Cockell. Jean believes in an active, team approach in the department, with each member's strength used for the best interests of the program and its students.

This concept is evident in the strides made by her department in her five years at its helm. Inter-departmental co-ordination for better flexibility, cross-campus co-ordination for closer co-operation and cross-college co-ordination for stronger ties are some of those strides.

In addition to departmental development, budgeting, course scheduling and program development, Jean is an active member of the province-wide A.B.E.A.B.C (Adult Basic Education Association of B.C.) and an energetic member of the college fitness "force".



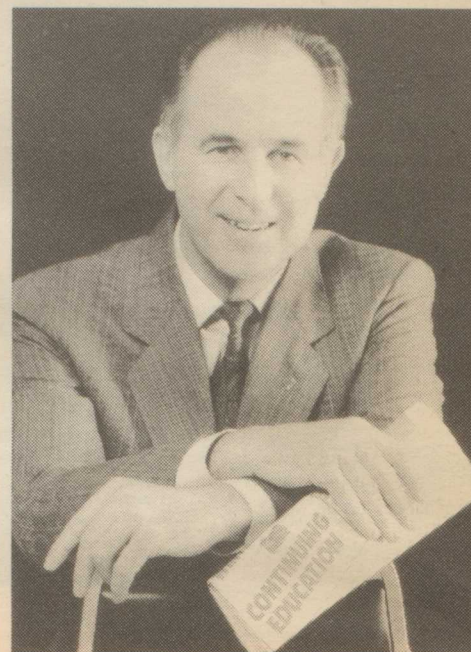
Jim Funk, Science Instructor

Environmental change is the issue of the decade and the best way to bring about change is through education. With that role in mind

several years ago, science instructor Jim Funk formed the KEC Recycling Committee.

Paper recycling, launched last November, has enthusiastically increased in volume. "We never dreamed it," said Jim. We were aware that recycling has been on everyone's mind, but the response from staff and faculty has been overwhelmingly positive."

The Recycling Committee still spearheads dozens of other conservation-minded initiatives throughout VCC. Jim's next service to the college and the environment has begun through the creation of a Transportation Committee to move staff and students between campuses and throughout the community more efficiently.



Richard Pearce, Director, Continuing Education Division

VCC's Director of Continuing Education, Richard M. Pearce, has an extensive background as both a teacher and an administrator with previous positions at Oregon State University, Skagit Valley College, the University of Victoria and the former David Thompson University Centre in Nelson.

Dr. Pearce joined VCC in 1984 and is pleased with the changes in the Division over the past six years. They include a restructuring, under a three member management group; developing a team of professional program co-ordinators under the leadership of Gail Rochester and implementing a computer-based registration and management information system spearheaded by Fred Wylie. In response to public interest, the division continually adds new courses to its program listings. Many of these are certificate programs designed to give practical training in the rapidly growing fields of business and computers.

Last October, Dr. Pearce returned to VCC from an 18 month CIDA/ACCC international development project in the Philippines and was in Baguio City at the time of the earthquake. In spite of this unsettling event, he called his overseas posting a "marvellous opportunity for personal growth, introspection and professional involvement in adult education in a culture so different from our own".

"THE MANY FACES OF VCC" was produced by the college's Public Relations and Development Department.

Project Co-ordinator: Gayle Thody
Design/Production: Lynda Hurst
Contributing writers: Barbara Cameron, Doreen Chui-Chai, Chuck Poulsen, David Reycraft and Gayle Thody

Photography: Brian Bisset, VCC Instructional Media Services

Assertiveness (202715)

Learn and practise assertive strategies which lead to positive changes in the workplace. Video feedback component. (Boychuk) \$90
1 day - Th. Jun 06, 09:00-15:00 - KEC West

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, BSN Candidate.

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

L.V. Vacek, PhD, (Allergy, Clinical Immunology).

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/Anger Management (202802)

A combination of theory with practice to help you effectively manage conflict in the workplace and deal effectively with anger among staff, clients and public. (Boychuk) \$90
1 day - Fr. Jun 07, 09:00-15:00 - KEC West

Assertiveness (202715)

Learn and practise assertive strategies which lead to positive changes in the workplace. Video feedback component. (Boychuk) \$90
1 day - Th. Jun 06, 09:00-15:00 - KEC West

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) \$40
1 eve - Mo. May 27, 19:30-22:00 - KEC West

Massage and Yoga for Health Care Professionals (202751)

Gain an appreciation of the therapeutic benefits of massage and yoga applied as adjuncts to other treatment modalities for relaxation, pain control, comfort. Includes breathing techniques, gentle body movements, head, neck, face and back massage using specific techniques (acupressure, effleurage, petrissage), and relaxation. (Castellanos-McCoy & Narod) \$85
1 day - Sa. Jun 15, 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. These techniques are taught as developed by Dr. Dolores Kreiger (RN) at New York University. (Castellanos-McCoy) \$85
1 day - Sa. Jun 01, 09:30-16:30 - Langara

Psychoneuro Immunology — Mind Over Matter (202734)

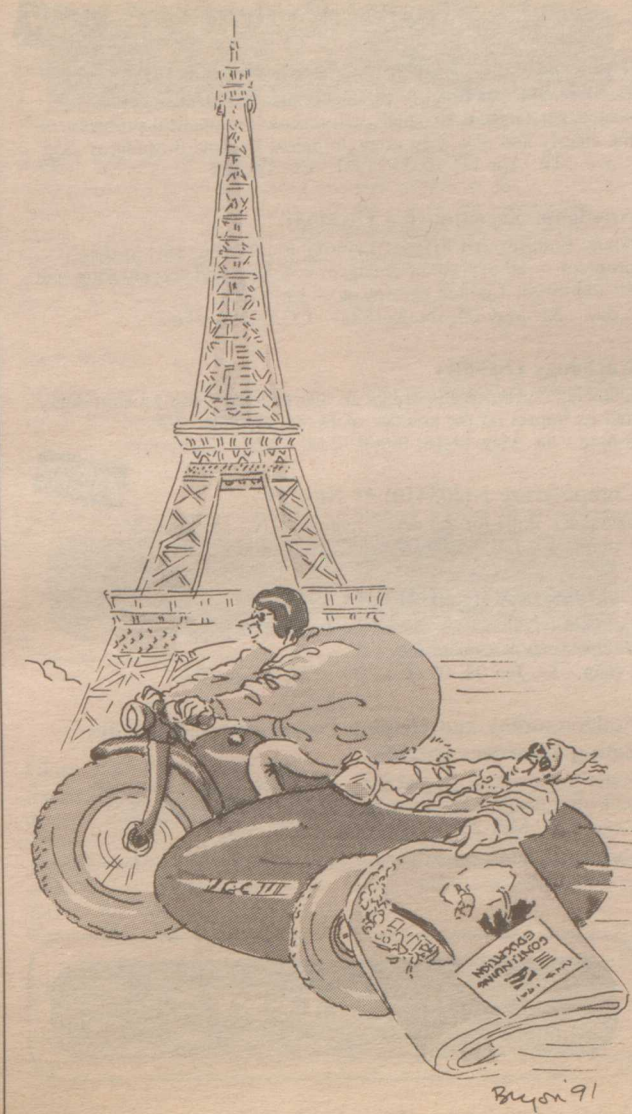
Explore the different physiological effects that the mind, endocrine and nervous systems have on the immune system, and strategies to strengthen and maintain an intact immune system and increase resistance to illness and disease. Empower yourself and your patients/clients — learn strategies to regain 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) \$85
1 day - Sa. May 25, 09:00-16:00 - 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) \$85
1 day - Fr. May 10, 09:00-16:00 - KEC West

Confusion and Disorientation in the Elderly (202737)

A workshop for health care and community setting providers who work with the elderly in institutional or community settings. Focuses on common causes of confusion and disorientation in the elderly, assessment, and nursing management. (Steckler) \$85
1 day - Sa. May 04, 09:00-16:00 - KEC



Medication and the Elderly (200718)

Intended for nurses and other interested members of the long term care team who wish to learn more about medications commonly used by the elderly. Workshop focuses on desirable and undesirable effects of these medications. (Trotter) \$85
2 eve - Tu. Apr 23/30, 18:30-21:30 - KEC West

Sensory Losses in the Elderly and the Environment (202736)

This one-day workshop focuses on sensory losses associated with normal aging, assessment techniques for eliciting sensory deprivation, and useful strategies to compensate for sensory losses in the elderly. Useful for all nurses in any setting. (Steckler) \$85
1 day - Sa. May 11, 09:00-16:00 - KEC

Foot Care for the Elderly (200711)

This workshop is a must for all allied health careworkers giving direct patient care to the elderly. It introduces theory relating to structure and function of the foot, common nail and skin conditions, preventive and palliative foot care and foot care for clients with diabetes and peripheral vascular diseases. (Olson) \$85
1 day - Sa. Jun 01, 09:00-16:00 - KEC

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) \$85
1 day - Sa. May 25, 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) \$45
1 eve - Th. May 23, 18:00-21:00 - KEC West

How to Handle a Sore Back (202755)

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) \$65
1 day - Mo. Jun 03, 11:00-16:00 - KEC West

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) \$225
3 day - Sa. Apr 27/May 04/11, 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) \$175 (includes lunch on Friday)
2 day - Fr/Sa. May 24/25, 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) \$175
2 day - Fr/Sa. May 03/04, 09:00-16:00 - Ming Court Hotel, 1160 Davie St.

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

If you are a health professional who teaches or would like to teach, 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 the 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) \$330

5 day - Mo/Tu/We/Th/Fr. May 13/14/15/16/17, 09:00-16:00 - KEC West

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.

Nadene Castellanos-McCoy, RN, BSN, MEd, is a nursing instructor at Vancouver Community College and is past vice-president of the Holistic Nurses Group, a professional practice group of the RNABC.

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.

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

Lynn Fearn, RN, BSN candidate.

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

Pru Moore, BA, RN, MEd.

Heather Narod, RN, RMT.

G. Pallas, RN, is instructor of Psychiatry at Royal Columbia Hospital.

A. Primeau, RN, BScN, is a research nurse in Cardiology and a staff nurse in Critical Care at St. Paul's Hospital.

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 specializes in nursing care of the elderly.

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

Sterile Supply Aide

Sterile Supply Processing Aides — Theory Only (201502)

Independent study (correspondence course offered for individuals working as sterile supply processing aides or technicians, who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization storage and distribution of equipment, instruments and supplies. (S. Stickney) \$250
Ongoing Registration — For further information call 874-9923.

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 November 1991. Sa/Su. Nov 02/03, Nov 09/10 - 09:00-16:00

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.

Continuing Education for Dental Personnel

April

Introduction to Dental Photography (203510)

A 12-hour participation course for dental personnel interested in learning to take intra-oral and extra-oral photographs. (Payne/Dawe) \$190
3 eve - We. Apr 10/17/24, 18:00-22:00 - CC Dental Clinic

Fluoride Update (203517)

Come and learn more about the latest studies in fluoride's effectiveness in reducing dental cavities. (Davis) \$50
1 eve - Mo. Apr 22, 19:00-22:00 - CC

CDA Clinical Upgrade Program (203509)

Twenty-eight hours of clinical review, including all intra-oral skills examined by CDSBC. (Rosko/Dennett) \$450
4 eve - Th/Fr. Apr 04/05/11/12, 18:30-22:00 - CC Dental Clinic
2 day - Sa. Apr 06/13, 09:00-16:00 - CC Dental Clinic

May

How Effective is Your Front Desk? (203518)

A workshop to improve patient rapport and communications. Learn skills to make your day more effective and productive. (Harmes) \$50
2 eve - We. May 01/08, 19:00-22:00 - CC

WHMIS II (203515)

Six hours of information about hazardous wastes, "WHMIS" and the dental office. (Davis) \$65
2 eve - We. May 15/22, 19:00-22:00 - CC Theatre

For more information or to give additional topics, please call Maureen Dawe — 874-9923.

Dental Hygiene

NEW

The Challenge of Geriatric Dentistry (203414) ** New **

Dr. John Hardie, Head of the Department of Dentistry at Vancouver General Hospital, will discuss the medical problems of the elderly and how they relate to dental hygiene procedures. \$55
1 eve - Th. Apr 11, 19:00-22:00 - CC Theatre

Amalgam Recontouring (203403)

Ginny Cathcart and Frances Lawson are the clinicians in this program — all aspects of amalgam polishing and recontouring will be addressed. Limited enrolment — 16. \$180
1 day - Sa. May 04, 09:00-16:00 - CC Dental Clinic

Cariology (203409)

Clinician Norma Wells brings an international focus on Cariology and its impact on the practice of Dental Hygiene. \$80
2 mng - Sa. May 11/18, 09:00-12:00 - KEC Auditorium

Computereze I (203410) ** New **

Computer skills for the dental hygienist. (C. McLeod) \$55
1 mng - Sa. Jun 01, 09:00-12:00 - CC, Room 529

Computereze II (203412) ** New **

Computer skills for the dental hygienist. Pre-requisite — Computereze I. Course fee — \$55.
1 mng - Sa. Jun 08, 09:00-12:00 - CC, Room 529

Understanding and Helping People with Compulsive Eating Disorders (202748)

Marie Cochrane, R.N. and C.C. will discuss eating disorder behaviour patterns and their relationship to oral health. \$40
1 eve - Th. May 23, 19:00-22:00 - KEC West

For further information, contact Program Coordinator, June Coe — 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, brooches and basic stone setting. Students will be required to provide their own tools and materials (approximately \$200). No previous experience required. (Bebel) \$315
20 eve - Mo/We. Apr 22, 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) \$315
10 day - Sa. Apr 20, 09:00-16:00 - CC

Dariusz Bebel is a European-trained goldsmith with 15 years' experience in jewellery workshops in Paris and Vancouver.

For more Jewellery Courses see: Gemmology

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.

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.

Inquiries: 324-5322

Cantonese Conversation Level I (501903)

\$112.35 (Includes GST)
8 eve - Tu. May 14, 19:00-21:30 - Lan (Lu)
8 eve - We. May 15, 19:00-21:30 - Lan (Leung)

French Conversation Level I (501913)

\$105
8 eve - Tu. May 14, 19:00-21:30 - Lan (Hassaine)

French Conversation Level II (501914)

\$105
8 eve - We. May 15, 19:00-21:30 - Lan (Hassaine)

German Conversation Level I (501919)

\$112.35 (Includes GST)
8 eve - Tu. May 14, 19:00-21:30 - Lan (Rommel)

German Conversation Level II (501920)

\$112.35 (Includes GST)
8 eve - Tu. May 14, 19:00-21:30 - Lan (Mirski)

Italian Conversation Level I (501923)

\$112.35 (Includes GST)
8 eve - We. May 15, 19:00-21:30 - Lan (Visscher)

Italian Conversation Level II (501924)

\$112.35 (Includes GST)
8 mng - Sa. May 11, 09:30-12:00 - Lan (Visscher)

Japanese Conversation Level I (501926)

\$112.35 (Includes GST)
8 eve - We. May 15, 19:00-21:30 - Lan (Wong)
8 eve - Th. May 16, 19:00-21:30 - Lan (Tsukioka)

Japanese Conversation Level II (501927)

\$112.35 (Includes GST)
8 mng - Sa. May 11, 09:30-12:00 - Lan (Tsukioka)

Mandarin Conversation Level I (501937)

\$112.35 (Includes GST)
8 eve - Tu. May 14, 19:00-21:30 - Lan (Huang)

Mandarin Conversation Level II (501938)

\$112.35 (Includes GST)
8 eve - Tu. May 14, 19:00-21:30 - Lan (Sun)

Spanish Conversation Level I (501949)

\$112.35 (Includes GST)
8 eve - We. May 15, 19:00-21:30 - Lan (Daudet)
8 mng - Sa. May 11, 09:30-12:00 - Lan (Ruiz)

Fast Track Spanish Conversation — Level 1 (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. Forty hour course. \$203.30 (Includes GST)
16 eve - Tu./Th. May 14, 19:00-21:30 - Lan (Ruiz)

Spanish Conversation Level II (501950)

\$112.35 (Includes GST)
8 eve - We. May 15, 19:00-21:30 - Lan (Ruiz)

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

French in Action is the latest in language teaching methodology. It is a combination of audio, video and text using a variety of techniques with feature film quality. This course will immerse you in a real French atmosphere that will make your language learning pleasurable and effective. Book required: "French in Action:" The Capretz Method. (Available at the campus bookstore) This book will cover five levels which will be offered in the coming semester. Forty hour course. \$190

Level 1 — 16 eve - Tu/Th. May 14, 19:00-21:30 - Lan (Visscher)
Level 2 — 16 eve - Tu/Th. May 14, 19:00-21:30 - Lan (Michel)

Continued on page 23

Chinese Language (Mandarin) and Arts for Children and Adults

All courses will be taught by qualified and experienced instructors from the Vancouver First Mandarin School. The next term for children's classes runs from September 7, 1991 to January 25, 1992. The next term for adults' classes runs from April 13 to June 22, 1991. 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 \$112.35 (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 next term children's classes (September 7, 1991 to January 25, 1992) will be held at KEC on Saturday, June 1/8/15/22 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. Sep 07, 12:30-13:30 - KEC

Kung Fu (505712)

\$70
16 aft - Sa. Sep 07, 12:30-13:30 - KEC

Chinese Painting (505713)

\$70
16 aft - Sa. Sep 07, 12:30-13:30 - KEC

Mathematics (505714)

\$70
16 aft - Sa. Sep 07, 12:30-13:30 - KEC
16 aft - Sa. Sep 07, 13:30-14:30 - KEC

Cartoon Comics and Design (505715)

\$70
16 aft - Sa. Sep 07, 12:20-13:30 - KEC

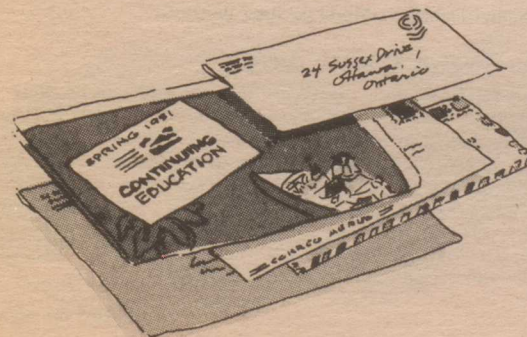
Adult Classes:

Mandarin for Adults (505709)

Emphasis is on reading, writing and conversation. \$112.35 (Includes GST)
10 mng - Sa. Apr 13, 10:00-12:00 - KEC

Conversation for Adults (505716)

Emphasis is on Mandarin conversation. \$112.35 (Includes GST)
10 mng - Sa. Apr 13, 10:00-12:00 - 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) \$62.06 (Includes GST)
2 eve - Tu. Jun 04, 19:00-22:00 - KEC

Instructors:

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

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. Seniors discount not available due to limited enrollment. (Lee) \$107 (Includes GST)
8 eve - We. May 08, 18:00-19:15 - KEC
8 eve - We. May 08, 19:30-20:45 - 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. Seniors discount not available due to limited enrollment. (Lee) \$107 (Includes GST)
8 eve - We. May 08, 21:00-22:15 - 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) \$107 (Includes GST)
8 eve - Mo. Apr 29, 18:00-19:15 - KEC
8 eve - Mo. Apr 29, 19:30-20:45 - 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) \$107 (Includes GST)
8 eve - Mo. Apr 29, 21:00-22:15 - 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) \$64.20 (Includes GST)
6 eve - We. May 08, 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) \$64.20 (Includes GST)
6 eve - We. May 08, 20:00-22:00 - KEC

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

Instructor:

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.

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)
8 eve - Mo. Apr 29, 18:00-20:30 - KEC (Newman)
8 eve - We. May 08, 18:00-20:30 - KEC (Brauner)

Voice Workshop (502549)

The original course in singing which began at VCC 17 years ago. Your opportunity for solo singing with accompaniment in classical or pop music, with coaching in vocal techniques to develop your singing potential. Students should be prepared to bring a copy of their music for the accompanist. (Newman) \$90.95 (Includes GST)
8 eve - Th. May 09, 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.

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. (Sikora) \$85.60 (Includes GST)
8 mng - Sa. Apr 27, 10:00-12:00 - KEC

Instructor:

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.

Appreciation and Theory

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. (Lutz) \$100
10 eve - We. Apr 24, 18:00-20:00 - 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) \$85.60 (Includes GST)
6 eve - Tu. May 07, 19:30-21:30 - KEC

Instructors:

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.

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.

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

Summer Choral Workshop (502540)

Under the direction of Vancouver Community College, Director of Choral Studies, Gerald Van Wyck, this exciting six-evening workshop will examine repertoire, technique and ensemble. Each of the sessions will focus on a different aspect of choral singing. These six evenings appeal to new and experienced singers alike with plenty of opportunity to sing, concentrating on all those aspects of the choral art which often get left behind in the rush to learn notes for the next concert. Private vocal instruction will be available for an additional fee for those who wish to take one or more lessons. \$107 (Includes GST)
6 eve - Class are held Tu., We., Th. eves begining July 09, 19:30-22:00 - KEC



The 11th Annual Tone-Art String Workshop (502556)

Vancouver Community College is pleased to present, for the 11th season, The Tone-Art String Workshop. The workshop is designed to give amateur string players a solid week of training in a chamber music setting. 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 week. \$107 (Includes GST)
5 day - Mo. Jul 29, 09:30-15:00 - KEC

Soundwave Vocal Jazz Workshop (502545)

Are you interested in an exciting week of educational creativity working with some of the best people in the vocal jazz field? Then this is the workshop for you. Peter Taylor heads an international faculty, including Michelle Weir, Sunny Wilkinson, Janet Warren, Roger Treece, Alan Matheson and Shannon Gunn. Throughout the week students will study jazz theory, improvisation, soloing, ear training, jazz history and ensemble work. Also included is a special workshop for teachers who currently work with, or who want to start, a jazz choir in their music programs. \$294.25 (Includes GST)
5 day - Mo. Aug 05, 08:30-17:00 - KEC

Pacific Youth Wind Ensemble Summer Workshop (502553)

If you are an advanced woodwind, brass or percussion player, this is an opportunity to spend an intensive and exciting week of master classes, chamber music and wind performance with an outstanding faculty of artist teachers. In addition to rehearsals and the performance, at the end of the week of a selected program of wind ensemble music, there will also be wind chamber music, woodwind and brass choirs, percussion ensemble and daily sessions on important topics for wind players such as breathing, intonation, practice techniques and conducting. The faculty will include several Vancouver professionals, including David Branter, Tom Parriot, Ten Greene and will be directed by Jerry Domer, currently Director of the Vancouver Community College Music Department and the Pacific Youth Wind Ensemble. \$240.75 (Includes GST)
5 day - Mo. Aug 12, 08:30-17:00 - KEC

NATURAL HISTORY

For information and booking call: 875-8200

Courses coordinated by Marja de Jung Westman

Natural History Travel Tours

For information and booking call: Great Expeditions 263-1476

The Natural Wealth of Spain

Spain has natural wealth to offer the traveller who is looking for the birds, wildflowers and other living things of wild Europe. This trip to southwestern Spain will visit some of the wildest areas of the country and cover a multitude of ecosystems — sand-duned beaches to dry steppe grasslands to luxuriant mountain pine forests, and a variety of wildlife — Greater flamingoes, rare eagles, mongoose and ibex. Although the tour's focus will be Spain's diversity of natural beauty (especially birds), we will also explore historic, artistic and anthropological interests.
Dates: May 3 - May 22, 1991
Cost: \$4690 (includes \$850 tax deductible tuition)
Leader: Naturalist Syd Cannings, Curator, Spencer Entomology Museum, U.B.C.

Southern Florida

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. This tour travels through a range of diverse localities from Lake Okeechobee south to the Florida Keys — Everglades National Park, the magnificent "River of Grass" with its alligators and special birds; the beaches and lagoons of the Gulf Coast; Corkscrew Swamp with its towering bald cypress forest; the mangrove swamps of the Florida Keys and the coral reefs studding the seas at John Pennekamp State Park.
Dates: November 16 - December 1, 1991
Cost: Approximately \$2500
Leaders: Rob Cannings, naturalist, entomologist, ornithologist, and Chief of Biology, Royal B.C. Museum. Hannah Nadel, entomologist, ornithologist, and botanist with several years experience in southern Florida.

Hawaii — Natural History from Sea to Sky

This tour will concentrate on the natural history of the islands of Kuauai and Maui. In Kuauai, a boat trip is planned along the south-east coast to study coral reef fish, and to explore its seascaves and important anthropological sites. Hikes into the spectacularly beautiful Waimea Canyon will allow studies of its tropical rainforest with its incredible diversity of plants and animals. In Maui, humpback whale watching is planned and explorations of the Haleakala crater, at 10,000 feet above sea level, many of its exotic landbirds and plants are found nowhere else in the world.
Dates: February 1992
Cost: TBA
Leader: Dr. Rob Butler, naturalist, experienced tour-leader, and scientist with the Canadian Wildlife Service.

England and Scotland — A natural history tour

This tour includes some of the best natural history sites, bird reserves, and too — some well known historical spots, in England and Scotland. In southeast England visits are planned to the Cotswolds, Dorset coast, Stonehenge, Slimbridge Wildfowl reserve, the famous Bempton Cliffs, and the New Forest planted by King John. In the Lake District, the inspiration of Wordsworth and Beatrix Potter, you'll travel to Leighton Moss one of Britain's best nature reserves and walk Hadrian's Wall. The Abernathy forest, Cairngorms and Loch-Garten will be explored in Scotland as well as the Edinburgh castle and King Arthur's Seat.
Dates: June 1992
Cost: TBA
Leader: Dr. Rob Butler, naturalist, experienced tour-leader, and scientist with the Canadian Wildlife Service.

Natural History Day Trips

For information and booking call: 875-8200

Courses coordinated by Marja de Jong Westman

Mandarte Island Seabirds (502816)

Mandarte Island supports one of the largest colonies of breeding seabirds in our inland waters. Its over 5,000 inhabitants have been intensively studied for over 40 years. With ornithologist, Alice Cassidy, observe the breeding activities of many birds, including pigeon guillemots, gulls, cormorants, and with luck...the island's pair of tufted puffins. Cost covers boat charter. Bring lunch. \$95 (includes GST)
Lecture: Th. May 30; 19:30-21:30
Trip: Su. June 2; all day

Continued on page 25

Chilliwack River Valley (502846) ** New **

Old growth forest walk This valley supports one of the finest areas of virgin forest remaining in the lower mainland. An ecological reserve has been established in the area to protect old groves of western red cedar, douglas fir (many over 82 m. tall), amabilis fir, grand fir, and the now precious swamps and marshlands. During a four hour hike with professional biologist, Russ Haycock, you'll learn about the fascinating ecology of glacial lakes, creeks, swamps and old growth forests and you may see black-tailed deer, pileated woodpeckers, homes of the endangered northern spotted owl and many unusual reptiles and amphibians. The hike follows Chilliwack River and is suitable for beginner hikers in good health. \$48 (Includes GST)
Trip: Sa. June 22; 09:00-13:00

Hollyburn Ridge — Old growth forest walk (502847)

** New **

Hollyburn Ridge in West Vancouver boasts good access to two of the largest Douglas fir trees remaining in the Lower Mainland and fine stands of old-growth western red cedar, western hemlock and amabilis fir. On a three hour hike with professional naturalist, Russ Haycock, you'll have an opportunity to learn about the special ecology of these old growth mountain forests and be introduced to the characteristic plants and animals found here. Suitable for beginner hikers in good health. \$48 (Includes GST)
Trip: Sa. June 8; 09:00-12:00

Manning Park (502839)

This park was originally established as a reserve for Blackwell Peak's spectacular 27 km stretch of alpine meadows. Hike and photograph your way through these with naturalist Russ Haycock; explore Strawberry Flats where about 25 of B.C.'s floral species are represented; search for orchids at Rhododendron Flats and be serenaded by whistling marmots, squeaking pikas and mountain bluebirds. Carpool transport. Bring lunch. \$65 (Includes GST)
Lecture: Th. July 23; 19:30-21:30
Trip: Sa. July 27; all day

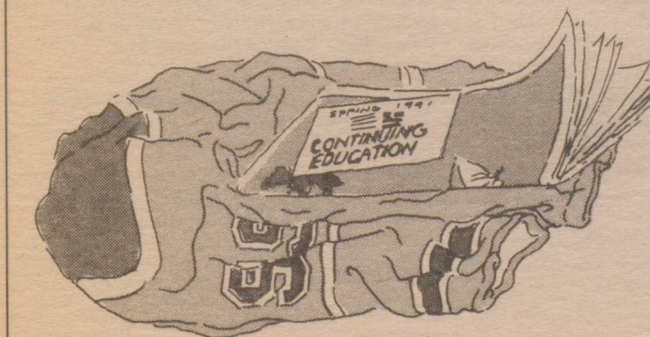
Natural History Weekend Excursions

Okanagan Natural History Weekend (502807)

Explore the pine forests, sage-brush valleys and unique northern desert of the south Okanagan. Trip highlights include mountain goat watching at Keremeos, owling at Okanagan Falls, hiking after big horn sheep at Vaseux Lake and studies of desert flora and fauna at the Haines Leise Ecological Reserve. Carpool transport and accommodation at \$30/night (double occupancy) are extra. Led by naturalist and birder, Frank Metcalf. \$90 (Includes GST)
Lecture: We. May 8; 19:30-21:30
Trip: May 18, 19, & 20

Whales, Eagles, and Totems (502809)

The waters and lands of Johnstone Strait provide a stimulating introduction to B.C.'s marine life and native Kwagwilt culture. The area is best known for the Robson Bight ecological reserve and as the summer home for B.C.'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. \$550 * subject to change (includes \$200 tax-deductible tuition). Cost covers bus and ferry transportation, boat charter, accommodation and food in Telegraph Cove and museum entrance fees.
Lecture: Th. July 4; 19:30-21:30
Trip: July 18, 19, 20 & 21



NON-PROFIT SECTOR

Informations Sessions:

For more information about this certificate program and other non-profit sector training, attend one of our information sessions or call 875-8200:
We. Apr 10, 12:00-13:00, Room 2145 - KEC
Th. Apr 11, 17:30-18:30, Room 4043 - KEC
We. Jun 12, 12:00-13:00, Room 4043 - KEC
Th. Jun 13, 17:00-18:30, Room 4043 - KEC

Issues and Skills for Leaders of Volunteers

The Vancouver Volunteer Centre, in cooperation with Vancouver Community College, Continuing Education, is offering a program 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 four consecutive days 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
4 day - Mo., Tu., We., Th., Jun 24, 09:30-15:30 - KEC
For detailed outline and registration call 875-8200. For more information call Roy Crowe, 875-9144.

Fundraising Management National Certificate Program

This National Certificate Program has been designed to meet the needs of fundraising staff and volunteers for up-to-date knowledge and skills in one of Canada's fastest growing professions. 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 program is available across Canada and has been offered at VCC since 1989. Courses will be of interest to non-profit staff/volunteers currently working with fundraising projects or experienced staff seeking certification in the field. Two years' non-profit staff experience is required to apply for the National Certificate from the Canadian Centre for Philanthropy.

Entry Requirements:

- Fundraising experience in the non-profit sector in a staff or volunteer capacity
- Current staff or volunteer employment in a non-profit organization
- Grade 12 completion or equivalent

The Program:

A Vancouver Community College 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:

198 hours, which may be completed in 18 months to two years. You may start the program in any semester. The recommended introductory courses are the two Overview courses; 101201 and 101301. If space is available you may enroll in individual courses without committing to the complete program.

Evaluation:

Students will be evaluated on the basis of assignments, tests and class participation. Eighty percent attendance is required to successfully complete each course.

Program Coordinator: Susan Entwistle

Courses offered this term:

Overview of Non-Profit Organizations (101201)

You will explore the scope of non-profit organization management

Training for Non-Profit Board Members

The Volunteer Leadership Development Program, sponsored by the United Way and the Vancouver Volunteer Centre present "BOARDWALK," a series of workshops aimed at increasing the effectiveness of non-profit organizations in the accomplishment of their objectives in the community.

In cooperation with Vancouver Community College there is also a series of open workshops available to individuals from a variety of organizations.

Location of workshops is 3102 Main Street, Suite 301 at the Vancouver Volunteer Centre. For workshop details, call 875-9144. To register, call 875-8200. Registrations accepted up to one week before workshop.

Board Development Skills — Part I (101623)

This program will enhance the management skills of non-profit board members and individuals working with boards. It is designed for individuals who are "new" board members, those who would like to become involved as board members in non-profit organizations and those individuals who are working with boards as staff in non-profit organizations. This four-session program includes: 1) Boardmanship — Essentials of a Successful Board; 2) Strategic Planning for Non-Profits — A look at Values, Mission and, Management principles; 3) Managing Effective Meetings; and 4) Group Dynamics — The Board and Staff Relationship. (Piggott/Chauncey) \$80
4 eve - We. Apr 24, 18:00-21:00 - VVC

Instructors:

Judy Piggott and Don Chauncey are experienced trainers and facilitators in the United Way "Boardwalk" board development program.

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. Paperback textbooks required. (Grantham) \$120
4 sessions - Mo. Apr 22/29, 19:00-22:00, Sa. Apr 27/May 04, 09:00-16:00 - KEC

Strategic Management of Fundraising Campaigns (101302)

Strategies for selecting and implementing a successful fundraising campaign will be developed in this course. The elements of annual and capital campaigns such as a feasibility study, goal and budget setting, scheduling and donor cultivation are covered. Student work will be based on examples from local non-profit agency campaigns, so students should select a non-profit agency which runs an annual capital campaign and come to the first class prepared to discuss their agency. Course manual included in course fee. (Wightman, Dickson, Dumouchelle, Woodham) \$260
8 eve - Th. Apr 18, 19:00-22:00 AND 2 day - Sa. May 25/Jun 08, 09:00-16:00 - CC

Information and Financial Management for Fundraisers (101305)

This course provides a framework for understanding a variety of information management tools, including the use of computers in fundraising. Basic financial management of restricted funds, grants, gifts, pledges and other fundraising techniques is explored. Reporting and evaluating systems are described and a practice audit included in class activities. Course manual included in course fee. (Perryman) \$105
4 eve - Mo. May 06/13, Tu. May 21, Mo. Jun 03, 19:00-22:00 - CC

Instructors:

Linda Dickson is Executive Director of St. Paul's Hospital Foundation.

Ron Dumouchelle is the Director of Development, UBC.

Barbara Grantham is the Executive Director at CMHA, BC Division. In her previous position as a Planning Consultant at the United Way of the Lower Mainland, she was seconded to the BC/Yukon Red Cross as Acting Regional Director, Pacific Region for eight months in 1990.

Gavin Perryman is the Associate Executive Director at United Way of the Lower Mainland. He provides management consultation services in the non-profit sector and has instructed at VCC and Simon Fraser University.

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

Nuala Woodham is an experienced Fundraising Consultant who specializes in annual giving and capital campaigns.

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

The Workshops:

01 Overview of Volunteer Management (1 day) (101408)

This workshop provides an overview of the administration of volunteer programs. Topics include: roles, responsibilities and issues facing coordinators of volunteers as well as the basic structure and functioning of non-profit organizations.

02 Working with Volunteers: Communication Skills (1 day) (101404)

This workshop provides an understanding of the importance of effective oral communication skills in the volunteer setting. An introduction to conflict resolution is also included.

03 Working with Volunteers: Leadership and Group Skills (1 day) (101406)

This workshop provides an introduction to two significant aspects of volunteer management: leadership and group dynamics.

04 Motivating and Recruiting Volunteers (1 day) (101413)

This workshop focuses on understanding the motivation and recruitment challenges faced by coordinators of volunteers. Topics include: the volunteer cycle, motivation theory, common motivational problems and strategies, job descriptions and recruiting strategies.

05 Interviewing and Supporting Volunteers (1 day) (101414)

This workshop focuses on: 1) understanding and practising the interviewing process and 2) identifying strategies for supporting and challenging volunteers.

06 Administrative Effectiveness (1 day) (101402)

This workshop provides an understanding of the administrative skills and strategies which are essential in the management of volunteer programs. Emphasis is placed on developing mechanisms which promote clear communication within the volunteer program itself, the volunteer program and other components of the organization, and the volunteer program and the related community.

07 Training (1 day) (101411)

This workshop provides an understanding of the training process. Topics include: identifying training opportunities, instructional styles, needs assessment, instructional design and techniques, and evaluation strategies.

08 Training/Presentation Practice (1/2 day) (101412)

This workshop is designed to assist you to develop your training/presentation skills. You may choose to make a five-minute presentation describing your agency and its volunteer program or use your five minutes to practise a small part of a training session.

09 Planning and Evaluating Volunteer Programs (1 day) (101409)

This workshop provides a practical approach to planning and evaluating volunteer programs. A systematic planning model is described and applied to specific volunteer programs.

10 Marketing/Public Relations (1 day) (101403)

This workshop provides an introduction to the knowledge and skills necessary to manage the marketing and public relations component of the volunteer program.

11 Financial Management/ Resource Development (1 day) (101405)

This workshop provides a brief introduction to the knowledge and skills necessary to manage the financial and resource development component of the volunteer program.

12 Time/Stress Management (1 day) (101415)

This workshop provides an introduction to the time and stress management issues which face coordinators of volunteers. Practical strategies for coping with these issues are emphasized.

Internship (101416)

The Internship provides an opportunity for the student to put into practice the management functions taught in the workshop component of the program. All certificate students must contract with a responsible person in a volunteer organization for a minimum of 75 hours field placement over a 4 - 8 month period. However, for those students who are working in a paid or volunteer capacity as managers/coordinators of volunteers, the job may form the basis of the internship.

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.

Certificate Program Fee: \$640 in full or three term payments.

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 eight 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 180 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. Students may start the program in any semester. Priority registration is given to full certificate students.

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 Organizations (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 percent 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.

Courses offered this term:

Overview of Non-Profit Organizations (101201)

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. Paperback textbooks required. (Grantham) \$120
4 sessions - Mo. Apr 22/29, 19:00-22:00, Sa. Apr 27/May 04, 09:00-16:00 - KEC

Marketing for Non-Profit Organizations (101210)

Planning, managing and evaluating the marketing and communications needs of a non-profit organization are studied in this course. Topics covered include: developing a basic marketing plan, components of the public relations process, effective media relations and common marketing problems encountered by non-profits. (Nobel) \$165
8 eve - We. Apr 17, 19:00-22:00 - KEC

Program Planning and Evaluation (101202)

In this course, a variety of systematic program planning models are explored, including strategic planning. Effective monitoring and

evaluation systems are examined along with common planning problems encountered in the non-profit sector. (Stanton) \$165
4 day - Fr., Apr 19/May 10, Sa. Apr 20/May 11, 09:00-16:00 - KEC

Working Effectively with Individuals and Groups (101209)

Managers of non-profit agencies face a wide range of interpersonal challenges. This course examines the scope of effective communications, group dynamics, conflict resolution and team building. Strategies for developing strong staff and volunteer teams are demonstrated and management techniques discussed. (Kenney) \$120
3 day - Fr. May 31, Sa. Jun 01/08, 09:30-16:30 - KEC

Instructors:

Barbara Grantham is the Executive Director of CMHA, BC Division. In her previous position as a Planning Consultant at the United Way of the Lower Mainland, she was seconded to the BC/Yukon Red Cross as Acting Regional Director, Pacific Region for eight months in 1990.

Suzanne Kenney (M.A. Counselling Psychology) is an Employee and Family Assistance Counsellor with Family Services of Greater Vancouver. She has experience as a program coordinator in the non-profit sector and instructs Basic Counselling Skills at Vancouver Community College.

Penny Noble is the Director of Communications at the Institute of Chartered Accountants of BC and is a former Coordinator of Public Relations at Big Brothers of Greater Vancouver.

Joyce Statton is the Coordinator of the Community Initiatives Program for Women, Fraser Valley and has extensive experience in the non-profit sector with the YWCA and Family Services Association.

Non-Profit Sector Workshops

Fundraising that Works (101308) ** New **

Are you fundraising right now for a non-profit organization and wish you could get better results? In this course you will examine the nuts and bolts of a successful fundraising venture. You will learn to define your service, cross barriers to success and create new approaches using basic fundraising tools such as special events, direct mail, proposal writing and campaigns. You will have the opportunity to design your own fundraising plan and explore the latest innovations in the field. This two-part course is designed for non-profit staff and volunteers who are seeking basic fundraising knowledge and who have some practical experience with fundraising for a non-profit. If possible, bring your current organization's budget or annual report with you. (Liefschultz) \$120
2 day - Fr. May 10/31, 09:30-16:30 - KEC

Instructor:

Judy Liefschultz is a fundraising consultant with extensive experience in small and large non-profit fundraising development. She has instructed at Camosun College and throughout the province, as well as providing training for the BC Government. Her clients include private schools, social service organizations, media services and educational institutions.

PERSONAL ENRICHMENT

Goal Setting as a Skill (503406)

When you set goals for yourself they work in two ways — you work on them and they work for you. 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) \$64.20 (Includes GST)
4 eve - We. May 08, 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. (Jordan, McLean) \$80.25 (Includes GST)
6 eve - Mo. May 06, 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. (Smith) \$85.60 (Includes GST)
8 eve - We. May 01, 19:30-21:30 - Lan

Mastering Meditation (503409)

Learn meditation for peaceful and dynamic living. Each week you will learn new techniques to cover related topics. (Runkel) \$26.75 (Includes GST)
4 eve - Tu. Apr 30, 20:15-21:15 - Lan

Success — "How Can I Get It?" What Do I Want?" (503471)

Success is attaining your desires. This participatory workshop is designed to assist the individual in identifying and fulfilling his or her own unique goals and objectives. The instruction and group interaction will provide valuable concepts for clarifying ideas, setting priorities and creating what one desires from life. (Jordan, McLean) \$48.15 (Includes GST)
1 day - Sa. Apr 27, 09:30-14:30 - 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. May 11, 09:30-16:30 - Lan

Meeting and Dating: Delight or Dilemma? (503732) ** New **

Do you live a "solo" lifestyle and find contrived singles events or singles bars are not your style? Are you single again, returning to dating and feeling 15 all over again? It seems we are busy and successful, and we want to meet each other. Come and join this fun seminar to discuss together: What do men/women notice first? — What options there are to meet others - How to project the kind of first impression you desire — The advantages and disadvantages

of a "solo" lifestyle — Enlarging your circle of friends who share your interests. Whether your lifestyle is permanent or for a while, come and share your ideas and concerns and bring an available friend. Women attending are encouraged to bring an eligible male friend, and men attending are encouraged to bring an eligible woman friend. \$133.75 (Includes GST) (Burton)
1 day - Su. May 05, 10:00-16:00 - Lan

Instructors:

Danni Burton, communications consultant, professional speaker and neurolinguistics practitioner. Danni owns and operates her own consulting business, and presents community service seminars throughout Northern California. As a successful businesswoman and busy single, she also seeks fun ways to meet other singles.

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.

Anna Haltrecht has been teaching dance for 15 years. She currently dances with Vancouver's Metropolis Dance Company.

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

Jean McLean and **Joe Jordan** are experienced group leaders. They have been working together for a number of years facilitating groups, leading workshops and teaching. They bring a background of personal development, professionalism and life experiences. Their ease of working together creates a warm and non-threatening atmosphere.

Wynne Smith is a licensed esthetician and wardrobe consultant dedicated to increasing your self-confidence through her self-development courses for men and women.

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 April 2, 1991. For those unable to register during the day, evening registration will be from 19:00-20:00, April 2 and 3 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) \$195
10 eve - Mo. Apr 15, 19:00-22:00 - FP
10 aft - Tu. Apr 16, 12:30-15:30 - FP
10 eve - Tu. Apr 16, 19:00-22:00 - FP
10 eve - Fr. Apr 19, 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/Weddell) \$215
10 eve - Mo. Apr 15, 19:00-22:00 - FP
10 aft - Tu. Apr 16, 12:30-15:30 - FP
10 eve - Tu. Apr 16, 19:00-22:00 - FP
10 eve - Fr. Apr 19, 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. Learn the different styles and types of fashion photography, as well as some of its history. Lighting techniques as they apply to fashion will be covered, as well as the relationship between the photographer and the model. Students will have practical demonstrations in both fashion styling and make-up. Choosing the right model will be covered with a practical casting session. Students will also have shooting sessions with professional models. Intermediate Photography or its equivalent is a prerequisite. (Harvey) \$250
10 eve - We. Apr 17, 19:00-22:00 - FP

Basic Darkroom (300102)

Through lectures and demonstrations with lots of workshop time, 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) \$195
10 eve - We. Apr 17, 19:00-22:00 - FP
10 mng - Sa. Apr 20, 10:00-13:00 - FP
10 aft - Sa. Apr 20, 14:00-17:00 - FP

Visual Arts Certificate — Photography Major

This Certificate Program offered by the CE Division is designed for those employed in the photographic industry and for those who use photography in their work. Amateur photographers and those not interested in the complete certificate may take courses for general interest. Certificate students will be required to complete approximately 400 hours of instruction to receive the Photography Certificate. Students wishing entry into the certificate program must have a successful interview and show a portfolio of their work. The courses are taught by working professionals in professionally equipped studios and darkroom facilities. Classes are limited in size. Registration at Focal Point (4474 West 10th Avenue) will be held from 11:00-15:00, Tuesday through Saturday, starting April 2, 1991. For those unable to register during the day, evening registration will be from 19:00-20:00 on April 2 and 3 only. For information please contact Focal Point at 224-3636.

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) \$215
10 eve - Th. Apr 18, 19:00-22:00 - FP

Practical Lighting (300122)

Learn advanced fundamentals of lighting as it applies to People and Still Life. Examine equipment selection, and technique, with several practical shooting sessions in and out of the studio. 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. Intermediate Photography or its equivalent is a prerequisite. (Harvey, Blue, Brons) \$250
10 eve - Th. Apr 18, 19:00-22:00 - FP
10 eve - Sa. Apr 20, 10:00-13:00 - FP

Advanced Studio Lighting (300133)

This course branches off from the theory and practical experience gained in Practical Lighting. Experiment with "unconventional" lighting techniques. Areas such as Still Life, People, Editorial, Automobiles, Buildings and Manipulating Sunlight are explored. Course has lots of demonstrations and practical shooting sessions. Practical Lighting is a prerequisite. (Blue) \$250
10 aft - Sa. Apr 20, 14:00-17:00 - FP

Business Practices (300126)

This course will introduce students to the business of photography. Students will be given instruction in marketing and self promotion, setting up a business, business law, portfolio presentation, professional practices, and a discussion of the Free Trade Agreement and its effect on photographers. This course is designed for the working professional or the aspiring professional. Students must have completed Intermediate Photography or its equivalent. (O'Brien-Bell) \$225
10 eve - We. Apr 17, 19:00-22:00 - FP

Business Management (300131)

This course is designed to complement the Business Practices course, this course introduces the student to the day-to-day mechanics of running a photographic business. Learn preparation of estimates, simple accounting procedures, relationships with employees and suppliers, communication skills and copyright. Business Practices is a prerequisite. (O'Brien-Bell) \$225
10 eve - Th. Apr 18, 19:00-22:00 - FP

View Camera Techniques (300132)

This course is designed to be an extensive exploration of the view camera. Students will become familiar with the mechanics of a 4x5 camera, its operation, and applications for this type of photography. This course will cover a great deal of technical material. Students must have completed Intermediate Photography or its equivalent. (O'Brien-Bell) \$225
10 aft - Sa. Apr 20, 14:00-17:00 - FP

Stock Photography (300134) ** New **

This course will introduce the students to the many facets of Stock Photography. Shooting for stock, marketing your work, equipment selection, selecting an agency, and copyright laws will be some of the topics covered. There will be two field trips that will involve shooting people in generic situations and shooting the obvious. Students must have completed Intermediate Photography or its equivalent. (Brons) \$150
5 mng - Sa. Apr 20, 10:00-13:00 - FP

Getting the Most from Custom Labs (300119) ** New **

This seminar will teach you how to get the most out of custom processing labs. Topics to be covered will include how labs work, what standards they work to and how to get the best result from them. Basic colour theory, the colour wheel, colour filtration and colour correction will be covered as well as the principles of both

Continued on page 28

C-41 and E-6 processing. You will tour a custom processing lab and see how they operate. Common problems from both the lab's and customer's point of view will be discussed. Prerequisite: none. (Bernardt) \$105
3 eve. - Tu. Apr 16, 19:00-22:00 - FP

Instructors:

Darren Bernhardt, CAPIC, Photographer and studio manager for a large commercial photography studio.

Greg Blue — a commercial photographer specializing in studio and product photography.

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.

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

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

Andrew Tripp — Works commercially, specializing in people photography.

Jeff Weddell, a commercial freelance photographer who specializes in fashion and people.

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 Deele (875-8200)

Real Estate and Property Management

Information Night

Learn about:

- Property Management Certificate Program
- Building Manager Certificate Program
- Non-Credit Real Estate Courses

Please drop by to see us on Tuesday evening, April 9, 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, April 9, 5:30-8 pm

If you are thinking about taking a course in real estate or property management this Spring (for either career or general interest purposes), please come in and see us.

Refreshments will be available.

Building Manager (Residential) Certificate Program

This program is designed for persons who are currently resident managers/caretakers who wish to improve their skills as a manager/caretaker in an apartment building or other multi-family complex. Graduates will be trained in basic landlord-tenant law as it applies in British Columbia; in basic building maintenance, fire safety and security matters; and about 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 \$590.

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. Examine screening steps, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, condominium law and the Residential Tenancy Act. Available Fall Term 1991

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn 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 include field trips and hands-on demonstrations using a variety of appliances and other equipment. Available Fall Term 1991

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) \$170
10 eve - We. Apr 24, 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. \$170
5 day - Sa. Apr 13, 09:00-16:00 - CC
5 day - Sa. May 25, 09:00-16:00 - CC

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) \$60
1 day - Sa. Apr 27, 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. (Clark) \$35
1 day - Sa. May 11, 09:00-12:00 - CC

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 investment goals. (Gray) \$125
1 day - Sa. May 11, 09:00-17:00 - CC

Instructors:

Peter Clark is a full-time instructor in the Building Service Worker Department at City Centre.

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.

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) \$90.95 (Includes GST)
7 eve - Th. Apr 25, 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) \$60
1 day - Sa. Apr 27, 09:00-16:00 - 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) \$125
1 day - Sa. May 11, 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) \$62.06 (Includes GST)
2 eve - Tu. Jun 04, 19:00-21:30 - KEC

Buying a Condominium (500701)

Introduces new buyers to the financial and legal structures of a condominium (strata) corporation — how are by-laws enacted, who controls the corporation, what are an owner's rights, duties and obligations, and how to distinguish the good condominiums from the poor ones. (Fanaken) \$32.10 (Includes GST)
1 mng - Sa. May 04, 09:00-12:00 - KEC

Continued on page 29

Condominium Operations and Management (500702)

Many condominium owners find themselves elected to the strata council and have difficulty understanding the duties & obligations of a board member. Learn the key aspects of condominium operations. (Fanaken) \$32.10 (Includes GST)
1 mng - Sa. May 25, 09:00-12:00 - KEC

Instructors:

Gerry Fanaken — President of a property management company in Vancouver and author of two books on condominium administration.

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 the Certified Professional Residential Property Manager (CPRPM) Designation from PAMA. For further information call the PAMA office at 684-6717.

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 683-9106.

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; Real Estate Investment Analysis 1535; 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 Wednesday, April 24, 18:30-21:00 - \$30

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. Phone 324-5511 for further details on times and days.

Advisory Committee:

The program is subject to an ongoing review through the counsel of a select committee of property management professionals and those in related fields.

Spring Term 1991

Property Management 1415 (109101)

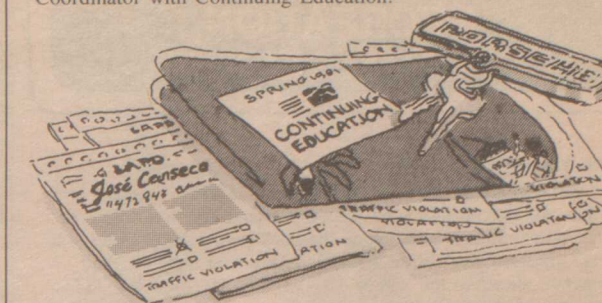
Learn the principles and practices involved in the field of Property Management. This introductory course will focus on Rental Management and Condominium Management as two components of

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.

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.



Property Management Certificate Program

an emerging profession where today's property managers must have the knowledge, communication skills and technical expertise to generate the greatest possible net income for the owners of investment properties. Specific rental topics include: Property Types; Residential Tenancy Act and Regulations; Insurance: Physical Maintenance; Financial Communication and Public Relations Skills. Condominium topics include: Types of Condominiums, Management Techniques; Fiscal Procedures: Property Maintenance; Insurance and Managing People. (Bebb) \$275
10 eve - Th. Apr 25 - Jun 27 AND
3 eve - We. May 1/15/29, 18:00-21:00 - CC

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. (Hunt) \$275
9 eve - Mo. Apr 22 - Jun 24 AND
4 eve - Th. May 02/16/30, Jun 13, 18:00-21:30 - CC
No class Mo. May 20

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. This course will be offered in September 1991.

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. This course will be offered in September 1991.

Real Estate Appraisal 1118 — Part 1 (109105)

Introduction to the basic principles of real estate appraising. 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) \$275
10 eve - Tu. Apr 23 - Jun 25 AND
We. May 08-22, Jun 5, 18:30-21:30 - 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. This course will be offered in September 1991.

Business Ethics 1000 (102015)

Examine the basis of ethical business activity. Review the fundamental criteria that make a business ethical. Learn to develop and apply ethical standards in the context of the day-to-day reality of business. Participants will, upon completion, be able to create specific procedures and policies for the own business situation. (Hoare) \$200
Will be offered in Fall, 1991

Real Estate Investment Analysis for Property Management 1535 (109110)

An introduction to the basic fundamentals of investment analysis as they apply to real estate. Topics include nature of investments, business mathematics, mortgage equity concept, taxation, discounted cash flow concepts and feasibility studies. This course will be offered again in January 1992.

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. \$200
13 eve - Tu. May 07, 18:30-21:30 - Lan (Martin)

13 eve - We. May 08, 18:30-21:30 - Lan (Badley)
13 eve - Th. May 09, 17:30-20:30 - CC (Badley)
13 mng - Sa. May 11, 10:00-13:00 - Lan (Brimm)

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. Jun 22, 10:00-13:00.

Final exam for all classes of Accounting 1115 and 2215 will be Sa. Aug 03, 10:00-13:00.

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises learn how various computer applications — word processing, spreadsheets, database management and data communications knowledge — will improve the effectiveness of your office or business. A knowledge of typing is highly recommended for this course. (Tollstam) \$245
10 mng - Sa. May 04, 09:00-13:00 - Lan
13 eve - Tu. May 07, 18:30-21:30 - Lan
13 eve - We. May 08, 18:30-21:30 - 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 We. Apr 24, 18:30-21:00 - 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) \$200
13 eve - We. May 08, 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.

Trevor Bebb is an active property manager with a large real estate investment company.

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 eight 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.'

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 swimsuit or shorts to the session. (Kodet) \$37.45 (Includes GST)
1 day - Sa. May 11, 09:00-16:00 - Lan

Advanced Sport Massage (151229) ** New **

An advanced class for those students who have completed Sport Massage. Students must bring a towel, pillow, baby oil, and swimsuit or shorts to the session. (Kodet) \$37.45 (Includes GST)
1 day - Sa. May 25, 09:00-16:00 - Lan

VANCOUVER COMMUNITY COLLEGE ALUMNI ASSOCIATION

Have you attended a VCC program at Langara, VVI/City Centre or King Edward campus over the last 25 years? Would you like to hear about some of the special people you met during that time?

If the answer is YES, the Vancouver Community College Alumni Association is your organization--a means to stay in touch with the College, former classmates and teachers.

As the college recognizes its 25th Anniversary through April 1991, the Alumni Association will celebrate the achievements of VCC alumni in our community. We cordially invite you to join the Association and welcome your participation.

As well as keeping you up to date with College activities, the Alumni Association offers its members discounts on College services, including 20% discount on Continuing Education courses. Just fill in the coupon and mail it to:

VCC Alumni Association
1155 E. Broadway
Box 24700, Station "C"
Vancouver, B.C.
V5T 4N4
Phone 875-1131, Local 353

NAME _____

ADDRESS _____

POSTAL CODE _____

Telephone: (Res.) _____

(Bus) _____

Program _____

Campus _____

Month and Year Completed _____

Tell us about yourself _____

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. May 25, 09:30-12:30 - Lan
1 mng - Sa. Jun 15, 09:30-12:30 - Lan

Shiatsu-Workshop (Back Tension) (504028)

(MacKenzie) \$26.75 (Includes GST)
1 mng - Sa. Jun 01, 09:30-12:30 - Lan

Shiatsu — Head/Neck/Face (504038)

(MacKenzie) \$26.75 (Includes GST)
1 mng - Sa. Jun 08, 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)
8 eve - Tu. May 07, 18:30-21:00 - 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. Apr 27, 10:00-12:00 - Lan

Chi-Kung in 18 Forms (504033)

Chi-Kung in 18 Forms is a health-promoting and life-nurturing exercise. It is a popular inner cultivation method which combines both movements and tranquility and is easy to learn and practise. Through consistent practise the body is provided with an inner strength to improve blood circulation. Stimulate metabolism, increase resistance to diseases and maintain good health. (Lau) \$74.90 (Includes GST)
10 mng - Sa. Apr 20, 09:30-11:00 - Lan

Dayan Chi-Kung (504042) ** New **

Dayan Chi-Kung is a popular ancient Taoist health-building exercise that activates and balances the energy circulation within the human body. The movements are expertly devised to simulate and improve the functions of all body systems and build up an inner strength to resist diseases and maintain good health. (Lau) \$74.90 (Includes GST)
16 eve - Mo/We. May 06, 19:00-20:00 - Lan

Modern Dance (503467)

Modern dance classes with Anna Haltrecht, 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. (Haltrecht) \$155.15 (Includes GST)
8 eve - Mo. Apr 29, 18:00-20:00 - Lan

Instructors:

Reg Clarkson is a B.C. Sports Hall of Fame all around athlete and senior golf champion in 1982 and 1988. He is a retired teacher with a degree in social work.

Daniel Honey has been practising Tai Chi Chuan since 1981 and has taught for the last five years.

Anna Haltrecht has been teaching dance for 15 years. She currently dances in Vancouver's Metropolis Dance Company.

Antoinin Kodet, PhD, has studied at Charles University in Prague, Czech., Faculty of PE and Sport.

Jasper Lau, M.Ed., Brigham Young University, Utah, USA.

Golf

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

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

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

Session 1 — Beginners (504012)

\$60
6 eve - Mo/We. Apr 15, 17:30-19:00 - Lan
6 eve - Mo/We. Apr 15, 19:00-20:30 - Lan
6 eve - Tu/Th. Apr 16, 17:30-19:00 - Lan
6 eve - Tu/Th. Apr 16, 19:00-20:30 - Lan

Session 2 — Beginners (504012)

\$60
6 eve - Mo/We. May 06, 17:30-19:00 - Lan
6 eve - Mo/We. May 06, 19:00-20:30 - Lan
6 eve - Tu/Th. May 07, 17:30-19:00 - Lan
6 eve - Tu/Th. May 07, 19:00-20:30 - Lan

Session 3 — Beginners (504012)

\$60
6 eve - Mo/We. May 27, 17:30-19:00 - Lan
6 eve - Mo/We. May 27, 19:00-20:30 - Lan
6 eve - Tu/Th. May 28, 17:30-19:00 - Lan
6 eve - Tu/Th. May 28, 19:00-20:30 - Lan

Session 4 — Beginners (504012)

\$60
6 eve - Mo/We. Jun 17, 17:30-19:00 - Lan
6 eve - Tu/Th. Jun 18, 17:30-19:00 - Lan
6 eve - Tu/Th. Jun 18, 19:00-20:30 - Lan

Session 5 — Intermediate (504013)

\$60
6 eve - Mo/We. Jun 17, 19:00-20:30 - Lan

Session 6 — Beginners (504012)

\$60
6 eve - Mo/We. Aug 12, 17:30-19:00 - Lan
6 eve - Mo/We. Aug 12, 19:00-20:30 - Lan
6 eve - Tu/Th. Aug 13, 17:30-19:00 - Lan

Session 7 - Intermediate (504013)

\$60
6 eve - Tu/Th. Aug 13, 19:00-20:30 - Lan

Golf Day (504026)

Enjoy a day of golf with lunch included. \$42.80 (Includes GST)
1 day - Sa. May 04, 10:00-15:00 - Lan
1 day - Sa. May 11, 10:00-15:00 - Lan
1 day - Sa. May 25, 10:00-15:00 - Lan
1 day - Sa. Jun 01, 10:00-15:00 - Lan
1 day - Sa. Jun 08, 10:00-15:00 - Lan
1 day - Sa. Jun 15, 10:00-15:00 - Lan
1 day - Sa. Jun 22, 10:00-15:00 - Lan

Tennis

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

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

Note: Bring racquet if you have one.

Session 1 — Beginner (504010)

\$60
6 eve - Mo. May 06, 18:00-19:30 - Lan
6 eve - Mo. May 06, 19:30-21:00 - Lan
6 eve - Tu. May 07, 18:00-19:30 - Lan
6 eve - Tu. May 07, 19:30-21:00 - Lan
6 eve - We. May 08, 18:00-19:30 - Lan
6 eve - We. May 08, 19:30-21:00 - Lan

Session 1 — Intermediate (504011)

\$60
6 eve - Th. May 09, 18:00-19:30 - Lan
6 eve - Th. May 09, 19:30-21:00 - Lan

Session 2 — Beginner (504010)

\$60
6 eve - Mo. Jun 17, 18:00-19:30 - Lan
6 eve - Mo. Jun 17, 19:30-21:00 - Lan
6 eve - Tu. Jun 18, 18:00-19:30 - Lan
6 eve - Tu. Jun 18, 19:30-21:00 - Lan
6 eve - We. Jun 19, 18:00-19:30 - Lan
6 eve - We. Jun 19, 19:30-21:00 - Lan

Session 2 — Intermediate (504011)

\$60
6 eve - Th. Jun 20, 18:00-19:30 - Lan
6 eve - Th. Jun 20, 19:30-21:00 - Lan

Session 3 — Beginner (504010)

\$60
6 eve - Mo/We. Jul 29, 18:00-19:30 - Lan
6 eve - Mo/We. Jul 29, 19:30-21:00 - Lan

Continued on page 31

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) \$123.05 (Includes GST)
5 eve - Th. Apr 25, 19:00-22:00 - KEC

Introduction to Residential Interior Design — Part II (504202)

Build upon concepts introduced in Residential Interior Design Part I. Topics include textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures. (Leviton) \$123.05 (Includes GST)
5 eve - Th. May 30, 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 3-day Intensive Course (502818)

Same certification program as the four-day course, but held on long weekends. Course is more challenging in a three-day format of course. Both programs have alternative dates. Call Sail-Train International for more information/registration — 731-1023. Departs:
Victoria Day, Sat. May 18/19/20
Canada Day, Sat. Jun 29/30/Jul 1
BC Day, Sat. Aug 2/4/5
Labour Day, Sat. Aug 31, Sep 1/2
Alternative dates available. Course materials included. (Kerry) \$325

Sailing Howe Sound/Canadian Yachting Association 4-Day Certificate Course (502848) ** New **

This four-day (two weekend) course offers a unique fun-filled vacation experience — acquiring sailing skills amidst our beautiful islands. Our comfortable well-equipped yacht is skippered by a professional instructor with many years' experience sailing these waters. Course completion qualifies you to bare-boat skipper your own yacht locally or internationally on completion of optional exams. Departs every weekend of July and August. Spring pre-registration a must. For information/registration call Sail-Train International Inc. — 731-1023. (Kerry) \$485

Instructor:

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 731-1023 or Wayne Decle, Vancouver Community College, at 875-8200.

SELF DEFENCE

Women Fight Back — Part I (504401)

Females aged 12 and up learn the skills necessary to protect themselves both verbally and physically in uncomfortable, threatening & dangerous situations. Learn personal safety techniques, daily prevention routines, useful combinations of releases and techniques. (Laidler) \$42.80 (Includes GST)
1 day - Sa. May 04, 09:30-16:00 - KEC

Women Fight Back — Part II (504402)

\$60
6 eve - Tu/Th. Jul 30, 18:00-19:30 - Lan
6 eve - Tu/Th. Jul 30, 19:30-21:00 - Lan
1 day - Sa. May 11, 09:30-16:00 - KEC

Debbie Laidler is a kinesiologist who has developed and taught self-defence courses in B.C. She is a second degree black belt in judo and has competed internationally with the Canadian Judo Team.

SOCIAL SERVICES

Community Based Social Services Certificate Program

General Information

This program was developed and first offered in 1982. Its purpose is to improve the skills of people working in the Social Services field who do not have a formal qualification. It examines social service skills and practice relating to a variety of client groups in the community, in order to expand the knowledge and skill base of social service workers. This part-time certificate program is designed to meet the needs of those working full-time. It is scheduled over a ten-month period and is 180 hours in length.

For Whom?

For those currently working in the Social Service field. This is not an entry level program. It is aimed at those individuals with a combination of volunteer/work experience in human services but limited formal training.

The Program:

The program has three components:
- Part I — 6 skill-based foundation courses (60 hours)
- Part II — 7 courses focusing on specific social service client populations (60 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:

Introduction/Orientation (150410)
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 Ill (150421)
Services to the Mentally Handicapped (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:

\$730 which may be paid in full or instalments

Program Coordinator: Lynda Dassiuk

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

Recommended application before August 15, 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. \$45.
Total course \$135
13 eve - Tu/Th. Apr 23, 19:00-21:30 - KEC

Schedule:

Introduction — Apr 23

Hearing Impairment — Apr 30/May 2

Learning Disability — May 7/9

Visual Impairment — May 14/16

Mental Handicap — May 21/23

Mental Illness — May 28/30

Physical Disability — June 4/6

Each session will be taught by an expert in that field of disability.

SUBSTANCE ABUSE

Substance Abuse Certificate Program

This part-time Certificate Program is designed for individuals who wish to develop knowledge and skills in the substance abuse field. It has been developed in consultation with an advisory committee representing professional counsellors, government agencies, educators, administrators, and employee assistance professionals.

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 substance abuse.

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 — Level 1 (101804 or 101805) course is a prerequisite.

Entry 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 — Level 1 (101804 or 101805) — 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

The Program:

The Certificate Program consists of seven (7) courses of varying length totalling 186 hours of instruction plus an additional 60 hours of a Practicum. Courses are offered in the evening, once a week and vary in length.

Introduction to Substance Abuse (200112) — 27 hours
Drugs and Human Behaviour (200127) — 15 hours
Individual Counselling Skills for Alcohol and Drug Addiction (200115) — 36 hours
Group Counselling Skills for Alcohol and Drug Addiction (200116) — 36 hours
Family Counselling Skills for Alcohol and Drug Addiction (200117) — 36 hours
Assessment, Referral and Community Resources for Drug Addition (200126) — 36 hours
Practicum (200119) — 60 hours

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

Next Intake Dates: September 1991; January 1992

Information Session:

1 eve - Mo. Apr 22, 18:00-19:00 - KEC, Room 4043

For a program brochure, application form or other information, please contact 875-8200.

Senior Program Coordinator: Marilyn McClaren
Program Coordinator: Joanne Rykers

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

Family Counselling Skills for Alcohol and Drug Addiction (200117)

This course examines the counselling skills which are necessary when working with the family of the substance abuser. Content will include understanding the family as a system and impact of substance abuse on this system. 27 hours (Wilson) \$200
 9 eve - Tu/Th. Mar 26, 18:30-21:30 - CC
 OR 1 eve - Tu. Mar 26, 18:30-21:30 AND
 4 day - Sa. Apr 06, 09:00-16:00 - CC

Practicum (200119)

The practicum provides an opportunity to apply the knowledge and skills which have been learned in the classroom component of the Substance Abuse Certificate Program. It involves a supervised placement in one or more approved community resources. Oral and written reports from the participant are required. A Vancouver Community College Practicum Coordinator will supervise participants during the practicum. 60 hours (Krocker) \$200

Instructor:

Henry Krocker (M.S.W.) has seventeen years of experience in the alcohol and drug field. He has supervised practicums and taught addiction courses at UBC.

Celesta Wilson, (M.A. Counselling Psychology) is a therapist working in drug and alcohol counselling and leads community workshops on substance abuse.

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

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.

Gerald Paul is a training specialist with BC Telephone. His expertise in telecommunications is in the data area. He has developed and instructed courses on Data Communications Concepts, Data Communication Networks, Multiplexed Services and Datapac.

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.

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) \$210
 6 eve - Mo. Apr 15, 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. suggested supplemental text: Voice Data Telecommunications System, Introduction to Technology by Gurrie & O'Connor, Prentice Hall (available at City Centre Bookstore). (Henning) \$270
 12 eve - Th. Apr 18, 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

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Integrated Services Digital Networks (ISDN). Suggested supplemental text: Voice Data Telecommunications Systems, Introduction to Technology, by Gurrie & O'Connor, Prentice Hall (available at City Centre Bookstore). (Clark) \$270
 12 eve - Th. Apr 18, 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) \$270
 12 eve - We. Apr 17, 18:00-21:00 - CC

Designing the Integrated Office (102205)

This course blends knowledge from previous courses and more! Participants in this course develop a solid basis for understanding contemporary, state-of-the-art office automation technology. Examine many management concerns and decisions related to the person/machine interface. Learn an information processing system and its different parts: input, processing, replication and distribution. Study 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) \$270
 12 eve - We. Apr 17, 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)

\$145
 2 hrs - Mo. Apr 08, 18:30-20:30 - KEC

Challenge Examination — Telecommunications Management I (Voice) (102206)

\$145
 2 hrs - Mo. Apr 08, 18:30-20:30 - KEC

Challenge Examination — Data Communications (102209)

\$145
 2 hrs - Mo. Apr 08, 18:30-20:30 - KEC

Fee Allocation for Challenge Examinations:

1. Participants must pay \$145 BEFORE writing any examination.
2. Fifty dollars (\$50) of the \$145 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 (\$95) 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 percent of the balance of \$95 (valid for one year); b) request a refund of the balance of \$95 which will be subject to an administrative charge of 20 percent.

Information Session:

To learn more about this program drop-in to meet the instructors on Tu., Mar 26, 16:00-17:30 - CC Rm. 220

Instructors:

Bill Clark is the president of TriCor 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.

Dale Henning has over 25 years Telecommunications experience including technical support, Centrex/PBX System design, sales, marketing and development for major telecommunications distributors and manufacturers. Currently in account management for NEC Canada Inc.

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.

TEACHING ENGLISH AS A SECOND LANGUAGE

Overview of Teaching ESL

An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program and Teaching English as a Foreign Language Certificate Program. Topics include language needs assessment, oral skills, writing, reading, dialogues, pronunciation, oral testing, and lesson planning. \$195
 10 aft - Mo. Apr 15, 13:00-16:00 - KEC (Rabinowitz)
 10 eve - Mo. Apr 15, 19:00-22:00 - KEC (Rabinowitz)
 10 eve - Tu. Apr 16, 19:00-22:00 - KEC (Zeller)
 5 day - Th/Fr/Mo/Tu/We. May 23/24/27/28/29, 09:00-16:00 - KEC (House)
 10 eve - Tu., June 4, 18:30-21:30 - KEC (Piton)
 5 day - Th./Fr./Mo./Tu./We. July 25/26/29/30/31 09:00-16:00 - KEC (Rabinowitz)

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. She is the Program Coordinator for the TESL Certificate Program at Vancouver Community College.

Carla Pitton — B. Ed, (UBC) is an experienced ESL Instructor. She has taught at the Canada Language Centre, Royal Oak College and is presently teaching in ESL Vocational Dept. at VCC. Carla has co-developed Card Games for Infinite Language and wrote "Find Out."

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., TEFLA 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.

Teaching English as a Foreign Language Certificate Program

Teaching English as a Foreign Language Certificate Program (150828)

Teaching English as a Foreign Language Certificate Program 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. On successful completion of all course requirements, students will receive the Vancouver Community College Teaching English as a Foreign Language Certificate.

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 Certificate Program 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 Certificate

Program. Maximum enrolment is 16 students. (Wilson/Lawson) \$1500
 20 day - Mo/Tu/We/Th/Fr. Aug 02-Aug 30, 09:00-16:30 - KEC

* The deadline For application is June 17, 1991.

Mima Wilson — B.A. (Linguistics) RSA TEFLA Certificate (International House). Mima has taught English as a Foreign Language in Spain and has been teaching ESL at Vancouver Community College since 1986. She has given workshops in teaching Reading and Grammar at the TEAL Conference, UBC and Vancouver Community College.

Mick Lawson — B.Ed., Cert Ed., RSA TEFLA Diploma (International House). Mick has taught EFL since 1980 in France, Greece, Italy, Spain, London, Oman, and most recently in Japan. Mick organized and ran a teacher-training course for both native and non-native teachers of English in Japan and is presently teaching at Vancouver Community College.

Teaching English as a Foreign Language (150828)

will also be offered in 1991 on the following dates:
 20 day - Mo/Tu/We/Th/Fr. Nov 01-Nov 29 1991 - KEC
 (Application deadline is Sep 20, 1991)
 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.

Teaching English as a Second Language Certificate Program

This program is intended for those who wish to teach English as a Second Language. The program focuses on practical methodologies and techniques for teaching English as a second language to adults. The TESL Certificate Program does not train candidates to teach in the elementary or secondary school system. Applicants may be planning to teach overseas or to teach at an educational institution or community agency in Canada.

The TESL Certificate Program is two hundred and sixty-nine (269) 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) Successful completion of An Overview of Teaching ESL (150802) or an equivalent TESL methodology university course
- 3) An undergraduate university degree
- 4) A successful interview

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. (Venables) \$255
 10 sessions - Tu/Th. Apr 23, 15:00-18:00 - TBA
 10 sessions - Tu/Th. Apr 23, 19:00-22:00 - TBA

Sandra Venables, M.A. (Linguistics). Sandra is an experienced college instructor in both English and Linguistics at the university level. She has taught in Italy and is currently teaching Linguistics and English 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) \$195
 4 sessions - Sa/Su. May 04/05/11/12, 09:00-16:00 - KEC
 4 sessions - Sa/Su. Jun 01/02/08/09, 09:00-16:00 - KEC
Barbara Gerber, B.Sc., M.Ed. Barbara has been teaching ESL in the ELS Department at Vancouver Community College since 1974. She has created resource materials and teaching techniques for grammar instruction and has developed and implemented the Oral Interview Assessment Test at Vancouver Community College.

Continued on page 34

TELECOMMUNICATIONS

Are you a telecommunications professional seeking to increase your knowledge in this rapidly changing field?

The following courses have been designed to suit your needs.

Spring 1991

Introduction to ISDN (102240)

Integrated Services Digital Network (ISDN) is the telecommunication buzzword for the '90s. ISDN will have an effect on every organization in some way, shape or form. Although ISDN technology is in the primary stages of development, it's critical for every organization to understand the concept and begin to investigate the opportunities. This seminar will present the concept of ISDN as it is today, including current international standards, and then introduce future user applications that are specific to ISDN, including existing and potential hardware and software products. (Clark) \$225
 1 day - Th. May 30, 09:00-16:00 - ODH

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. (Chernen) \$255
10 sessions - Th. May 02, 19:00-22:00 - KEC

Joann Chernen, B.A. Joann has been teaching ESL since 1981. She has taught at the Language Institute of Japan, the Canada Language Centre, and is currently teaching in the ESL Vocational Department at Vancouver Community College. Joann has given numerous workshops and presentations on the subject of pronunciation. Areas of special interest include curriculum development and teacher training.

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. (Lovelock) \$255
10 eve - Mo. Apr 15, 19:00-22:00 - KEC

Grant Lovelock, B.A., Teaching Certificate (UBC). Grant is an experienced ESL/EFL instructor. He has taught in Japan and is currently teaching at the Canada Language Centre. Grant's special areas of interest include communicative language instruction and the use of video to teach English as a second language.

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. (Souza) \$255
10 eve - Tu. Apr 16, 18:30-21:30 - KEC

Tony Souza, M.A. (UBC). Tony has taught ESL at Capilano College and at Vancouver Community College since 1982. He has been an executive member of the BC TEAL Association and 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 to English as a Second Language students. This course includes techniques for revision, editing and assessing student writing. (Poliakoff) \$255
10 mng - Fr. Apr 12, 09:30-12:30 - 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, Tri-TESOL and TESOL Conferences.

Teaching English for Academic Purposes (150819)

This course concentrates on the specific instructional techniques and course materials used to teach advanced level ESL students who plan to continue academic studies at a post-secondary level. This course provides students with an understanding of the methodology and instructional approaches used to teach reading, composition, literature and study skills. (Pidgeon/Lovelace) \$255
4 eve - Th. Apr 11/18/25, May 16, 19:00-22:00 - KEC
AND 3 day - Sa. Apr 13, May 11-25, 09:00-16:00 - 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 1970. He is presently teaching in the ESL College Preparatory Department at Vancouver Community College.

Marion Lovelace, B.A., B.Ed., M.Ed., TESL Certificate (Vancouver Community College). Marion is presently teaching in the ESL College Preparatory Department at Vancouver Community College. Marion's special areas of interest include creative writing and poetry. Marion has published poetry in numerous anthologies.

TESL Internship

TESL Internship (150824)

The TESL Internship is a thirty-five (35) hour course. It consists of ten hours of compulsory workshops and twenty-five (25) hours of practice teaching in an ESL classroom. (House) \$390
Internship Workshops - Sa. Apr 20, 09:00-16:00,
Mo. Apr 29, 19:00-22:00, Th. Jun 20, 19:30-21:00 - KEC
Internship Placement — May 6 to Jun 21

Jennifer House, B.A., B.Ed., M.Ed. Jennifer has taught ESL at Vancouver Community College since 1973. She is interested in teacher training, community-based ESL classes, tutor training and has written many ESL publications. Jennifer has supervised student teacher practicums at UBC and Vancouver Community College and is currently Program Coordinator for the TESL Program at Vancouver Community College.

TESL Electives:

The following elective courses have been developed for instructors currently teaching English as a Second Language as well as students registered in the TESL Certificate Program. The TESL elective courses can 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.

Teaching ESL Using Music and Jazz Chants (150831)

Learn 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) \$50
1 day - Sa. Apr 27, 09:00-16:00 - KEC
1 day - Sa. July 20, 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)

Explore different approaches to using visual arts: the camera, photographs and critical methods in the ESL classroom. Each student please bring three photos of themselves and family and friends. The photos will be used in workshops and not returned. (Zetler) \$50
1 day - Sa. Jun 22, 09:00-16:00 - KEC

Maureen Zetler, B.A., EFL Certificate (RSA) M.Ed. 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. Maureen is currently teaching in the ESL Outreach Department at Vancouver Community College.

Teaching ESL Using Poetry (150839)

Explore a variety of techniques for teaching poetry to ESL students. (Gerber) \$50
1 day - Sa. May 25, 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 and has created resources and teaching techniques for using poetry as a means of second language instruction.

Teaching ESL Using Storytelling (150838)

Explore a variety of techniques for teaching storytelling in the ESL classroom. (Gerber) \$50
1 day - Sa. Jun 15, 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. One of her special areas of interest is 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 Storytelling.

Presenting and Practising New Language (150853)

This two-day workshop is intended for qualified, experienced ESL instructors and student teachers who have successfully completed the TESL core courses Grammar Review and Teaching Grammar or the TEFL Certificate Program.

The aims of the courses 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 workshop. (Lawson) \$95
2 day - Sa/Su. Jun 01/02, 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.

Teaching ESL Literacy (150825)

This participant-centred workshop will focus on teaching adult ESL literacy students. Topics will include instructional approaches, teaching techniques, lesson planning, teaching materials and resources. A resource package of lesson and teaching ideas will be provided for all workshop participants. (Price-Hosie and Massaro) \$100
2 day - Sa/Su. May 11/12, 09:30-16:30 - KEC

Sandra Price-Hosie, B.A. (UBC), Journalism Diploma (Vancouver Community College), TESL Certificate (Vancouver Community College). Sandra is an experienced ESL literacy instructor and is currently teaching an adult ESL literacy class in the Settlement Language Program at the Immigrant Service Society. Special areas of interest include curriculum design and resource development for ESL literacy.

Janet Massaro, B.A. (UBC), TESL Certificate (Vancouver Community College). Janet has been teaching ESL/EFL since 1987. She has taught EFL at the Language Training Research Centre and the Woon Am Language Institute in Seoul, Korea and is currently teaching an adult ESL literacy class in the Settlement Language Program at the Immigrant Services Society. Special areas of interest include curriculum design and the development of teaching resources for ESL literacy.

Active Learning Workshop (150816)

A drama-based approach to English as a Second Language instructor which teaches you, the instructor, to involve students totally in the language learning process. For all ESL instructors! Trained by Mark Rittenberg in the Rittenberg-Kreitlor approach, Elizabeth Schneyer and Anja Strucholz come from San Francisco to teach this popular course. \$175
2 day - Sa/Su. Aug 24/25, 09:00-17:00 - KEC
2 day - Mo/Tu. Aug 26/27, 09:00-17:00 - KEC

Elizabeth Schneyer, B.A., M.Ed. Elizabeth is a specialist in Education Through the Arts. Her work has focused on the use of drama in the classroom to develop creativity, self-esteem and enhanced communication skills. Elizabeth has worked extensively with the Rittenberg-Kreitlor Active Learning approach since 1987.

Anja Strucholz, M.A. Anja has been involved in second language instruction since 1976. Her special area of interest is art-based education and the integration of the arts, specifically drama, into all curriculum areas. Anja has worked with Mark Rittenberg, assisting in teaching his 'Active Learning Workshops' since 1986.

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) \$55
1 day - Sa. Sep 07, 09:00-17:00 - KEC

Colleen Van Winkel, B.A., Teaching Certificate (UBC). Colleen has had extensive experience teaching ESL at the Beginners level since 1975. She has been an ESL instructor at Vancouver Community College since 1981 and is currently a tutor trainer with the Homefront Tutor Program at Vancouver Community College. Colleen has presented several workshops at conferences in the Lower Mainland.

Tutoring Advanced Level ESL Students (150854)

Learn to tutor advanced level ESL students. This one-day workshop will cover student language needs assessment, teaching resources and learning materials for advanced level ESL students, and tutoring techniques and strategies for the one-to-one teaching situation. This workshop has been developed for tutors working with advanced level ESL students who are studying to complete post-secondary subject requirements, professional upgrading or preparation for the TOEFL test. (Nurse) \$50
1 day - Sa. Apr 27, 09:30-16:30 - KEC

Maureen Nurse, B.A. (Comp. Lit.) U.C. (Berkeley), Professional Teaching Certificate Community Ed. (UBC). Maureen has been an ESL instructor in the Vancouver community since 1975 and a tutor trainer with Homefront Learning Program at Vancouver Community College since 1985. Maureen has taught at the advanced level in the ELS Department and in the College Preparatory Department at Vancouver Community College.

TRAVEL COURSES AND TOURS

Travel Courses

International Tour Leading (504645) ** New **

This two-day workshop is designed and targeted at people who are interested in becoming international tour leaders. The course will concentrate on all aspects of leading a tour from briefing clients before the tour, managing the tour enroute, the special problems and group dynamics of an escorted tour, the return trip, tour debriefing and presenting slide shows to clients. (Boycott/Bruce) \$176.55 (Includes GST)
2 day - Sa/Su. May 11/12, 10:00-16:00 - Lan

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) \$10.75 (Includes GST)
1 mng - Sa. Apr 27, 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) \$37.45 (Includes GST)
1 mng - Sa. Jun 22, 10:00-14:00 - Lan

Exotic Morocco (504629)

Morocco is an incredibly diverse and exotic country. With the aid of slides, you will 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) \$10.70 (Includes GST)
1 day - Sa. May 11, 10:00-12:00 - Lan

Turkey — "Romance of a Rugged Land" (504630)

Concentrate 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) \$10.70 (Includes GST)
1 mng - Sa. Jun 01, 09:30-12:00 - Lan

Indonesia (504643)

"Islands of the Gods." Illustrated 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 view 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) \$10.70 (Includes GST)
1 day - Sa. May 04, 10:00-12:00 - Lan

Yugoslavia/Greece/Albania (504639)

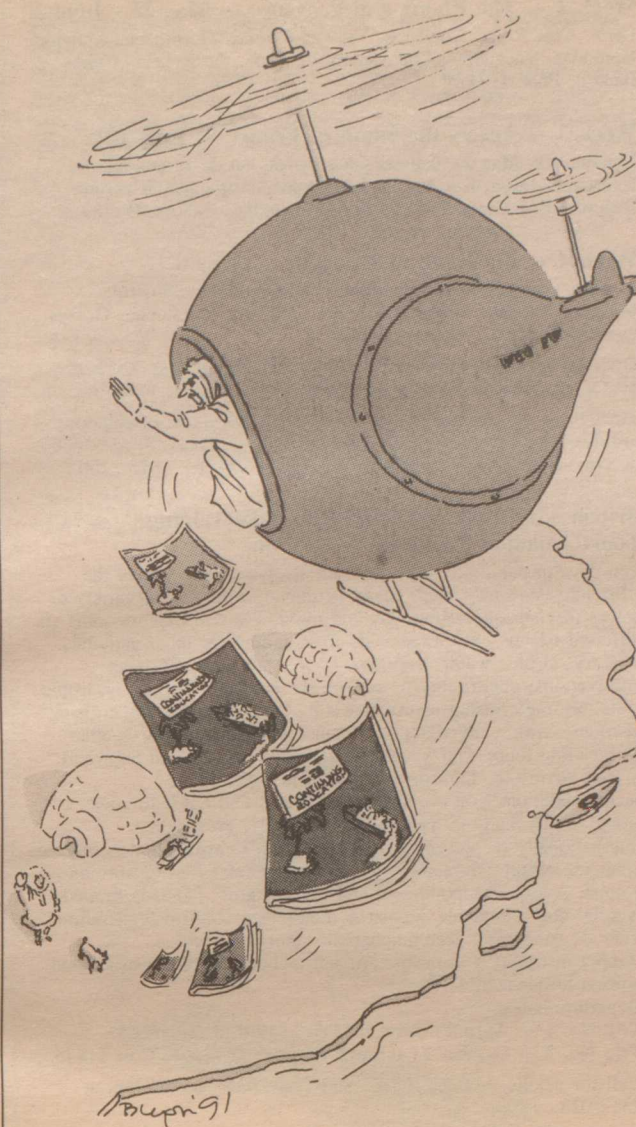
"The Balkan Mosaic." Yugoslavia is Eastern Europe with a sunny Mediterranean smile, while Albania is almost a recluse — hidden from the outside world. However, both countries share the same lovely mountain scenery, warm coastline and diversity of folk traditions. With the aid of slides, we visit Dubrovnik, 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 island hop, visiting Crete, Rhodes and Santorini, in addition to the mainland and at the timeless beauty of the Parthenon. (Bruce) \$10.70 (Includes GST)
1 day - Sa. Jun 08, 10:00-12:00 - Lan

Costa Rica, Belize and Guatemala — Lands of the Eternal Spring (504646)

These unique countries straddle the narrow land bridge between the Caribbean and the Pacific Ocean. They contain ruins of ancient civilizations, fascinating Indian markets, active volcanoes, glorious coral reefs and unique wildlife sanctuaries. Come and explore with us! (Boycott/Bruce) \$10.70
1 day - Jun 15, 10:00-12:00 - Lan

A Bicycle Holiday in Europe — Do It On Your Own (504638)

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, 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. (Land, Smyth) \$53.50 (Includes GST)
1 day - Sa. Apr 20, 09:00-16:00 - Lan

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 and Norman Bruce, 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.

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. In 1988 Norman was honoured to be elected a Fellow of the Royal Geographical Society of London.

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.

Travel Tours

"The Lands of Eternal Spring" Guatemala, Belize and Costa Rica

These are lands where the sun rises from the warm waters of the Caribbean and sets over the majestic volcanic peaks of the western highlands. Our trip starts in Guatemala. Here we visit Chichicastenango — a charming Mayan village — host to the largest Indian market in Central America and the Church of Santo Tomas, where Catholic and Pagan practices merge. We visit Esquipulas-mecca of the Americas, with its statue of the Black

Christ. Finally, nestled deep amongst the rainforests of the Peten, is Tikal National Park, the greatest pyramids in all of Meso America.

We also visit Belize, which includes opportunities for snorkelling, diving and fishing on the second largest coral reef in the world. In Cost Rica we explore the unique 'Cloud Forest' nature reserve and come close to active volcanoes.

Tour: 3 weeks, September 1991

Price: TBA

For more information, please contact Wayne Decle at Vancouver Community College, Continuing Education Division — 875-8200 or Adventures Abroad at 732-9922.

Indonesia

October 11 — November 4

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.

Albania/Yugoslavia

May 4 - May 25 / August 3 - August 24 / September 7 - 28

"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 Plitve 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! \$3650
Phone Adventures Abroad — 732-9922 or Wayne Decle, Vancouver Community College - 875-8200. Receipts will be issued for income tax purposes.

Turkey

July 13 - August 3 / September 7 - 28 / September 28 - October 19

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

October 19 - November 2 / December 21 - January 04, 1992

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.

Thailand (Fall 1991)

Escape the cold November rains and come with us to exotic Thailand, "Land of Smiles." Visit Bangkok and share the excitement of this great Asian city. 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) Approximately \$2,600 — 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 1991, please call Canada World Travel, Dr. Bob Gallacher — 872-0355 or Wayne Decle, Vancouver Community College - 875-8200.

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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. 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, Eprenay, Chablis, Dijon, Chambertin, Clos Vougeot, Nuits-St-Georges, Beaune, Pommard, Meursault, Montrachet, Pouilly Fuisse, Beaujolais, Lyon.

EDUCATION INFORMATION CENTRE

Main Floor, 515 West Hastings Street,
Vancouver, B.C. V6B 5K3
681 - INFO

EDUCATION INFORMATION CENTRE CONSORTIUM HOURS

8:30 - 4:30 Monday to Thursday
closed Friday

SERVICES

- information on programs and continuing education courses of member institutions

- distribution of calendars and brochures of member institutions

- information on major programs at other B.C. public post-secondary institutions

- an occupations file linking occupations to educational programs

- referrals to other institutions and agencies to meet individual needs

MASTER MEMBERS

Vancouver Community College
(City Centre, King Edward Campus,
Langara Campus)
British Columbia Institute of
Technology
Douglas College
Simon Fraser University
University of British Columbia
Centre for Curriculum and Professional
Development

ASSOCIATE MEMBERS

Certified General Accountants
Association of B.C.
Malaspina College
Northern Lights College
Northwest Community College
Okanagan College
Pacific Marine Training Institute

Week 2 — The Rhone and Provence — May 25 - June 2

Lyon, Cote Rotie, Condrieu, Vienne, Cornas, Hermitage, Avignon, Gignondas, Vacqueiras, Chateaufort 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, Lissac, St-Julien, Pauillac, St-Estephe, Graves, Sauternes, Barsac. Visit to Cognac.

Orientations, slide shows and tastings are scheduled at \$20 per person at Wines & Things, 3121 West Broadway, as follows:

To register or for more information on the tours and orientation tastings, please call Michael Walsh at Vintage Tours — 737-2006, or Wayne Decle 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. 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. Tour cost includes, accommodation, luxurious yacht, skipper/instructor and meals. Air not included. (\$600 instructional portion tax deductible.)

Departure dates:
Trip No. 1 — April 23 through May 3, 1991. Cost \$1245
Trip No. 2 — October 21 through October 31, 1991. Cost \$1445

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

Summer Workshops in France '91'

Paul and Babette Deggan's Centre for the Arts at Montaigne-le-Blanc since 1980. Enjoy painting and drawing and/or French Language Workshops in a medieval hill village overlooking valleys rich in orchards, vineyards and fields of giant sunflowers. June 8 to 27 or July 8 to 27.

Show of the Century: 1991 Total Solar Eclipse

A once-in-a-lifetime event. Escorted to Club Med in Sonora Bay, Mexico by Dr. David Vogt, Curator, Geophysics and Astronomy and Physics Dept., UBC, and Bill Van Luven, producer at the HR MacMillan Planetarium and instructor at Capilano College and Gordon Southam Observatory. July 6 to 13

International Elderhostel

Workshops in French Language and Painting and Drawing at the Summer Centre for the Arts (see Summer Workshops in France '91 above). Elderhostel is designed for the over-60s although companions may be 50 years or over. August 8 to 27 or September 6 to 25.

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 and technical writing.

Participants will generally begin the program with the most junior course. The Writing Skills Workshop and will then move into a self-designed program, completing a total of 75 course hours to receive the final Certificate of Completion.

Non-certificate students may enrol in any course. For information call Wayne Decle - 875-8200. For registration call 875-8200.

Entry Requirements:

It is recommended that all participants in the certificate program start by completing The Writing Skills Workshop or demonstrate in an interview that this level has been achieved.

Evaluation:

Program students shall be evaluated on the basis of assignments, participation and course projects. Upon successful completion of designated program requirements, students may apply for the Writing Program Certificate.

Writing Skills Workshop (102811)

Explore the fundamentals of writing: clear thesis, coherent structure and clean, appropriate sentence. You approach the writing tasks in stages — taking notes, writing and revising - examining 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. Enrolment is limited. (Sill/Weiss/McGuire) \$115
6 eve - Th. May 02, 19:00-21:30 - Lan (Weiss)
6 eve - We. Apr 24, 19:00-21:30 - Lan (Sill)
6 eve - Th. Apr 25, 19:00-21:30 - Lan (Sill)
6 eve - Tu. May 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. (Decle) \$115
6 eve - Mo. May 06, 19:00-21:30 - Lan
6 eve - We. May 08, 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. Read from works-in-progress and receive valuable feedback. You will work toward producing your own complete edited and polished piece of fiction. Examine marketing strategies that will help work reach its audience. (Williams) \$115
6 eve - We. May 15, 19:00-21:30 - Lan

Poetry — The Voice Within (102876) ** New **

The best poems unveil the fantastic lurking beneath the ordinary. This course teaches principals central to the craft of poetry writing — development of the poet's personal vision through journal writing, associative writing, and improvisational techniques, as well as experimentation with more traditional creative structures. Work focuses on developing a unique voice for each poet, understanding the nature of each poet's particular point of view and developing attitudes and strategies for publication. (Young) \$115
6 eve - Th. May 02, 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) \$115
6 day - Sa. May 04, 10:00-13:00 - Lan

An Introduction to Writing a Novel (102814)

Intended for anyone who has always wanted to write a book but doesn't know where to begin; this course will focus on the conception, structuring, and development of a book-length work. The basic elements of fiction, as seen in published writing and the students' own material, will be explored in a discussion/workshop format. Although the "novel" will be the main reference point in discussion, people interested in biography, short-story collections and other book-length "story" forms will find this course beneficial. Students with work in progress are encouraged to bring

Continued on page 37

it to the first class. The aim of the course will be to produce an outline for a writable book, as well as short pieces of actual writing. The instructor will be available for at least one private editorial consultation with each student outside of class hours. (Payerle) \$115
6 eve - We. May 08, 19:00-21:30 - Lan

Writing Children's Stories (102868)

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." (McGuire) \$115
6 eve - We. May 01, 19:00-21:30 - KEC

Playwriting I — An Introduction (102866)

Want to write a play, but don't know how to start? Using in-class exercises as a foundation, you will progress 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) \$115
6 eve - Tu. May 07, 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. \$115
6 eve - Mo. May 06, 19:00-21:30 - Lan

Instructors:

Wayne Decle — 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. She writes both fiction and drama for children. Her poetry, short stories, and articles have appeared in Canadian publications. Her most recent collection of short fiction will appear in 1991.

Ramona Montagues, M.A. has published articles and bibliographies and is currently lecturing and instructing English and technical writing.

George Payerle is a Vancouver writer and editor. His second novel, "Unknown Soldier," was published in 1987 by Macmillan of Canada, and his work has appeared in periodicals since 1966.

Carol Sill is an experienced writer of published articles, promotional pieces and media scripts. She has instructed classes and workshops and is currently editing a variety of desktop publications.

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 paperback ("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.

Nicola Young, B.A., B.Ed., has studied with poets John Thompson and Robin Skelton. Her poetry has appeared in Canadian publications and she is currently working on a series of short stories and a collection of poems.

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)
7 eve - Mo. May 06, 20:00-22:00 - Lan

Writing for Periodicals (102817)

This course is designed as a step-by-step introduction to writing for the freelance magazine market in Canada. Taught by John Lekich, an award-winning writer with ten years' experience in the field, it focuses on such topics as generating ideas, the process of writing and how to find the appropriate market. Tailored for the beginner, the only prerequisite is that you should enjoy writing. (Lekich) \$107 (Includes GST)
8 eve - We. May 01, 19:30-21:30 - Lan

Designing and Writing Greeting Cards for Publications (102875)

The greeting card industry relies heavily on freelance talent. 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) \$112.35 (Includes GST)
5 eve - Th. May 09, 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.



VANCOUVER
COMMUNITY
COLLEGE
EDUCATIONAL FOUNDATION

EDUCATIONAL FOUNDATION

The purpose of the Educational Foundation is to raise voluntary dollars for financial student aid (scholarships/bursaries), program development and capital needs.

The demand for financial support far exceeds monies available.

Your help is needed. Please support Vancouver Community College's students.

For further information contact:

Vancouver Community College
Educational Foundation
1155 East Broadway
Box 24700, Station "C"
Vancouver, B.C.
V5T 4N4

Phone: 875-1131

Charitable Registration # 0661975-23

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
Fund Raising
Garment Construction
Infant-Toddler Supervisory Program
Intravenous Therapy
Legal Assistant-Conveyancing
-Corporate
-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
Teaching English As A Foreign
Language
Telecommunications Management
Visual Arts - Photography Major
Volunteer Management
Working with School Aged Children

4 WAYS TO REGISTER

1. By MAIL.

Fill in Registration Form (at right) and send it in with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES.

Mail to:

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

2. By PHONE.

Charge it to your MasterCard or VISA card.
City Centre 682-5844

King Edward Campus 875-8200

Langara Campus 324-5322

King Edward West

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 39 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

King Edward West

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.

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 M. Pearce

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 _____

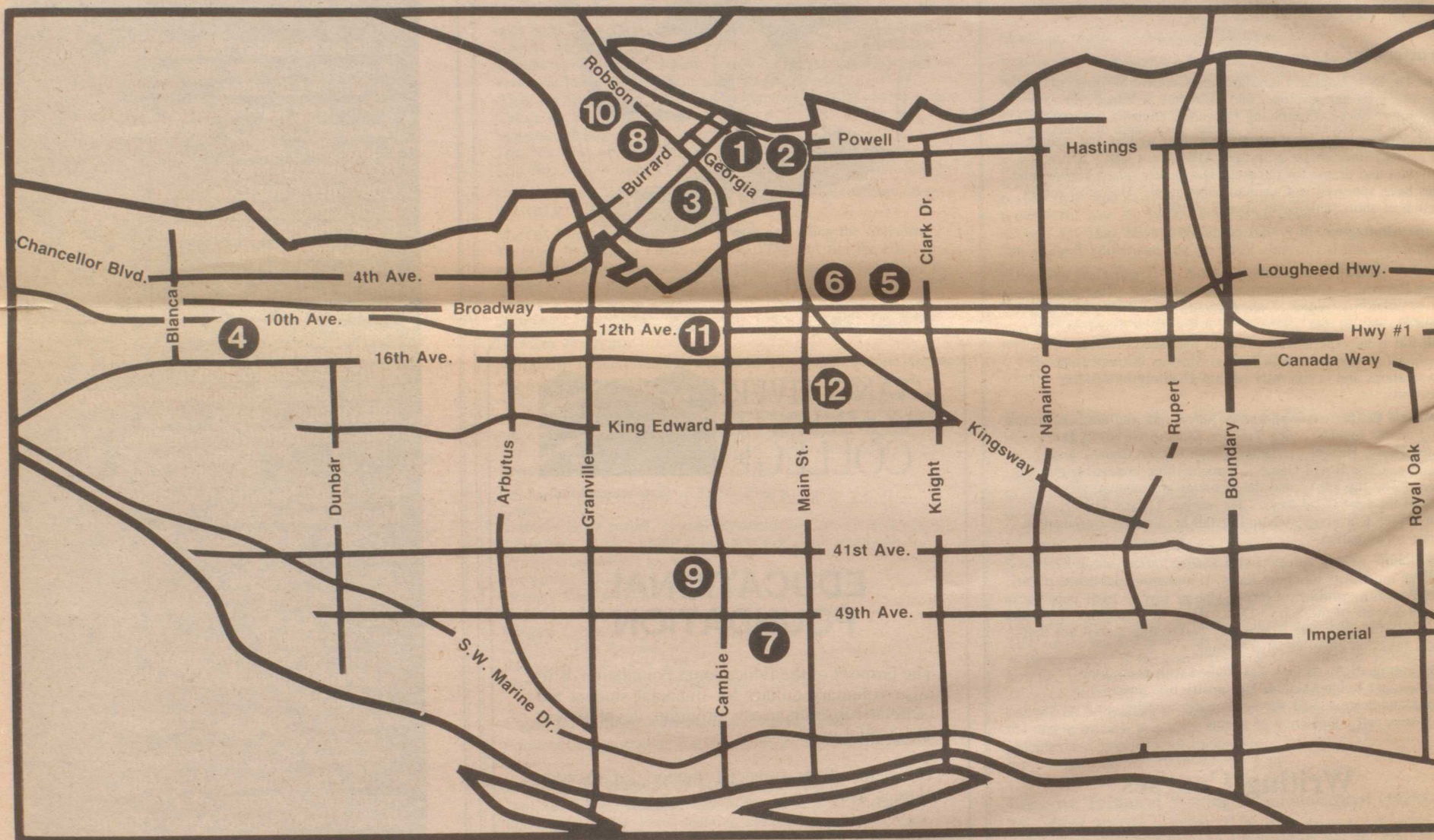
PROVINCE _____ POSTAL CODE _____ HOME PHONE _____ BUSINESS PHONE _____ LOCAL _____

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	\$ _____	CREDIT CARD ACCOUNT# _____
3	<input type="checkbox"/> MONEY ORDER	START DATE _____ END DATE _____
4	<input type="checkbox"/> CHEQUE	
	<input type="checkbox"/> CREDIT CARD	

SIGNATURE _____ DATE _____



1. CC- City Centre, 250 W. Pender St.

2. CLW- Clothworks, 132 Powell St.

3. CMA- Society of Management Accountants of B.C.
Education Centre, 814 Richards St.

4. FP- Focal Point, 4474 W. 10th

5. KEC- King Edward Campus, 1155 E. Broadway

6. KEC/W- King Edward West, 691 E. Broadway

7. LAN- Langara Campus, 100 W. 49th Ave.

8. MCH- Ming Court Hotel, 1160 Davie St.

9. OAK- VCC Oakridge Shopping Centre (North Tower),
Cambie and 41st.

10. O'Doul's Hotel, 1300 Robson St.

11. Sheraton Plaza 500, 500 West 12th Ave. at Cambie St.

12. VVC- Vancouver Volunteer Centre, #301-3102 Main St.

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:

1. has applied for permanent residency and is receiving favourable consideration and is designated as such by the Federal Government;
2. is a member, or direct dependent of a member, of the diplomatic corps;
3. is being processed under the Federal Domestic Movement Program.
4. 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:

1. A fee paying student cannot be displaced. Seniors requesting a fee-waiver will be registered conditionally and, should the class fill, the senior will be superseded by a fee paying student. A senior so displaced will be given the option of paying.
2. The waiver of course fees shall not include the waiver of materials or equipment rentals.
3. A fee waiver shall not apply to computer courses at off-campus locations, to travel or natural history tours or to wine courses.

REGISTER EARLY!

Popular programs fill up quickly so register early to avoid disappointment. 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.

STATUTORY HOLIDAYS- SPRING TERM 1991

The Continuing Education Division will be closed the following dates:

Friday, March 29 to Monday, April 1, 1991 (inclusive)
Monday, May 20, 1991
Monday, July 1, 1991
Monday, August 5, 1991

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

