

VANCOUVER COMMUNITY COLLEGE

CONTINUING EDUCATION

FALL 1991



Meet VCC's students.

They're lifelong learners.

BE A PART OF THE LEARNING ENVIRONMENT AT VCC. KEEP THIS FLYER FOR INFORMATION REGARDING COMPLETING CERTIFICATE PROGRAMS RELATED TO YOUR CAREER, ACQUIRING JOB SKILLS FOR UPGRADING, OR FOR ENJOYING RECREATION AND LEISURE TIME COURSES.

VANCOUVER
COMMUNITY
COLLEGE



Continuing Education



Continuing Education Class Locations

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. DFG-Diane Farris Gallery -1565 W. 7th Ave.
5. FP- Focal Point, 4474 W. 10th
6. KEC- King Edward Campus, 1155 E. Broadway
7. KEC/W-King Edward West, 691 E. Broadway
8. LAN-Langara Campus, 100 W. 49th Ave.
9. OAK-VCC Oakridge Shopping Centre (North Tower), Cambie and 41st.
10. O'Doul's Hotel, 1300 Robson St.
11. Sheraton Plaza 500, 500 W. 12th at Cambie St.
12. VVC- Vancouver Volunteer Centre, #301-3102 Main Street

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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 CO-ORDINATORS

- **Art, General Interest**
Bernie Lyon: 324-5322
- **Building Manager, Building Service Worker, Business of Film, 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**
Marilyn McClaren: 875-8200
- **Computer Skills**
Cornelius Constantinescu: 324-5322
- **Counselling Skills**
Joanne Rykers: 875-8200
- **Court Interpreting**
Silvana Carr: 324-5585
- **Dental Programs**
Maureen Dawe: 874-9923
- **Early Childhood Education**
Gyda Chud: 324-5521
- **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, Gemology, Electric, Electronic**
Donald Oakes: 682-5844
- **Graphic Design**
Janet Russell: 682-5844
- **Humanities, Investment, Design, Real Estate, Travel, Creative Development, Advertising Writing Program, Wine Certificate**
Wayne Decle: 875-8200

- **International Education - Homestay**
Valerie Peters: 874-9923
- **Jewellery**
Maciek Walentowicz: 682-8111, Local 272
- **Languages**
Patricia Martin: 324-5322
- **Management Skills for Supervisors, Essential Skills for Supervisors, Advanced Management Skills, Library Automation Skills, 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**
Wayne Decle: 875-8200
- **Small Business, Telecommunications Management**
Peggy Worobetz: 875-8200
- **Sterile Supply Processing Aide**
Sheila Stickney: 874-9923
- **Substance Abuse**
Marilyn McClaren or Joanne Rykers: 875-8200
- **Teaching English as a Second Language**
Jennifer House: 875-8200
- **TESL, TEFL, Languages, Interpreting**
Brenda Pengelly: 875-8200
- **Volunteer Management**
Brenda Reynolds: 875-8200

VANCOUVER
COMMUNITY
COLLEGE



Continuing Education

MEET OUR STUDENTS!

They come to VCC for many reasons--to advance in their career, to begin a path towards a career change, to earn a certificate, to learn new skills or simply to understand more about life. We offer some 2,000 courses to meet their needs.

Our Fall Continuing Education flyer features a few of the more than 28,000 adult learners who join us each year.

Many students have commented on our flexible scheduling that enables them to take classes in the evening or on weekends to fit their busy lives. Some have told us:

"As an older working adult, this program has suited me perfectly."

"Your courses are stimulating and motivating."

"The instructors consistently do a good job. There is a strong sense of professionalism."

Meet some of the lifelong learners, in this issue, who have chosen VCC's Continuing Education courses. And maybe you will make a discovery for yourself too!

THE
CONTINUING EDUCATION
DIVISION

VCC

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. Oct 01, 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.

ANTHROPOLOGY

An Introduction to Northwest Coast Prehistory (505606)

Look at all periods of Northwest Coast prehistory, focusing on the Gulf of Georgia region. The field trip will include visiting several sites in the Vancouver area. (Pratt) \$85.60 (Includes GST)
5 eve - Tu. Oct 08, 19:00-21:00 - KEC

The Northwest Coast Native Art Tradition (505605)

Explore the rich heritage of Northwest Coast native art. Week one will focus on the prehistoric art of British Columbia. Week two will examine traditional artistic forms of coastal peoples including carving, basketry, weaving, and costumes. Week three will explore the new art forms of this century, including silver and argillite carving, printmaking and sculpture. Week four will be a field trip to the UBC Museum of Anthropology. (Holm) \$107 (Includes GST)
6 eve - Tu. Oct 01, 19:00-21:00 - Lan

Ethnology of the Northwest Coast (505604)

This course provides an introduction to the study of Northwest Coast native peoples and their cultural traditions. Students will learn the differences and similarities in their languages, social organization and ritual life, as well as examining the more contemporary issues of aboriginal rights, and self-government. Slides and films will be shown throughout the course. (Garvey) \$107 (Includes GST)
6 eve - Tu. Oct 15, 19:00-21:00 - Lan

Instructors

Charlene Garvey is a MA candidate at the University of British Columbia whose speciality is Northwest Coast Native Peoples.

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

One of many adults considering a career change, MACK MORRISON is a student in our GRAPHIC DESIGN PROGRAM. Mack has been an electrician for 17 years and hopes to start a

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

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; and 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. (Musson) \$100
10 eve - We. Sep 25, 19:30-21:30 - Lan

Drawing and Painting (500103)

Make the transition from drawing to painting and from black and white to colour. Emphasis will be placed upon colour, pattern and texture in your work. Acrylic paints and some gouache will be used. (No oils please.) All levels welcome. Bring a pencil to first class. (Marshall) \$100
10 eve - Th. Oct 03, 19:30-21:30 - Lan

Life Drawing (500107)

Examine the scope of visual language in detail by working from live models. Learn principles of colour, movement and gesture. Be presented with the challenge of memory drawing, new media and more. Models at all classes. Bring a pencil and paper to first class. (Musson) \$115
10 eve - Tu. Sep 24, 19:30-21:30 - 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
10 eve - We. Sep 25, 19:30-21:30 - Lan

Portraiture (500110)

Concentrate on the beauty of the human form and in particular the form of the face. Learn how different drawing materials (pencil, charcoal, conte, pastels and ink) produce strikingly different results. All levels welcome. (Kowallek) \$100
10 eve - Th. Sep 26, 19:30-21:30 - Lan

Drawing Adventures (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
10 eve - Th. Sep 26, 19:30-21:30 - 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
10 eve - Tu. Sep 24, 19:30-21:30 - Lan

Watercolour Level I (500112)

Learn to stretch paper, lay washes and use the exciting and challenging medium of watercolour. Beginners welcome. (Kowallek) \$100
10 mng - Sa. Sep 21, 09:30-11:30 - Lan

Watercolour Level II (500113)

Designed for those who have basic instruction in the art of water-colour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowallek) \$100
10 aft - Sa. Sep 21, 12:00-14:00 - 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. Please note this course will be taught in Mandarin and English. (Lou) \$110
8 eve - Th. Sep 26, 19:00-21:30 - Lan

Calligraphy: Italic Lettering (5050301)

An easy fun beginning in the basic skills of italic writing with the edged pen! This practical, yet beautiful style develops into fast, legible handwriting which looks so good! It can be used for everyday handwriting (letters), note taking or for more formal uses - invitations, gift cards, posters etc. Instructor will advise the modestly priced supply requirements. Students with experience will also benefit from this class. (Poskitt) \$85
2 day - Sa. Sep 28, 19:30-15:30 - 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, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$160
10 eve - Mo. Sep 23, 18:00-21:30 - Lan
10 eve - Tu. Sep 24, 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) \$155
8 eve - Fr. Sep 20, 19:30-21:30 - Lan
8 mng - Sa. Sep 21, 10:00-12:00 - Lan

Sculpt - 2000 Workshop - Part I (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. Sep 23, 19:00-22:00 - Lan
8 eve - Tu. Sep 24, 19:00-22:00 - Lan

Sculpt - 2000 Workshop (500150)

Part II - Wax Models for Bronze Casting
A valuable extension to Part I, this course focuses on the casting and finishing of wax models and prepares the student with quality work for the bronze foundry. You will learn how to make a simple plaster waste mold from your original foam pattern, cast a hollow wax copy, polish, texturize, number, copyright and sign the work. Students are expected to pay \$45 for materials and supplies. You will have the opportunity to have your work cast at a bronze foundry or to complete the process and cast your own in a developing Part III of this program. Class size is limited to eight. Please register early. (Dallaire) \$220
8 eve - We. Sep 25, 19:00-22:00 - Lan

"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. Sep 24, 19:00-21:30 - Lan

Textile Screen Printing Workshop (500124)

Learn from start to finish basic textile screen printing techniques. Explore ideas to capture and print images on T-shirts and yardage. Learn: screen-making methods; stencil methods from paper to photo-stencil; setting up a dark room; how to prepare art for printing; how to execute basic multi-colour screen printing techniques; what types of inks to use and how to use them: water-based, solvent-based, puffs and metallics. 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)



new career as a graphic artist through his training at VCC. He credits his instructors with "consistently doing a good job. They're always interesting and helpful."

1 day - Su. Sep 29, 08:00-15:00 - Clw
 1 day - Su. Oct 27, 08:00-15:00 - Clw
 1 day - Su. Nov 17, 08:00-15:00 - Clw
 1 day - Su. Dec 08, 08:00-15:00 - Clw

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. Oct 10, 19:30-21:30 - Lan

Other ART related courses can also be found in these sections: FASHION ARTS: Basic Fashion Illustration and Fashion Illustration Workshops GRAPHIC DESIGN: Drawing on the Right Side of the Brain, Drawing From the Artist Within, Perspective Drawing and Rendering, Anatomy for the Artist/Illustrator and Illustration for Graphic Design.

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 Kowallek is a Realist painter whose work is regularly exhibited at the Harrison Galleries in Vancouver. Her paintings can also be found in the collections of Henry Kissinger and ex US 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.

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.

ART APPRECIATION

ART GALLERY - TOUR AND LECTURE SERIES

Contemporary Art Appreciation (503473)

Through gallery visits, slide lectures and discussion, the course will provide an experience and understanding of contemporary visual art. The course will explore the key concepts and terminology of contemporary visual art discourse and further an awareness of the issues and aesthetics that contemporary art generates.

The course will be composed of weekly, alternating slide lectures and gallery tours.

The class will have the opportunity to view and discuss exhibitions at the Vancouver Art Gallery and at "parallel" galleries such as the Contemporary Art Gallery, Presentation House Gallery, OR Gallery, and the Pitt Gallery, as well as commercial galleries such as the Diane Farris Gallery and the Equinox Gallery.

The following are examples of the visual art exhibitions that will be visited by the class: At the Vancouver Art Gallery the work of nine internationally recognized artists such as Vancouver artists Rodney Graham and Jeff Wall and American artists Renee Green and Edgar Heap of Birds, and the travelling exhibition (organized by the Leeds Art Gallery), "Fabled Territories," new Asian photography in Britain. An exhibition of paintings at the Contemporary Art Gallery by the Toronto artist Joanne Todd. A mixed media installation by the well-known Parisian artist Annette Messager. Her work will be exhibited jointly by Presentation House Gallery and Contemporary Art Gallery. (Watson) \$197.95 (Includes GST)
 6 wks - Tu. Oct 01, 19:00-22:00 AND Sa. 12:00-15:00 - Diane Farris Gallery

Instructor

Petra Watson is a Vancouver writer, curator and consultant. Her writings on art and culture are published in C. Magazine and Parachute. She has an MA in Communication with a focus on cultural studies.

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 - Mo. Sep 23, 18:00-20:00 - Lan

Instructor

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

BUILDING CONSTRUCTION, RENOVATIONS & HOME REPAIR

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)
 8 eve - We. Oct 02, 18:30-21:30 - CC

Instructor

Rob Wilkinson graduated from the BCIT Building Technology Program and has worked in the area of estimating and commercial project coordinator for twelve years. Mr. Wilkinson brings ten years of teaching experience to his subject area.

BUILDING SERVICES

BUILDING SERVICE WORKER

Building Service Worker - Level I (109008)

Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. This is a theoretical course which prepares students for the hands-on program. (Clarke) \$170
 5 day - Sa. Sep 21, 09:00-16:00 - CC
 5 day - Sa. Nov 16, 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. Sep 25, 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 and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$165
 10 eve - Mo. Sep 30, 19:00-22:00 - CC

WHMIS - Workplace Hazardous Materials Info System (109010)

This course is intended to provide the necessary information for building managers and

other building service personnel to understand government regulations regarding hazardous materials. All building service personnel who handle hazardous materials (chemicals, toxic cleansers, etc.) should enroll in this course. (Clark) \$35

1 day - Sa. Oct 05, 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.

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

BUSINESS

APPLIED BUSINESS SKILLS CERTIFICATE BUSINESS

Your survival and advancement as a manager or supervisor will be determined by your performance as a specialized generalist. The Applied Business Skills Program is designed to develop your ability to perform a unique combination of tasks, both as a generalist and a specialist.

The program contains four (4) generalist courses in: Management, Accounting, Computers and Communication. Participants can then design the specialist component of the program to meet their own needs by selecting from over 35 course options. Specializations are available in Accounting, Communications, Computers, Law, Management, Personnel, Real Estate, Sales and Marketing, and Telecommunications.

For information, program guide or registration, call Program Assistant - Joanne Bydal, 324-5322 (10:00-15:00)

Entry Requirements

Prospective participants must:

1. Possess a Grade 12 diploma or equivalent
2. Have successfully completed the English Language Proficiency Index * examination as determined by the College.

* Language Proficiency Index Exam (102055)

This exam is mandatory for all students registering in Communications 1115 or 1118. The fee for this exam - \$30 is non-refundable. The exam will be written September 04, 18:30-21:00 - Lan

Application Procedure

Call 324-5322 to obtain a program guide containing an application form. Return the completed application form before:
 - September 4 for September start
 - December 15 for January start
 - March 15 for April start

Certificate Requirements

156 hours of Generalist courses required. 156 hours of Specialized course work to be selected by each participant. See program structure for specifics.

Scheduling

The courses in the Applied Business Skills Certificate Program are offered in the September (Fall); January (Winter) and April (Spring) terms. Some courses may not be offered in all terms.

Program Structure

Required courses four (4), (156 hours of instruction). All four courses are from the Business Administration Certificate Program:

1. Managing for Accountability and Broadbased Effectiveness 1000 (102005)
- or Managing Through People 1000 (102011)
2. Accounting 1115 (102001)
3. Computer Applications in Business 2000 (102008)
4. Communications 1115 (102007)
- or Communications 1118 (102016)

* All students must successfully complete the Language Proficiency Index Exam.

Optional Courses

(Select a minimum of 156 hours)

Courses/Certificate Program

1. Accounting

Accounting 2215 (102005) - 39 hours
Accounting 3321 (102003) - 39 hours
Accounting 3421 (102004) - 39 hours
(Accounting courses from the Business Administration Certificate Program)

2. Communications

Communications 1115 (102007) - 39 hours
Communications 1118 (102016) - 39 hours
(Communications courses from the Business Administration Certificate Program)

3. Computers

Introduction to Personnel
Computers and DOS (100501) - 15 hours
Introduction to Programming (100503) - 15 hours
Word Processing Using WordPerfect 5.1 (100504) - 15 hours
Advanced Word Perfect 5.1 (100520) - 15 hours
Using dBase III Plus (100505) - 15 hours
Using Lotus 1-2-3 (100506) - 15 hours
Accounting Using AccPac G/L (100513) - 15 hours
Accounting Using AccPac A/R (100522) - 15 hours
Accounting Using Bedford (100507) - 15 hours
DOS and Hard Disk Management (100509) - 15 hours
Introduction to Windows 3.0 (100523) - 15 hours
Desktop Publishing and Graphic Design with PageMaker 3.0 (100516) - 15 hours
Local Area Network Management - Level 1 (100518) - 15 hours
Local Area Network Management - Level 2 (100519) - 15 hours
(Computer courses from the Computer Skills for the Workplace Certificate Program)

4. Law

Business Law 1115 (102006) - 39 hours
Business Law 2215 (102014) - 39 hours
(Law courses from the Business Administration Certificate Program)

5. Management

Managing for Accountability and Broadbased Effectiveness (102005) - 39 hours
Managing Through People (102011) - 39 hours
(Management courses from the Business Administration Certificate Program)

6. Personnel

Personnel Management 1115 (102018) - 39 hours
(Personnel course from the Business Administration Certificate Program)

7. Real Estate

Property Management 1415 (109101) - 39 hours
Property Management 2415 (109102) - 39 hours
Property Management 3415 (109103) - 39 hours
Real Estate Investment Analysis for Property

Management 1535 (109110) - 39 hours
Real Estate Law 1325 (109104) - 39 hours
Real Estate Appraisal 1118 (Part 1) (109105) - 39 hours
Real Estate Appraisal 1118 (Part 2) (109106) - 39 hours
Real Estate Marketing 1420 (109109) - 39 hours
Law and Tenant Relations 1000 (109001) - 39 hours
Building Maintenance and Cost Control 1100 (109002) - 39 hours
(Property Management and Real Estate courses from the Property Management Certificate Program, Law and Tenant and Building Maintenance courses from the Building Manager Certificate Program)

8. Sales and Marketing

Sales and Marketing (102012) - 39 hours
Advanced Marketing (102017) - 39 hours
(Sales and Marketing courses from the Business Administration Certificate Program)

9. Telecommunications

Understanding Telecommunications 1 1000 (102208) - 18 hours
Telecommunications Management 1 Voice 2000 (102201) - 36 hours
Telecommunications Management 2 Voice 3000 (102202) - 36 hours
Data Communications 4000 (102204) - 36 hours
Designing the Integrated Office 5000 (102205) - 36 hours
(Telecommunications courses from the Telecommunications Management Certificate Program)

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM (BAC)

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

Eight (8) courses completed successfully in no more than five (5) years, 15 terms, including one (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, September 4, 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, Oct 26, 10:00-13:00.

Final exam for ALL classes of Accounting 1115 and 2215 will be Saturday, Dec 14, 10:00-13:00.

Note: To All Students

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

LPI (102055)

Language Proficiency Index Exam. This exam is mandatory for all students registering in Communications 1115 or 1118. The fee for this exam is non-refundable. The exam will be written Wednesday, September 4, 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 mng - Sa. Sep 7, 10:00-13:00 - Lan (Brimm)
13 eve - Mo. Sep 9, 18:30-21:30 - Lan (Martin)
13 eve - Tu. Sep 10, 18:30-21:30 - Lan (Wadsworth)
13 eve - We. Sep 11, 18:30-21:30 - Lan (Badley)
13 eve - Th. Sep 12, 17:30-20:30 - CC (Badley)

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. Sep 10, 18:30-21:30 - Lan (Badley)
13 eve - Th. Sep 12, 18:30-21:30 - Lan (Mahden)

Accounting 3321 (102003)

Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets and current liabilities. Prerequisite: Standing of "C" or higher in Accounting 2215. (Martin) \$200
13 eve - Th. Sep 12, 18:30-21:30 - Lan

Accounting 3421 (102004)

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases, and financial statement analysis. (Jeyakumar) \$200
10 mng - Sa. Sep 14, 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
13 eve - Tu. Sep 10, 18:00-21:00 - Lan

Business Law 1115 (102006)

An introduction to Canadian business law including the law of contracts, negotiable instruments,

partnerships, sales of goods, labour/management, insurance, banks and banking. (Schachter) \$200
13 eve - We. Sep 11, 18:30-21:30 - Lan

Business Law 2215 (102014)

Focus on various legal aspects, including business organizations, creditor rights, real estate law, and consumer protection. This is the follow-up course to Business Law 1115. All students must have credit for 1115 in order to take 2215. (Schachter) \$200
13 eve - Tu. Sep 10, 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. Sep 10, 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. Sep 11, 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) \$235
13 eve - Tu. Sep 10, 18:30-21:30 - Lan
13 eve - We. Sep 11, 18:30-21:30 - CC
10 mng - Sa. Sep 14, 09:00-13:00 - Lan

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. Sep 9, 18:30-21:30 - Lan

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. Sep 9, 18:30-21:30 - Lan

Personnel Management 1115 (102018)

Explore human and industrial relations with an emphasis on the various processes and techniques of establishing and maintaining efficient employee relations with high morale. Specifically, participants will study Human Rights Legislation, procedures and approaches to employee selection, development, evaluation performance and compensation as well as the issue of labour-management relations. (Brown) \$200
13 eve - We. Sep 11, 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. Sep 10, 18:30-21:30 - Lan
13 eve - Th. Sep 12, 18:30-21:30 - Lan

Advanced Marketing 3000 (102017)

A hands-on course following Sales and Marketing 2000. This course will focus on the skills required in marketing management - 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. (Cuzzetto) \$225
13 eve - We. Sep 11, 18:30-21:30 - Lan

Instructors

Rob Badley, CGA with over 30 years' business experience in private industry and government.

Tammy Brimm, CMA - Teaching Computer Accounting at VSB, as well as working in private industry.

Ted Brown, MBA, 15-1/2 years as a community college instructor, eight years business experience.

Margaret Cuzzetto, 24 years sales and marketing experience in a consumer-oriented market. Marketing management consultant, instructor, retail operations manager.

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, PhD, 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, CGA, Senior Auditor, Revenue Canada, has 16 years' teaching experience at VCC.

Bernard Schachter, BA, LL.B., private practice 20 years; own law firm; specializes in contract law.

Hy Sheinin, BSc, BEd, SrC, is a consultant and advisor to government and industry.

Dona Sturmanis, BFA, MFA - 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, 7 years' teaching experience on micro computers using Lotus, DOS, dBase and word processing software.

Bob Wadsworth, B.Commerce, CA - 18 years with the Department of Business Administration at Langara, teaching Accounting.

BUSINESS ENGLISH SKILLS

Polish your Business English! The following four classes are offered on four Saturdays. Enrol individually at the regular price of \$60 or register for all four courses for a total of \$215 - a saving of \$25.

This is not an ESL Course. It is recommended that students register in Grammar Review for Productive Business Writing (104407) prior to enrolling in Writing Dynamic Business Letters (104406).

All four courses 1115 (104419) \$215

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

Grammar Review for Productive Business Writing 1215 (104407)

Review points of grammar, punctuation, capitalization and spelling. Bring your own questions and concerns to share in this workshop. - 6 hours (Rogers) \$60

1 day - Sa. Sep 28, 09:30-15:30 - Lan

Building a Powerful Vocabulary 1315 (104411)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of on-going study and give a large number of new words and meanings. Please bring a dictionary. - 6 hours (Rogers) \$60

1 day - Sa. Oct 19, 09:30-15:30 - Lan

Writing Dynamic Business Letters 1415 (104406)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. - 6 hours (Rogers) \$60
1 day - Sa. Nov 02, 09:30-15:30 - Lan

Effective Memo and Report Writing 1515 (104414)

Learn the standard formats for memoranda and reports, and review the modern and powerful language of business writing to get results. - 6 hours (Rogers) \$60

1 day - Sa. Nov 16, 09:30-15:30 - Lan

Instructor

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

LIBRARY AUTOMATION SKILLS

Computers in Libraries (106067)

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. 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.

2. Cataloging

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

3. Reference

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

4. 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 catalogs.

5. 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 evenings - 17:30-20:30 - Langara

A statement of completion will be granted.

Please call Jacqueline Bradshaw for information on our next scheduled class - 875-8200.

MENTORING

Better Than Chance: Planning for a Mentor in Your Career (102879) **New**

Your career development is important to you. Why leave it up to chance? One of the most effective ways to progress in your career is through the support of a mentor or career coach.

This workshop series uses a variety of formats to establish a solid understanding of the "most complex of all human relationships". It provides participants with practical how-tos and strategies which they can use to find and work successfully with a mentor. This course is for professionals new to a field requiring a long period of training such as lawyers, architects, and teachers; women wishing to break the glass ceiling; employees in organizations without planned mentoring programs. (This is not a "how to" course for someone wishing to establish a planned mentoring program for their organization.)

Topics will include:

1. The Mentor as an empowering agent in your life: Myths and realities; selecting different mentors in your career time line; barriers to mentoring; and six types of mentors.
Coaching session: Strategies successful mentors and protégées use.

2. The Mentor as a keystone in your career: What's the difference; coaches, role models, advisors, and others; gender differences; building your "mentoring" team; mentoring styles; career specific strategies.
Coaching session: Identify good career mentors.

3. Coaching - one strategy for your career success: What is coaching; ground rules for success.

Coaching session: Step-by-step practice in coaching.

Course Fee: \$125 (Fall session). Course fees are subject to change.
3 eves - We. Oct 30, Nov 06 & 13, 18:30-21:30 - CC

Training Instructor
Marilynne Miles Gray is a partner in The Mentoring Institute and the International Centre for

Mentoring. ICM publishes Mentoring International, the journal on mentoring. With her partner, she has consulted with over 70 major corporations, government agencies, universities, colleges, and school systems to custom-design appropriate mentoring programs. They have trained over 7,000 mentors and protégées to work together.

For more information contact Jacqueline Bradshaw, Program Coordinator, 875-8200. For registration information, call Lynda Boothby, 875-8200.

OFFICE ADMINISTRATION CERTIFICATE PROGRAM (OAC)

The Office Administration Certificate Program is designed for those who want to upgrade their office skills or those who are entering the workplace and want to have a working knowledge of not only the new technology being used in the office, but to have an understanding of the organization, interpersonal skills and ability to apply their knowledge in an effective and professional manner. Courses are taught by business professionals who bring hands-on experience and knowledge to the classroom. You will be updated on new office technology and office procedures which will improve your effectiveness at work and increase your job or employment potential. Courses can be taken independently or toward credit for Certificate.

The Office Administration Certificate Program consists of 219 hours and has been designed for maximum flexibility. The OAC Program is divided into two (2) levels with four (4) specialties which are:

1. Secretarial/Administrative Assistant Skills
2. Legal Office Skills
3. Medical Office Skills
4. Office Supervisory Skills

A Level I Certificate is available to students in each of the four specialties after the successful completion of Level I (102) hours. After completion of both Level I and Level II, students will have the office skills required for their chosen area of study and will be able to function effectively in the automated office of the 1990s.

For Whom?

The four specialties are designed as follows:

Secretarial/Administrative Assistant Skills further develops specific functional office skills and provides increased knowledge of office automation.

Legal Office Skills is an introduction to procedures, practices, forms and office routines. Participants will develop an understanding of the value of discretion and confidentiality.

Medical Office Skills is an introduction to terminology, procedures, practices, records, forms, billings and routines.

Office Supervisory Skills is an introduction to supervisory/managerial skills, office procedures and practice.

The following are required courses:

SECRETARIAL/ ADMINISTRATIVE ASSISTANT SKILLS

Level I

* Typing/Keyboarding for Beginners - 18 hours
First 3 courses from Business English Section - 18 hours
Typing - Speed Building - 18 hours
Any course from Business Accounting Section - min. 24 hours
Option - Any course/s from OAC Section - 24 hours
Total minimum course hours - 102 hours

Level II

Office Automation I - 18 hours
Computer Applications in Business - 39 hours
Additional courses from OAC Section totalling - min. 60 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 219 hours

* Exemptions permitted

LEGAL OFFICE SKILLS

The following are courses required.

Level I

* Typing/Keyboarding for Beginners - 18 hours
First 3 courses from Business English Section - 18 hours
Office Automation I - 18 hours
Any course/s from Business Accounting Section - Min. 18 hours
Any courses from Introductory Legal Office Program - 30 hours
Total minimum course hours - 102 hours

Level II

Remaining Courses from Introductory Legal Office Program - 18 hours
Legal Ethics and Confidentiality - 9 hours
Legal Office Procedures - 12 hours
Legal Terminology - 6 hours
Computer Applications in Business - 39 hours
Additional course/s from OAC Section totalling - 33 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 219 Hours

* Exemptions permitted

MEDICAL OFFICE SKILLS

The following are courses required.

Level I

* Typing/Keyboarding for Beginners - 18 hours
First 3 courses from Business English Section - 18 hours
Office Automation I - 18 hours
Any course from Business Accounting Section - min. 18 hours
Medical Terminology I - 30 hours
Total minimum course hours - 102

Level II

Medical Office Procedures - 30 hours
Medical Terminology II - 30 hours
Medical Office Billing - 12 hours
Computer Applications in Business - 39 hours

Additional course/s from OAC Section totalling - min. 6 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 219 hours

* Exemptions permitted

SUPERVISORY SKILLS

The following are courses required.

Level I

* Typing/Keyboarding for Beginners - 18 hours
Any 3 courses from Business English Section - 18 hours
Office Automation I or II - 18 hours
Employee Selection, Appraisals, Benefits and Relations - 24 hours
Any course from Business Accounting Section - min. 24 hours
Total minimum course hours - 102 hours

Level II

Supervisory/Management and Decision Making - 24 hours
Computer Applications in Business - 39 hours
Records Management - 24 hours
Additional courses from OAC Section totalling - 30 hours
Total minimum course hours - 117 hours

Total Level I and II course hours for certificate - 219 hours

* Exemptions permitted

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

Non-certificate students may enrol in any course.

Certificate Requirements

Students must complete the required courses within 4 years.

Scheduling

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

Refund Policy

See Applicant Information, Withdrawals, Refunds and Course Cancellations in this flyer.

Note To All Students

Textbooks for Office Administration courses not included in the price of the course.

Advisory Committee

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

Fall Term 1991

Typing/Keyboarding

Keyboarding for Computer 1010 (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 textbook is optional and can be purchased at City Centre Bookstore), 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. - 25 hours (Hughes) \$160
10 eve - Mo. Sep 23, 19:00-21:30 - CC

Typing - Keyboarding For Beginners 1020 (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, centring 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.) - 18 hours (TBA) \$75
6 mng - Sa. Sep 21, 09:00-12:00 - CC
6 eve - Tu. Sep 24, 18:30-21:30 - CC

Typing - Speed Building 1030 (104402)

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to 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. - 18 hours (TBA) \$80
6 eve - We. Sep 25, 18:30-21:30 - CC

Intro to Word Processing on the Electronic Typewriter 1040 (104434)

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. - 6 hours (Domby) \$60
1 day - Sa. Sep 21, 09:30-15:30 - CC

Computers

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 recommended for this course. - 39 hours \$245
13 eve - Tu. Sep 10, 18:30-21:30 - Lan
13 eve - We. Sep 11, 18:30-21:30 - CC
10 mng - Sa. Sep 14, 09:00-13:00 - Lan

Medical Office Billing 1415 (104520)

**** New ****

(See Medical Section for details)

Administrative/Management

Office Automation I - 1115 (104502)

This course will cover basic office procedures, computer technologies, telecommunication systems and information processing. Textbook: "Administrative Office Management," to be purchased at City Centre Bookstore prior to first class. This text will be used in both Automation I and II. - 18 hours (Zimmerman) \$115
6 eve - Mo. Sep 23, 18:30-21:30 - CC

Office Automation II - 1215 (104503)

Focus will be on administration procedures and how technology affects the business organization. Topics will include: principles of office management, integrated office automation and issues affecting productivity. Textbook: same as Automation I and to be purchased at City Centre Bookstore prior to class. - 18 hours (Zimmerman) \$115
6 eve - Th. Sep 26, 18:30-21:30 - CC

Supervisory/Management and Decision Making 1315 (104507)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered will be communication, decision making, leadership skills, the motivation process and managing for success as seen from a manager's perspective. Textbook, "Management Concepts and Applications" to be purchased from City Centre Bookstore prior to class. - 24 hours (Guenard) \$120
8 eve - We. Sep 18, 18:30-21:30 - CC

Employee Selection, Appraisals, Benefits and Relations 1515 (104508) ** New **

This course will focus on the supervisory skills required to meet changes in the current workplace. Topics covered will be employee selection, orientation and training of the employee, job descriptions, employee appraisals and labour management relations. Textbook: "Administrative Office Management" to be purchased at City Centre Bookstore prior to class. - 24 hours (Guenard) \$120
8 eve - Tu. Sep 24, 18:30-21:30 - CC

Records Management 1615 (104509) ** New **

Records Management includes the development and execution of procedures and methods for the creation, maintenance and disposition of business records of all physical forms and content types. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Records management affects all levels of systems and personnel within all types of business. Textbook to be purchased at City Centre Bookstore prior to class. - 24 hours (Hughes) \$125
8 eve - We. Sep 25, 19:00-22:00 - CC

Instructors

Lorna Guenard, B.A. Public Administration. Several years office experience and has taught courses and seminars on Selection Interviews, Employee Appraisals and Orientation.

Judith Hughes, Business Educator, has taught a variety of courses for community colleges in British Columbia and has extensive business experience.

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

VERA VLAOVITCH is a student in the FUNDRAISING MANAGEMENT CERTIFICATE PROGRAM. She says the program has helped her "to better understand people and their reasons for giving. I strongly recommend the program to anyone in the financial development field...I found the course

stimulating and motivating." Vera is an administrative supervisor for the Greater Vancouver Regional District's Parks Department.



Accounting/Bookkeeping/ Budgeting

Introduction to Payroll (Manual Computerized) 1315 (104409)

For small business owners and personnel who wish to learn how the current source deduction rules affect payroll preparation. Learn to prepare hourly, salaried and commission payroll, payroll law, record maintenance, paycheque and statement preparation and T4 preparation. Understand employer reporting such as WCB, Revenue Canada Taxation, Records of Employment and Stats Canada. - 24 hours (Johnston) \$130

8 eve - Tu. Sep 24, 18:30-21:30 - CC

Introduction to Bookkeeping Part I - 1115 (104511)

The first of the introductory course in bookkeeping will deal with the procedures that make up the accounting cycle of a service business. Students will be introduced to transactions, journals, general ledgers, trial balance, as well as preparing simple financial statements. The text/kit for Part I and Part II is "Accounting Fundamentals Fourth Edition," Hoffman Pacey Flashner. This text should be purchased from the City Centre Bookstore before the first class. - 24 hours (Shipman) \$130

8 eve - Tu. Sep 24, 18:30-21:30 - CC

Introduction to Bookkeeping Part II - 1215 (104512) ** New **

The second part (Chapter 11-23) of the Introductory Course in Bookkeeping will deal with the procedures that make up the accounting cycle. Students will learn how to analyze transactions, record journals, post, as well as worksheet adjustments. Same text/kit as Bookkeeping Part I. - 24 hours (Shipman) \$130

8 eve - Th. Sep 26, 18:30-21:30 - CC

Budgeting Skills for Non-Financial Managers and Supervisors 1515 (104435)

This class will assist all those who have ever been asked to prepare their own budget with little or no budgeting experience. Learn the basics of budgeting through all phases including planning, preparation, presentation and monitoring. Budgeting terminology and basic financial analysis will be explained. Personal budgeting will also be covered. - 12 hours (Matthews) \$85

4 eve - Mo. Sep 23, 18:30-21:30 - CC

Accounting for the Non-Accountant 1415 (104510)

This course will appeal to those wanting an overview of accounting and financial planning. Previous knowledge is not required. Topics will include the role of an accountant, double-entry accounting systems and computer vs. manual systems, budgeting and understanding financial statements. It will be accounting made easy and fun! Textbook: "Accounting for Non-Accountants" to be purchased at City Centre bookstore prior to class. - 18 hours (Matthews) \$115

6 eve - Th. Sep 26, 18:30-21:30 - CC

Instructors

Celine Johnston, B.A. (Econ.), is a payroll representative for Canada's leading payroll specialist. Her payroll knowledge and background is extensive as she works daily with a large range of clients.

Janet Matthews, MBA, BA (Eng.) with experience in corporate banking, the federal government and small business. Background in financial management, portfolio management and has held treasurer positions in non-profit organizations.

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

Communication/Interpersonal Skills

Communication Skills 1115 (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. - 6 hours (Coomber) \$65

1 day - Sa. Nov 02, 09:00-15:00 - CC

Professional Telephone Communication Skills 1215 (104433)

This course is designed for all employees who communicate via telephone. Emphasis will be placed on the development of professional call handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. - 6 hours (Dean) \$65

1 day - Sa. Sep 28, 09:30-15:30 - CC

Job Search Techniques - Focusing on the Hidden Job Market 1315 (104416)

Learn the many facets of networking -- how to pursue hidden job markets, successful interviewing techniques and professional resume preparation with the appropriate covering letters. If you currently have a resume that needs improving, please bring it on the first evening. - 6 hours (Chisholm) \$65

2 eve - Mo. Oct 21/28, 18:30-21:30 - CC

Instructors

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

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

Janet Dean; several years' experience doing seminars for business on the topics of Communication and Professional Development.

Medical

Medical Terminology I - 1115 (104417)

This program approaches the medical language through the study of word parts, prefixes, stems and suffixes. You will review case histories and be introduced to symptomatic, diagnostic and surgical terms. This course is the first half of a two part course designed for people currently working, or who would like to work or study in related medical technology. (Textbook to be purchased from Langara bookstore.) - 30 hours (Rogers) \$115

10 eve - Tu. Sep 24, 18:30-21:30 - Lan

Medical Terminology II - 1215 (104420)

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

10 eve - We. Sep 25, 18:30-21:30 - Lan

Medical Office Procedures 1315 (104424)

Learn the skill involved in managing a medical office, maintaining doctors' records, scheduling appointments, handling medical and legal forms, making referrals, a study of body systems, laboratory procedures, classifications of drugs and routes of medication. Medical Office Assistant handbook to be purchased from Langara Bookstore. - 30 hours (Moe) \$105

10 eve - Mo. Sep 23, 18:30-21:30 - Lan

Medical Office Billing 1415 (104520) ** New **

The purpose of this course is to provide training on the use of electronic Medical Billing Systems. MED-TRAC will be used as the example. The course is designed for students with little or no knowledge of computers or medical billing systems. A brief introduction to computers is included. This program is suitable for ANY office requiring electronic medical billing. - 12 hours (Taylor, Cheung) \$115

4 eve - Th. Sep 26, 18:30-21:30 - Computer Station, 2130 Burrard

Instructors:

Lynne Moe, twenty years' experience as a medical office assistant and is currently employed in the medical field.

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

Pat Taylor and Tom Cheung have both been involved in the design and implementation of Medical and Dental programs for over ten years.

Shorthand

Shorterhand Beginners 1115 (104421)

Learn the basic theory of Pitman Shorterhand. Ideal for office and personal use. This course will cover theory, vocabulary and work towards some speed development. Textbooks to be purchased at the CC Bookstore prior to the first session. Please bring a shorthand note pad and HB pencil to the class. - 30 hours (Moore-Stevens) \$105

10 mng - Sa. Sep 21, 09:30-12:30 - CC

Shorthand Skill and Speed Building 1215 (104418)

Increase your shorthand speed and transcription techniques using your present shorthand method. Although this course is suitable to all shorthand or speedwriting users, extra instruction will be given for Pitman Shorterhand phrases and short forms. Please bring a shorthand note pad and HB pencil to the class. - 10 hours (Sherlock) \$65

5 mng - Sa. Sep 21, 09:30-11:30 - CC

Instructors

Marie Moore-Stevens, B.Ed. Several years office-related experience and twenty years' experience teaching in public schools and colleges in both BC and Ontario.

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

legal forms and procedures in respect to the five major areas of law.

Introduction to The Legal Office Program is the first of six (6) courses and will be offered for three (3) hours at \$35. All other courses are nine (9) hours in duration at \$65 each. Enrol individually or register for the package of six (6) courses for \$325 - a saving of \$35.

All six courses 1115 (104425) \$325

Introduction to The Legal Office Program
Civil Litigation
Corporate
Matrimonial
Wills and Estates
Conveyancing

Test: Nov 26, 18:30-21:30 - Lan

Introduction to The Legal Office Program 1215 (104426)

This class will cover the various types of law firms in existence and the roles of legal support staff in the profession as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation will also be covered. - 3 hours (Dean) \$35

1 eve - Tu. Sep 24, 18:30-21:30 - Lan

Civil Litigation 1315 (104427)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case from Writ of Summons to trial, judgement and execution. - 9 hours (Dean) \$65

3 eve - Th. Sep 26, Oct 3/10, 18:30-21:30 - Lan

Corporate 1415 (104428)

Outlines the steps to incorporate a British Columbia company plus annual reports and filings, keeping of minute books and extra-provincial registrations. - 9 hours (Komorowska) \$65

3 eve - Tu. Oct 1/8/15, 18:30-21:30 - Lan

Matrimonial 1515 (104429)

Discuss the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Application and Family Relations Act proceedings. - 9 hours (Dean) \$65

3 eve - Th. Oct 17/24/31, 18:30-21:30 - Lan

Wills and Estates 1615 (104430)

Review the importance of having a will. Take client instructions and set up simple wills. This session guides you through the necessary steps and legal forms leading to Grant of Letters Probate and Letters of Administration. - 9 hours (Komorowska) \$65

3 eve - Th. Nov 7/14/21, 18:30-21:30 - Lan

Conveyancing 1715 (104431)

Leads you through a typical land transaction including an overview of conveyancing responsibilities, mortgages, clearing title, forms, closing transfer and completing your file. - 9 hours (Labranche) \$65

3 eve - Tu. Oct 22/29, Nov 05, 18:30-21:30 - Lan

Legal Ethics and Confidentiality 1815 (104532) ** New **

This program will cover legal ethics as it applies to support staff in the various areas of law. Using case studies reviewed by the Bar Association we will discuss how the ethics of the profession bind you. Emphasis will be placed on the value of confidentiality. - 9 hours (Dean) \$65

3 eve - Mo. Sep 30, Oct 7/21, 18:30-21:30 - CC

Introduction to Legal Office Procedures 1915 (104531) ** New **

As an introduction to procedures in the legal office this class covers the expectations and potential for secretaries in the law office. Such things as daily office routines, billing, telephone skills, xeroxing, using basic office equipment for legal needs, diarize

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INTRODUCTORY LEGAL OFFICE PROGRAM

This six-course program will introduce you to basic concepts and legal office routines. Gain an understanding of the value of discretion and confidentiality in the legal field and familiarly with basic

systems, bring forward systems as well as organization of files and the use of filing agents will be covered. - 12 hours (Dean) \$80
4 eve - Mo. Oct 28, Nov 4/18/25, 18:30-21:30 - CC

Legal Terminology 2015 (104530) ** New **

This course will cover the rules of legal language, terminology unique to each area of law. - 6 hours (Komorowska) \$40
2 eve - Tu. Nov 12/19, 18:30-21:30 - Lan

Instructors

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

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

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

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

Your Place or Ours.... Customized Training that Pays Off!

We can teach on-site at your company. Most of our courses and programs can be customized to meet your organizational needs.

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Join a growing number of British Columbia companies choosing customized on-site training.

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Jacqueline Bradshaw
Management Training Programs
Continuing Education Division
Vancouver Community College
1155 East Broadway
Vancouver, B.C.
V5T 4N5

LEGAL ASSISTANT CERTIFICATE PROGRAMS

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

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

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

Conveyancing Certificate (104801)

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

Corporate/Commercial Certificate (104802)

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

Litigation Certificate (104803)

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

Schedule: Conveyancing, Corporate/Commercial or Litigation:

Fall 1991
Tu/Th. Sep 3-Apr 9, 18:00-21:00

Winter 1992
Tu/Th. Jan 21-Aug 27, 18:00-21:00

Who Should Attend

These programs are designed for those individuals currently employed as legal secretaries or legal assistants wishing to improve their skills and career

positions. Prospective students must meet the following requirements: 1) possess a Grade 12 diploma 2) have successfully completed an English Language Proficiency Index examination as set by the College, and 3) (a) have one year of current legal office experience, including exposure to word processing; or (b) possess a VCC-VVI (now City Centre) Legal Secretary Certificate (or acceptable equivalent) and a minimum of six months' office experience; or (c) have completed a VCC Continuing Education Introductory Legal Secretarial course and a minimum of six months' office experience.

Format

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

Practicum

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

Certification

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

Location

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

Fees

The fee for the program is \$1295 (payable in three instalments) for students entering in September 1991. Fee is subject to change. All applications and payments must be submitted ten working days before program start date.

Registration and Information

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

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

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

Withdrawals and Refund Policy

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

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

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

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

SMALL BUSINESS

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

For registration and general information phone 324-5322.

For detailed information call Peggy Worobetz at 875-8200.

PROGRAM 1

How to Start a Business

This five-week program shows you how to start and manage a business. Each course is six (6) hours of instruction offered on two (2) evenings for three (3) hours per night. At \$82 per course or for a total of \$315 for all five (5) courses for a saving of \$95.

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. Sep 17/19, 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. Sep 24/26, 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. Oct 01/03, 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. Oct 08/10, 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. Oct 15/17, 19:00-22:00 - Lan

PROGRAM 2 Success in Marketing

This three-week program shows you six ways to market your small 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 \$189 for all three (3) courses for a savings of \$57.

Success in Marketing

All three courses \$189 (106099)

Week 1
Selling Professionally/Effective Customer Service (106100)
Both parts \$82

Part 1: Selling Professionally
Develop the skills to meet new sales opportunities. Are you communicating your image to your customer? Learn how to sell the professional way.

Part 2: Effective Customer Service
Keeping your customers satisfied and developing new contacts can be a challenge. Learn how service can mean big gains.
2 eve - Tu/Th. Oct 22/24, 19:00-22:00 - Lan

Week 2
Tips for Retail/How to Control Shoplifting (106101)
Both parts \$82

Part 1: Tips for Retail
Identify the strategies you need to successfully run your business, from layout and design to marketing messages.

Part 2: How to Control Shoplifting
Learn how to create an atmosphere that will deter opportunities for theft.
2 eve - Tu/Th. Oct 29/31, 19:00-22:00 - Lan

Week 3
Managing in Turbulent Times/Credit and Collections (106102)
Both parts \$82

Part 1: Managing in Turbulent Times
Economic uncertainty has created new challenges for business. Learn how to take a positive approach and uncover new solutions.

Part 2: Credit and Collections
Developing credit policies and collecting the cash can help your business succeed. Learn tips and techniques to handle collections.
2 eve - Tu/Th. Nov 05/07, 19:00-22:00 - Lan

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. Oct 26, 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. Oct 19, 09:00-15:00 - Lan

Goal Setting as a Skill - I (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. (Mailleroux) \$64.20 (Includes GST)
4 eve - We. Oct 02, 19:00-21:00 - Lan

Goal Setting as a Skill - II - Striving for Excellence (102883)
Do you seek perfection and achieve frustration while striving for your goals? This course offers tools to enhance your skills in goal setting, time management and personal assessment, while increasing self esteem through development of personal excellence. (Mailleroux) \$64.20 (Includes GST)
5 eve - We. Nov 06, 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 - We. Oct 02, 19:00-22:00 - Lan

The Art of Selling
Learn to sell more, faster and smarter. Everybody sells, whether a product or themselves. This powerful course will provide you with all the technical skills, personal management and motivational tools you'll need to achieve outstanding performance in the sale of any product or service. Bottom line results: Greater financial rewards, sustained higher volumes and a more fulfilling sales career. (McLaren) \$187.25

Level I - (503475) \$187.25 (Includes GST)
6 mng - Sa. Sep 21, 09:00-12:00 - Lan
6 eve - Tu. Sep 24, 19:00-22:00 - KEC
6 eve - We. Sep 25, 19:00-22:00 - Lan

Level II - (503476) \$187.25 (Includes GST)
6 eve - Tu. Nov 12, 19:00-22:00 - KEC
6 eve - We. Nov 14, 19:00-22:00 - Lan
6 mng - Sa. Nov 16, 09:00-12:00 - Lan

Instructors
Donna Bradbury has 25 years' experience in business.

COMEDY

Writing and Performing Your Own Comedy - Level I (102801)
An introduction to the many forms of comedy, be it spoken, written, used in conjunction with other projects or just for fun! Comedy is very popular and this course provides an individual with the basic skills of utilizing humour for a variety of purposes. (Boothby) \$94.16 (Includes GST)
6 eve - We. Oct 02, 19:00-21:00 - KEC

Writing and Performing Your Own Comedy - Level II (102894)
An in-depth look at the practical applications of comedy. Suitable for those individuals who have completed "Writing and Performing Your Own Comedy - Level I" or to those with experience in related fields - comedy can be a serious business! (Janeshewski) \$94.16 (Includes GST)
6 eve - We. Oct 02, 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. Sep 28, 20:00-22:00 - Lan

Instructors
Ian Boothby has been active in the areas of stand-up comedy, sketch writing and improvisation with the Vancouver TheatreSports League for several years. He has extensive experience in film, television, radio and live performance.

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

GENERAL INFORMATION

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 at Oakridge Lab are 286's with two megabytes of RAM and SVGA graphics cards, displaying on colour monitors. 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.

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, Windows, 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, Windows, 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, Corel Draw 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. Custom training can also be arranged - 261-2806.

OAKRIDGE COMPUTER COURSES

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. Sep 16, 18:30-21:30 - Oak
3 eve - Th. Oct 10, 18:30-21:30 - Oak
3 eve - Mo. Oct 21, 18:30-21:30 - Oak
3 eve - Mo. Nov 18, 18:30-21:30 - 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. Suitable for all versions of DOS. \$175
1 day - Tu. Sep 10, 09:00-17:00 - Oak
1 day - Su. Sep 15, 09:00-17:00 - Oak
1 day - Fr. Sep 27, 09:00-17:00 - Oak
1 day - Sa. Oct 12, 09:00-17:00 - Oak
1 day - Fr. Oct 18, 09:00-17:00 - Oak
1 day - We. Nov 06, 09:00-17:00 - Oak
1 day - Su. Nov 17, 09:00-17:00 - Oak
1 day - We. Nov 27, 09:00-17:00 - Oak
1 day - Tu. Dec 10, 09:00-17:00 - Oak
1 day - Su. Dec 15, 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 - Th. Sep 19, 09:00-17:00 - Oak
1 day - Sa. Oct 19, 09:00-17:00 - Oak
1 day - Fr. Nov 22, 09:00-17:00 - Oak

Introduction to Windows (100914)

Windows is a graphic environment for file, disk and program management. Instead of typing DOS commands, learn how to select icons to perform particular tasks: such as finding, copying and deleting files, and formatting disks. Learn screen navigation by using a mouse. Control the structure of your hard disk by expanding and collapsing the directory structure. Use the clipboard to copy information from one application to another. Understand and use multitasking - the capacity to run different software programs at the same time and switch between them. Introduction to Microcomputers (100605) or Introduction to DOS (100903) is recommended as a prerequisite. \$175
1 day - Tu. Sep 17, 09:00-17:00 - Oak
1 day - Su. Sep 29, 09:00-17:00 - Oak
1 day - Tu. Oct 08, 09:00-17:00 - Oak
1 day - Sa. Oct 26, 09:00-17:00 - Oak
1 day - Th. Nov 07, 09:00-17:00 - Oak
1 day - Fr. Nov 29, 09:00-17:00 - Oak
1 day - Sa. Dec 14, 09:00-17:00 - Oak

How to Buy a Computer (100615)

Are you confused by computer ads? Do you understand the language concerning various microcomputer systems and components? This course will provide the answers. Starting with basic concepts and vocabulary, the components of a microcomputer system will be demystified. Learn about different CPU's, RAM, and high/low density floppy disk drives and disks. Understand DOS, hard disk sizes and speeds, and what Windows can do. Learn about printers, mice and modems. You will also see a variety of popular software programs in action. This course is valuable to anyone who is curious about microcomputers, but does not know where to begin. \$60
1 eve - We. Sep 18, 18:30-22:00 - Oak
1 mor - Su. Sep 22, 9:00-12:30 - Oak
1 aft - Su. Sep 22, 13:30-17:00 - Oak
1 eve - Mo. Oct 07, 18:30-22:00 - Oak
1 mor - Su. Oct 27, 9:00-12:30 - Oak
1 aft - Su. Oct 27, 13:30-17:00 - Oak
1 eve - Th. Nov 14, 18:30-22:00 - Oak
1 eve - We. Nov 27, 18:30-22:00 - Oak
1 eve - Mo. Dec 09, 18:30-22:00 - Oak

2. COMPUTER APPLICATIONS

Word Processing

Note: The Oakridge Lab offers WordPerfect Practice (101101) and MS-WORD/WORD for Windows Practice (101102) for students who would like a full day of supervised "hands-on" practice after learning basic skills in these programs. See descriptions below.

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. (In the event that WordPerfect for Windows is released in the Fall of 1991, please call for separate course dates.) Also see: WordPerfect Practice below. \$175
1 day - We. Sep 11, 09:00-17:00 - Oak
1 day - Sa. Sep 14, 09:00-17:00 - Oak
3 eve - We. Sep 25, 18:30-21:30 - Oak
1 day - Th. Sep 26, 09:00-17:00 - Oak
1 day - Su. Oct 06, 09:00-17:00 - Oak

1 day - Tu. Oct 15, 09:00-17:00 - Oak
1 day - Th. Oct 31, 09:00-17:00 - Oak
3 eve - We. Nov 06, 18:30-21:30 - Oak
1 day - Sa. Nov 16, 09:00-17:00 - Oak
1 day - We. Nov 20, 09:00-17:00 - Oak
1 day - We. Dec 04, 09:00-17:00 - Oak
1 day - Sa. Dec 07, 09:00-17:00 - Oak
1 day - Mo. Dec 16, 09:00-17:00 - Oak

WordPerfect Practice (101101)

This is a day of "hands-on" structured exercises, designed to reinforce concepts and commands from Introduction to WordPerfect (100710). Under the guidance of an instructor, students will practise what they have learned in the introductory course, and explore valuable tips and tricks which can improve productivity. Persons who have not used WordPerfect for some time may also benefit from this session. Class size is limited. Classes are restricted to those who have taken Introduction to WordPerfect or have permission from the instructor. \$95
1 day - Th. Sep 12, 09:00-17:00 - Oak
1 day - Su. Sep 15, 09:00-17:00 - Oak
1 day - Fr. Sep 27, 09:00-17:00 - Oak
1 day - We. Oct 16, 09:00-17:00 - Oak
1 day - Fr. Nov 01, 09:00-17:00 - Oak
1 day - Th. Nov 21, 09:00-17:00 - Oak
1 day - Th. Dec 05, 09:00-17:00 - Oak
1 day - Su. Dec 08, 09:00-17:00 - Oak
1 day - Tu. Dec 17, 09:00-17:00 - Oak

Intermediate WordPerfect (100735)

Now that you have mastered the WordPerfect basics, learn how to centre various text columns, create tables (including math calculations), do various merges and sorts, and more. Experience with WordPerfect is essential. \$175
1 day - We. Sep 18, 09:00-17:00 - Oak
1 day - Sa. Sep 28, 09:00-17:00 - Oak
1 day - Th. Oct 17, 09:00-17:00 - Oak
1 day - Sa. Nov 02, 09:00-17:00 - Oak
1 day - Tu. Nov 12, 09:00-17:00 - Oak
1 day - Th. Dec 12, 09:00-17:00 - Oak

Advanced WordPerfect - Desktop Publishing (100747)

This course covers the creation of tables of contents, indexes, macros and style sheets. The use of WordPerfect as a desktop publisher is introduced. Topics include lines, 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. Sep 25, 09:00-17:00 - Oak
1 day - Sa. Oct 19, 09:00-17:00 - Oak
1 day - Tu. Nov 05, 09:00-17:00 - Oak
1 day - Fr. Dec 06, 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. Oct 05, 09:00-17:00 - Oak
1 day - Fr. Nov 15, 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. Also see: MS-WORD/WORD for Windows Practice below. \$175
1 day - Fr. Sep 20, 09:00-17:00 - Oak
1 day - We. Oct 30, 09:00-17:00 - Oak
1 day - Sa. Nov 16, 09:00-17:00 - Oak
1 day - Th. Dec 05, 09:00-17:00 - Oak

MS-WORD/WORD for Windows Practice (101102)

This is a day of "hands-on" structured exercises, designed to reinforce concepts and commands from Introduction to MS WORD (100778) or Introduction to WORD for Windows (100796). Under the guidance of an instructor, students will practise what they have learned, and explore valuable tips and tricks which can improve productivity. Persons who have not used the program for some time may also benefit from this session. Class size is limited. Classes are restricted to those who have taken Introduction to MS-WORD or have permission from the instructor. \$95
1 day - Tu. Sep 24, 09:00-17:00 - Oak
1 day - Th. Oct 31, 09:00-17:00 - Oak
1 day - Sa. Dec 31, 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 - Th. Oct 03, 09:00-17:00 - Oak
1 day - Th. Nov 28, 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. Oct 24, 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. Also see: MS-WORD/WORD for Windows Practice above. \$175
1 day - Sa. Sep 14, 09:00-17:00 - Oak
1 day - Th. Nov 14, 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 - Th. Sep 26, 09:00-17:00 - Oak
1 day - Sa. Oct 26, 09:00-17:00 - Oak
1 day - Sa. Nov 30, 09:00-17:00 - Oak



WALLY AWASIS is a child care worker for the Vancouver School Board and a graduate of the COUNSELLING SKILLS CERTIFICATE PROGRAM. "This course has helped me improve my listening and counselling techniques. I am especially grateful to the dedicated teachers who have

shared their knowledge and experiences with me," Wally says. "I encourage both Native and non-Native people to strive for their dreams and visions...it's never too late to get an education."

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 - We. Nov 20, 09:00-17:00 - Oak

Database Management**Introduction to dBase III Plus (100705)**

Learn fundamental dBase commands to create, use and maintain a database. This course covers creating and changing a database structure, search conditions to select and display records, adding, changing and deleting records, indexing and basic reports. Commands are explored through ASSIST, as well as the dot prompt. \$175

1 day - Sa. Sep 21, 09:00-17:00 - Oak

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

Intermediate dBase III Plus (100775)

This course builds on the knowledge gained in Introduction to dBase III Plus. Topics include multiple search conditions, dates, use of various filters and Query files, and complex index keys. Also explored in detail is the creation and maintenance of a variety of reports and mailing labels. The creation and use of input screens is also covered. \$175

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

Introduction to dBase IV (100771)

Learn fundamental dBase commands to create, use and maintain a database. This course covers catalogues; creating and changing a database structure; displaying, adding, changing and deleting records; and queries to select records. All commands are given through the Control Centre. \$175

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

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

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 - Tu. Nov 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. Sep 12, 09:00-17:00 - Oak

1 day - Sa. Sep 21, 09:00-17:00 - Oak

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

3 eve - We. Oct 16, 18:30-21:30 - Oak

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

1 day - We. Nov 13, 09:00-17:00 - Oak

1 day - Sa. Nov 30, 09:00-17:00 - Oak

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

Intermediate Lotus 1-2-3 (100712)

Intermediate Lotus 1-2-3 topics include database functions (filling, sorting, finding and extracting records) and creating and printing 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. Sep 28, 09:00-17:00 - Oak

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

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

1 day - Fr. Dec 13, 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 - Tu. Sep 24, 09:00-17:00 - Oak

1 day - Th. Nov 28, 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 - Fr. Sep 13, 09:00-17:00 - Oak

1 day - Fr. Oct 04, 09:00-17:00 - Oak

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

1 day - Sa. Nov 23, 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 for managing a large spreadsheet are also covered. A basic working knowledge of Excel is required. \$175

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

1 day - Tu. Nov 26, 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 - Th. Sep 26, 09:00-17:00 - Oak

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

1 day - Sa. Nov 30, 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 - We. Nov 20, 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. A basic understanding of accounting principles is assumed. \$175

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

1 day - Sa. Oct 05, 09:00-17:00 - Oak

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

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

Advanced Bedford (100765)

Learn how to set up the Inventory and Job Cost modules, as well as the integration of these with Payables, Receivables and Payroll. Students will also learn how to manage sales discounts, purchase discounts, NSF cheques, payroll advances, and adjusting and transferring Inventory. Exporting to Lotus and preparing several different reports (including Budget/Actual; Actual/Last Month; and forecasts) is also included. \$175

1 day - Mo. Oct 28, 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. Sep 23, 09:00-17:00 - Oak

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

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

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

Learn how to set up customer/vendor files; enter sales invoices; enter cheques and make adjustments in the receivable area. Posting and printing journals, and printing a variety of reports (e.g. the Detail Trial Balance) will be covered. Students will also learn how to enter purchase invoices; determine who will be paid; create a cheque register; and retrieve batches from the subsidiary ledger, to post in the General Ledger. \$175

1 day - Mo. Nov 18, 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 + 12 pt. increments) and felt tip pens.) \$175

4 day - Sa. Sep 21, 09:00-16:00 - CC

Introduction to Corel Draw (101103)

This course covers various Corel Draw concepts and commands such as tools, colour palette, the editing window and status line. Learn object manipulation: stretching, rotating, scaling, skewing and other on-screen alignment aids. Learn curve and node control, how to set and customize typefaces, and create logotype. Graphic importing and exporting are also covered, as well as customizing and separating colour graphics. \$175

3 eve - Tu. Sep 17, 18:30-21:30 - Oak

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

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

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

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. Sep 22, 09:00-17:00 - Oak

3 eve - Tu. Oct 08, 18:30-21:30 - Oak

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

1 day - Su. Dec 01, 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

3 eve - Tu. Oct 29, 18:30-21:30 - Oak

Advanced Desktop Publishing with PageMaker and Corel Draw (100792)

Learn to produce a newsletter using PageMaker and Corel Draw. Setting up in PageMaker includes tagging word-processed text, creating a style sheet and 3-colour separations. Corel Draw will be used to create the graphics. Electronic design and assembly will be done in PageMaker 4.0 (IBM). Prerequisite: completion of Intermediate PageMaker (100766) or equivalent, along with some DOS/graphics background. \$175

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

PageMaker Upgrade to 4.0 (101104)

Improve your productivity by upgrading to PageMaker 4.0. Learn to use the new type editing facilities - table editor; the new links system; new menus; expanded style sheet accessories, and keyboard commands operating through Windows 3. \$175

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

1 day - Su. Oct 27, 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. The use of WordPerfect as a desktop publisher is introduced. Topics include lines, 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. Sep 25, 09:00-17:00 - Oak

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

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

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

Also see: Graphic Design for more courses.

3. COMPUTER PROGRAMMING**"C" Language Programming (100802)**

"C" is an elegant high level programming language that is widely used in business and government. Students must have some programming knowledge. Programming assignments will be completed outside class on your own personal computer or by accessing the Prime computer. (H. Kashani) \$160 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 - Tu. Sep 24, 09:00-17:00 - Oak

1 day - Th. Nov 28, 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. Oct 05, 09:00-17:00 - Oak
1 day - Fr. Nov 15, 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

CAREER NIGHTS FALL 1991

BUSINESS

Office and Administration
Certificate Program

Tuesday, Sept. 10, 5:00-6:30 p.m.
City Centre Campus,
250 W. Pender St.

COMPUTERS

Computer Skills for the Workplace
Certificate Program
Local Area Network Administrator
Certificate Program

Tuesday, Sept. 24, 5:30-7:30 p.m.
Langara Campus, 100 W. 49th Ave.

LAW

Introductory Legal Office Program

Tuesday, Sept. 10, 5:00-6:30 p.m.
City Centre Campus, 250 West Pender St.

REAL ESTATE

Building Manager Certificate Program
Property Management Certificate Program

Thursday, August 29, 5:30-7:30 p.m.
Langara Campus, 100 W. 49th Ave.

TELECOMMUNICATIONS

Telecommunications Management
Certificate Program

Wednesday, Sept. 4, 4:00-5:30 p.m.
City Centre Campus, 250 W. Pender
Street.

Please see specific program
descriptions for further information.

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. Sep 16, 18:30-21:30 - Oak
3 eve - Th. Oct 10, 18:30-21:30 - Oak
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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. Suitable for all versions of DOS. \$175

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1 day - Sa. Oct 12, 09:00-17:00 - Oak
1 day - Fr. Oct 18, 09:00-17:00 - Oak
1 day - We. Nov 06, 09:00-17:00 - Oak
1 day - Su. Nov 17, 09:00-17:00 - Oak
1 day - We. Nov 27, 09:00-17:00 - Oak
1 day - Tu. Dec 10, 09:00-17:00 - Oak
1 day - Su. Dec 15, 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 - Th. Sep 19, 09:00-17:00 - Oak
1 day - Sa. Oct 19, 09:00-17:00 - Oak
1 day - Fr. Nov 22, 09:00-17:00 - Oak

Introduction to Windows (100914)

Windows is a graphic environment for file, disk and program management. Instead of typing DOS commands, learn how to select icons to perform particular tasks: such as finding, copying and deleting files, and formatting disks. Learn screen navigation by using a mouse. Control the structure of your hard disk by expanding and collapsing the directory structure. Use the clipboard to copy information from one application to another. Understand and use multitasking - the capacity to run different software programs at the same time and switch between them. Introduction to Microcomputers (100605) or Introduction to DOS (100903) is recommended as a prerequisite. \$175
1 day - Tu. Sep 17, 09:00-17:00 - Oak
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1 day - Tu. Oct 08, 09:00-17:00 - Oak
1 day - Sa. Oct 26, 09:00-17:00 - Oak
1 day - Th. Nov 07, 09:00-17:00 - Oak
1 day - Fr. Nov 29, 09:00-17:00 - Oak
1 day - Sa. Dec 14, 09:00-17:00 - Oak

How to Buy a Computer (100615)

Are you confused by computer ads? Do you understand the language concerning various microcomputer systems and components? This course will provide the answers. Starting with basic concepts and vocabulary, the components of a microcomputer system will be demystified. Learn about different CPU's, RAM, and high/low density floppy disk drives and disks. Understand DOS, hard disk sizes and speeds, and what Windows can do. Learn about printers, mice and modems. You will also see a variety of popular software programs in action. This course is valuable to anyone who is curious about microcomputers, but does not know where to begin. \$60

1 eve - We. Sep 18, 18:30-22:00 - Oak
1 mor - Su. Sep 22, 9:00-12:30 - Oak
1 aft - Su. Sep 22, 13:30-17:00 - Oak
1 eve - Mo. Oct 07, 18:30-22:00 - Oak
1 mor - Su. Oct 27, 9:00-12:30 - Oak
1 aft - Su. Oct 27, 13:30-17:00 - Oak
1 eve - Th. Nov 14, 18:30-22:00 - Oak
1 eve - We. Nov 27, 18:30-22:00 - Oak
1 eve - Mo. Dec 09, 18:30-22:00 - 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.

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 (8) courses completed successfully in not more than five (5) 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/IV Plus
CSW6 - Using Lotus 1-2-3
CSW7 - Accounting Using ACCPAC
OR
CSW7B - Accounting Using Bedford
CSW9 - DOS and Hard Disk Management
and any other CSW course (elective)

Course Credit

Credit for previously completed introductory course/s on Personal Computers and DOS will be considered for CSW1. No previous credit will be considered toward another CSW course. Students who are confident with DOS commands may register for other courses in the CSW program before receiving confirmation of credit for CSW1. Application for credit must be made in writing and include a transcript of the course/s previously taken. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara Campus, 100 West 49th Avenue, Vancouver, B.C. V5Y 2Z6

Entry Requirements

No formal educational requirements are necessary.

Courses

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

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

CSW1 - Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used commands of PC/MS-DOS control program for the IBM-PC and compatibles. 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. Course manual and diskette are included in the fee. \$265

5 mng - Sa. Sep 28, 09:00-12:00 - Lan, No class on Oct 12
5 eve - Mo. Sep 30, 19:00-22:00 - Lan, No class on Oct 14
5 eve - Tu. Oct 01, 19:00-22:00 - Lan
5 eve - Th. Oct 03, 19:00-22:00 - Lan
5 eve - Fr. Oct 04, 18:00-21:00 - Lan
5 eve - Tu. Nov 12, 19:00-22:00 - Lan
5 eve - We. Nov 13, 19:00-22:00 - Lan
5 eve - Fr. Nov 15, 18:00-21:00 - Lan
5 mng - Sa. Nov 16, 09:00-12:00 - Lan
5 eve - Mo. Nov 18, 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. Several application programs will be developed illustrating the practical aspects of computer programming. Prerequisite CSW1. Course notes included in fee. \$265

5 eve - Tu. Oct 01, 19:00-22:00 - Lan
5 mng - Sa. Nov 16, 09:00-12:00 - Lan

CSW4 - Introduction to 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. Course manual included in fee. \$265

5 eve - Mo. Sep 30, 19:00-22:00 - Lan, No class on Oct 14
5 eve - We. Oct 02, 19:00-22:00 - Lan
5 eve - Tu. Nov 12, 19:00-22:00 - Lan
5 eve - Fr. Nov 15, 18:00-21:00 - Lan

CSW4B - Advanced WordPerfect 5.1 (100520)

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features cover math columns, indexing, statistical typing, macros, long document preparation and much more. Prerequisite CSW4. Course manual included in fee. \$265

5 eve - Fr. Oct 04, 18:00-21:00 - Lan
5 eve - Th. Nov 14, 19:00-22:00 - Lan
5 mng - Su. Nov 17, 09:00-12:00 - 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. Course notes included in fee. \$265

5 eve - Th. Oct 03, 19:00-22:00 - Lan
5 mng - Su. Nov 17, 09:00-12:00 - 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. Course manual included in fee. \$265

5 mng - Su. Sep 29, 09:00-12:00 - Lan, No class on Oct 13

5 eve - We. Nov 13, 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. Course notes included in fee. \$265

5 mng - Su. Sep 29, 09:00-12:00 - Lan, No class on Oct 13

5 eve - Th. Nov 14, 19:00-22:00 - Lan

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). Course notes included in fee. \$265

5 eve - Fr. Oct 04, 18:00-21:00 - Lan

5 eve - Fr. Nov 15, 18:00-21:00 - Lan

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. Course notes included in fee. \$265

5 eve - We. Oct 02, 19:00-22:00 - Lan

5 mng - Su. Nov 17, 09:00-12:00 - 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. Course manual included in fee. \$265

5 mng - Su. Sep 29, 09:00-12:00 - Lan, No class on Oct 13

5 eve - Th. Oct 03, 19:00-22:00 - Lan

5 eve - Fr. Oct 04, 18:00-21:00 - Lan

5 eve - Th. Nov 14, 19:00-22:00 - Lan

5 eve - Fr. Nov 15, 18:00-21:00 - 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. Course notes included in fee. \$265

5 mng - Sa. Sep 28, 09:00-12:00 - Lan, No class on Oct 12

CSW10 - Introduction to PageMaker (100516)

Teaches the participant how to use a microcomputer with desktop publishing software to design and produce a newsletter, brochure, or a catalog. Typography, graphic design, and page layout principles will be covered. Learn how to produce attractive printed products with this flexible and creative software package. This course is beneficial to anyone interested in public relations, sales and marketing, graphic arts, technical writing or journalism. Prerequisite CSW1. Course manual included in fee. \$265

5 eve - Tu. Oct 01, 19:00-22:00 - Lan

5 eve - Tu. Nov 12, 19:00-22:00 - Lan

CSW10B - Intermediate PageMaker (100524)

Provides a new user with additional skills necessary in desktop publishing. The student learns the role of a page make-up person, editor and graphic artist.

This hands-on course teaches you how to fix typographical errors, adjust line breaks, add headlines, subheads, and print out to a laser printer. You also learn how to create a travel poster and display ad. We will also cover the advanced features in PageMaker, including: the styles sheets, preparing files, using special effects (drop caps, spreading headlines, reversing type). We will also discuss various postscript printers as output devices, scanning and converting documents if time permits. Prerequisite CSW10. Course notes included in fee. \$265

5 mng - Su. Sep 29, 09:00-12:00 - Lan, No class on Oct 13

5 mng - Sa. Nov 16, 09:00-12:00 - Lan

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

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

5 eve - Mo. Sep 30, 19:00-22:00 - Lan, No class on Oct 14

5 eve - We. Oct 02, 19:00-22:00 - Lan

5 eve - We. Nov 13, 19:00-22:00 - Lan

5 mng - Su. Nov 17, 09:00-12:00 - Lan

Following courses are for expert/power users, held in microlabs with state of the art software/hardware:

CSW81 - C++: A New and Evolving Language (100581)

For experienced programmers who want to learn a new, powerful language that will soon be dominant in the software industry. Some experience in C is useful. Course format: lectures, workshops with exercises using turbo C, and programming assignments. Assignments will be completed outside class on your own computer or by using a designated microlab at Langara Campus. Prerequisite: be an experienced programmer in some other language. Course notes included in fee. \$265

5 eve - Th. Oct 03, 19:00-22:00 - Lan

CSW82 - Object-Oriented Programming: A New Approach for a New Paradigm (100582)

Represents the evolution of structured programming methodology and gives programmers the tools needed to practise software engineering. Workshop format with exercises using Turbo C, as well as programming assignments. Assignments will be completed outside class on your own computers or by a designated microlab at Langara Campus. Prerequisite CSW81 or experience with programming in C. Course notes included in fee. \$265

5 eve - Mo. Nov 18, 19:00-22:00 - Lan

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

opportunity to put network theory into action through the availability of a Novell local area network. Program features are:

- Instructors with industry experience
- Hands-on supervisor privileges
- Dedicated network server for exclusive student use
- True proficiency testing with industry recognition
- Industry speakers - latest trends
- First LAN Certificate Program in Canada, by BC's largest community college
- Reasonable fee

For information and registration, call 324-5322. Enrol early as classes fill up very quickly.

Certificate Requirements

Five (5) courses completed successfully in not more than two (2) years, six (6) 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
- CSW12B - Local Area Network Management - Level 3

Entry Requirements

No formal educational requirements are necessary.

NOTE: CSW12B is open to students with industry experience in LAN Administration. It may be taken as a stand alone course, for those interested in "the latest trends."

Courses

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

Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW1 and CSW9. Students who are confident with Hard Disk Management should register in the other courses and not wait for credit confirmation. Application for credit must be made in writing and include a transcript of courses taken 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. Course manual included in fee. \$265

5 mng - Sa. Sep 28, 09:00-12:00 - Lan, No class on Oct 12

5 eve - Mo. Sep 30, 19:00-22:00 - Lan, No class on Oct 14

5 eve - Tu. Oct 01, 19:00-22:00 - Lan

5 eve - Th. Oct 03, 19:00-22:00 - Lan

5 eve - Fr. Oct 04, 18:00-21:00 - Lan

5 eve - Tu. Nov 12, 19:00-22:00 - Lan

5 eve - We. Nov 13, 19:00-22:00 - Lan

5 eve - Fr. Nov 15, 18:00-21:00 - Lan

5 mng - Sa. Nov 16, 09:00-12:00 - Lan

5 eve - Mo. Nov 18, 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. Course manual included in fee. \$265

5 mng - Su. Sep 29, 09:00-12:00 - Lan, No class on Oct 13

5 eve - Th. Oct 03, 19:00-22:00 - Lan

5 eve - Fr. Oct 04, 18:00-21:00 - Lan

5 eve - Th. Nov 14, 19:00-22:00 - Lan

5 eve - Fr. Nov 15, 18:00-21:00 - 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. Course manual included in fee. \$295

5 eve - Mo. Sep 30, 19:00-22:00 - Lan, No class on Oct 14

5 eve - We. Oct 02, 19:00-22:00 - Lan

5 eve - We. Nov 13, 19:00-22:00 - Lan

5 mng - Su. Nov 17, 09:00-12:00 - Lan

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

This course will explore the management issues involved in network installations, help the participants formulate and document network strategies, policies and procedures for their particular context and demonstrate what Novell and third-party vendors have to offer in the way of network management. Participants will use the Novell system, equipped with dedicated training server, to transform their knowledge into working network systems.

Other network software products will be discussed. Prerequisite CSW12. Course manual included in fee. \$295

5 mng - Sa. Sep 28, 09:00-12:00 - Lan, No class on Oct 12

5 eve - Mo. Nov 18, 19:00-22:00

CSW12B - Local Area Network Management - Level 3 (10525)

This course will involve advanced aspects of network administration including a hands-on comparison of alternatives to Novell, such as LAN Manager, Banyan VINES and Unix. As well, the database server concept will be explored with SQL Server and Oracle. At the end of this course, participants will be well equipped to plan and manage the networked information systems of the 90s. Prerequisite: CSW12A. Course notes included in Fee. \$295

5 eve - Th. Nov 14, 19:00-22:00 - Lan

N

COUNSELLING SKILLS

COUNSELLING SKILLS NON-CERTIFICATE

Basic Counselling Skills - Level I (101805)

This course examines the nature and process of counselling according to the humanistic, growth oriented model developed by Carl Rogers; training is based on the micro-skill training model developed by Robert Carkuff and Gerard Egan. The course will be of particular interest to staff and volunteers in the helping professions. Content areas will include understanding counselling as a developmental process; appreciating the importance of counsellor self-awareness and of the counselling relationship in effecting therapeutic change; identifying and acquiring skills that facilitate client self-exploration (especially empathy) in the initial phase of counselling; monitoring progress. 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. (\$24.95 at CC Bookstore) \$210 12 eve - Mo. Sep 09, 19:00-22:00 - CC (Frankel), No class Oct 14 and Nov 11 11 mng - Sa. Sep 14, 09:30-12:30 AND 1 day - Sa. Nov 30, 09:30-16:30 - CC (Menzel), No class Sep 21, Oct 12, and Nov 09 12 eve - We. Sep 18, 19:00-22:00 - CC (Miller) 12 eve - Th. Sep 19, 19:00-22:00 - CC (Adilman) 12 mng - Fr. Sep 20, 09:30-12:30 - KEC (Barreca)

Instructors

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

Donna Barreca, (M.Ed., Counselling Psychology) has been a counsellor and instructor with Student Services, King Edward Campus, for six years.

Daniel Frankel (M.Ed., Counselling Psychology) is a counsellor who specializes in working with college and university students.

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

David Miller (M.A., Counselling Psychology) is a counsellor who works with college and international students.

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 - \$135

Evaluation

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

Length of Program

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

Advisory Committee

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

Program Coordinator: Joanne Rykers

Application

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

Next intake dates: January 1992; September 1992.

Information Meetings

For more information attend the following meeting: 1 eve - Tu. Oct 01, 18:00-19:00 - KEC, Room 4043

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

Program Orientation (101837)

This short orientation is held at the beginning of the Certificate Program. It will involve self-awareness, exploration of personal values and how these values affect the counselling process. The course goal is to allow the class to develop into a cohesive group where students can support and rely on each other throughout the program. (Kenney) \$70 2 day - Sa. Oct 05, Su. Oct 06, 09:30-16:30 - KEC

Introduction to Counselling (101830)

This course is an overview of the counselling field in terms of theory and practice. Content areas will include discussion of: the major theories of counselling and their contributions to the field as well as their limitations; the different implications these theories have for the practice of counselling, including differences in assessment, in counselling goals and techniques; and in application to particular populations; ethical issues in counselling. The intent of this course is to allow the participants to begin to formulate their own beliefs and approaches to counselling. (Rykers) \$225 12 eve - We. Sep 18, 19:00-22:00 - KEC

Group Counselling Skills (101832)

This course examines the knowledge and skills which are required when counselling in a group setting. Content will include: identifying types of groups; understanding group effectiveness; understanding group structure and organization; selection of group members; explaining roles and responsibilities of group leader, understanding stages of group development; understanding and dealing with group and individual needs during all stages of development; evaluating change. An exploration of legal and ethical issues, particularly competence, will also be included. This course will emphasize an experiential learning approach. (Dadson, Rose) \$225

12 eve - Tu. Sep 17, 19:00-22:00 - KEC

Family Counselling Skills (101833)

This course examines the knowledge and skills which are required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, explaining the indications for using a family systems approach; understanding the impact of the extended family; the process of a family systems assessment; formulating goals; an introduction to appropriate strategies and techniques for use with families. An exploration of appropriate counsellor expectations, counsellor competency, consultations, legal/ethical issues, and the importance of record keeping, will also be included. (TBA) \$225

12 eve - We. Sep 18, 19:00-22:00 - KEC

Instructors

Barb Dadson (M.Ed., Counselling Psychology), is a counsellor with a private practice, specializing in women's programs and EAP referrals.

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

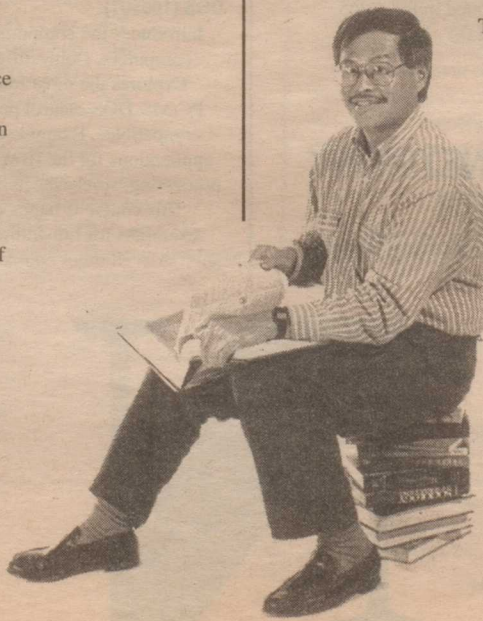
Karen Rose (M.A. Counselling Psychology) is a counsellor with Alcohol and Drug Programs.

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

COURT INTERPRETING

COURT INTERPRETING CERTIFICATE PROGRAM (150101)

This certificate program was developed at VCC, Continuing Education, in direct response to the needs of the courts. Since 1979 it has graduated ten 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.



plant nursery business. "The evening classes at VCC suited me well," Larry says. "The instructors gave pertinent information and advice. As an older student, this program has suited me perfectly."

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

Sep 06, 1991. Late applications will be considered subject to space availability. For more information call 324-5322 or 261-6635.

Silvana E. Carr, Ph.D., has been coordinator of the Court Interpreting Program at VCC since 1982, and lectured in Italian at UBC.

CREATIVE DEVELOPMENT

Self-Management Training - Skills for the 20th Century (102878)

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) \$123.05 (Includes GST)

10 eve - We. Oct 02, 19:00-21:00 - Lan

Instructors

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

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) \$69.55 (Includes GST)

5 eve - Mo. Sep 30, 20:00-22:00 - Lan

LARRY FUNG finds Continuing Education's evening courses perfectly suited to a busy two-career lifestyle. Larry is a student in the TEACHING ENGLISH AS A SECOND LANGUAGE (TESL) CERTIFICATE PROGRAM. He is also busy establishing his own

EARLY CHILDHOOD EDUCATION

LIVING AND WORKING WITH YOUNG CHILDREN

This series of workshops is 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.

Exploring Nature in Winter (151495) ** New **

Delight your children, your co-workers, and yourself with fun and adventurous wintertime things. This session will provide you with a variety of simple crafts, activities and natural science experiments suitable for winter days. A potpourri collection of interesting things to do with the wintertime blues. (DuBois) \$20
1 eve - Th. Sep 26, 19:00-22:00 - Lan

Choosing Child Care (151494)

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. The session is designed for parents who want to understand the various types of child care services available in our community. The evening session will be co-sponsored by the Westcoast Child Care Resource Centre and will offer the expertise of its staff members. (Anslow/Best) Please pre-register. NO COST
1 eve - Mo. Sep 30, 19:00-21:00 - Westcoast, 3998 Main Street, corner of 24th and Main Street, Vancouver

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

Balancing work, home and family responsibilities is a real challenge. This presentation will provide practical strategies for dealing with communication, organization, discipline, responsibility and time for you! By providing examples from personal and professional experience, Terry Ann will focus on managing multiple demands, establishing priorities and caring for physical and emotional health including the "intangibles," namely fatigue and guilt. This workshop addresses the issues giving equal weight to the needs of children and adults in the family and examines the values and beliefs we hold. (Watt) \$20
1 eve Th. Oct 3, 19:00-22:00 - Lan

Creative Art: Creative Kids (151438) ** New **

Focusing solely on themes or festivals often draws us away from fostering creativity in young children. This session will examine the creative stages of artistic development in children, and suggest strategies for encouraging creativity and talking with children about their particular environments. Come prepared to put your hands on two and three dimensional activities with paint, glue, cardboard, fabric and paper. (Hoppenfeld) \$20
1 eve - Mo. Oct 21, 19:00-22:00 - Lan

Paint and Dough It (151498) ** New **

Come join in the fun adventure of a hands into "paint and dough it" workshop. This session will give lots of new, exciting, inexpensive, and easy-to-clean-up art ideas. Also included are recipes for many varied doughs and clay that you can make from simple ingredients found in your kitchen cupboards. (DuBois) \$20
1 mng - Sa. Oct 19, 09:30-12:30 - Lan

Recycle Crafts for Fall and Christmas (151480) ** New **

Get ready for those cosy winter days and extra special days. You will create imaginative projects inspired by the multitude of toilet roll tubes, containers, packages, lids, etc., that we acquire in abundance but just hate to throw away! Join us in this "hands on" session as we create simple, inexpensive and lasting crafts and gifts related to Thanksgiving, Halloween and Christmas. (DuBois) \$20
1 aft - Sa. Oct 19, 13:00-16:00 - Lan

Burnout Blues (151501) ** New **

More and more, stress and burnout are becoming critical issues in our field. This three-hour session will provide practical strategies for early childhood and child care staff to effectively handle burnout and stress management. We will examine the causes of stress, methods for reducing stress, indicators of burnout and strategies for preventing burnout. (McElroy) \$20
1 eve - Th. Oct 24, 19:00-22:00 - Lan

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

This workshop has been revised and expanded to better enable care givers to create and promote esteeming environments. During this five-hour session we will explore the components of self esteem and how child care staff or parents can facilitate the healthy development of self esteem through use of experiential activities and exercises. (McElroy) \$35
1 day - Sa. Oct 26, 09:00-15:00 - Lan

Sibling Rivalry (151499) ** New **

This dynamic session will focus on teaching children problem-solving strategies that will empower them to develop effective relationships. Skills include: understanding why conflict occurs, looking for the reasons behind the behaviour, teaching positive techniques that will assist parents with reducing conflict and developing family guidelines based on respect. (This workshop is related to the book "Siblings Without Rivalry" by Faber and Mazlish.) (Watt) \$20
1 eve - Mo. Oct 28, 19:00-22:00 - Lan

Adventures for Kids (151413)

Have you ever found yourself wondering what to do and where to take your energized children for some fresh air, adventure and fun? If you answer yes, then this is the workshop for you. Exploring new places is an important part of a child's growing up. Come and discover new sights within the Lower Mainland through a slide presentation that will feature outdoor playgrounds, parks and natural learning wonders. Learn how to plan for a safe and fun outing. (Wallis) \$20
1 eve - Mo. Nov 4, 19:00-22:00 - Lan

The Presuppositions of Child Care (151503) ** New **

Our beliefs and values determine how we work and treat children and therefore are the most important factor in our overall effectiveness. In this workshop, we will examine the crucial presuppositions or beliefs inherent in child and youth care. Participants will also have an opportunity to clarify and examine their own values. (McElroy) \$20
1 mng - Sa. Nov 16, 09:30-12:30 - Lan

Crises: Turning Danger Into Opportunity (151504) ** New **

Handling difficult situations with children often leaves us feeling frustrated and inadequate. This three-hour workshop will introduce a model for crises intervention through role plays. Participants will also explore how to create empowering win-win situations out of conflict. The focus of this

session will be on school age children. (McElroy) \$20
1 aft - Sa. Nov 16, 13:00-16:00 - Lan

Laser Beam: Positive Management of Child Behaviour (151502) ** New **

Did you know that over 80 percent of the time that what we manage, lead or teach school age children is in response to inappropriate behaviours? Join this three-hour session and learn how to replace this with a new innovative style of positive reinforcement called "L.A.S.E.R.B.E.A.M." (Wallis) \$20
1 eve - Mo. Nov 18, 19:00-22:00 - Lan

Instructors

Rosie Anslow is the program coordinator for the Family Day-Care and Living and Working with Young Children Programs at VCC. She currently is the coordinator of the Vancouver Family Day-Care Support Program. In a volunteer capacity she is a director of Western Canada Family Day-Care Association and the BC Day-Care Action Coalition.

Pam Best is an early childhood educator and former staff member at Simon Fraser University Children's Complex. Currently she is the coordinator of Information Day-Care, a program of Westcoast Child Care Resource Centre. Information Day-Care is a service which provides assistance to parents in their child care needs. In a volunteer capacity Pam is a director of the BC Day-Care Action Coalition.

Kate DuBois is an early childhood educator with a wealth of experience in family day care. She has a particular interest in developing and sharing curriculum resources for working with young children.

Susan Hoppenfeld is an early childhood educator with a B.Sc. in Art Education and a Teaching Degree from the University of Oregon. Susan currently teaches Art with children at various community centres throughout Vancouver and at the Shalom Preschool.

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 and commutes to VCC to instruct workshops.

Randy Wallis is currently the program coordinator at Fraserview Boys' and Girls' Club and has developed school age programs and many outdoor summer education camps. Randy has a long history of working with school age children.

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

EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAMS

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

A. Early Childhood Education Level I

A 2-year provincially certified program which prepares graduates to work as supervisors in nursery school and day-care

centres for 3 to 5 year old children. Please note: This program is FULL for this coming term. Applications are now being accepted for September 1992.

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 will be accepted until September 9.

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 twenty-hour course provides a basic introduction to a variety of issues relating to operating a family day-care in a home environment. Community Care Facilities recommends this course as part of the licensing process. Please note that this course meets six evenings AND one Saturday. (Descantes, Taylor) \$85
6 eve - Mo. Sep 9/16/23/30 and Oct 7/21, 19:00-21:30
AND 1 day - Sa. Oct 26, 09:30-14:30 - Lan

6 eve - We. Oct 23/30 and Nov 6/13/20/27, 19:00-21:30
AND 1 day - Sa. Nov 30, 9:30-14:30 - Lan

CORE COURSES: FAMILY DAY-CARE CERTIFICATE PROGRAM

Exploring Children's Development (103802)

This course examines developmental stages, issues and milestones in the lives of young children and suggests strategies for promoting healthy growth and development. (Mason) \$85
6 eve - We. Oct 30, Nov 6/13/20/27 and Dec 4, 19:00-21:30
AND 1 day - Sa. Nov 30, 19:30-16:00 - Lan

Instructors

Isolde Descantes is a long-experienced family day-care educator and is well respected in the community for her expertise in this area. She currently sits on the Steering Committee of the Vancouver Family Daycare Support Program.

Pat Mason has been involved in the early childhood field as a preschool supervisor, special needs educator and an infant development coordinator. Current she is operating a respite family day-care and offers her services and expertise as a consultant.

Beverly Taylor is a long-experienced family day-care educator and is well respected in the community for her expertise on family day-care.

E. Working With School Age Children

SCHOOL AGE CHILD CARE CERTIFICATE PROGRAM

This certificate program is 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 the prerequisite course, 5 core courses and a variety of electives. In order to register in this certificate program, applicants must successfully complete the 18 hour prerequisite course entitled Introduction to School Age Child Care. Core courses are:

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

Introduction to School Age Child Care (150697) * New **

This new 18-hour course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those entering this field of work. (Musson) \$75

6 eve - Th. Sep 26, 19:00-22:00 - Lan

This term the following core courses will be offered:

Working With 5-Year-Olds (150655)

This course focuses on the physical, intellectual, emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. (Redmond) \$85

6 eve - We. Nov 6, 19:00-22:00 - Lan

1 day - Sa. Dec 7, 09:30-14:30 - Lan

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.

COURSE CANCELLATION

The College reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrolment. Should a course be cancelled, a FULL refund will be made.

DON'T WAIT

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

Working With Teens (150649)

This course is designed for those who currently work or wish to work with teenagers in a variety of social or recreational settings. Key themes within this introductory course include communication skills, program design, identity achievement, the role of peers and qualities of an effective youth worker. (Musson) \$85

6 eve - Th. Nov 7, 19:00-22:00 - Lan

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

Instructors

Steve Musson has a wealth of experience working with school age children in various settings. He has co-authored a book entitled "New Youth Challenge," worked with the Boys' and Girls' Club and is currently completing a Master's Degree Program at UBC.

Susan Redmond holds a Diploma from the Institute of Child Study at the University of Toronto. Prior to moving to BC, Susan established and operated a School Age Child Care program in Toronto. She currently instructs at Douglas College and at North Shore Continuing Education.

ELECTRIC/ELECTRONIC

Electrical Code - Intermediate (050602)

This course is designed for 4th year apprentices and journeyman electricians wishing to become certified "B" class electrical contractors. (Ball) \$320

20 eve - Tu/Th. Sep 17, 19:00-21:30 - CC

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. Sep 17, 18:30-21:30 - CC

Build Your Own Robot (050701)

This "hands-on" course is an introduction to the world of Robotics. You will be building a small, self-contained robot called "Albert." You will also learn how to program him to talk, flash his "eyes," roam about the house, and go around obstacles in his path. Prerequisites: A basic understanding of electronics, soldering and some mechanical skills. (Brown) \$240

10 eve - Mo. Sep 16, 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. Sep 16, 18:30-21:30 - CC

Instructors

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

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 Department.

ENGLISH SKILLS IMPROVEMENT

Two evaluation/information sessions will be held on Thursday, August 29 and Tuesday, September 10 at Langara Campus from 18:00-20:00 for all students interested in any English Skills Improvement course. Students should attend one of the sessions in order to be placed in the appropriate level. Please come to the Langara 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. Conversation, listening, reading and writing skills are taught. Text required. (Demers) \$200

24 eve - Mo/We. Sep 16, 18:00-20:00 - Lan

Lower Intermediate ESL (103040)

A course for students who have taken Beginners ESL or those whose English is at a lower intermediate level. The focus will be on listening and conversation, but the course will also include some reading and writing. Text required. (Demers) \$200

24 eve - Tu/Th. Sep 17, 18:00-20:00 - Lan

Mid-Intermediate ESL (103044)

A course for students who have taken a Lower Intermediate course and wish to continue learning and practising their English. The focus of the course will be on speaking and listening, but reading and writing skills will also be taught. \$200

24 eve - Mo/We. Sep 16, 18:00-20:00 - Lan (Panter)

24 eve - Tu/Th. Sep 17, 18:00-20:00 - Lan (Tenisci)

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

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

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

Advanced ESL (103018)

A course for advanced students who want to improve their writing, reading, speaking and listening skills. There will be weekly homework assignments and students will have the opportunity to ask individual questions. Text required. (Strayski) \$200

24 eve - Mo/We. Sep 16, 18:00-20:00 - Lan

24 eve - Mo/We. Sep 16, 20:15-22:15 - 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. This course is for ESL students who have a solid grammar base and who speak English fluently. Text required. \$135

12 eve - Tu. Sep 17, 18:00-20:00 - Lan (Bobenic)

12 eve - We. Sep 18, 20:15-22:15 - Lan (Bunton)

12 eve - Fr. Sep 20, 18:00-20:00 - Lan (Maguire)

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 texts: - "Building Skills for the TOEFL and 501 Absolutely Essential Words." Saturday class will have a half-hour lunch break. \$200

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

24 eve - Mo/We. Sep 16, 18:00-20:00 - La(McNair)

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. (Maguire) \$225

16 eve - Mo/We. Sep 9, 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. \$135

8 eve - Tu. Sep 17, 18:00-21:00 - Lan (Smith)

12 eve - We. Sep 18, 18:00-22:00 - Lan (Bunton)

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, vocabulary and discussion of world affairs. The course concentrates on oral skills -- there will be no writing. Text required. (McNair) \$135

12 eve - Th. Sep 19, 18:00-20:00 - Lan

Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who still lack confidence in their oral skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feed-back by the instructor. Required text: "Clear Speech." (Strayski) \$180

12 eve - Tu. Sep 17, 18:30-21:30 - Lan

12 eve - We. Sep 19, 18:30-21:30 - Lan

Instructors

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

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

Terence Demers, B.Ed. has taught in Saudi Arabia and Korea.

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

Dianne Maguire, M.F.A. teaches Creative Writing and writing courses throughout Vancouver.

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

Tobi Panter, B.A., Certificate TESL.

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

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

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

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) \$185
10 mng - Sa. Sep 07, 09:00-12:00 - CC
10 mng - Th. Sep 19, 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) \$180
10 mng - Tu. Sep 17, 09:00-12:00 - CC

Dressmaking in Cantonese (050934) ** New **

Instruction is given in Cantonese by a professional dressmaker. Learn to sew, or to improve your sewing skills. Using industrial sewing machines and commercial patterns, you will create garments with a perfect fit and finish. Bring to first class: metric fibreglass tape measure, three-ring binder, pen or pencil. Pattern, fabric and supplies should be purchased after the first lesson. (Wan) \$145
8 aft - Sa. Sep 14, 13:00-16:00 - CC
8 mng - We. Sep 18, 09:00-12:00 - CC

Basic Fashion Illustration (050915)

The basics of fashion illustration: learn about figure proportions and anatomy, develop croquis figures, experiment with a variety of media, draw from the live fashion model. Study the work of well-known illustrators, the current international fashion videos, and develop your own portfolio. Some previous drawing experience desirable but not essential. Bring to first class: newsprint sketch-pad (approximately 11" x 17"), Conte crayon (black or brown), 4B pencil. (Staiger) \$135
8 eve - Mo. Sep 16, 18:30-21:30 - CC

Fashion Illustration Workshops (050919)

Prerequisite: Previous courses or experience in Fashion Illustration. These fashion illustration workshops are designed to help fashion students, designers and illustrators upgrade their skills and expand their portfolio. Students will develop a professional and personal style, drawing from the live male and female fashion model, working with a variety of media and participating in individual class critiques. Bring to first class: sketch pad (min.

11"x17", preferred max. size 18" x 24"), black marker (fine point) or charcoal pencil (medium to soft), coloured markers or chalk. (Barnes) \$135
8 mng - Sa. Sep 14, 09:00-12:00 - CC

Wardrobe Planning (050932)

Formulate the know-how of a fashion analyst when applying the principles of style to your wardrobe, or that of a client. Topics include: analysis of personal colouring and figure silhouette, wardrobe coordination, selection of appropriate accessories, etc. Gain the skills for a complete fashion make-over. The first class is on colour draping, so wear no make-up or bring make-up remover. If possible, wear a white top. (Zrill-Mass) \$110
6 eve - Mo. Sep 23, 18:30-21:30 - CC

Costume Design for Theatre (050929) ** New **

This course will be of interest to individuals working or studying in theatre or fashion design. Emphasis is placed on script analysis, character considerations, research, production realities, and an examination of the working process of a costume designer. Students will design costumes for their portfolio using a pre-selected script available for purchase on the first class night. Bring to first class: \$8.99 for your script, pen, pencil, notebook and your imagination! (Johnston) \$145
8 eve - Th. Sep 19, 18:30-21:30 - CC

Instructors

Beverli Barnes, B.F.A., graduated in Fashion Design at Parsons School of Design, New York City. Owner of Barnes Pattern Service, she is a professional designer and illustrator, and experienced instructor.

Sonya Johnston is a graduate of the Fashion Arts Certificate Program and a freelance costume designer. Experienced at every level of the design process, she worked for two years as the Design Assistant at the Arts Club Theatre and has designed costumes for several theatres/productions.

Fredericka Staiger trained in Fashion Design, Pattern Making and Garment Construction at VCC. She is a freelance fashion illustrator, model, and practised instructor.

Wanda Sustersich, B.App.Sc., Provincial Instructors Diploma, graduated in Civil Engineering at the University of British Columbia. She is a graduate of the Fashion Arts Certificate Program, a couturier with a private clientele, and an experienced teacher.

Andy Keung Wan, graduated in Fashion and Clothing Manufacture at the Hong Kong Polytechnic and is a graduate of the Fashion Arts Certificate Program. He is fluent in Cantonese and Mandarin, is a designer under his own label and is President of Marlborough Enterprises Ltd.

Marg Zibin, Provincial Instructors Diploma, is a graduate of the Fashion Arts Certificate Program, a freelance pattern maker and has taught the subject for four years.

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

For other Fashion related courses please see: Art and Graphic Design.

FASHION ARTS CERTIFICATE PROGRAM

The Program started in January 1986, to meet the demand for a quality part-time training for people interested in

entering, or furthering their careers in, the growing Fashion Industry in Vancouver. Successful from the start, the Program attracts many applicants and those selected are already making their mark on the local, national and international scene. Having developed a reputation for producing graduates with technical skills to match their individual creativity, local companies are seeking our graduates and students to work in design, pattern making and grading. Others have successfully launched their own company, are working freelance, have become illustrators, costume designers or teachers. Even those who decided not to make a career change appreciate that the Program has greatly enhanced their skills in the Fashion Arts.

Apply by January 31 for next entry in April 1992. 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 - Textiles
Term Three - Fashion Design
Term Four - Collection Design
Term Five - History of Fashion

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 VCC. 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.

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.

Stan Green, is President of Greene Group Merchandising Services Ltd., specialising in product development, the creation and marketing of clothing in North America. Over twenty-four years' experience in the Canadian Fashion Industry, involved in many marketing innovations in the department store, chain store and manufacturing fields.

Sonya Johnston, is a freelance costume designer with many productions to her credit. Working for two years as design assistant at the Arts Club Theatre, she

is experienced at every level of the design process. Special interest in research and history of costume/fashion. Graduated in Fashion Arts at VCC, 1988.

Evelyn May, B.H.E., is the vice-president responsible for production at Gechtwerk 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, VCC, 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 Appliques, 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, VCC, 1989.
Wanda Sustersich, B.App.Sc., is a couturier and sewing instructor. 1982 career change from civil engineer to 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, VCC, 1988; Provincial Instructors Diploma, VCC, 1991.

FILM, TELEVISION AND THEATRE

PROGRAM IN FILM PRODUCTION: THE BUSINESS OF FILM AND TELEVISION

A professional program for persons who wish to learn the business aspects of producing a film or video product, for distribution in Canadian or international markets. The program is designed to provide the business knowledge required to successfully create and market a film or video product.

Learning Outcomes

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
- create a basic production budget
- describe appropriate financing and marketing strategies
- compile a proposal and make a presentation which includes all business and creative elements required by distributors, broadcasters and investors.

The Business of Film and Television (104107)

Covers: terminology, practical studio direction, broadcasters and distribution, ownership rights, studio procedures, making the program, budgets/financing, completing the deal and film proposal presentation. (Richardson) \$295
13 eve - Tu. Sep 24, 19:00-22:00 - CC

Instructors

Ed Richardson is Vice President of Beacon Group Productions Limited. Mr. Richardson has over 30 years' experience in the film and television industry in Canada, England and Australia. He has several years' experience teaching at Colleges in Ontario and British Columbia.

Several guest speakers are invited to present information on specialized topics.

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: An Introductory Course (104102)

A review of career and employment possibilities in the growing BC film industry, with emphasis on working conditions, skills required and professional associations. Students will examine common avenues into the industry and the functions of major production personnel. (Mackie) \$80
3 day - Sa. Sep 21, 09:00-12:00 - 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 professional 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) \$251.45 (Includes GST)
10 eve - Tu. Sep 24, 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. Oct 05, 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. 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. (Cooperstone) \$53.50 (Includes GST)
1 day - Sa. Oct 05, 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) \$196.88 (Includes GST)
8 eve - Mo. Sep 23, 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. Nov 02, 09:00-16:00 - KEC

Introduction to Financial Planning (503701)

This seminar, which is intended to be taken in conjunction with "Advanced Financial Planning", will help you build a financial program from the ground up. Learn to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies. (Hodgins) \$32.10 (Includes GST)
1 eve - Tu. Oct 01, 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. Oct 15, 19:00-21:30 - KEC

Financial Independence in Retirement (503703)

Whether you're presently retired or planning to retire in the future, this half-day seminar should be in your plans. Examine a number of non-financial areas including pre-retirement planning, successful handling of the transition period; analyze your net worth, retirement income needs, government pension plan options, RRSP/RRIF/annuity options, investment strategies and inflation protection. (Hodgins) \$42.80 (Includes GST)
1 day - Sa. Oct 26, 09:00-13:00 - 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. Oct 22, 19:00-22:00 - Lan

Instructors

Doug Hodgins, BA, B.Comm, CEP is a Chartered Financial Planner with Hodgins, Leard, Proteau and Assoc.

Pia Schindler is an investment broker with CM Oliver Co. Ltd. in Vancouver.

Peggy Waterton - Budget planner and personal money management consultant.

FLORAL DESIGN

Basic Floral Design and Arranging (250101)

Learn the basics of good floral design in this intensive course. Care of cut flowers, common arrangement styles and special occasion arrangements are covered in detail. Various aspects of the floral industry will be covered as well. (Williams) \$515
24 eve - Tu/We. Sep 17, 18:30-21:30 - KEC

Instructor

Bill Williams has over 30 years' experience in the floral industry, having owned three florist shops in Western Canada and worked for five and a half years as the BC representative of Telefloral Canada Inc.

FOODSAFE

Foodsafe is a program in sanitary food handling. Foodsafe will train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of foodborne illnesses. The two courses, Basic and Advanced, each consist of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of foodborne diseases, and maintaining a sanitary foodservice operation. 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. Sep 21, 09:00-18:00 - CC
1 day - Sa. Sep 28, 09:00-18:00 - CC
1 day - Sa. Oct 05, 09:00-18:00 - CC
1 day - Sa. Oct 19, 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. Students must speak English. Class limited to twelve. \$65
3 eve - Th. Sep 26, 18:30-21:30 - 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. Nov 02, 09:00-18:00 - CC
1 day - Sa. Nov 16, 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



ORILYN PASIUK is a recent graduate of the CHILDBIRTH EDUCATOR'S CERTIFICATE PROGRAM. She completed the program in two years, fitting it into her busy schedule as a mother of four and a working childbirth educator. "Even though I have taught for years, I felt stimulated

and motivated to try new ideas and methods of teaching...The course made me more aware of adult needs and how to meet them as an educator."

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).

Dates and tuition: Preliminary year - \$860 - We. Sep 18; Year two - \$1470 - Tu/Th. Sep 17

For a complete program guide, call 682-5844.

For other related Gemmology courses please see: Jewellery.

GRAPHIC DESIGN

These courses have been redesigned to better meet the changing needs of the graphic design community. For those wishing to upgrade their skills or explore a career change we are now offering four core courses which will provide you with over 125 comprehensive hours of Graphic Design instruction.

In addition, a series of in-depth workshops covering various aspects of the Graphic Design industry have been developed to augment the core courses.

Core Courses

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 eve - Tu. Sep 17, 19:00-22:00 - CC
9 mng - Sa. Sep 21, 10:00-13:00 - CC

Paste-Up and Assembly Techniques - Intermediate Graphic Design (050414)

The assembly of elements (type, photos, line drawings and logos) to camera-ready, this class teaches what you need to supply to the printer. Neatness, accuracy and efficiency are stressed. Projects include a stationery package, presentation folder and colour ads. Material cost is approximately \$50. (TBA) \$140

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

Printing and Production Techniques - Intermediate 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. (McGuinness/Lewis) \$140

10 eve - Tu. Sep 17, 19:00-22:00 - CC

Advanced Layout and Design (050429)

Beyond the fundamentals, this hands-on course is for those who wish to improve their design and visualization skills. Learn how to create more

powerful, better quality layouts. Felt pen rendering techniques will be developed through exploration of colour, composition, typography and design. Class projects include ad design and rendering a TV story board. Please bring pencils and paper to first class. (Kirkaldy) \$110

8 eve - Th. Sep 19, 19:00-22:00 - CC

Advanced Workshops

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. Oct 10, 19:00-22:00 - CC

The Business of Graphic Design (050427)

This course is tailored for those currently working in Graphic Design or considering starting their own business. Each class will focus on current issues in the areas of client communication, production management, business operations and self-promotion techniques. (McGuinness) \$70

4 eve - Th. Nov 07, 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. Sep 30, 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. Sep 17, 19:00-22:00 - CC

Design and Display Techniques (050404)

Lectures, glass 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 - Tu. Sep 17, 19:00-22:00 - CC

Drawing Courses

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

Drawing from the Artist Within (050428)

For those with previous drawing experience and eager to develop their skills, "Drawing from the Artist Within" provides challenging exercises designed to open your creative process. Bring med-large sketch book and 5B-6B pencils/charcoal/conté chalks to first class. (Dewar) \$105

8 eve - Tu. Sep 17, 19:00-22:00 - CC

Cartooning (050403)

Learn how to create a creditable cartoon drawing and then prepare it to the camera ready state. Lectures and demonstrations on form, construction, design and composition, as well as technical tips and tricks, will show you how to achieve this. (Metzger) \$100

8 eve - Th. Sep 19, 19:00-22:00 - CC

Perspective Drawing and Rendering (050415)

Designed for Architects, Interior Designers, Draughtsmen and the general public who are interested in learning the practical class applications of perspective drawing. Learn plan and photo perspectives, shadows and reflections, perspective sketching, and simple rendering in pencil and ink. You will need to purchase some drafting equipment.

(Some drafting ability required.) (Finlay) \$120
9 eve - Th. Sep 19, 18:30-22:00 - CC

Anatomy for the Artist/Illustrator (050422)

This course will assist artists and illustrators in creating more realistic, 3-dimensional figures through 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. Sep 18, 19:00-22:00 - CC

Illustration for Graphic Design (050410)

Develop your own successful illustration techniques by exploring the process of producing artwork for reproduction in advertising and print media. Black and white techniques, basic design, colour theory and how colour is achieved in printing is stressed. Assignments. Problem solving. Bring paper and pencils to first class. (Cornish) \$75

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

Other GRAPHIC DESIGN related courses can also be found in these sections:
ART: Basic Drawing, Drawing Still Life, Lino-Cuts
COMPUTERS: Desktop Publishing

Instructors

Eleanor Cornish has worked many years in the advertising field as an art director and 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 is a graduate of the Ontario College of Art, and has been working in the field for 11 years as a graphic designer and illustrator. Currently she is a senior art director at Palmer Jarvis.

Phil Lewis is a VCC College graduate in Graphic Arts and has worked in the printing industry for 18 years. Currently he is the Marketing and Production Manager at Western Book Manufacturing.

Joe McGuinness has over 11 years' experience as an art director at various agencies (McCann Erickson) and is currently a partner in Direction Design.

George Metzger has worked as a writer and artist for independent comic book publishers. He also has experience in various aspects of the production of animated TV commercials, Saturday morning cartoon shows and short features for local studios.

Benoit Richard has had many years of experience in visual presentation and window displays at the Bay (Vancouver and Montreal) and Holt Renfrew, and currently designing under his own label.

Janet Russell, BFA University of Victoria (Program Coordinator), works as a graphic designer, computer consultant and trainer.

HEALTH

HEALTH PROMOTION AND LIFESTYLES

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

Pre-registration is required for all courses.

Panic Attacks: Understanding, Coping and Healing (201045) ** New **

This course maps the beginning and the route of this syndrome which will be examined from biological, psychological and spiritual points of view. Course will be useful to health care professionals, sufferers of Panic Disorder Syndrome, and spouses of sufferers. Sufferers of this syndrome can expect a significant reduction in sense of alienation and in symptomology (especially if symptoms are driven by anticipatory anxiety), and will have a method for working with confidence on day-to-day experiences. Health care professionals will hear excellent descriptions of the subjective aspects of the syndrome and will have an opportunity to observe another therapist's interactions with sufferers of this syndrome. (Green) \$85

1 day - Sa. Dec 7, 10:00-16:00 - KEC West

Performance Anxiety: A Paralyzing Fear When One is the Sole Focus of Other's Attention (201043) ** New **

This course is intended for anyone who experiences anxiety when giving presentations, public speaking, during performance appraisals or job interviews, asking questions in class, performing skills in game conditions, and when interacting with members of the opposite sex. You will develop personalized coping strategies for overcoming performance anxiety, and you will experience satisfaction and enjoyment in these previously feared activities. You will gain a deeper understanding of the origins of performance anxiety and learn short term strategies to enhance your sense of control. (Green) \$85

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

Biological Control of Appetite and Body Weight (202759) ** New **

This course should be of value to all who are interested in their own experiences in weight control. You will develop an understanding of the biological components of weight control which interact with and contribute to the psychological behaviours that have been observed to influence the success of weight control programs. Understanding the biological contribution can help in designing better weight control programs and understanding why certain individuals have so many problems maintaining ideal weights. The course will include the following topics:

- How the appetite control regions of the brain work
- Biological and environmental signals that influence feeding behaviour
- Metabolic differences between obese and ideal-weight individuals
- Data from animal models with proven genetic or brain function causes of obesity and how the feeding behaviour of these animals compares with that of chronically obese humans
- How exercise and certain types of diets may help reset an abnormal set point for body weight. (Rigby) \$45

1 mng - Tu. Nov 05, 09:00-12:00 - KEC West

Human Sexual Response (202758) ** New **

Learn the events of the human sexual response cycle and how differences in anatomy, hormones, neurotransmitters and psychology can contribute to differences amongst individuals and how the experience of sexuality can be altered by drugs, disease, brain or body injury, pregnancy, aging, and

surgery. The emphasis of the course will be on the normal condition. Topics will include:

- The events of the human sexual response cycle
- The role of the brain in human sexual response
- How changes in hormone and neurotransmitter levels in the brain alter sexuality
- Anatomical variations amongst normal individuals and how these influence the experience of sexuality
- Modification of the human sexual response cycle by drugs, disease, injury, pregnancy, aging, and surgery. (Rigby) \$45

1 mng - Th. Nov 14, 09:00-12:00 - KEC West

Determinants of Sexual Development (203062) * New **

What controls who becomes a male or a female? You will learn that male/femaleness consists of many characteristics including genetics, anatomy, physiology, neurobiology and psychology. During prenatal development the interactions of gene products, hormones, neurotransmitters, drugs, and stress responses determine the development of the reproductive systems and the regions of the brain controlling sexual identity, sexual orientation, and sex-role related behaviours. You will gain an understanding of the issues of transsexuals, homosexuals, children with ambiguous genitalia and the numerous individuals who recognize both male and female characteristics in themselves. The course will be of significant value to anyone involved in counselling adolescents and adults dealing with identity issues or infertility problems. (Rigby) \$85

1 day - Sa. Nov 23, 09:00-16:00 - 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 - Mo. Nov 04, 18:00-22:00 - KEC West

What's New in Allergy Treatment - Distance Education Course (202761) ** New **

This course is essential to health professionals interested in prevention and management of allergy-related health problems, and to nurses in physicians' offices where patients are treated for allergies, and to school nurses, and public health nurses. Topics include: allergic patients and their families, immune system and allergies, causes of allergies, allergy testing, allergy injections, allergic Rhinitis, what's new in asthma, new drugs, food and additives, prevention of allergies and environmental control. (Vacek)

Course will be available in the Fall. Phone 874-9923 for information.

ENVIRONMENTAL SERIES - INDOOR AIR POLLUTION ** NEW **

Increasing attention is being directed to indoor pollution as a focus of exposure to air pollutants affecting quality of life and health. The Environmental Series provides practical information on this complex problem and common sense approaches for controlling indoor air quality and preventing potential health hazards. You will learn regulations, legislations and standards for clean air and practical strategies will be recommended. Of interest to construction engineers, occupational health nurses,

building and office managers, and those involved in upgrading building standards or in home or workplace renovations. (Vacek) \$165 for series of 3 or \$60 per course.

How to Control Indoor Pollution (201046)

Topics include our environmental and indoor air quality, building-related health problems, chemical irritants, volatile compounds, bioaerosols such as bacteria, molds, mites and other allergens, prevalence and risks of indoor pollution, building assessment, control and prevention of problems. 1 eve - We. Oct 23, 18:00-22:00 - KEC

Environmental Control of the Workplace (201047)

Focus is on office building environment. You will learn common air pollutants and their sources and exposure; respirable and other particles such as biological agents (bioaerosols), chemicals and volatile compounds; possible health effects, such as infections, allergies and other health problems; other conditions, such as geographic limitations, ventilation mode, moisture; assessment of indoor air quality, control and prevention of health risks, remedial hints and professional adjustments, regulations, legislations and standards. 1 eve - We. Oct 30, 18:00 - 22:00 - KEC

Environmental Control of Home (201048)

This course is designed for those interested in indoor air quality and its relationship with health. Topics include indoor air quality and residential housing, sources of exposure of air pollutants at home, such as biological agents (bioaerosols), allergens, chemical and volatile compounds, pesticides, ventilation, heating systems, wood burning fireplaces; possible health effects - infections, allergic problems, housing for environmentally hypersensitive; indoor air quality assessment, control and housing upgrading; consumer guide for home indoor air quality improvements, remedial hints and Canadian standards and regulation for residential housing. 1 eve - We. Nov 6, 18:00-22:00 - 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. Nov 16, 09:00-16:00 - KEC West

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. Oct 26, 09:00-16:00 - KEC

Conflict Resolution/Anger Management (202802)

This one-day workshop combines theory with practice to help you effectively manage conflict in the workplace (Boyчук) \$90

1 day - Th. Dec 05, 09:00-15:00 - KEC West

Assertiveness (202715)

Learn and practise assertive strategies which lead to positive changes in the workplace. Video feedback component. (Boyчук) \$90

1 day - Fr. Dec 06, 09:00-15:00 - KEC West

Personal Enrichment: A Healthier You - What are the Alternatives (201044) ** New **

A lively workshop for those with an open mind and a desire to take the initiative to improve their health and energy level. Of interest for those who are asking: What can I do to improve my health? Where do I start? I've come this far - what's next? Topics to

be covered will deal with food, physical activity, attitudes and mental outlooks, and alternative strategies, depending on participants' needs. Change strategies will be discussed to help individuals incorporate healthier activities into their daily lives. (Punt) \$70

2 eve - Th. Nov 14/21, 18:45-21:45 - KEC West

Vision! Action! Greatness and You! (201049)

**** New ****

Is the Guarantee of Your Own Success the driving force of your life now? Are you tired of being average? Are you just plain tired? This catalytic seminar teaches you how to engineer the very basis of your own motivation and life achievement. Understand how to create life richness with the resources you have at your disposal NOW. Clarify your direction and surpass all current levels of expected life reward by designing a personalized system of Dynamic Accomplishment. Personal excellence IS reality. Come discover yours! (Dornan) \$140

2 days - Sa. Oct 19/26, 09:00-16:00 AND 1 eve - Tu. Nov 05, 19:00-21:30 - KEC

Introduction to Group Facilitation (202813) ** New **

Of interest to people wishing to expand or develop their group skills. This one-day course will introduce participants to group facilitation skills. Topics will include the values underpinning facilitation strategies for structuring the process, and practical techniques for handling group sabotage. Roll play and small group activities will be included. (Murray) \$85

1 day - Sa. Nov 30, 09:00-16:00 - KEC

Instructors

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

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

Kim E. Dornan is a human development consultant who specializes in assisting people to define personal vision and live dynamically using individually designed means to accomplish that vision.

Lynne Fearn has been working with clients and teaching lifestyle management for over ten years and specializes in such areas as stress management, nutrition, holistic medicine, physical fitness and attitudinal healing.

Larry Green, BA, MA (Couns. Psych.) - Larry has extensive experience as an instructor, family therapist, psychotherapist and treatment coordinator. He is currently an EAP counsellor/coordinator for Interlock and maintains a private practice.

Mary Murray, BA, MSW, has extensive experience working with groups in community-based organizations.

Carole Punt has explored healthy lifestyle strategies for 24 years and shares her experiences with participants. She has conducted numerous workshops throughout BC on a variety of topics.

Ludmilla Vacek has been working in the field of allergy for over 15 years and has conducted research and developed programs in asthma and allergic diseases. She is currently staff and program coordinator for the Allergy Improvement Centre at University Hospital, Shaughnessy site.

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.

Panic Attacks: Understanding, Coping and Healing (201045) ** New **

This course maps the beginning and the route of this syndrome which will be examined from biological, psychological and spiritual points of view. Course will be useful to health care professionals, sufferers of Panic Disorder Syndrome, and spouses of sufferers. Sufferers of this syndrome can expect a significant reduction in sense of alienation and in symptomatology (especially if symptoms are driven by anticipatory anxiety), and will have a method for working with confidence on day-to-day experiences. Health care professionals will hear excellent descriptions of the subjective aspects of the syndrome and will have an opportunity to observe another therapists's interactions with sufferers of this syndrome. (Green) \$85

1 day - Sa. Dec 07, 10:00-16:00 - KEC West

Determinants of Sexual Development (203062) ** New **

What controls who becomes a male or a female? You will learn that male/femaleness consists of many characteristics including genetics, anatomy, physiology, neurobiology and psychology. During prenatal development the interactions of gene products, hormones, neurotransmitters, drugs, and stress responses determine the development of the reproductive system and the regions of the brain controlling sexual identity, sexual orientation, and sex-role related behaviours. You will gain an understanding of the issues of transsexuals, homosexuals, children with ambiguous genitalia and the numerous individuals who recognize both male and female characteristics in themselves. The course will be of significant value to anyone involved in counselling adolescents and adults dealing with identity issues or infertility problems. (Rigby) \$85

1 day - Th. Oct 03, 09:00-16:00 - KEC West

Biological Control of Appetite and Body Weight (202759) ** New **

This course should be of value to health professionals who deal with people with weight problems or eating disorders, or those who are interested in their own experiences in weight control. You will develop an understanding of the biological components of weight control which interact with and contribute to the psychological behaviours that have been observed to influence the success of weight control programs. Understanding the biological contribution can help in designing better weight control programs and understanding why certain individuals have so many problems maintaining ideal weights. The course will include the following topics:

- How the appetite control regions of the brain work
- Biological and environmental signals that influence feeding behaviour
- Metabolic differences between obese and ideal-weight individuals
- Data from animal models with proven genetic or brain function causes of obesity and how the feeding behaviour of these animals compares with that of chronically obese humans
- How exercise and certain types of diets may help reset an abnormal set point for body weight. (Rigby) \$45

1 mng- Tu. Nov 05, 09:00-12:00 - KEC West

Reproductive Technologies (203061) ** New **

The course will be of value to health professionals dealing with infertility and counselling infertility patients. You will consider the many causes of infertility and the ways in which both modern high technology and simple techniques can be used to overcome these problems. You will discuss the question of why many of the modern technologies fail to work so often. Topics include:

- The underlying principles of normal fertility and how changes in the normal processes produce infertility
 - How modern technologies (or simple techniques) can overcome infertility problems and why they can't always work
 - How the immune system can both enhance fertility and cause infertility
 - What are GIFT, ZIFT, PROST and other technologies and how many they improve the success rate of IVF? (Rigby) \$45
 1 eve - Tu. Oct 15, 18:30-21:30 - KEC West

How Neuroactive Drugs Work (202760) ** New **
 Designed for anyone who administers drugs to patients. You will learn the basic physiology of communication between nerve cells (synaptic transmission) and how a variety of neuroactive drugs can alter behaviour or physiology by influencing the effectiveness of communication between neurons. Learn how drugs interact and why such interactions can be so serious and why they have so many side effects on body functions. The course will develop a basic understanding of the actions of drugs which influence brain function. (Rigby) \$45
 1 mng - Sa. Oct 26, 09:00-12:00 - KEC

Human Sexual Response (202758) ** New **
 Learn the events of the human sexual response cycle and consider how differences in anatomy, hormones, neurotransmitters and psychology can contribute to differences amongst individuals and how the experience of sexuality can be altered by drugs, disease, brain or body injury, pregnancy, aging, and surgery. The emphasis of the course will be on the normal condition. Topics will include:
 - The events of the human sexual response cycle
 - The role of the brain in human sexual response
 - How changes in hormone and neurotransmitter levels in the brain alter sexuality
 - Anatomical variations amongst normal individuals and how these influence the experience of sexuality
 - Modification of the human sexual response cycle by drugs, disease, injury, pregnancy, aging, and surgery. (Rigby) \$45
 1 mng - Th. Nov 14, 09:00-12:00 - KEC West

Strategic Planning (202816) ** New **
 Designed for health care professionals in management positions wishing to expand or develop their strategic planning skills in addressing institutional, staff or patient concerns. The strategies are based on a "hospital as a community" model. Starting with an identified issue brought to class, participants will develop a coordinated plan of response which includes needs assessment, program design, evaluation and follow-up. (Murray) \$85
 1 day - Sa. Nov 23, 09:00-16:00 - KEC

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. (Boyчук) \$90
 1 day - Th. Dec 05, 09:00-15:00 - KEC West

Assertiveness (202715)
 Learn and practise assertive strategies which lead to positive changes in the workplace. Video feedback component. (Boyчук) \$90
 1 day - Fr. Dec 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, centring, grounding, and energy fields. (McCoy) \$40
 1 eve - Tu. Oct 22, 19:30-22:00 - KEC

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. (McCoy & Narod) \$85
 1 day - Sa. Nov 30, 09:30-16:30 - KEC West

Therapeutic Touch for Health Care Professionals (202752)

This is an experiential workshop. 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. (McCoy) \$85
 1 day - Sa. Nov 02, 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. Nov 16, 09:00-16:00 - KEC West

Behavioral Management in Long Term Care (202762) ** New **

This workshop emphasizes the promotion of positive behaviour for long term care residents. Its major goal is to provide nurse leaders with the concepts, skills and plans needed to make behavioral management a component of good care. Participants will be trained in the skills required to assess behaviour problems and promote positive behaviour in residents of long term care facilities. Participants can expect to leave the course with practical methods that can be directly applied in their facility: i.e.,

1. Assessment tools for use in their facility
2. Planning strategies for initiating behavioral management in their facility
3. A module for one or two specific behavioral problems
4. A plan and some techniques for training staff in behavioral management. (Getzlaf) \$110
 1 day - Sa. Oct 26, 09:00-16:00 - KEC

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. Examine behavioral 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. Nov 08, 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. Nov 09, 09:00-16:00 - KEC

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. Nov 23, 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. (Dechant) \$85
 2 eve - Tu. Nov 19/26, 18:30-21:30 - KEC West

Foot Care for the Elderly (200711)

This workshop is a must for all allied health care workers 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. Nov 16, 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. Oct 24, 18:00-21:00 - 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 - Tu. Oct 15/22/29, 09:00-16:00 - KEC West

Advanced Arrhythmia Interpretation (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. Fee includes lunch. (Cooper) \$90
 1 day - Sa. Oct 12, 09:00-16:00 - KEC West

Understanding the Twelve Lead ECG (202607)

**** New ****
 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. (Cooper) \$90 *
 1 day - Sa. Oct 26, 09:00-16:00 - KEC West

The 12 Lead ECG and Its Clinical Applications (202616) ** New **

The course includes ECG findings related to thrombolytic therapy, right ventricular and posterior infarct, drugs and electrolyte effects, wide complex tachycardias, and bifascicular blocks in the acute MI. Fee includes lunch. (Cooper) \$90 *
 1 day - Su. Oct 27, 09:00-16:00 - KEC West

* If registered in both courses, fee is \$170

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 25 hours in the two weeks preceding the course to read through the modules. Registration must be done three weeks prior to the course in order to receive the course modules on time. Course texts

are required - available at KEC Bookstore. (Moore) \$330
 5 day - Mo/Tu/We/Th/Fr. Oct 7/8/9/10/11, 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.

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.

Barbara Dechant, BSc. (Pharm.), RPH, is a long term care clinical pharmacist for Shoppers Drug Mart West, Central Office. She has been involved in long term care and extended care pharmacology in hospital and community settings since 1981.

Lynne Fearn has been working with clients and teaching lifestyle management for over ten years and specializes in such areas as stress management, nutrition, holistic medicine, physical fitness and attitudinal healing.

Shelly Getzlaf, Ph.D. (Clinical Psychology) began his health care career as a Registered Psychiatric Nurse and a Registered Nurse, after which he pursued his Doctoral Degree in Psychology, which was completed in 1984. His specialty areas include assessment and treatment of the elderly. He has authored several papers and booklets on the treatment and care of the elderly, has done research in gerontology, and has had extensive experience in offering workshops and in training health care workers in geropsychology. He has practised in Canada and the USA, and is currently in private practice in Portland, Oregon.

Larry Green, BA, MA (Couns. Psych.) - Larry has extensive experience as an instructor, family therapist, psychotherapist and treatment coordinator. He is currently an EAP counsellor/coordinator for Interlock and maintains a private practice.

Nadene 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.

Pru Moore, BA, RN, MEd, has extensive background in teaching professional development courses.

Mary Murray, BA, MSW, has extensive experience in strategic planning in community-based organizations.

Heather Narod, RN, RMT.

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

A. Primeau, RN, BScN, was a staff nurse in the critical care complex before she became a cardiology research coordinator at St. Paul's Hospital.

Florence Rigby, PH.D. (Endocrinology-Reproductive Physiology) was a professor of Biological Sciences at Northern Illinois University and is now an Honourary Professor of Obstetrics and Gynaecology at UBC. She has had extensive experience teaching physiology courses to graduate nurses, science teachers and other health professionals.

J. Steckler, RN, BA, MScN specializes in nursing care of the elderly.

CHEMICAL DEPENDENCY

Nursing Diagnoses and Care Planning for the Chemically Dependent Patient (202763) ** New **

Are you at a loss in dealing effectively with chemically dependent patients? Learn the tools for effective nursing management, from assessment through to nursing diagnoses and care planning for common issues and problems associated with chemical abuse, e.g. management of the patient in alcohol withdrawal. For all nurses working with patients in all settings. (Dilworth) \$85
1 day - Sa. Nov 30, 09:00-16:00 - KEC

The Chemically and Co-dependent Professional: Impact on the Workplace (202764) ** New **

This program provides an overview for understanding how these two problems affect workplace morale, productivity, customer/client satisfaction and staff turnover. Specific areas addressed are:

- Magnitude of the problem
- Behaviour traits, family roles, and the self-sabotage syndrome which culminate in non-performing work systems
- Recognizing chemical dependency in the workplace (alcohol and other drugs)
- Enabling behaviour by co-workers and supervisors
- Guidelines for effective intervention
- Importance of effective chemical dependency policies and job re-entry contracts.

Resource materials are provided. (Rugg,

Tomasson) \$185
1 day - Fr. Nov 01, 08:00-16:00 - KEC

The Care and Management of the Chemically Dependent Patient Withdrawing From Alcohol (202765) ** New **

This training program establishes nursing standards of care of the chemically dependent patient withdrawing from alcohol. The one-day seminar:

- Instructs the participant how to identify the low and high risk patient within 24 hours of admission
- Provides the RN with a five-point questionnaire for obtaining an accurate history
- Examines the nursing responsibilities and intervention for safe patient practice
- Introduces a mini intervention model
- Outlines documentation guidelines pertaining to patient admission, withdrawal process, education discharge summary and community resources.

An extensive resource manual and nursing protocol is provided for each participant. (Rugg, Tomasson) \$185
1 day - Fr. Oct 25, 08:00-16:00 - KEC

Chemical and Co-dependency: Professional Assessment Skills (202766) ** New **

This program is designed for the professional working in the chemical dependency field and/or assessing the "at risk" client. The specifics of co-dependency and family roles explain the risk for future compulsive behaviours and chemical dependency. Professional skill development includes:

- Recognizing the key signs of chemical dependency in the workplace
- Knowing the essential questions required for an accurate chemically dependent client history
- Introduce a mini intervention model
- Examines enabling behaviours by co-workers and management
- Discuss the importance of establishing policy and

job re-entry contracts
Resource materials are provided. (Rugg, Tomasson) \$95
1 mng - Fr. Nov 29, 08:00-12:30 - KEC West

Instructors

Kate Dilworth, RN, BScN, has been a member of the Chemical Dependency Resource Team at UBC Hospital and has a background in community and hospital mental health.

Marelyn Rugg, Rn-C, BScN, MN, was previously a family nurse practitioner in Seattle and a consultant, educator and clinical nursing specialist at VGH, where she established and co-ordinated the Chemical Dependency Resource Team. She is currently President of Proskills Education and Training Programs for Professionals.

Paulette Tomasson, RN, BScN, MA, has had extensive experience in teaching at UBC, BCIT, Langara and Douglas College, was in private practice counselling for five years, and was the consultant in chemical dependency for the RNABC. She is currently the vice-president of Proskills Education and Training Programs for Professionals.

EFFECTIVE NURSING MANAGEMENT CERTIFICATE PROGRAM (202801)

This program has been recently revised by Lynda Anderson to reflect 1991 concepts of nursing management. It is designed for nurses who are responsible for the management of patient care who wish to develop management skills. Course

content includes elements of practical performance as well as theoretical foundations underlying effective behaviours. Assigned exercises will be completed on the job or through simulated situations. A Vancouver Community College Certificate is awarded upon satisfactory completion of the program and transfer credit to Health Care Management Program Level I, BCIT, is available.

Course description

The Certificate Program is offered in a part-time format totalling 45 hours, with an additional 45 hours of reading and assignment requirements.

Content areas

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

Part-time format: 15 evening sessions
\$375
9 eve - We. Oct 2/9/16/23/30, Nov 6/13/20/27 - 18:30-21:30
Jan 8/15/22/29, Feb 5/12, 18:30-21:30

Instructor: Irene Rohrer
Program Coordinator: Sheila Stickney

*Instructor
Irene Rohrer, RN, MSN, has had previous*

Are you
getting
FAIR
VALUE
from
Vancouver
Community
College?

In these tough economic times, our recent fee increases have been difficult for many of you.

Unfortunately restricted government funding coupled with increased operating costs has lead to our reluctant decision to raise fees. These factors have been outside our control.

But what your education costs is really only half the question. Ask yourself the other half--what does your money buy?

At VCC it buys the widest range of Continuing Education programs offered anywhere in the province. Last year alone, more than 28,000 students enrolled in some 2,000 courses offered by Continuing Education. We added 64 new courses this term alone.

We continually strive to improve our services to you.

We listened when you asked to have our flyer delivered to you sooner.

For Fall, 1991 you will receive the flyer two weeks earlier than in previous years.

We listened when you told us that it's sometimes hard to reach us.

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 49 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, 75 hours

Course II - Teaching Skills for Childbirth Educators (202504)
24 hours in classroom; 49 hours total.
Full-time - 5 days, Mo/Tu/Fr. 09:00-16:00, AND
We/Th. 09:00-13:00, April 13/14/15/16/17, 1992

Course II is offered two (2) times a year in one of two 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)
43 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

Materials Workshop: Mastering Manipulation (203503)

Come and play before you pay! Mix, ask questions, and review literature on the latest materials

available, including: dental health materials, impression materials, light cure materials, glass ionomers, custom tray materials, and many more. (Rosko/Dennett/Davis/Harms) \$100
1 day - Sa. Oct 19, 09:00-16:00 - CC, Dental Clinic

Equipment Maintenance: Care and Feeding of the Dental Office (203511)

Learn how to maintain your dental equipment; from automatic processors and evacuation systems, to handpieces and prophylaxes. (Boyce/Weir) \$35
1 eve - We. Oct 23, 19:00-21:00 - CC - Dental Clinic

Dental Radiography Level I (203508)

A proposal for a Level I Clinical Dental Radiography course is currently being assessed by the College of Dental Surgeons. Contact Maureen Woodward to place your name on our waitlist - 874-9923.

CDA Clinical Tutorial (203509)

For CDAs re-licensing or re-entering the dental work force. This is an ongoing tutorial tailored to your personal needs. Instruction may include: prophylaxis, fissure sealants, fluoride application, etc. Call Maureen Woodward at 874-9923 to arrange an appropriate program.

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. Oct 24, 19:00-22:00 - KEC West

Computereze I (203410)

A four hour, hands-on workshop introducing dental personnel to all components of dental management hardware and software. (McLeod) \$70
1 mng - Sa. Nov 23, 09:00-13:00 - CC, Room 529

Computereze II (203412)

After a short review of lessons learned in Computereze I, the participant will spend another hands-on session with the computer. Exposure will include: the system, maintaining files, entering claims, scheduling appointments, recall appointments, recall letters, and much more. Prerequisite: Computereze I (McLeod) \$70
1 mng - Sa. Nov 30, 09:00-13:00 - CC, Room 529

Instrument Sharpening (203402)

This participation and problem-solving workshop reviews and refines instrument sharpening through lecture, demonstration and practice sessions. (Keselyak/Maschak) \$70
1 mng - Sa. Nov 16, 09:00-12:00 - CC, Room 237

Mercury: HG Hygiene (203415) ** New **

The focus of this course is to develop high standards for handling mercury. Instruction will include products that are available and procedures to follow to ensure safety for all. (Condon) \$45
1 mng - Sa. Nov 2, 09:00-12:00 - CC, Room 821

Isolation Techniques: The Joy of Dry (203519) ** New **

All areas of dentistry rely on effective isolation techniques. Share and learn techniques and how to apply them in the busy dental practice. (Jestin) \$35
1 eve - We. Nov 6, 19:00-21:00 - CC, Dental Clinic

Next year we will have a new streamlined telephone system in operation so that we can take your calls more quickly and efficiently.

We listened when you asked that our registration be more flexible.

We were the first in Vancouver to offer registration by FAX. You can now register by FAX, by phone, by mail or in person.

We listened to your concerns about the environment.

We are moving quickly to use re-cycled paper whenever possible.

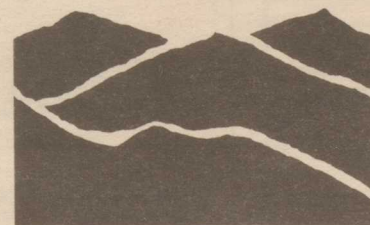
We continue to listen when you ask for new programs and courses to meet your needs.

We are constantly adding to our program mix with many new certificate programs being introduced each term.

Our job isn't to make a profit. Our job is to provide you with the best possible education for the least possible costs.

Your investment with us is an investment in your future.

VANCOUVER
COMMUNITY
COLLEGE



Continuing Education

JEWELLERY

Metal Techniques (051101)

This course will introduce the basic materials, tools and terminology in jewellery making. Students will become familiar with a variety of techniques

EARN A CERTIFICATE

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

APPLIED BUSINESS SKILLS
BUILDING MANAGER
BUSINESS ADMINISTRATION
CHILDBIRTH EDUCATORS
COMMUNITY BASED SOCIAL SERVICES
COMPUTER SKILLS FOR THE WORKPLACE
COUNSELLING SKILLS
COURT INTERPRETING
CUSTOMER CARE
EARLY CHILDHOOD EDUCATION-LEVEL 1
EARLY CHILDHOOD EDUCATION- ADVANCED STUDY
EFFECTIVE HEAD NURSE
FAMILY DAYCARE
FASHION ARTS
FASHION DESIGN
FUND RAISING
GARMET 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
TELECOMMUNICATIONS MANAGEMENT
VISUAL ARTS-PHOTOGRAPHY MAJOR
VOLUNTEER MANAGEMENT
WORKING WITH SCHOOL AGED CHILDREN

including piercing, doming, texturing, riveting and soldering. Projects will include the making of chains, rings, brooches and other jewellery objects. Students will be required to purchase their own tools and materials (approximate cost \$200). No experience necessary. (Bebel) \$175
10 eve - Mo. Sep 23, 18:00-21:00 - CC

Advanced Jewellery Workshops (051102)

Further explore and develop various techniques and approaches learned in Metal Techniques. Practical experience on more advanced and complicated projects will be encouraged. (Additional costs approximately \$100-\$150). Prerequisites: Successful completion of Metal Techniques or equivalent. (Bebel) \$320
10 day - Sa. Sep 21, 09:00-16:00 - CC

Jewellery Design - Practical Workshop (051105)

Learn the basic elements of design theory and their application in contemporary jewellery. Emphasis is placed on the nature of three-dimensional forms. Develop an awareness of visual elements such as line, shape, mass and texture. No previous experience required. (Walentowicz) \$175
10 eve - Th. Sep 26, 18:00-21:00 - CC

Stone Setting (051111)

Learn the basics of stone setting including wire and prong settings, bead setting with pave, channel and bezel setting in this advanced course. Tool preparation and procedures are included. (Additional costs approximately \$150). Prerequisites: Successful completion of Metal Techniques or equivalent. (Bebel) \$175
10 eve - We. Sep 25, 18:00-21:00 - CC

Casting Techniques for Jewellery and Small Sculpture (051103)

Learn the practical application of several casting techniques including lost wax, centrifugal, sand and cuttlefish bone in this advanced course. Three-dimensional designs using the wax carving process is encouraged. (Additional costs approximately \$100.) No previous experience required. (Walentowicz) \$175
10 eve - Tu. Sep 24, 18:00-21:00 - CC

Instructors

Maciek Walentowicz, the department head of the full-time Jewellery Art and Design Program at City Centre Campus.

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

JOURNALISM

An Introduction to Print and Broadcast Journalism (102891) ** New **

This course is designed to provide you with a solid background and grounding to the print and broadcast industry. Topics covered are: writing, focus, development, interview techniques, ethics, journalistic history and theory, TV documentaries, and newsroom situations. Guest speakers from the CBC and a tour of newsroom and studios included. (Dailey) \$197.95 (Includes GST)
10 eve - Tu. Oct 08, 19:00-21:30 - Lan

Instructor

Mark Dailey, assignment editor, CBC TV. Aside from CBC, Mark has worked at CTV as a reporter, As it Happens, and for The Journal.

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. Reading, writing and listening are also important components of these courses.

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

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

Note

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

Level 1

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

Level 2

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

Level 3

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

Placement

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

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.

Two statutory holidays: October 14 and November 11. College closed on October 12 and November 9 due to the holidays.

Inquiries: 324-5322

Location

Please note the majority of our courses are held at Langara Campus, but this term we are offering a few at City Centre Campus.

Arabic Conversation Level I (501901)

\$112.35 (Includes GST)
10 eve - We. Sep 25, 18:00-20:00 - Lan (Hamlin)

Cantonese Conversation Level I (501903)

\$112.35 (Includes GST)
10 eve - Tu. Sep 24, 20:00-22:00 - Lan (Lu)
10 eve - We. Sep 25, 18:00-20:00 - Lan (Lu)
10 eve - We. Sep 25, 20:15-22:15 - Lan (TBA)

Czech Conversation Level I (502008)

\$112.35 (Includes GST)
10 eve - Th. Sep 26, 18:00-20:00 - Lan (Hynek)

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 5 levels which will be offered in coming semesters. 40-hour program - \$190 each.

Level 1 (502001) - 20 eve - Mo/We. Sep 23, 18:00-20:00 - Lan (Michel)

Level 2 (502002) - 20 eve - Mo/We. Sep 23, 20:00-22:00 - Lan (Visscher)

French Conversation Level 1 (501913)

\$105
10 mng - Sa. Sep 21, 09:00-11:00 - Lan (Visscher)
10 eve - Mo. Sep 23, 18:00-20:00 - CC (TBA)
10 eve - Tu. Sep 24, 18:00-20:00 - Lan (Hassaine)

French Conversation Level 2 (501914)

\$105
10 eve - Tu. Sep 24, 20:15-22:15 - Lan (Hassaine)

German Conversation Level 1 (501919)

\$112.35 (Includes GST)
10 eve - Mo. Sep 23, 18:00-20:00 - Lan (Mirski)
10 eve - Mo. Sep 23, 20:15-22:15 - Lan (Mirski)
Italian Conversation Level 1 (501923)
\$112.35 (Includes GST)
10 day - Sa. Sep 21, 11:00-13:00 - Lan (Visscher)
10 eve - Tu. Sep 24, 18:00-20:00 - Lan (Visscher)

Italian Conversation Level 2 (501924)

\$112.35 (Includes GST)
10 eve - Th. Sep 26, 18:00-20:00 - Lan (Visscher)

Japanese Conversation Level 1 (501926)

25-hour course - \$139.10 (Includes GST)
10 mng - Sa. Sep 21, 09:30-12:00 - Lan (Nakata)
10 eve - Mo. Sep 23, 18:00-20:30 - CC (TBA)
10 eve - Mo. Sep 23, 19:00-21:30 - Lan (Imai)
10 eve - We. Sep 25, 19:00-21:30 - Lan (Masuda)
10 eve - Th. Sep 26, 19:00-21:30 - Lan (Wong)

Japanese Conversation Level 2 (501927)

25-hour course - \$139.10 (Includes GST)
10 mng - Sa. Sep 21, 09:30-12:00 - Lan (Tsukioka)
10 eve - We. Sep 25, 19:00-21:30 - Lan (Wong)

Japanese Conversation Level 3 (501928)

25-hour course - \$139.10 (Includes GST)
10 eve - Th. Sep 26, 19:00-21:30 - Lan (TBA)

Mandarin Conversation Level 1 (501937)

\$112.35 (Includes GST)
10 eve - Mo. Sep 23, 18:00-20:00 - Lan (Huang)
10 eve - Mo. Sep 23, 18:00-20:00 - CC (TBA)

Mandarin Conversation Level 2 (501938)

\$112.35 (Includes GST)
10 eve - Mo. Sep 23, 20:15-22:15 - Lan (Huang)

Polish Conversation Level 1 (502009)

\$112.35 (Includes GST)
10 eve - Th. Sep 26, 18:00-20:00 - Lan (Mirski)

Portuguese Conversation Level 1 (501945)

\$112.35 (Includes GST)
10 eve - Th. Sep 26, 20:00-22:00 - Lan (Catao)

Russian Conversation Level 1 (501947)

\$112.35 (Includes GST)
10 eve - Th. Sep 26, 20:15-22:15 - Lan (Datsko)

Spanish Conversation Level 1 (501949)

25-hour program - \$139.10 (Includes GST)
10 mng - Sa. Sep 21, 09:30-12:00 - Lan (Schulz)
10 eve - Mo. Sep 23, 18:00-20:30 - CC (Schulz)
10 eve - Mo. Sep 23, 19:00-21:30 - Lan (Ruiz)
10 eve - Tu. Sep 24, 19:00-21:30 - Lan (Daudet)

Fast Track Spanish Conversation (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. 40-hour program. \$203.30 (Includes GST)
20 eve - Tu/Th. Sep 24, 20:00-22:00 - Lan (Ruiz)

Spanish Conversation Level 2 (501950)

25-hour program - \$139.10 (Includes GST)
10 mng - Sa. Sep 21, 09:30-12:00 - Lan (Osorno)
10 eve - We. Sep 25, 19:00-21:30 - Lan (Giuriato)

Spanish Conversation Level 3 (501951)

25-hour program - \$139.10 (Includes GST)
10 eve - Th. Sep 26, 19:00-21:30 - Lan (Schulz)

Thai Conversation Level 1 (501990)

30-hour program. \$165.85 (Includes GST)
10 eve - We. Sep 25, 19:00-22:00 - Lan (Placzek)

Ukrainian Conversation Level 1 (501988)

\$112.35 (Includes GST)
10 eve - Th. Sep 26, 18:00-20:00 - Lan (Datsko)

Special Courses

Succeed in your next business deal after you learn the proper language and culture of your clients. Customized courses for business companies, taught on-site at your convenience.

Contact person: Brenda Pengelly: 875-8200

CHINESE LANGUAGE (MANDARIN) AND ARTS FOR CHILDREN AND ADULTS

All courses will be taught by qualified and experienced instructors from the Vancouver First Mandarin School. The next term for children's classes runs from September 7, 1991 to January 25, 1992. The next term for adults' classes runs from Sep 21 to Dec 07, 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, Aug 24 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 Mathemtics, 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. Sep 21, 10:00-12:00 - KEC

Conversation for Adults (505716)

Emphasis is on Mandarin conversation. \$112.35 (Includes GST)

10 mng - Sa. Sep 21, 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. 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. Oct 08, 19:00-21:30 - KEC

Instructor

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

MANAGEMENT

ESSENTIAL SKILLS FOR SUPERVISORS

Roll up your sleeves, sharpen your pencils, and get down to work! If you are a new or prospective supervisor, or just need some helpful techniques and skill reinforcement, this series is designed especially for you. Each of our one-day courses is chock full of practical information and skill building exercises that will be indispensable to you in your daily work life. The format is practical, interactive, and hands-on, with time allowed for discussion and to practice newly acquired skills and techniques.

For program 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 Location

All courses in this series will be held at the Society of Management Accountants of B.C. (CMA) Education Centre, 814 Richards Street.

Course Fees

\$125 per day (Fall Session). All materials are provided. Course fees are subject to change.

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty 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 withdrawals received less than ten days before the start date. The College will accept participant substitutions if a previously registered individual is unable to attend.

Stepping up to Supervision (102840)

Becoming a supervisor is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator". Former colleagues may have difficulty in accepting the new supervisor's role. Recognition must be given to the human relations and productivity aspects of supervision. Most new supervisors enter into this role without proper preparation and support. The purpose of this course is to help the new or potential supervisor to develop the knowledge, skills, and confidence required to supervise staff.

At the end of this course the participant will understand the skills required to effectively supervise;

- using leadership skills,
- coaching staff,
- giving performance feedback,
- creating a motivational workplace,
- delegating work, and- employing problem solving techniques.

Interactive lectures, individual work, group discussion and skill practice sessions will be used. Participants will write a "back-home" personal plan for applying their newly acquired skills. (Hannah) 1 day - Fr. Sep 27, 09:00-16:30 - CMA

Communication for Success (102838)

"Lack of Communication" is one of the most frequently cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or superiors, clear direct communication results in more productive interactions and effective actions of others. However, it can often be difficult to achieve. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes, and feelings, verbally and non-verbally. 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 communications. At the completion of this course, participants will;

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

1 day - Fr. Oct 18, 09:00-16:30 - CMA

Building and Coaching a Productive Team (102844)

Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. To get maximum results, you need the cooperation of all your employees. As a new supervisor, an integral part of the team building process consists of developing an environment where open communication and

a shared vision exists.

Your effectiveness as a supervisor will be enhanced by your understanding and practise of some key coaching and motivation measures used in the teambuilding process. At the completion of this course, participants will;

- understand the importance of team-building,
- be able to identify the characteristics of an effective team,
- apply measures and techniques to build synergy in the workplace,
- have the skills to identify and resolve key team concerns.

The net result? Increased work productivity, improved work quality, and enhanced team morale. This one day practical workshop begins by reviewing the importance of teambuilding and the characteristics of an effective team. (Dixon) 1 day - Fr. Nov 8, 09:00-16:30 - CMA

Finding Time For Results (102845)

There never seems to be enough time in a day! Learn how to get daily results through practical techniques. Manage your day, your projects, and yourself. In this course you will learn the following time "diet" techniques;

- analyzing your day
- setting goals and priorities
- delegating
- creating productive meetings
- handling interruptions
- understanding your self-motivation to complete your day and projects.

You will gain a new confidence by taking control of your workday and improving the productivity and the success rate of your team and yourself.

(Cuzzetto)

1 day - Fr. Nov 29, 09:00-16:30 - CMA

Trainers

Margaret Cuzzetto is a marketing and management consultant, program developer and instructor in marketing, retail trade and personal and work development with over 24 years experience. She has extensive management and supervisory experience in the Fashion Retailing industry.

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.

Maureen Hannah, BSc (Management), Diploma Personnel Management, designs and conducts training workshops and gives conference presentations throughout Western Canada, the Yukon Territories, and England. Her industry experience includes positions in Employee Relations and Personnel Planning and Development for a major forest industry company in London and Vancouver.

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.

MANAGEMENT SKILLS FOR SUPERVISORS PROVINCIAL CERTIFICATE PROGRAM

Offered in cooperation with The Ministry of Advanced Education, Training and Technology and The British Columbia Business Council.

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 program offered in three 4-day modules. Training techniques utilize individual, small and large group experiences and lecturettes using the participants actual work experiences in groups of no more than 25 participants.

Certification

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

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 - Sheraton Plaza 500, 500 West 12th Avenue

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 - Sheraton Plaza 500, 500 West 12th Avenue

Spring 1992

Group C

Part I Apr 07-10, Interpersonal Skills

Part II May 05-08, Group Skills

Part III May 26-29, Administrative Skills

All sessions, Group C, 08:30-16:30, Sheraton Plaza 500, 500 West 12th Avenue

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 part (Fall session). Course fees are subject to change.

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of \$50. 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 course withdrawals received less than ten days before the start date. The College will accept participant substitutions if a previously registered individual is unable to attend.

ADVANCED MANAGEMENT SKILLS

Advanced Management Skills (100104) ** New **

This course is for the participant who wants to mobilize a top performance, results oriented, and visionary team committed to taking risks and responsibility. As a result of this program the participant will be a catalyst in developing an environment of continuing growth and achievement where rewarding and enjoyable Team Work is a reality.

What Will You Learn?

This is a hands-on course, designed to energize and empower experienced supervisors. Emphasis will be on Common Sense Management Style. At the completion participants will be able to:

1. Identify individual styles of communication.
2. Identify and practice effective intergroup dynamics.
3. Identify the importance of strategic long term planning.
4. Apply the principles of win-win negotiation techniques.
5. Turn difficult people situations to their advantage.
6. Implement effective hiring techniques.
7. Initiate and support a motivational climate to create "Heroes".
8. Delegate efficiently and effectively utilizing this

technique as a tool for Staff Development.

9. Implement strategies to manage personal management time.

10. Participate with success in meetings and use them as opportunities for career development.

11. Plan for and manage change as an opportunity for growth.

12. Apply effective project management tracking skills.

Who Should Attend?

If you are a manager or supervisor in the private, public, or not-for-profit sector with previous management training, or equivalent experience, this course is for you. This course will be of particular interest to graduates of the Management Skills for Supervisors Certificate Program.

What is the Format?

This is an intensive four day course offered from 08:30 to 16:30.

When Is It Offered?

Course dates and location

Fall 1991

November 05-08, 08:30-16:30 - Sheraton Plaza 500, 500 West 12th Avenue

or

Spring 1992

April 28-May 01, 08:30-16:30 - Sheraton Plaza 500, 500 West 12th Avenue

Who is the 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 course (Fall session). Course fees are subject to change.

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of \$50. 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 course withdrawals received less than ten days before the

start date. The College will accept participant substitutions if a previously registered individual is unable to attend.

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. Enrolment limited to 8 per class. Seniors discount not available due to limited enrolment. (Lee) \$107 (Includes GST)
 10 eve - We. Sep 25, 18:00-19:00 - KEC
 10 eve - We. Sep 25, 19:00-20:00 - KEC
 10 eve - We. Sep 25, 21:00-22:00 - KEC

Class Jazz Piano Intermediate (502531)

A continuation of the beginners course with emphasis on reading and chording skills. Instructor's approval required before registration is completed. Enrolment limited to 8 per class. Seniors discount not available due to limited enrolment. (Lee) \$107 (Includes GST)
 10 eve - We. Sep 25, 20:00-21:00 - KEC

Piano 1 for Beginners (502517)

Class instruction on individual pianos. Learn notation, basic playing skills and chording techniques. Students should have access to piano for home practice. Enrolment limited to 8 per class. In the event of insufficient enrolment in a particular class, some classes may be combined. Seniors discount not available due to limited enrolment. (Lyster) \$107 (Includes GST)
 10 eve - Mo. Sep 23, 18:00-19:00 - KEC
 10 eve - Mo. Sep 23, 19:00-20:00 - KEC
 10 eve - Mo. Sep 23, 21:00-22:00 - KEC

Piano Intermediate (502518)

Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrolment limited to 8 per class. Seniors discount not available due to limited enrolment. (Lyster) \$107 (Includes GST)
 10 eve - Mo. Sep 23, 20:00-21:00 - KEC

Instructors

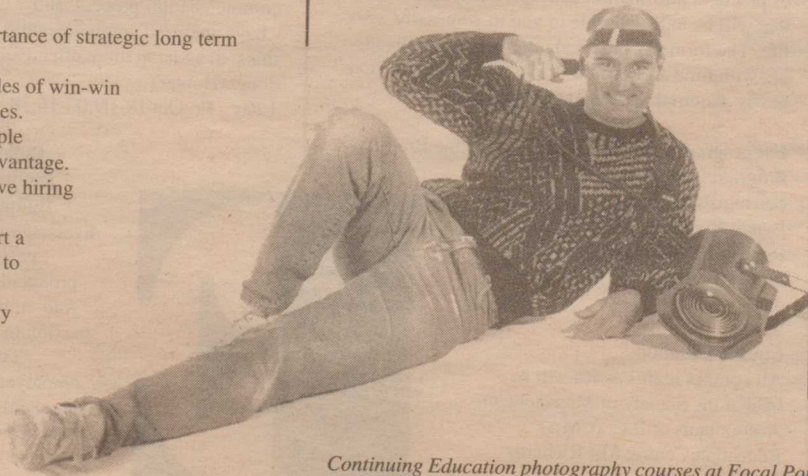
Jeannie Lee studied in the Keyboard program at VCC and has taught piano for several years. She is skilled in both classical and jazz repertoire and technique. In addition to her teaching duties she is a much sought-after professional entertainer.

Lauri Lyster received her Diploma in Musical Arts from VCC and finished her Bachelor of Music Degree at UBC. She performs regularly in Vancouver in addition to teaching percussion and keyboard.

INSTRUMENTAL MUSIC

Flute: Beginners (502505)

Practical instruction for the novice. Throughout the course students will learn proper breathing techniques, tone control and musical skills. Some small ensemble playing will be included. Each student must have a flute and music stand. \$53.50 (Includes GST)
 10 eve - Mo. Sep 23, 18:00-19:00 - KEC



A freelance photographer, TOM ALLEN wants to expand as an artist. Tom specializes in commercial photography and boudoir portraits and has taken

Continuing Education photography courses at Focal Point for the past three years. Tom praises the program and says, "They keep adding to and expanding the subjects."

Guitar: Beginners (502507)

This course includes basic theory, note reading and accompaniment styles for contemporary guitar. A wide range of styles are introduced, from classical to folk and blues/rock. Learn accurate tuning, a variety of chords, strums and picking patterns. Meet other beginners and broaden your musical horizons in a cooperative and friendly atmosphere. (MacDermot) \$90.95 (Includes GST)
10 eve - We. Sep 25, 18:00-20:00 - KEC

Guitar: Intermediate (502508)

Have you had a few lessons in the past, or are you a self-taught player stuck at a certain level? This class will help you learn to use the wide range of materials available to improve your technique and musicality. The course includes theory, note reading, solo techniques, ensemble playing, and insights into various styles from classical to contemporary. An excellent opportunity to meet other guitarists and improve your playing. (MacDermot) \$90.95 (Includes GST)
10 eve - We. Sep 25, 20:00-22:00 - KEC

Saxophone/Clarinet: Beginners (502519)

Learn proper technique including breathing, tone, basic playing skills, some reading skills and basic blues patterns. The course is designed for the beginning player and for those who want to have the opportunity to play with other students at their own level. (Lutz) \$53.50 (Includes GST)
10 eve - We. Sep 25, 18:00-19:00 - KEC

Saxophone/Clarinet: Intermediate (502520)

A continuation of the beginners class. Improve upon your reading ability. Solo lines and riffs will be analyzed for playing and jamming in rock, blues, and jazz idioms. An ideal way to meet other players at your level who share your interests. (Lutz) \$53.50 (Includes GST)
10 eve - We. Sep 25, 19:00-20:00 - KEC

Instructor

Daniel A. Lutz received his Diploma in Musical Arts at VCC and has performed and taught both classical and jazz/pop styles for over 20 years in the Lower Mainland. Mr. Lutz is currently a woodwind clinician for several BC school districts and a dedicated private music teacher.

Paul MacDermot received his Diploma in Musical Arts from VCC and then pursued further studies at the Sweelink Conservatory, Amsterdam. He has also participated in master classes with renowned guitarists David Russell, Raphaella Smits and Hubert Kappel. At present Paul is a member of several ensembles, including the Panormo Guitar Trio, and is a well-known local performer and teacher.

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. (Newman) \$160.50 (Includes GST)
10 eve - Mo. Sep 23, 18:00-20:00 - KEC
10 eve - We. Sep 25, 18:00-20:00 - KEC

Voice Workshop (502549)

The original course in singing which began at VCC 18 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) \$107 (Includes GST)
10 eve - Th. Sep 26, 18:00-20:00 - KEC

Instructor

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 A (502525)**

A serious/fun band dedicated to the purpose of achieving, maintaining and constantly excelling in personal musical ability in sight-reading the music and performing solo jazz spots that are frequently 'opened-up.' Of greatest importance is performing a clean production of big band jazz as one. Registration with permission of the instructor. (Sikora) \$85.60 (Includes GST)
12 mng - Sa. Sep 21, 10:00-12:00 - KEC

Stage Band B (502525)

By popular demand (our A band has continued to grow beyond reasonable size), we are introducing another course for those interested players who wish to participate in an exciting musical experience. We have the music if you have the time for more BIG BAND JAZZ. Note: this course may operate on the concept of a smaller jazz ensemble depending upon enrolment. (Sikora) \$85.60 (Includes GST)
12 aft - Sa. Sep 21, 12:30-14:30 - KEC

Vocal Jazz Ensemble A (Advanced) (502524)

This ensemble is designed for singers who have come out of high school/college/community vocal jazz groups within the last 10 to 15 years - and miss singing jazz! Contemporary jazz innovations will be covered; more challenging literature will be selected; opportunities for solo work; improvisation with special guest instructors; some student conducting. Correct vocal production will be stressed at all times. The class will attend a rehearsal/performance of a local vocal jazz ensemble at some point in the course. An informal concert will be held on the final night. Students should have background specifically in vocal jazz, and a desire to perform and learn the art of jazz singing. Registration by permission of the instructor. (Warren) \$85.60 (Includes GST)
10 eve - Th. Sep 26, 20:00-22:00-KEC

Vocal Jazz Ensemble B (Beginner) (502523)

This ensemble is designed for the singer who would like to experience vocal jazz. Covered during the course will be a variety of jazz styles, improvisation, solo singing, stylizing a ballad; and some conducting techniques. Correct vocal production will be stressed at all times with good warm-up techniques being used. Some work will be done with a sound system. An informal concert will be held on the final night. (Warren) \$85.60 (Includes GST)
10 eve - Th. Sep 26, 18:00-20:00 - KEC

Rhythm Section Players

This is the opportunity for you to work with a vocal jazz ensemble. Develop your skills accompanying one of the CE jazz choirs. For further information call Terry Smith (Program Coordinator) at 875-8220.

Willan Choir

Named after Healey Willan, the Dean of Canadian Composers, the VCC Music Department's largest choral ensemble, with over 125 members, is open to all students and faculty from other schools and the general public. No audition is necessary. Emphasis, under director Gerald Van Wyck, is on the acquisition of basic choral skills. Call 875-8220 for further information.
30 eve - Tu. Sep 10, 19:30-22:00 - KEC

Instructors

Ray Sikora graduated from West Lake College of Modern Music in Hollywood, California. He has performed with Stan Kenton, Les Elgart, Duke Ellington and the Boss Brass among others. He has recorded for CTV, CBC, ITV and the National Film Board.

Gerald Van Wyck is the director of Choral Studies in the Music Department of VCC. His extensive experience and background have also enabled him to be Director of Music at West Vancouver United Church and to work with the BC Boys Choir. He is a highly regarded clinician and adjudicator.

Janet Warren has been involved in the development of vocal jazz for 18 years. Her award-winning high school groups have helped to establish national standards. She is a much sought-after clinician and adjudicator. She is also an integral member of the staff of VCC's Soundwave Summer Workshop.

APPRECIATION AND THEORY**Jazz Improvisation (102611)**

An in-depth study of the relationship between scales and chords, utilizing the jazz 'shorthand' approach to theory, involving the study of modes, chord progressions, analysis, and chord substitution. Also included will be an analysis of several standards, blues, and contemporary jazz works. Students must be able to read music, and have a knowledge of all major scales. (Keenan) \$85
10 eve - Th. Sep 26, 19:00-21:00 - KEC

Music Theory (102613)

Open to musicians and non-musicians alike. Learn the 'basic' materials of music theory including the fundamentals of rhythm, intervals, chords, and transposition. Students should be able to read at least one clef. (Lutz) \$100
10 eve - Mo. Sep 23, 18:00-20:00 - KEC

Music Theory Intermediate (102615)

Students will build on the skills learned in part one with the aim towards a working understanding of basic harmony. Triads, sevenths and other commonly used chords, root movement, voice leading and modulation will be covered. Students with some background in music may register for this course without taking part one with the permission of the instructor. (Lutz) \$100
10 eve Mo. Sep 23, 20:00-22:00 - KEC

Five Great Composers: Changing the Course of Music (502537)

From BEETHOVEN, whose highly personal and dramatic music created the beginnings of the Romantic movement, to STRAVINSKY, who continually explored new musical styles and ideas throughout the twentieth century, the development of classical music is an ongoing creating of new and different forms of human expression. In an exciting one-day workshop, 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 CHOPIN, DEBUSSY, MAHLER. (Tate) \$85.60 (Includes GST)
1 day - Sa. Nov 23, 09:00-16:30 - KEC

The Unanswered Question (502557)

Classical music is not only a source of joy and beauty, it is a means of expanding our listening to gain a deeper insight and perspective into our lives. This course explores the language (and meaning) of music, as well as art and poetry as a tool that we can use powerfully to stretch our boundaries and greatly expand our experience of life. An informal, irreverent, humorous and provocative workshop, this is not a passive 'music appreciation' course. Questions and comments are encouraged and there is active participation throughout the course. Each Saturday workshop will be followed by two evening sessions on the following Tuesdays. Further information on The Unanswered Question and a brochure describing the workshop in more detail may be obtained by calling 875-8220. (Tait) \$197.95 (Includes GST)
1 day - Sa. Sep 21, 09:00-18:00 - KEC
1 day - Sa. Nov 30, 09:00-18:00 - KEC

Instructors

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

Daniel A. (Dan) Lutz received his Diploma in Musical Arts from VCC and has performed and taught both classical and jazz/pop music for over 20 years. Mr. Lutz is currently a woodwind clinician for several BC school districts and a dedicated private teacher.

Brian Tate has enjoyed a diverse career as a composer, conductor, pianist, broadcaster and teacher. His versatility as a composer has led him to write for a variety of media including film, television, theatre, radio drama and concert works. Brian studied Music at UBC and then continued his studies in Toronto and London. He was recently commissioned to create and host a new educational concert series for the VSO. Brian's lifelong interest and passion in music, art, poetry and philosophy, and his experience as a musician and teacher led to the creation of 'The Unanswered Question' and other workshops.

COMMERCIAL MUSIC**How to Finance an Album (102618)**

During this one-day seminar, Mr. Reid will outline a variety of methods for funding a recording project. All the necessary steps from the initial planning stages for an album to receiving the final finished product on cassette or CD will be investigated. This includes finding the right producer and engineer, how to select a recording studio, how much money is required, putting together a business proposal, handling your finances, shopping for a record deal and many other important questions that need to be answered. (Reid) \$60
1 day - Sa. Oct 19, 09:00-16:00 - KEC

Introduction to the Music Business (102617)

The glamour and excitement of the music industry draws many newcomers every year. Learn how to avoid the pitfalls of the industry by establishing an understanding of sound business principles and the methods that can be put to use so that you may participate and grow in the industry. Become informed on topics such as personal management, booking agreements, musician's unions, engagement contracts, business structures, insurance, travel and many other interesting areas pertaining to you and the business of music. (Reid) \$100
10 eve - Tu. Sep 24, 20:00-22:00 - KEC

MIDI Applications I (102604)

Students will explore the principles of sound creation, sound synthesis, MIDI, computer MIDI sequencing and notation programs on the Macintosh platform. This course is a good introduction for

anyone getting started with a MIDI system. Bring a binder and paper. Purchase of a 3.5 computer disk will be necessary before week 3. (Gurr) \$85
10 eve - Tu. Sep 24, 18:00-20:00 - KEC
10 eve - Th. Sep 26, 20:00-22:00 - KEC

MIDI Applications II (102605)

Students will expand upon the skills learned in Intro to MIDI, including how MIDI can work for a musician or songwriter. Students will create musical compositions using professional level MIDI equipment, including digital samplers, sequencers and notation programs. Students will need at least five 3.5 computer disks. Bring a binder and paper. (Gurr) \$85
10 eve - Th. Sep 26, 18:00-20:00 - KEC

Music Publishing and Record Company Contracts (102619)

Explore the ways in which revenue can be derived from song-writing and recording. This course offers in-depth information on copyrights; methods of registration and publication will be carefully explained; the roles of music publishers will be studied; performance rights organizations will be examined. A completed look at how royalty payments are structured and their sources, as well as

record company contracts and payments to artists will occur. Learn how you can untangle the maze of contracts and deals to be successful in this area of the music industry. (Reid) \$100
10 eve - Th. Sep 26, 20:00-22:00 - KEC

Recording Studio Construction for All Budgets (102620)

This course offers practical information in acoustics, sound proofing and the selection of equipment necessary to develop a professional calibre recording studio in virtually any environment. All participants will design and theoretically equip their own facility. Cost effective construction details will be explored, as well as tips on how to shop for materials and equipment. With the rapid developments in high tech equipment at consumer prices, this is a must for the do-it-yourself individual. (Reid) \$125
10 eve - Tu. Sep 24, 18:00-20:00 - KEC

Instructors

Patrick Gurr is an instructor in the Music Department at VCC and the Trebas Institute. He is active as a technology, MIDI and computer clinician and consultant throughout the Lower Mainland.

Greg Reid has been self-employed in the music industry for over 15 years as the sole proprietor of McReid Music. During that period of time he has worked in many different areas as a producer, engineer, publisher, writer, arranger, performer and educator. He has been involved in the design and development of two major recording studios.

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 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 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.....

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 half-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.

Look for These New Courses - Coming in the Winter Flyer

Writing Music - Compose and orchestrate through developing relative pitch.

Vocal Improvisation - A must for every jazz-oriented singer.

Pedagogy - Valuable instruction in several areas for teachers.

Basic Musicianship - Practical beginner training in theory, ear training and rhythmic notation.

Live Sound - Engineering on a 24 channel 3-way system.

Chamber Music - Talented professionals will be coaching amateurs in woodwind, brass and string ensembles.

Arts Administration - A series of weekend workshops, exploring the strategies of funding, budgets and planning.

Summer Tours - Join us (in cooperation with Banner Travel) on one of several music and cultural tours, including Quebec, the Maritimes, Europe and Hawaii.

SUMMER WORKSHOPS 1992

Join Us For Part of the Summer in 1992

Make plans now to participate in these and other new workshops next summer. Brochures available October 15.

Soundwave Vocal Jazz Workshop

Led by Peter Taylor, this all-star faculty of some of the best people in the vocal jazz idiom, work with you for an intensive one-week workshop, beginning August 3.

West Coast Strings

Director Toni Stanick and several highly-talented musicians work with young string players 09:00 to noon for a week of chamber music and private instruction. Beginning July 27.

NATURAL HISTORY

Courses coordinated by Marja de Jong Westman

NATURAL HISTORY TRAVEL TOURS

For information and booking call: Great Expeditions 263-1476

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: \$2495 (includes tax deductible tuition of \$545)

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 seacaves 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 19-28, 1992

Cost: \$2290 includes tax deductible tuition of \$475
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 12-June 30, 1992

Cost: TBA

Leader: Dr. Rob Butler, naturalist, experienced tour-leader, and scientist with the Canadian Wildlife Service.

NATURAL HISTORY COURSES

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

Stanley Park Birding Walk (502820)

Stanley Park is an ideal spot to see a great variety of bird species . . . Lost Lagoon, the seawall and the park's plentiful forest, are each home to their own collection. On this guided walk with ornithologist, Alice Cassidy, you'll identify several species of loons, grebes, gulls, ducks and forest birds by sight and sound. \$48.15 (Includes GST)
Lecture: Wednesday, November 13, 19:30-21:30
Field trip: Sunday, November 17, 09:00-13:00

Reifel Bird Sanctuary Bird Walk (502847)

This 344 hectare sanctuary at the mouth of the Fraser River is one of British Columbia's major bird wintering areas. Its wetland habitat attracts over 230 species each Fall. With ornithologist, Alice Cassidy, you'll receive professional guidance in identifying and learning about the life histories of the many ducks, geese and birds of prey which winter at the sanctuary. Plentiful bird feeders scattered about the sanctuary also offer a chance to study over 10 species of sparrows and finches close-up. \$48.15 (Includes GST)
Lecture: Wednesday, November 20, 19:30-21:30
Field trip: Sunday, November 24, 09:00-13:00

Fraser River Delta (502841)

Brunswick Point and Roberts Bank

The Fraser River Delta is one of the most important bird habitats in North America. Brunswick Point, at the mouth of the Fraser River, has an extensive dyke surrounding the foreshore where short-eared owls, northern harriers and other birds of prey hunt during the day. Also migrating through the area are large groups of shorebirds which stop to rest and feed on the mudflats. Roberts Bank offers an excellent view of a shallow bay between the coal port and the ferry terminal, where sea ducks and wading birds are very abundant. Guided walk will be conducted by ornithologist Alice Cassidy. \$48.15 (Includes GST)
Lecture: Wednesday, November 27, 19:30-21:30
Field trip: Saturday, November 30, 09:00-13:00

Wildlife Calling (502843)

Discover an exciting way to get close to wildlife with experienced caller, Chris Taylor. During an illustrated lecture and field trip to the Fraser Valley, you'll learn how and why wildlife respond to sound, calling ethics, the art of concealment, howling for coyotes and more! Fee includes cost of multi-purpose wildlife call. \$58.85 (Includes GST)
Lecture: Wednesday, September 25, 19:30-21:30
Field trip: Saturday, September 28, 09:00-15:00

Natural History for Walkers and Hikers (502805)

From sea's shore to mountain tops . . . discover the diversity of British Columbia's life zones. This

course is invaluable for outdoorsmen and serves as an introduction to key natural history areas of southwestern B.C. Learn about the landforms, life histories of common plants and animals and their ecological associations. Course is taught by experienced naturalists through illustrated lectures and field trips to Fraser River Delta, Lighthouse and Cypress parks and a live-laboratory session at the Vancouver Aquarium. Instructors: Dick Cannings, Rob Butler, Russ Haycock, Frank Metcalf, Nancy Baron and Marja de Jong Westman. \$95.23 (Includes GST)

Lectures: Tuesday, October 1/8/15/22/29 and November 5, 19:30-21:30

Field trips:

Saturday, October 19, Cypress Park, 09:00-13:00
Saturday, October 26, Lighthouse Park, 09:00-13:00
Saturday, November 2, Reifel Waterfowl Refuge, 09:00-13:00

Indian Arm Natural History Cruise (502804)

Explore this spectacular natural paradise close to home! Cruise the glacial fjord of Indian Arm in the deluxe motor sailer, Island Roamer. Study the ecology of Indian River estuary, rainforested Twin Islands and visit an active salmon farm with biologist Marja de Jong Westman. Accompanying Scuba divers will bring up marine animals for observation on board ship. Lunch is provided. \$90.95 (Includes GST)

Orientation: Wednesday, October 16, 19:30-21:30
Boat trip: Sunday, October 20, all day.

Widgeon Creek (502819)

The marshlands and meandering sloughs of Widgeon Creek, off Pitt River, are ideal for close-up nature observations. It is a particularly beautiful and unique wildlife area. Wedged between river and sea, the waters boast both salt and fresh water animals and plants. You'll see salmon beneath your canoe, hundreds of migrant waterfowl, harbour seals coming up river with the tide and... perhaps the resident beavers! During a break from paddling, you'll enjoy a guided nature walk through the spectacularly fall-coloured maple and willow forest alongside the river. Naturalist, Nancy Baron, accompanies trip. No canoe experience necessary but participants must be in good physical health. Bring lunch. \$70 (includes canoe rental and GST)
Orientation: Monday, October 28, 19:30-21:30
Field trip: Saturday, November 2, all day.

Okanagan Natural History Weekend (502807)

Join big-horn sheep biologist Dr. David Shackleton from UBC's Department of Animal Sciences and naturalist and birder, Frank Metcalf as they guide you through British Columbia's unique Okanagan Valley. This glacier-scoured valley lies between the Coast and Cascade mountain ranges. It is hot and dry, receiving about 2,000 hours of sun and 40 cm of rain per year. Its wild and rocky terrain includes ponderosa pine parklands, sage-brush rangelands, deserts and endangered grasslands. With this variety of habitats comes a wonderful collection of wildlife. A trip up the valley in the Fall, enables Vancouverites to view large herds of big-horn sheep, thousands of migratory waterfowl, as well as 'resident' birds and other wildlife which venture down from mountain tops to winter in the valley. \$95 (Includes GST) Carpool transport. Accommodation arranged at approximately \$30 per night (single and double occupancy available)
Lecture: Monday, November 4, 19:30-21:30
Field trip: November 9/10 and 11.

NON-PROFIT VOLUNTARY SECTOR

WORKSHOPS - NON-CERTIFICATE

An Introduction to Non-Profit Management (101215) ** New **

If non-profits are your chosen place to pursue a career, then you need to know how they operate, what non-profit management staff really do and what professional development the field offers. This course is intended for people who 1) are newly employed in the non-profit sector in entry-level positions, 2) have volunteer experience and are changing careers to this sector, 3) are considering future entry to a certificate program. Topics covered include the structure and function of non-profits; staff, volunteer and board responsibilities; job skills required for management positions; training and services available for personal and organizational growth; career potential in the sector. The instructors are practising professionals in the volunteer coordination, fundraising and general management areas. (Grantham) \$85.60 (Includes GST)
3 eve - Tu, Oct 22/29, Nov 05, 19:00-21:30 - KEC

Fundraising that Works (101308)

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. Handouts and coffee/juice included. (Liefschultz) \$128.40 (Includes GST)
2 day - Fr, Nov 01/22, 09:30-16:30 - KEC

Instructors

Barbara Grantham is the Executive Director of CMHA, BC Division.

Judy Liefschultz is a fundraising consultant with extensive experience in small and large non-profit fundraising development. She has instructed at Camosun College, VCC 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.

TRAINING FOR NON-PROFIT BOARD MEMBERS

The Volunteer Leadership Development Program, sponsored by the United Way and Volunteer Vancouver, presents "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, Continuing Education, "Boardwalk" is offering a series of workshops available to individuals from non-profit organizations. These workshops will be facilitated by experienced board members and trainers in non-profit board management.

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

Board Development Skills - Part 1 (101623)

This series of workshops will enhance the management skills of non-profit board members and individuals working with boards. They are designed for individuals who are "new" board members, those who would like to become involved as board members in non-profit organizations and those staff members who are "new" to working with boards in non-profit organizations. This four-session series includes: 1) Essentials of a Successful Board 2) Strategic Planning for Non-Profits - A Look at Values, Mission and Management Principles 3) Financial Decision Making, and 4) Group Dynamics - The Board and Staff Relationship. (Various Facilitators) \$80
4 eve - We, Sep 18, 18:00-21:00 - VV

Board Development Skills - Part 2 (101624)

This series of workshops examines the variety of ways non-profit agencies interact with their community and looks closely at how board members can influence that relationship. They are designed for individuals who have completed Board Development Skills - Part 1, or who are familiar with basic board management skills. This four-session series includes: 1) Marketing - Making it Work for You 2) Public and Community Relations - Using Media, Advocacy and Networking 3) Fundraising - Options, Strategies and Techniques; and 4) Co-operative Action in the Community. (Various Facilitators) \$80
4 eve - We, Oct 30, 18:00-21:00 - VV

VOLUNTEER COORDINATION - NON-CERTIFICATE

Introduction to Volunteer Coordination (101601)

Volunteer Vancouver, in cooperation with Vancouver Community College, Continuing Education is offering this introductory course designed for volunteer leaders and paid staff of non-profit organizations. You will learn the basic skills needed by a coordinator of volunteers. The eight sessions will enable you to examine and practise the organizational and human relations skills necessary to develop and operate a successful volunteer program. Facilitators are experienced managers and/or trainers in volunteerism. Classes are held at Volunteer Vancouver, #301 - 3102 Main Street. Limited to 18 participants. (Various facilitators) \$150
8 eve - Tu, Sep 17, 18:00-20:30 - VV

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 eight (8) courses. The Overview of Fundraising Management is the required introductory course. The program takes a minimum of eighteen months to complete and students may take two and one-half (2 1/2) years to finish the 198 hours of course work. Students may start the program in any term. If space is available you may enroll in individual courses without committing to the whole program.

Fall Term '91

Overview of Fundraising Management (101301)
Developing Fundraising Volunteers (101303)
Applied Marketing for Fundraisers (101304)

Winter Term '92

Overview of Non-Profit Organization Management (101201)
Fundraising Approaches - Part I (101306)

Spring Term '92

Strategic Management of Fundraising Campaigns (101302)
Information and Financial Management for Fundraisers (101305)

Fall Term '92

Fundraising Approaches - Part II (101307)

Evaluation

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

Program Coordinator: Susan Entwistle

Information Meetings for Fall Admission to Non-Profit Sector Programs:
We, Sep 4, 12:00-13:00 - KEC, Room 3016
Th, Sep 5, 17:30-18:30 - KEC, Room 4043

Fall '91 Courses

Overview of Fundraising Management (101301)

In this course you will examine the role of the fundraiser and the field of fundraising. Emphasis is placed on the position, job responsibilities, work relationships and professional development of the fundraiser. Issues confronting you and the

importance of Philanthropy in Canada are also explored. Student manual included in course fee. This is the required introductory course. (Wright) \$105
4 eve - Mo. Sep 23/30, Oct 07/21, 19:00-22:00 - CC

Applied Marketing for Fundraisers (101304)

This course presents the concepts of marketing as they apply to fundraising activities. Topics include an introduction to non-profit marketing, the importance of having a donor orientation, competitive marketing planning, the elements of a marketing plan, communication strategies, audits and implementing the marketing process. Course manual included in fee. (Evans) \$260
12 eve - Th. Sep 26, 19:00-22:00 - CC

Developing Fundraising Volunteers (101303)

The focus of this course is volunteer management from the fundraiser's point of view. Topics covered include recruitment strategies, orientation, training, support, recognition and evaluation. The implications of working with volunteers and the relationship between volunteer and organizational plans are discussed. Course manual included in fee. (Grant) \$105
2 day - Sa. Nov 16/23, 09:00-16:00 - CC

Instructors

Georgiana Evans is the Director of Fundraising at the Kinsmen Rehabilitation Foundation.

Sheilah Grant is the President of the VCC Educational Foundation and has extensive experience working with volunteers during major fundraising campaigns.

Marilyn Wright is the Director of Development at BCIT.

NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

This part-time Certificate Program is designed for adults pursuing a management career in the local non-profit sector. Practical communications, management skills, community trends and resource development issues are examined in nine specialized courses. The instructors are practising professionals from the non-profit sector. The program provides individuals in entry to middle-level non-profit management positions an opportunity to enhance their knowledge and leadership potential.

Entry Requirements

- Current experience in the non-profit sector as a staff member and/or volunteer
- Successful completion of Grade 12 or equivalent
- Current non-profit board or committee experience
- Successful interview with the Program Coordinator

The Program

The program course work totals 192 hours. All courses are offered once each year. Students may take two years to complete the certificate. Overview of Non-Profit Organization Management is the required introductory course and is offered once each term. Students may start the program in any semester. Priority registration is given to full certificate students.

Fall Term '91

Overview of Non-Profit Organization Management (101201)
Human Resources Management (101203)
Time/Stress Management (101234)

Some day MAUREEN MILLEDGE hopes to teach journalism. With that in mind she enrolled in our TRAINING SKILLS PROGRAM. A former journalist with CBC radio news in Toronto, Maureen has temporarily put her career on hold. She is enthusiastic about her VCC course, saying, "The instructor

Winter Term '92

Government Relations and Lobbying for Community Groups (101214)
Financial Management for Non-Profit Organizations (101206)
Resource Development for Non-Profit Organizations (101211)

Spring Term '92

Working Effectively With Individuals and Groups (101209)
Marketing for Non-Profit Organization (101210)
Program Planning and Evaluation (101202)

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.

Program Coordinator: Susan Entwistle

Information Meetings for Fall admission to Non-Profit/Voluntary Sector Programs: We. Sep 4, 12:00-13:00 - KEC, Room 3016
Th. Sep 5, 17:30-18:30 - KEC, Room 4043

Fall '91 Courses

Overview of Non-Profit Organization Management (101201)

In this course you will explore the scope of non-profit organization management with emphasis on structure, function, roles and responsibilities of non-profit staff and volunteers; board development; legal, ethical and advocacy issues, future trends and community resources. This course is the required introductory course for the non-profit management program. Pre-authorization is required from program coordinator to register. Maximum size 25. Paperback textbooks required. (Grantham) \$140
3 sessions - Sa. Sep 21/28, Fr. Oct 04, 09:00-16:00 - KEC

Human Resources Management (101203)

You will examine basic management theory as it applies to human behaviour issues and challenges that typically face managers in non-profits. Skills and strategies for effectively channelling the energies of groups and individuals are studied. Essential office support systems and procedures will be covered. Textbook: On Becoming a Leader, Warren Bennis. (Logelin) \$240
12 eve - We. Sep 25, 19:00-22:00 - KEC

Time/Stress Management (101234)

The purpose of this course is to provide you with methods which are helpful in managing your time effectively and dealing with daily work stresses. Goal setting, paperwork, interruptions, assertive communications, decision-making and negotiation skills are some of the topics covered. Students will be required to do a short assignment prior to the course. ** Please register in advance. (Goodall) \$60
1 day - Fr. Nov 29, 09:00-16:00 - 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.

Bob Logelin is the Director of Vocational Services, Vancouver-Richmond Association for Mentally Handicapped People.

Rob Goodall is the Manager of Education Services at BC Health Services. He has been delivering management supervisory training for the health care and non-profit sector for several years.

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:
- 12 full-day workshops 09:00-16:00
- 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.
We. Sep 18, 09:00-16:00 - KEC

02 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.
We. Oct 2, 09:00-16:00 - KEC

03 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.
We. Oct 16, 09:00-16:00 - KEC

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.
We. Nov 6, 09:00-16:00 - KEC

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.
We. Dec 4, 09:00-16:00 - KEC

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.
We. Jan 8, 09:00-16:00 - KEC

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.
We. Feb 5, 09:00-16:00 - KEC

08 Training/Presentation Practice (1 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.
We. Feb 19, 09:00-16:00 - KEC

09 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.
We. Mar 4, 09:00-16:00 - KEC

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.
We. Apr 1, 09:00-16:00 - KEC

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

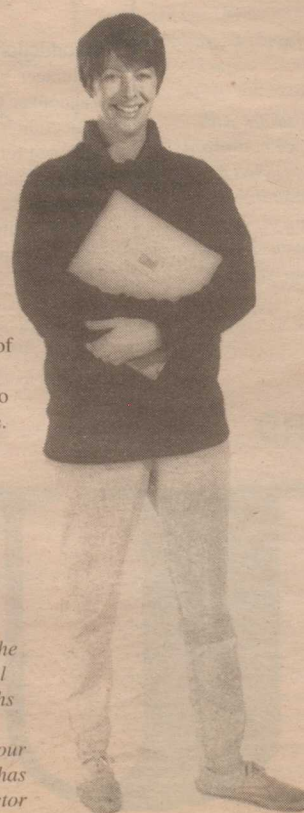
This workshop provides a brief introduction to the knowledge and skills necessary to manage the financial and resource development component of the volunteer program.
We. May 6, 09:00-16:00 - KEC

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.
We. June 3, 09:00-16:00 - KEC

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.



had a great respect for her students. There was a strong sense of professionalism. I got my money's worth and more."

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 brochure and application form. Next full program is offered September 1991 to June 1992. Qualified students accepted in order of receipt of application.

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

Information Sessions: Non-Profit/Voluntary Sector
We. Sep 4, 12:00-13:00 - KEC, Room 3016
Th. Sep 5, 17:30-18:30 - KEC, Room 4043

PERSONAL DEVELOPMENT

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 (Includes GST)
8 eve - We. Oct 02, 19:00-22:00 - Lan

Goal Setting as a Skill - I (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. (Mailleroux) \$64.20 (Includes GST)
4 eve - We. Oct 02, 19:00-21:00 - Lan

Goal Setting as a Skill - II - Striving for Excellence (503474)

Do you seek perfection and achieve frustration while striving for your goals? This course offers tools to enhance your skills in goal setting, time management and personal assessment, while increasing self esteem through development of personal excellence. (Mailleroux) \$64.20 (Includes GST)
5 eve - We. Nov 06, 19:00-21:00 - Lan

Assertiveness Training (503417)

Explore the nature and value of assertive behaviour and the role it plays in the development of confidence and self-esteem. Here's an opportunity to practice your assertiveness skills in a safe and supportive environment. (Jordan, McLean) \$85 (Includes GST)
2 day - Sa. Oct 19/26, 09:30-15:30 - 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. Sep 25, 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. Sep 24, 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. Sep 28, 09:30-14:30 - Lan

Public Speaking for the Terrified (503424)

In a relaxed environment, gain confidence and learn to speak out publicly through group participation. Control the jitters, dispel that fear! Emphasis on the practical. (Goodey) \$107 (Includes GST)
10 eve - Tu. Sep 24, 19:30-21:30 - Lan

If We're so Successful, Why Aren't We Having More Fun? (102893)

On our way up the corporate ladder and into the fast track have we forgotten how to have fun? The danger is when we start believing that what we do is who we are. How much joy do you have at work? Can you really say you laugh and have fun as much as you'd like? "Laughter is the shortest distance between two people."... Victor Borge If you're ready for a unique workshop on how to take your work seriously and yourself lightly... come and join us. You will re-learn:
- How beliefs, attitudes and emotions affect our fun
- Bringing back balance - no more "all work - no play"
- How humour can ease tense situations and improve communications. (Burton) \$74.90 (Includes GST)
1 eve - Fr. Nov 15, 17:00-21:00 - Lan

The Working Game (For Women Only) (503477)

This dynamic, interactive course will teach you skills and strategies for top performance. Skills in "negotiating," "communicating" and "assertiveness." It will give you tips on "dressing for success - female style," working effectively with men "and" women. Help you "get organized" and "save time" and show you how to develop more "self confidence" to feel "wonderful" about yourself and to achieve your "goals." (McLaren) \$101.65 (Includes GST)
8 eve - Th. Sep 26, 19:00-21:00 - Lan

When Presentation Skills are Critical to Your Profession (102892)

Neurolinguistic Programming Skills

How does a presenter capture and hold the attention of each member of the audience, creating that one-to-one feeling? What makes a speaker "dynamic"? Personal congruity, often called "personal power" is the major quality in any master presenter. All aspects of behaviour must reinforce and carry the message being

delivered --- qualities of voice and movement, masterful use of space and silence, and the ability to reach beyond conscious analytical barriers. Successful presentations are neither accidents nor mysteries. We can demonstrate personal excellence in all presentations --- to audiences of 1 or 1,000.

Topics from this workshop:

- Identifying personal incongruities that detract from your message
- Stage planning and management for specific outcomes
- Assessing group response and making mid-course changes
- Developing unconscious group rapport
- Handling questions and hidden agendas
- Eliminating "after lunch syndrome"
- Maintaining internal control while demonstrating excellence. (Burton) \$107 (Includes GST)
1 day - Sa. Nov 16, 10:00-16:30 - Lan

World Religions (503461)

Be introduced to the aims and objectives of interfaith dialogue. Learn about Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism and the Unitarian faith. (Various) \$26.95 (Includes GST)
4 eve - We. Sep 25, 18:30-21:00 - Lan

Instructors

Donna Bradbury has 25 years' experience in business.

Danni Burton, communications consultant, professional speaker and certified 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.

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

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.

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.

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 contact Focal Point only at 224-3636 between 11:00-15:00 hours, Tuesday - Saturday, starting September 3, 1991. For those unable to register during the day, evening registration will be from 19:00-20:00, September 3 and 4 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. Sep 16, 19:00-22:00 - FP
10 aft - Tu. Sep 17, 12:30-15:30 - FP
10 eve - Tu. Sep 17, 19:00-22:00 - FP
10 eve - Fr. Sep 20, 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 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. Sep 16, 19:00-22:00 - FP
10 aft - Tu. Sep 17, 12:30-15:30 - FP
10 eve - Tu. Sep 17, 19:00-22:00 - FP
10 eve - Fr. Sep 20, 19:00-22:00 - FP

Commercial Photography (300116)

This course will give students practical experience in the field of commercial photography with emphasis placed on advertising. Students will be given assignments each stage of which will be guided by the instructor assuming the role of an art director/client. Topics will include: working with clients, art directors and models, composing layouts, and getting the most out of photographic equipment and lighting. Students must have completed "Intermediate Photography" or equivalent. (Brons) \$250
10 eve - We. Sep 18, 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. Sep 18, 19:00-22:00 - FP
10 mng - Sa. Sep 21, 10:00-13:00 - FP
10 aft - Sa. Sep 21, 14:00-17:00 - FP

Practical Darkroom (300104)

Learn fine quality black and white photographic printmaking through practical applications of various techniques and individualized teacher instruction. Bleaching and toning procedures are also covered. Prerequisite: "Basic Darkroom" or equivalent. (Tripp) \$215
10 eve - Th. Sep 19, 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, Weaver, Brons) \$250
10 eve - Th. Sep 19, 19:00-22:00 - FP
10 eve - Sa. Sep 21, 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. (O'Brien-Bell, Etkin, Weaver) \$250
10 aft - Sa. Sep 21, 14:00-17:00 - FP

Photo Retouching (300110)

Learn to restore, correct or enhance photographic prints. You will learn to modify black and white or colour photographs with the use of dyes or several different pigments. You will be required to purchase additional supplies. (Jensen) \$250
10 eve - Tu. Sep 17, 19:00-22:00 - 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. Sep 18, 19:00-22:00 - FP

Business Management (300131)

Designed to complement the Business Practices course, this course introduces the student to the day-to-day mechanics of running a photographic business. 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. Sep 19, 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) \$250
10 mng - Sa. Sep 21, 10:00-13:00 - FP

4 WAYS TO REGISTER**1. BY MAIL.**

Fill in Registration Form (on page 46) and send it in with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES.

Mail to:
VANCOUVER COMMUNITY COLLEGE
Continuing Education, Box 24785, Station
"C" Vancouver, B.C.
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 for form on page 46 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 0900 - 15:00
Saturday 0900 - 12:00
King Edward West
Nursing and Health Monday - Friday
10:00 - 15:00

Stock Photography (300134)

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. Sep 21, 10:00-13:00 - FP

Getting the Most from Custom Labs (300119)

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 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. (Bernaerdt) \$150
4 aft. - Sa. Sep 21, 14:00-17:00 - FP

Composition and Design (300143) ** New **

This course will place an emphasis on the investigation and application of the fundamentals of pictorial arrangement and expression. The student will progress from basic exercises in composition, pictorial structure, balance, movement and contrasts to those which are more complex including controlled reading, theme, spacial arrangements, colour relationships and advertising concepts. Students must have completed Intermediate Photography or its equivalent. (Weaver) \$250
10 eve - Mo. Sep 16, 19:00-22:00 - FP

Instructors

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

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.

Rick Etkin, CAPIC - advertising photographer well known for his unique lighting style.

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.

Cheryl Weaver, Brooks graduate, working commercially both nationally and internationally.

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

**VISUAL ARTS
CERTIFICATE -
PHOTOGRAPHY MAJOR**

This Certificate Program 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. For a complete

listing of all courses, please consult the program guide. 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 is only available at Focal Point (4474 West 10th Avenue) and will be held from 11:00 - 15:00, Tuesday through Saturday, starting September 3, 1991. For those unable to register during the day, evening registration will be from 19:00-20:00 on September 3 and 4 only. For information please contact Focal Point at 224-3636.

REAL ESTATE

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 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-certificate 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 Certificate Program - Brian Pink (682-5844)
Property Management Certificate Program - Chuck Dunn (324-5511)
Non-certificate real estate courses - Wayne Decle (875-8200)

Real Estate and Property Management**Information Night****Learn about:**

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

Please drop by to see us on Thursday evening, August 29, 1991, from 5:30 - 7:30 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, August 29, 5:30 - 7:30 pm

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

Refreshments will be available.

**BUILDING MANAGER
CERTIFICATE PROGRAM**

This program is designed for persons who are currently resident managers/caretakers and wish to improve their skills as a manager/caretaker in an apartment building or other multi-family complex. Graduates will be trained in basic landlord-tenant law as it applies in British Columbia; in basic building maintenance, fire safety and security matters; and about relevant office forms and record keeping. Supervisory skills are also covered, including goal setting, problem-solving techniques and people management.

The program is recognized by PAMA (The Association of Professional Residential Property Managers). PAMA holds a strong commitment to the overall improvement of educational standards within the property management industry. PAMA's support of the Building Manager Program is part of that commitment.

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 \$680.

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, Managing Through People 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 landlord 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. \$145
8 eve - Tu. Sep 24, 19:00-21:30 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn 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 and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$165
10 eve - Mo. Sep 30, 19:00-22:00 - CC

Managing Through People (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 and responding to changing needs will be explored. \$200

13 eve - Mo. Sep 09, 18:30-21:30 - Lan

Building Service Worker - Level 1 (109008)

Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. This is a theoretical course which prepares students for the hands-on program. \$170
5 day - Sa. Sep 21, 09:00-16:00 - CC
5 day - Sa. Nov 16, 09:00-16:00 - CC

PROPERTY MANAGEMENT CERTIFICATE PROGRAM

Property Management is a comprehensive training program designed to provide participants with the concepts, techniques, knowledge and skills necessary to perform as a Professional Property Manager.

This program is officially recognized by PAMA; the Association of Professional Residential Property Managers. Participants who successfully complete this program may be eligible to receive 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.

An Information Night will be held Thursday, August 29, 1991, 17:30-19:30, Room A257, Langara Campus, 100 West 49th Avenue, Vancouver.

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, September 04, 18:30-21:00 - \$30 non-refundable.

Transfer Credit

Transfer credit for previously completed courses will be considered for Accounting 1115, Communications 1115, Micro Economics 222 and Macro Economics 221 where students have received a grade higher than 65%. 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.

Fall Term 1991

Property Management 1415 (109101)

Learn the principles and practices involved in the field of Property Management. This introductory course will focus on Rental Management and Condominium Management as two components of an emerging profession where today's property managers must have the knowledge, communication skills and technical expertise to generate the greatest possible net income for the owners of investment properties. Specific rental topics include: Property Types; Residential Tenancy Act and Regulations; Insurance; Physical Maintenance; Financial Communication and Public Relations Skills. Condominium topics include: Types of Condominiums, Management Techniques; Fiscal Procedures; Property Maintenance; Insurance and Managing People. \$275

13 eve - We. Sep 11, 18:00-21:00 - CC (Bebb)

13 eve - Th. Sep 12, 18:30-21:30 - Lan (Kelly)

Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing Commercial and Industrial Type Properties. (Hunt) \$275
13 sessions - 12 eve - Mo. Sep 09
AND 1 eve - We. Nov 13, 18:00-21:00 - CC, No class Oct 14 and Nov 11

Property Management 3415 (109103)

An indepth course that discusses the management of shopping centres. Topics will include: stopping centre location, tenant mix, leases, insurance, promotion and advertising, security, budgets, problems with retailers, future trends. Prerequisite is the successful completion of Property Management 1415. (Read) \$275
13 eve - Th. Sep 12, 18:00-21:00 - CC

Real Estate Law - 1325 (109104)

A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate. (Osborne) \$275

13 eve - We. Sep 11, 18:30-21:30 - Lan

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 Courses Appraisal 1101 and 1102. (Dybvig) \$275

13 sessions - 12 eve - Mo. Sep 09

AND 1 eve - We. Nov 20, 18:30-21:30 - Lan, No class Oct 14 and Nov 11

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. (Whiteley) \$275

13 eve - Tu. Sep 10, 18:30-21:30 - Lan

Real Estate Marketing 1420 (109109)

This course will focus on the Real Estate Act and code of ethics, mortgage law and financing, and other topics related to the sale and management of real estate. Note: 1) Successful completion of this course and the other eleven (11) courses in the Certificate Program will allow the student to challenge the salesman's precicensing examination to obtain real estate license. 2) Prerequisite for this course is a pass grade in Appraisal 1118, Part 1 and 2, Property Management 1415, Real Estate Law 1325. (Dunn) \$275

13 eve - Th. Sep 12, 18:30-21:30 - Lan

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.

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

13 eve - Tu. Sep 10, 18:00-21:00 - Lan

Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$200

13 mng - Sa. Sep 07, 10:00-13:00 - Lan (TBA)

13 eve - Mo. Sep 09, 18:30-21:30 - Lan (Martin)

13 eve - Tu. Sep 10, 18:30-21:30 - Lan (Wadsworth)

13 eve - We. Sep 11, 18:30-21:30 - Lan (Badley)

13 eve - Th. Sep 12, 17:30-20:30 - CC (Badley)

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. Oct 26, 10:00-13:00.

Final exam for all classes of Accounting 1115 and 2215 will be Sa. Dec 14, 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

13 eve - Tu. Sep 10, 18:30-21:30 - Lan

13 eve - We. Sep 11, 18:30-21:30 - CC

10 mng - Sa. Sep 14, 09:00-13:00 - Lan

LPI (102055)

Language Proficiency Index Exam. This exam is mandatory for all students registering in Communications 1115 or 1118. The exam will be written We. Sep 04, 18:30-21:00 - Lan - \$30 Non-refundable

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. Sep 11, 18:30-21:30 - Lan

Instructors

Bernice Agnew is an active property manager with her own company.

Rob Badley, CGA, with over 30 years' business experience in private industry and government.

Trevor Bebb is an active property manager and consultant with his own company.

Tammy Brimm, CMA - Teaching Computer Accounting at VSB, as well as working in private industry.

Chris Dumfries, AACI, is a practising real estate appraiser with a national appraisal and real estate company.

Chuck Dunn, AACI, is a full-time instructor at VCC and a real estate appraiser.

Larry Dybvig, AACI, is a practising real estate appraiser with a national appraisal and real estate company.

Jack Glass, CGA, 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, BS, MSED., Senior Program Coordinator, Business and Computers, VCC; 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, CGA, Senior Auditor, Revenue Canada, has 14 years' teaching experience at VCC. David Osborne, LLB, is a practising lawyer and teaches Law courses at VCC.

P. Read, CPM, 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, AACI, is a practising real estate appraiser with a national appraisal and real estate company.

Fred Young, AACI, is an instructor in Real Estate Appraisal at VCC and author of a new text, 'Fundamentals of Real Estate Investment Analysis and Feasibility Studies.'

REAL ESTATE COURSES

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. Sep 21, 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. Oct 05, 09:00-12:00 - CC

Managing Buildings With Elderly Tenants (109013)

With the growing number of seniors today, building managers face a unique challenge in providing a safe, comfortable environment for their elderly tenants. A frail, older tenant is vulnerable to numerous physical and emotional hazards, which a professional manager can often help reduce through various simple measures. This seminar will focus on preventative issues, including: awareness of normal aging changes in relation to the building environment/safety (e.g. vision/hearing/mobility); observational skills for recognizing signs of stress, grief, etc.; and practical measures which enable the building manager to offer support, emergency intervention and referral information. The instructor will also discuss what other building managers have done successfully. (Nebocat) \$45
1 day - Sa. Sep 28, 09:00-12:00 - CC

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. Sep 26, 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. Sep 21, 09:00-16:00 - Lan

Condominium Operations and Management (500702)

Many condominium owners find themselves elected to the strata council and have difficulty understanding the duties and obligations of a board member.

Learn the key aspects of condominium operations. (Kelly) \$32.10 (Includes GST)
1 day - Sa. Nov 30, 10:00-14:00 - 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. (Kelly) \$32.10 (Includes GST)
1 mng - Sa. Oct 26, 10:00-14:00 - KEC

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. Oct 08, 19:00-21:30 - KEC

Instructors

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

Vic Krueger, LLB., is currently a lease negotiator with the Canadian government. Mr. Krueger is a lawyer with considerable experience in real estate transactions.

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

Shelagh Nebocat, MSW, RSW, Dipl. Gerontology, is a gerontologist with a professional background in social work and gerontology. Her consulting work involves training for companies and staff on working with the elderly. Shelagh is also editor and publisher of the BC Self-Help Directory.

Brian Pink, B.A. is a Property Manager and a Program Coordinator with the Continuing Education Division of VCC.

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 lesson. (Kodet) \$37.45 (Includes GST)
1 day - Sa. Oct 19, 09:00-16:00 - Lan

Advanced Sport Massage (151229)

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. Oct 26, 09:00-16:00 - Lan

Shiatsu: An Introduction to Japanese Acupressure in Five Parts

This series is intended to help you help others, and feel better yourself, using Shiatsu - A Japanese bodywork system that effectively alleviates many of the effects of today's stresses and tensions. Relaxation and self Shiatsu techniques

will also be taught. Take the complete series, and learn a full treatment, or any class that appeals to you. Please wear loose comfortable clothing and bring a mat or blanket and a small pillow to each of the classes. (Ted Thomas)

Shiatsu-Workshop (Neck & Shoulder) (504027)

(Thomas) \$26.75 (Includes GST)
1 mng - Sa. Sep 21, 09:30-12:30 - Lan
1 mng - Sa. Oct 26, 09:30-12:30 - Lan

Shiatsu-Workshop (Back Tension) (504028)

(Thomas) \$26.75 (Includes GST)
1 mng - Sa. Sep 28, 09:30-12:30 - Lan

Shiatsu - Hips/Legs/Feet (504036)

(Thomas) \$26.75 (Includes GST)
1 mng - Sa. Oct 05, 09:30-12:30 - Lan

Shiatsu - Head/Neck/Face (504038)

(Thomas) \$26.75 (Includes GST)
1 mng - Sa. Oct 19, 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. (Heney) \$74.90 (Includes GST)
8 eve - Tu. Oct 22, 18:30-21:00 - Lan

Tai Chi At Langara

Come and be part of a free two-hour lecture, demonstration in Tai Chi Chuan. (Heney) FREE
1 mng - Sa. Oct 12, 10:00-12:00 - Lan

Instructors

Reg Clarkson is a BC 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 Heney has been practising Tai Chi Chuan since 1981 and has taught for the last five years.

GOLF

Golf Day (504026)

Enjoy a day of golf with lunch included. \$42.80 (Includes GST)
1 day - Sa. Sep 07, 10:00-15:00 - Lan
1 day - Sa. Sep 14, 10:00-15:00 - Lan
1 day - Sa. Sep 21, 10:00-15:00 - Lan
1 day - Sa. Sep 28, 10:00-15:00 - Lan

RESIDENTIAL DESIGN

Introduction to Residential Interior Design - Part I (504201)

Learn personal expression in functional interiors. Topics include space planning, scaled layouts, the history and development of furniture, style planning and colour theory. Find practical solutions for your residential design projects. (Leviton) \$123.05 (Includes GST)
5 eve - Th. Oct 03, 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. Nov 07, 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

Learn to Sail and Cruise

Canadian Yachting Association

Join in on our fleet of new, high performance yachts to sail, explore in the warm trade winds and tropical isles. Earn internationally recognized certification to skipper next time. Those that qualify now may arrange for their own yacht and join the fun. We will be using yachts 32 to 50 ft. in size. This style of sailing offers safety, low cost and memories for a lifetime. For more information see our write-up under travel tours in this flyer or call 731-1023. Special Free Video Night. Call and let us know you plan to attend.
Sep 11, 19:00-21:00 - KEC

British Virgin Islands Caribbean Sail-Training Tour/Canadian Yachting Association

Eleven days in paradise, where the sun always shines. The warm trade winds are gently blowing. The water and air temperatures are in the '80s. Safe, comfortable anchorages almost in sight of each other, with breathtaking beaches. Called the "Friendly Virgins," each island is unique, with a great variety of places to visit ashore both day and night. We will explore some six different islands, with time aside from sailing for other activities. The crystal blue water visibility of some fifty feet offers an unforgettable opportunity to explore the abundant sea life on tropic reefs. Sailing/cruising instruction is by an advanced CYA cruising instructor with many years' experience bringing friends together with sailing tours. Our yachts are the very best offered anywhere --- new luxurious, high performance and with private accommodation. You don't have to be a "Sailor" to come along --- just be 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. Ten days of sailing. Some restrictions apply. Complete tour cost includes air, accommodation, luxurious yacht, skipper/instructor and yacht provisions. (\$600 instructional portion tax deductible.)
Departure dates:
Cost \$1950 (No Air \$1245 approx.)
Trip No. 1 - October 31 to November 11, 1991
Trip No. 2 - Winter 1992
Information Video Night: September 11, 19:00-21:00 - KEC
Call for details, Marcus Kerry, Sail-Train International Inc. at 731-1023.



NELS HOLM calls our FASHION ARTS CERTIFICATE PROGRAM "very worthwhile. It has helped me transform my ideas to reality." A recent VCC

graduate, Nels makes masks and costumes and hopes to become a garment designer.

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.

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. Oct 05, 09:30-16:00 - KEC

Women Fight Back - Part II (504402)

This course is a follow-up to Women Fight Back - Part I. Students will learn further methods and strategies of self-defence and will liaise with others from prospective agencies. (Laidler) \$42.80 1 day - Sa. Oct 19, 09:30-16:00 - KEC

Instructor

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.

SETTLEMENT WORKER TRAINING

In consultation with the "Settlement Workers' Network" we are currently developing a course which explores the role of settlement workers and the skills required to most effectively achieve their mandates.

If you would like to be kept informed of our plans, please call 875-8200 and we will put you on our mailing list. We plan to offer a course in the 1992 Winter term.

SOCIAL SERVICES**COMMUNITY BASED SOCIAL SERVICES CERTIFICATE PROGRAM**

This program is designed 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.

Vancouver Community College, Continuing Education is currently reviewing this program and therefore, it will not be offered this 1991 Fall term. It is anticipated that the revised program will be offered on a part-time basis starting January 1992 or September 1992.

If you are interested in part-time social service worker training, please call 875-8200. Your name will be added to our mailing list and we will keep you informed as to our progress and next offerings.

SPECIAL EDUCATION**Learning About Disabilities (010303)**

Learn about hearing or visual impairment, learning or physical disability, mental handicap and mental illness in this introductory course. 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. Sep 17, 19:00-21:30 - KEC

Schedule

Introduction - Sep 17
Visual Impairment - Sep 24/Oct 1
Mental Illness - Oct 8/15
Learning Disability - Oct 22/29
Physical Disability - Nov 5/12
Mental Handicap - Nov 19/26
Hearing Impairment - Dec 3/10

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

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 I (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 I (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
7. Relevant experience in Social Services

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. Most 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 Addition (200115) - 36 hours

Group Counselling Skills for Alcohol and Drug Addition (200116) - 36 hours

Family Counselling Skills for Alcohol and Drug Addition (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 - Tu. Oct 08, 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):

Introduction to Substance Abuse (200112)

This course provides an overview of the substance abuse field. Content will include an exploration of the following: concept of addiction; reasons for drug abuse, history of addictions; addictive and non-addictive substances, drug use patterns, individual, family and societal consequences of addiction; impact of substance abuse on the workplace, treatment approaches; prevention; special populations; and legal issues. (TBA) \$175 7 eve - We. Sep 18, 18:30-21:30 AND 1 day - Sa. Oct 19, 09:30-16:30 - CC

Drugs and Human Behaviour (200127)

This course provides an orientation to the basic principles of pharmacology for counsellors working with clients affected by substance abuse. Topics will include: drug classification, method of administration, drug effect, withdrawal, detoxification, and polydrug abuse. (TBA) \$100 5 eve - We. Nov 06, 18:30-21:30 - CC

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 5 day - Fr. Sep 06/13/20/27, Oct 04, 09:00-16:00 - KEC (Zetler)

10 aft - Mo. Sep 16/30, Oct 07/21/28, Nov 04/18/25, Dec 02/09, 13:00-16:00 - KEC (Rabinowitz)

10 eve - Mo. Sep 16/30, Oct 07/21/28, Nov 04/18/25, Dec 02/09, 19:00-22:00 - KEC (Rabinowitz)

10 eve - Mo. Sep 07/11/25, Oct 02/09/16/23/30, 19:00-22:00 - KEC (Zetler)

10 eve - We. Sep 25, 18:30-21:30 - KEC (Howard)

5 day - Th/Fr/Mo/Tu/We. Nov 28/29, Dec 02/03/04, 09:00-16:00 - KEC (House)

Jennifer House, B.A., B.Ed., M.Ed., - Jennifer is an experienced ESL instructor and has taught at VCC since 1972. She is interested in teacher training, community based ESL classes, ESL tutor training and has written many ESL publications. She is the Program Coordinator for the TESL Certificate Program at VCC.

Arlene Howard, B.Ed. (UBC) Arlene is an experienced ESL instructor and is currently teaching at the VCC Canadiana Centre. Arlene is interested in community-based ESL classes, the use of multi-media for ESL instruction and innovative teaching resources for the ESL classroom. Arlene presented a workshop at the recent TESOL Conference in New York.

Myrna Rabinowitz, B.A. - Myrna is an experienced ESL instructor and tutor trainer, and has taught at VCC 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 VCC. 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 VCC 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.

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

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 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 are in this program which runs year round. 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.

Pre-course Task prior to being accepted into Teaching English as a Foreign Language Certificate Program. Maximum enrolment is 16 students. The deadline for application is Sep 20, 1991. (Wilson/Zetler) \$1500
20 day - Mo/Tu/We/Th/Fr. Oct 28-Nov 22, 09:00-16:30 - KEC

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 VCC since 1986. She has given workshops in teaching Reading and Grammar at the TEAL Conference, UBC and VCC.

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 VCC. Maureen has also developed the TESL elective course, Teaching ESL Using Visual Arts.

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 three hundred (300) hours in length and consists of a prerequisite course, seven core courses, thirty hours of electives and a teaching internship. On successful completion of all of the course requirements, participants receive the VCC 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. Second language speakers may be asked to take the VCC English Language Assessment.
- 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.

TESL CERTIFICATE CORE COURSES OFFERED IN THE FALL TERM (1991)

It is recommended that the TESL Certificate core courses be taken in the order outlined in the TESL Information Guide. Up to three core courses can be taken per term. Students wishing to take more than three core courses per term must have permission from the program coordinator. Please note that students are not permitted to register for the TESL Certificate core courses prior to completing An Overview of Teaching ESL (150802) and being accepted into the TESL Certificate Program.

Grammar Review (150810)

A review of English grammar covering parts of speech, basic sentence patterns, clauses and phrases, realizing intuitive knowledge and finding new insights. (Hawes) \$255
10 sessions - Tu/Th. Nov 12, 15:00-18:00 - TBA
10 sessions - Tu/Th. Nov 12, 19:00-22:00 - TBA

Lorna Hawes, M.A. (Linguistics) - Lorna has taught Linguistics at UBC and is presently teaching Linguistics, ESL and Writing at VCC, 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. Oct 19/20/26/27, 09:00-16:00 - KEC

Barbara Gerber, B.Sc., M.Ed. Barbara has been teaching ESL in the ELS Department at VCC since 1974. She has created resource materials and teaching techniques for grammar instruction and has developed and implemented the Oral Interview Assessment Test at VCC.

Teaching Pronunciation (150812)

This course focuses on methods and techniques used for teaching pronunciation. Topics covered in this course include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Pidgeon) \$255
9 sessions - 1 day - Sa. Oct 05, 09:00-16:00 AND 8 eve - Th. Oct 10/17/24/31, Nov 07/14/21/28, 19:00-22:00 - KEC

Michael Pidgeon, B.A., M.A. (Linguistics), TESL Certificate (VCC). Michael has been teaching English and Linguistics at the university level since 1973 and is presently teaching in the ESL College Preparatory Department at VCC. Michael has also developed two of the TESL courses, An Introduction to Linguistics for the ESL Teachers, and Basic English Grammar.

Teaching Listening and Speaking (150817)

This course concentrates on the techniques and resources used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated language teaching. (Clark) \$255
10 eve - We. Sep 25, 18:30-21:30 - KEC

Chris Clark, B.A. (Speech Sciences), TESL Certificate (VCC). Chris has been teaching ESL since 1981 and is currently teaching at VCC; interested in promoting communicative language teaching. She has been involved in teacher training projects throughout the Lower Mainland and has published, with Carla Pitton, a series of card games for the ESL classroom.

Teaching Reading (150818)

This course provides students with an understanding of the methodology and instructional techniques used to teach reading in an ESL class, as well as a working knowledge of the instructional tools necessary to develop a reading program for an ESL class. (Souza) \$255
10 eve - Tu. Sep 17, 18:30-21:30 - KEC

Tony Souza, M.A. (UBC). Tony has taught ESL at Capilano College and at VCC 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 VCC.

Teaching Writing (150813)

This course provides an overview of writing, focusing primarily on the techniques used in the process approach to teaching writing in the adult ESL classroom. TESL students will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing student writing. (Poliakoff) \$255
10 eve - Mo. Sep 09, 19:00-22:00 - KEC

Nan Poliakoff, B.A., M.A. (Language Education). Nan has taught ESL since 1982 and is currently teaching writing in the College Preparatory Department at VCC. 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. (Gray-Richards) \$255
10 eve - Tu. Sep 24, 19:00-22:00 - KEC

Barbara Gray-Richards, B.A. (English), M.A. (English Language and Literature), B.Ed. (Secondary Education). Barbara has taught at VCC since 1971 and is the former Department Head of the College Preparatory Department at VCC.

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. Sep 14, 09:00-16:00, Mo. Sep 23, 19:00-22:00, Th. Nov 21, 19:30-21:00 - KEC
Internship Placement - Oct 7 to Nov 28

Jennifer House, B.A., B.Ed., M.Ed. Jennifer has taught ESL at VCC 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 VCC and is currently Program Coordinator for the TESL Program at VCC.

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. Dec 07, 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. Oct 05, 09:00-16:00 - KEC

Maureen Zetler, B.A., EFL Certificate (RSA) M.Ed. Maureen is a graduate of Emily Carr College of Art. She has worked extensively with photography and has taught workshops at Vancouver Art Gallery. Maureen has taught ESL since 1980 in England, Israel, and Canada. Maureen is currently teaching in the ESL Outreach Department at VCC.

Teaching ESL Using Poetry (150839)

Explore a variety of techniques for teaching poetry to ESL students. (Gerber) \$50

1 day - Sa. Nov 02, 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 VCC 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. Nov 16, 09:00-16:00 - KEC

Barbara Gerber, B.Sc. (Boston University). M.Ed. (Lesley College). Barbara has taught ESL at VCC 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.

Teaching ESL Literacy in a Multi-Level Class (150825)

This participant-centred workshop will focus on teaching adult ESL literacy students within the framework of a multi-level class. Topics will include instructional approaches, teaching techniques, lesson planning, teaching materials and resources. Samples of lesson plans and teaching ideas will be provided for all workshop participants. It is advisable that participants have volunteer or teaching experience in an ESL literacy class. (Price-Hosie and Massaro) \$110

2 day - Sa/Su. Nov 30/Dec 01, 09:30-16:00 - KEC

Sandra Price-Hosie, B.A. (UBC), Journalism Diploma (VCC), TESL Certificate (VCC). 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 (VCC). 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.

Using Video in the ESL Classroom (150829)

Video: The next best thing to real life! Learn how video can enhance your students' language learning. Explore ways to integrate pre-recorded materials and resources into your lessons, develop activities and thematic units using videos, and build confidence in using the equipment. Teacher and student-made videos will also be covered. (Clark) \$85

2 day - Sa/Su. Dec 07/08, 09:00-16:00 - KEC

Chris Clark, B.A. (Speech Sciences), TESL Certificate (VCC). Chris has been teaching ESL since 1981 and is currently teaching at VCC; interested in promoting communicative language teaching. She has been involved in teacher training projects throughout the Lower Mainland and is specifically interested in using video in the ESL classroom.

Basic English Grammar (150826)

By popular demand, a short course for prospective ESL instructors, in the basic structure of the English language. Suitable for those with minimal knowledge of English grammar, or who wish to review their English grammar skills. Highly recommended for students entering the TESL Certificate Program, or the TEFL course, who feel that their knowledge of grammar could be improved. Please note that this course does NOT count as an elective in the TESL Certificate Program. (Pidgeon) \$110

6 sessions - We. Sep 11/18/25, 19:00-22:00, Sa. Sep 14/21/28, 09:30-12:30 - KEC

Michael Pidgeon, B.A., M.A. (Linguistics), TESL Certificate (VCC). Michael has taught English and Linguistics at the university level since 1976. He is presently teaching in the ESL - College Preparatory Department at VCC.

An Introduction to Linguistics for the ESL Teacher (150823)

This course is designed as an introduction to Linguistics for those who intend to teach English as a second language. Upon completion of this course, students will be able to:

1. Understand the main concerns and theoretical bases of several linguistics schools and models
2. Evaluate and discuss these models in terms of their applicability and effectiveness in ESL training
3. Select and adapt those features of the linguistic models which they find useful
4. Organize lesson materials and adapt them to student needs. Students will be expected to complete several short written exercises during the course. (Pidgeon) \$110

6 sessions - Sa. Oct 26/Nov 30, 09:30-12:30, We. Oct 30, Nov 06/13/20, 19:00-22:00 - KEC

Michael Pidgeon, B.A., M.A. (Linguistics), TESL Certificate (VCC). Michael has been teaching English and Linguistics at the university level since 1973 and is presently teaching in the ESL College Preparatory Department at VCC.

Teaching ESL from an Intercultural Perspective (150852)

Developing an intercultural perspective in ESL involves an exploration of one's own values and expectations as well as a consideration of those of other cultures. In the increasingly multicultural context of Canadian and global society, an intercultural approach aids instructors foster tolerance, open-mindedness and sponsor culture conflict resolution in the classroom. Focus on techniques and materials that encourage an intercultural point of view in the Canadian context. \$115

5 eve - We. Oct 09/16/23/30 Nov 06, 19:00-22:00 - KEC

Maureen Nurse, B.A. (Comp. Lit.) U.C. (Berkeley), Prof. Teaching Certificate Community Ed. (UBC). Maureen has been an ESL instructor in the Vancouver community since 1975 and a tutor trainer with Homefront Learning at VCC since 1985. She also taught for the Tanzanian Ministry of Education and the British Council in East Africa. One of her special areas of interest is Intercultural Education.

Testing in English as a Second Language (150815)

A practical course in how to test your students' knowledge of English. You will learn how to use and construct a variety of tests for speaking, listening, reading, writing and grammar. (Gerber) \$100

3 day - Fr. Sep 27, 19:00-21:00, Sa/Su. Sep 28/29, 09:00-16:00 - KEC

Barber Gerber, B.Sc. (Boston University). M.Ed. (Lesley College). Barbara has been teaching English as a Second Language at VCC since 1974. During this period, Barbara has been responsible for developing and implementing the Oral Interview Assessment Test at VCC.

ESL Tutor Training Workshop (150814)

Learn to tutor ESL students one-on-one or in small groups. This workshop is recommended for those with limited ESL teaching experience who are presently tutoring, or planning to tutor, students at the beginner or intermediate level. This workshop will provide basic training in assessing language needs, lesson planning for tutoring sessions and developing language learning activities for tutoring in a one-to-one teaching situation. (Van Winkel) \$85

2 day - Fr. Nov 15, 19:00-21:00, Sa. Nov 16, 09:00-16:00 - KEC

Colleen Van Winkel, B.A., Teaching Certificate (UBC). Colleen has been an ESL instructor at VCC since 1981 and is currently a tutor trainer with the Homefront Tutor Program at VCC. Special areas of interest include the development of teaching resources, curriculum design for ESL students at the beginners' level and community-based ESL classes. Colleen has presented workshops at conferences and colleges in British Columbia.

TELECOMMUNICATIONS**TELECOMMUNICATIONS MANAGEMENT**

Are you feeling the crunch? Are you a telecommunications professional needing to review/update yourself in important areas of telecommunications management? The following course has been designed to suit your needs.

Fall 1991**Telecommunications Management - A Review/An Update (102210)**

This breakfast seminar is designed to provide a review of current issues that effect the day-to-day activities of every telecommunications manager/professional. Topics discussed will include:

- A review of current telecommunication technologies
- A discussion on the various alternate network services
- How to evaluate the various maintenance options available

- The value of secondary market suppliers
- Developing a "five year plan"

Each participant will have an opportunity to communicate with telecommunications managers/professionals as the course leader guides the group through a series of exercises. Each participant will leave this seminar with a clearer understanding of the issues that play a significant part of managing any telecommuni-

cation system for any organization. (Clark) \$187.25 (Includes GST)

1 mng - Fr. Oct 25, 07:30-12:30 - ODH

Time Schedule:

07:30 - Courtyard Room open
07:45-08:30 - Breakfast served
08:30 - Course begins
12:30 - Course ends

Facilitator

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.

Location

This seminar will be held at O'Doul's Hotel, 1300 Robson St. (wheelchair accessible). Parking is free.

Cancellation and Refund

A special policy is in effect. Please enquire.

For registration and general information call 875-8200.

For detailed 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 and general course information call 875-8200

For detailed course 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.

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. Sep 16, 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. (Henning) \$270
12 eve - Th. Sep 19, 18:00-21:00 - CC

Telecommunications Management II (Voice) (102202)

This course is designed to expand upon the topics that were introduced in the Telecommunications Management I (Voice) program and to introduce and discuss enhanced telecommunication applications from the manager's perspective. Topics discussed during this session will include enhanced PBX hardware/software applications, enhanced network design and network management, voice messaging/processing, ongoing telemanagement applications, voice/data integration, integrated building wire concepts and Integrated Services Digital Networks (ISDN). (Clark) \$270
12 eve - Th. Sep 19, 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. Sep 18, 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. Sep 18, 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 - Tu. Sep 10, 18:30-20:30 - KEC

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

\$145
2 hrs - Tu. Sep 10, 18:30-20:30 - KEC

Challenge Examination - Data Communications (102209)

\$145
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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.
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Information Session

To learn more about this program drop in to meet the instructors on We. Sep 04, 16:00-17:30 - CC, Room 220

Instructors

Bill Clark is the president of TriCor Telemanagement Inc., a Vancouver based telecommunications consulting firm.

Dave 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.

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TRAINING

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.

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of \$50. 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 course withdrawals 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 (Kalef)

Fall 1991

Oct 03/04/10, 09:00-16:30 - Sheraton Plaza 500, 500 West 12th Avenue

Winter 1992

Jan 30/31, Feb 07, 09:00-16:30 - Sheraton Plaza 500, 500 West 12th Avenue

Spring 1992

Apr 02/03/10, 09:00-16:30 - Sheraton Plaza 500, 500 West 12th Avenue

Fee: \$525 per person (Fall 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. (Kalef)

Fall 1991

Nov 04/05, 09:00-16:00 - Sheraton Plaza 500, 500 West 12th Avenue

Spring 1992

May 07/08, 09:00-16:00 - Sheraton Plaza 500, 500 West 12th Avenue

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

ADVANCED TRAINING SKILLS - UNDERSTANDING GROUP DYNAMICS (100153)

Have you ever taught a group and wondered "What's going on now?" Do you know how to make the most of your group's interactions to maximize learning potential? Would you like to understand that challenging and mysterious phenomenon, the "group dynamic"? In this highly interactive two-day workshop you will learn the

Fluent in Spanish, FRANCISCO CALDERA works as a court interpreter and translator. He says the COURT INTERPRETING CERTIFICATE PROGRAM provided him with "an important tool to perform

my duties. The practical knowledge I learned during the course has been a great help to me."



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For registration or invoicing, call Lynda Boothby, 875-8200. Registrations will be accepted up to one week prior to the course start date.

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of \$50. 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 course withdrawals 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 (Kalef)

Fall 1991

Oct 03/04/10, 09:00-16:30 - Sheraton Plaza 500, 500 West 12th Avenue

Winter 1992

Jan 30/31, Feb 07, 09:00-16:30 - Sheraton Plaza 500, 500 West 12th Avenue

Spring 1992

Apr 02/03/10, 09:00-16:30 - Sheraton Plaza 500, 500 West 12th Avenue

Fee: \$525 per person (Fall 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. (Kalef)

Fall 1991

Nov 04/05, 09:00-16:00 - Sheraton Plaza 500, 500 West 12th Avenue

Spring 1992

May 07/08, 09:00-16:00 - Sheraton Plaza 500, 500 West 12th Avenue

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

Advanced Training Skills - Understanding Group Dynamics (100153)

Have you ever taught a group and wondered "What's going on now?" Do you know how to make the most of your group's interactions to maximize learning potential? Would you like to understand that challenging and mysterious phenomenon, the "group dynamic". In this highly interactive two-day workshop you will learn the fundamentals of group dynamics and specific strategies for enhancing adult learning in a training environment. 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 ideas for fostering learning and commitment.

Who Should Attend?

This course is for those trainers who have completed the "How to Be a Great Trainer" course, or who have equivalent training or experience. <COURSE>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 (Kalef)

Winter 1992

Feb 27/28, 09:00-16:00 - Sheraton Plaza 500, 500 West 12th Avenue

Spring 1992

May 21/22, 09:00-16:00 - Sheraton Plaza 500, 500 West 12th Avenue

Fee: \$345 per person. Course fees are subject to change.

How to Write Great Training Materials (100154)

** New **

Do you suffer "writer's block" when it comes to writing training materials? Or do you know what you want to say, but wonder if the message is coming through to your audience? This two-day course is a hands-on approach to writing effective training materials. You will learn what is important for designing and developing print materials that are easy to use and effective -- whether you work in business, government, or with community organizations.

Who should Attend?

This course is designed for trainers who are involved in designing, developing, and delivering training programs which require written materials or training manuals. Class size will be limited to 15 participants to ensure personal attention. It is recommended that participants complete the Training Skills course "How to be a Great Trainer" prior to taking this course.

Course Objectives

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

1. Explain the roles of content, organization and structure in developing training materials
2. Apply the steps for designing and developing written materials
3. Identify ways of testing, using and evaluating training materials. (Carriere)

Fall 1991

November 28/29, 09:00-16:00, Sheraton Plaza 500, 500 West 12th Avenue

Winter 1992

March 19/20, 09:00-16:00, Sheraton Plaza 500, 500 West 12th Avenue

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

Each of the courses in the Training Skills Program can be 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

Elizabeth Carriere is a consultant currently conducting doctoral research in adult education. Her specialties are research, report writing and organizational planning and training. For over ten years, she worked as a senior civil servant and consultant in community, arts, training and multicultural issues. She has designed materials and manuals for government, community groups, and organizations.

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.

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 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 are in this program which runs year round. 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.

TRAVEL COURSES AND TOURS

TRAVEL COURSES

International Tour Leading (504645)

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. Nov 30/Dec 01, 09:00-17:00 - 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. Oct 05, 09:30-12:30 - Lan

Splendors of Spain (504647)

For armchair travellers or those planning a trip, this course is an introduction to Spain, which is hosting Expo '92 in Seville to celebrate the 500th anniversary of Columbus' discovery of America. It will explore the rich cultural heritage, the art and architecture, the music and dance, castles, fortresses and paradors of Spain. It will take you through an itinerary, which includes Madrid, Segovia, Avila, Toledo, Cordoba, Granada, Malaga on the Costa del Sol, Jerez, and of course exciting Seville. Slides by art historian, Karin Storey; travel information by tour manager, George Storey. \$10.70 (Includes GST)
1 day - Sa. Oct 26, 13:00-16:00 - 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. Dec 07, 10:00-12:00 - Lan

Guatemala, Belize and the Yucatan - 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 (Includes GST)
1 day - Nov 23, 10:00-12:00 - Lan

Egypt (504622)

The Nile, Africa's great artery and Egypt's very lifeblood, leads us back to the dawn of one of the greatest civilizations the world has ever known. This is the story of the Pharaoh's Golden Age. With the aid of slides, we visit the pyramids, Karnak temple and Abu Sunbel, among many other wonders. (Bruce) \$10.70 (Includes GST)
1 day - Sa. Nov 16, 10:00-12:00 - Lan

Instructors

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)

TRAVEL TOURS

Thailand (Fall 1991) (November 2 - 19)

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 (18 days, Price \$2995) (Limited to 9 people - only a few spaces left) * Educational tax deduction available. 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 tours in July and November 1992, please call Canada World Travel, Dr. Bob Gallacher - 872-0355 or Wayne Decle, Vancouver Community College - 875-8200.

Splendors of Spain Tour May 7 - 27, 1992 (21 days)

The main attraction for this cultural tour of Spain will be the grand celebration of Expo '92 in Seville, whose theme is the 500th anniversary of Columbus' discovery of America. The tour will visit Madrid's Royal Palace, Prado, bull ring, Isabella's Segovia, medieval Avila, El Greco's Toledo, Quixote's La Mancha country, Cordoba's Great Mosque, Granada's romantic Alhambra, Jerez' wine bodegas and Andalusian horse show, and Seville's Expo '92. An optional one week extension to Portugal is offered. Cost: Aprox. \$3995 - A part of the cost may be tax deductible. Includes most meals, all excursions, tips, two pre-depart meetings, maps, brochures, course book. Tour leaders: Karin Storey, B.Ed., M.A., college professor in Art History, and George Storey, P.Eng., engineer/planner of enjoyable tours. This is one of a series of five Mediterranean countries which the Storeys lead on an alternating basis. They are members of the Canadian Mediterranean Institute; American Institute of Archaeology; and Pharos, the Canadian Hellenic Cultural Society. For more information call tour leaders at 922-0689. For detailed brochure call VCC Continuing Education at 875-8200.

Indonesia April 10 - May 04, 1991 October 9 - November 2, 1991

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.

"The Lands of Eternal Spring" Guatemala, Belize and the Yucatan

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 the Yucatan we visit great Mayan sites such as Chichen Itza and colonial towns such as Merida.

Tour: Three weeks, February 1991 and November 1991

Price: \$3300 approximate

For more information, please contact Wayne Decle at Vancouver Community College, Continuing Education Division - 875-8200 or Adventures Abroad at 732-9922.

Egypt - In Search of Pharaohs

Egypt is full of magnificent monuments and there are none greater than the Pyramids and the enigmatic Sphinx. In Cairo we also see the golden treasures of the boy king - Tutankhamun. In Upper Egypt we glide on the Nile by sailboat, view huge temples such as Karnak and Abu Simbel and have the opportunity to ride donkeys over the mountains to the Valley of the Kings and take a camel ride in the desert.

Two and three-week tours Christmas 1991/New Year 1992, March 1992 and October 1992.

Price: Two week trips - \$3150 including airfare. Three week trips - \$3700 including airfare.

Phone Adventures Abroad - 732-9922 or Wayne Decle, Vancouver Community College - 875-8200. Receipts will be issued for income tax purposes.

London Theatre Tour

February 27 - March 08, 1992

Vancouver Community College, Continuing Education, presents the Third Annual London Theatre Tour. Building on the success of last year's smash tour, this year's tour includes seven shows, with the possibility for the real theatre lovers to take in an additional six shows. You will sit in the theatre's best seats and enjoy Britain's best dramas, comedies, thrillers and musicals. In addition to seeing the shows, you will be able to tour England, visit museums, and shop. Price includes air, accommodation in West End bed and breakfast hotel, (walking distance to most theatres), all transfers and more. Prior to departure, John Parker, your guide, will present four seminars to help you enjoy the shows fully. Finally, you will receive an income tax receipt for a portion of the tour. Price: \$1800 approximately. Book early.

For information, please call: John Parker, escort - 594-1832; Barbara Broadbent, Banner Travel - 261-0226; Wayne Decle, VCC, Continuing Education - 875-8200.

CAPILANO COLLEGE EDUCATIONAL TRAVEL TOURS

Information/Registration: Capilano College, Joy Smith, 984-4907

Weekend at Bamfield Marine Station

Enjoy the wild West Coast. Experience the seabird

migration, soaring eagles and bellowing sea lions. In collaboration with the Vancouver Aquarium. Friday/Saturday/Sunday, September 27/28/29, 1991. \$275, includes accommodation, meals, instruction, guides, gear, vessel, and transportation return from Horseshoe Bay. (\$120 of tuition fee can be used as a tax credit).

Summer Workshops in France '92

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 or July, 1992.

International Elderhostel

Workshops in French Language and Painting and Drawing at the Summer Centre for the Arts (see Summer Workshops in France above). 19 days, August or September 1992. (Elderhostel is designed for the over-sixties; companions may be 50 and over.)

WINE

Paul Warwick Wine Educator

For the past ten years VCC King Edward Campus has led the way with the most diversified wine appreciation courses in the Northwest. Paul Warwick, a member and secretary of The Society of Wine Educators, will lead you through many great and interesting courses. As well, Paul is a celebrity chef, cook book author, and a baker. Join us at KEC with a good palate and an enjoyment of wine and food.

Introduction to Wine Appreciation (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, various types and production methods; effect of soil, climate and man; proper reading of labels; purchasing, storing, caring and serving; and getting the best value for your money. Tasting each session with wines chosen from the major wine countries of the world. Food served. \$117.70 (Includes GST) 4 eve - Tu. Sep 24, 19:00-22:00 - KEC

The Advanced Wine Appreciation Course (505202)

This course designed for those who want to know more about the intricacies of wine. Participants will gain an increased understanding of the importance of balance, acidity, finish, smell and taste. The in-depth study of Varietals, red one week and white the second week, will round out this four-week course. Light refreshments will be served each night. \$128.40 (Includes GST) 4 eve - We. Sep 25, 19:00-22:00 - KEC

The Classic Challenge Series (505252)

This four-week course features the four most popular grapes in the world. It will be a blind tasting each night. This will give you a chance to test your skills with wines from all over the world and prove you do know what you are talking about. The grapes are Cabernet Sauvignon, Sauvignon Blanc (Fume Blanc), Chardonnay and Merlot. Look for great wines from France, USA, Australia, Italy and others. Don't miss it! It is the best ever! Light refreshment will be served. \$133.75 (Includes GST) 4 eve - Tu. Oct 22, 19:00-22:00 - KEC

The New World Has Come of Age (505253)

This four-week course studies four separate viticultural areas of the new world. The world is no longer dominated by European wine. The

pupils are now teaching the masters and it is nice to see this competition. We are all the benefactors of this new technology. The areas that we are going to study are Australia, Chile, California's Napa Valley and Sonoma Valley, and Canada's Okanagan. Light refreshments will be served. See you there. \$117.70 (Includes GST)

4 eve - Tu. Nov 19, 19:00-22:00 - KEC

The Evolution of an Educated Palate (505251)

Entertaining for Business and Pleasure. Have you mastered the art of reading a wine list? Do you have the confidence to explore combinations of different wines and food? Does the idea of entertaining business associates at home cause you high anxiety? If so, This Wine Course Has Been Designed For You. A five-week evening program to refresh or acquire wine knowledge and skills and use them in successful entertaining. Course emphasizes study of grape varietals and wine styles, service and wine etiquette at home or in restaurant, reading wine lists and labels, cellaring and storage; wine components and tasting; matching food and wine to complement both. Foods prepared by the best caterers of the city, including "Michael Riley, The Caterer," and Lesley Stowe's "Executive Chef." Each session includes wine tasting plus wine and food pairing. Special presentations include guest chefs and winemakers. \$294.25 (Includes GST) 5 eve - We. Oct 16, 19:00-22:00 - Wines & Things Boutique, 3131 West Broadway

Instructors

Michael and Memory Walsh each hold the Society of Wine Educator's Certificate - currently there are only five in Canada and 55 internationally who have achieved this highest level.

WINE CERTIFICATE COURSE

Wine Certificate Course (505250)

The Wine and Spirit Education Trust, based in London, is the internationally recognized standard of comprehensive training for the Wine and Spirits trade. Its courses lead toward the Master of Wine title, signifying the wine world's highest level of academic achievement.

Vancouver Community College is proud to offer the Trust's Certificate course, a first step toward Master of Wine. Among the topics covered in the program are:

Wine Through History and Culture
The Vine, Its Grower Nature's Role
The Science and Art of Winemaking
The Science and Art of Wine Tasting
A survey of the Wines of the World
Spirits, Liqueurs, Beers, and Cocktails
Wine and Food --- Affinities and Clashes
The Proper Storage and Service of Wine

There are comprehensive tastings to illustrate each session.

A non-refundable portion of the tuition is a registration and examination fee sent to the Trust in London, who issue a Certificate of Competence on successful completion of the course.

This is an essential course for anyone in the hospitality industry or in the wine and spirits trade, and is highly recommended for all who have an interest in wine. \$450 9 eve - Tu. Oct 22, 19:00-21:30 - Wine & Things, 3131 West Broadway

Instructors

Michael and Memory Walsh, wine columnists and educators with over 30 years' experience in the vineyards of the world, are two of only five Canadians to hold the highest level of

Certificate of Society of Wine Educators.

Stephen Bonner, wine writer, educator, holds the Higher Certificate from the Wine and Spirit Education Trust, and has worked in the Wine trade in Britain.

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-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. (Janoff/McGuire/Sinnott) \$115 6 eve - Tu. Oct 01, 19:00-21:30 - Lan (Janoff) 6 eve - We. Oct 02, 19:00-21:30 - Lan (Sinnott) 6 eve - Mo. Oct 07, 19:30-22:00 - Lan (Janoff) 6 day - Sa. Oct 19, 14:30-17:00 - Lan (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. Oct 07, 19:00-21:30 - Lan 6 eve - We. Oct 09, 19:00-21:30 - Lan

Science Fiction and Fantasy: The Literature of Subversion (102890)

Through their ability to construct different views of reality, the literary genres of science fiction and fantasy can challenge our assumptions about the everyday world in which we live. In this course we will read short works of science fiction and fantasy which question our common notions of gender, sexuality, spirituality and culture. Students will read short stories by such writers as William Gibson, Samuel Delany, Joanna Russ, Harlan Ellison, Gene Wolf, and James Tiptree Jr. each week, which will then be discussed during class. (Garvey) \$115 6 eve - We. Oct 16, 19:00-21:00 - Lan

"It Was a Dark and Stormy Night" (102888)

Writing is a serious business. But sometimes we take ourselves too seriously. This course is designed for people who, after a hard day's work, want to laugh and play in an effervescent, literary milieu. By the end of the course, the class will have collectively written an original, hilarious novel that begins with the line, "It was a dark and stormy night." Each participant will contribute one chapter, which will then be photocopied and added to the student's binder. A variety of writing techniques and approaches will be encouraged. Prerequisite: A sense of humour. (Janoff) \$115
6 eve - Th. Oct 10, 19:00-21:00 - Lan

True Confessions (102889)

Writing in the confessional format can often assist us in overcoming difficult or even traumatic events in our lives. According to The New York Times, people who write about their inner thoughts and feelings may enjoy better physical and mental health by reducing stress. Within an intimate, confidential setting, students are encouraged to bare their souls use writing as a tool of empowerment. For inspiration, we will look at the confessions of Oscar Wilde, Henry Miller, William Burroughs and Anais Nin. (Janoff) \$115
6 eve - We. Oct 09, 19:00-21:30 - Lan

An Introduction to Writing Popular Fiction (102886)

Writers of modern fiction are deeply influenced by 19th century Gothic literature, from Dr. Jekyll to Dracula. This workshop is designed for people who want to learn the formulas for detective, horror, romance and science fiction --- and put them into practice. An exercise based on each of these genres will be assigned, discussed and analyzed. Students will also learn how to approach publishers, how to obtain publishers' guidelines and how to market their finished product. (Janoff) \$115
6 day - Sa. Oct 05, 09:30-12:00 - Lan

This is Your Life! - How to Write a Life Story (102887)

Do you know someone with an unusual life story? Would you like to record your own memoirs for posterity? This workshop shows you how to produce a book-length biography or autobiography. Each student should bring in an idea for a life story to class. The workshop will examine the following: how to write an outline, proper research methods, interviewing techniques (like taping and video), dictaphone transcription, editing, word processing and desktop publishing. Innovative biographies will also be examined. (Janoff) \$115
6 day - Sa. Oct 05, 13:00-15:30 - Lan

Writing for the Media I (102862)

This course is designed for anyone interested in improving and focusing his/her writing skills, but would be particularly useful to those wishing to enter the fields of media relations or freelance writing. Students will learn how to write effective press releases and PSAs, as well as how to write and market copy for radio and newspapers. (MacInroy) \$115
6 eve - Tu. Oct 01, 19:00-21:30 - Lan

Writing for the Media II (102885)

An extension and continuation of Writing for the Media I. Emphasis will be on written assignments and class discussion. Prerequisite: Writing for Media I preferred or related experience. (MacInroy) \$115
6 eve - Th. Oct 03, 19:00-21:30 - Lan

Polishing Your Professional Writing Skills (The New Business Writing, or Better Business Writing (102884))

The best business writing is expressive, lively and purposeful. Mastering the art is not a matter of learning larger words and copying form letters ---

but of targeting your audience, defining your purpose, and expressing your message in a focused way. You will learn how to easily write letters and memos that get results, punchy reports and proposals, lively brochures and sales letters. (Sturmanis) \$115
6 eve - Th. Oct 03, 19:00-21:30 - Lan

Creative Writing II - Writing and Marketing Your Work (102830)

"Selling is the final step in the creative process." Whether you are interested in getting a novel published, a collection of short stories, a screenplay, or a series of nonfiction articles, knowing how to market your work is essential. You will be required to write, rewrite, and eventually submit a piece of creative writing (query letters to a literary agent, magazine editor, whatever is appropriate) with the intention of getting published. (Williams) \$115
6 eve - We. Oct 16, 19:30-22:00 - Lan

Poetry - The Voice Within (102858)

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 - We. Oct 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, organisation, style and format. (Montagnes) \$115
6 eve - Th. Oct 03, 19:00-22:00 - 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 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. (Sorrell) \$115
6 eve - Mo. Nov 04, 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 - Th. Oct 03, 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 - Mo. Oct 07, 19:00-21:30 - Lan

Instructors

Wayne Declé - English Literature and Creative Writing; presently works as a program developer and instructor at VCC, Continuing Education Division.

Charlene Garvey is a Graduate student at the University of British Columbia. She has spent many years reading science fiction and fantasy for pleasure, as well as part of her research interests.

Victor Janoff, MA, is a freelance writer. His feature articles have appeared in MacLean's, Saturday Night, and The Globe and Mail. He also writes fiction and screenplays.

Alan MacInroy is a graduate in Communication Arts, Grant MacEwan College, Edmonton and received a BA in Fine and Performing Arts, SFU. He currently works as a publicist and freelance writer for CHQM Radio, The Sunday News and BC Film News.

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.

J.E. Sorrell is the author of the award-winning books *In Broad Daylight* and *On the Other Side of the River*, which are also the basis of the recent stage success

Concessions In the Flesh. His work has appeared in magazines, anthologies and trade books, both here and abroad since 1972.

Dona Sturmanis, BFA, MFA, has been a freelance magazine writer.

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 Big Flirt* and *The Genie* award-winning short *In Search of the Last Good Man*. He

teaches Theatre History for Simon Fraser University, where last fall he directed a production of *The Investigation*.

Jill Williams' writing career covers a wide variety of subjects: a Broadway musical *Rainbow Jones*; numerous published poems, articles, celebrity profiles; a record album; several trade paperbacks *Health Secrets of the Stars/Dell*, *How to Photograph Pets and Animals/HPBooks*. She is currently completing a book for Self-Counsel Press on effective letter-writing.

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
NON-CERTIFICATE****Writers Co-op (102813)**

Be stimulated by your peers; share success with them. For those who write fairly regularly - attend sessions of script reading & mutual criticism, exchange news items about markets, contests, conferences, etc., for both poetry & prose. An editor's cheque can mean a small celebration. Prepare to celebrate! (Neville) \$37.45 (Includes GST)
10 eve - Mo. Sep 16, 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 mng - Sa. Sep 28, 09:30-11:30 - Lan

Character Development and Portrayal (102882)

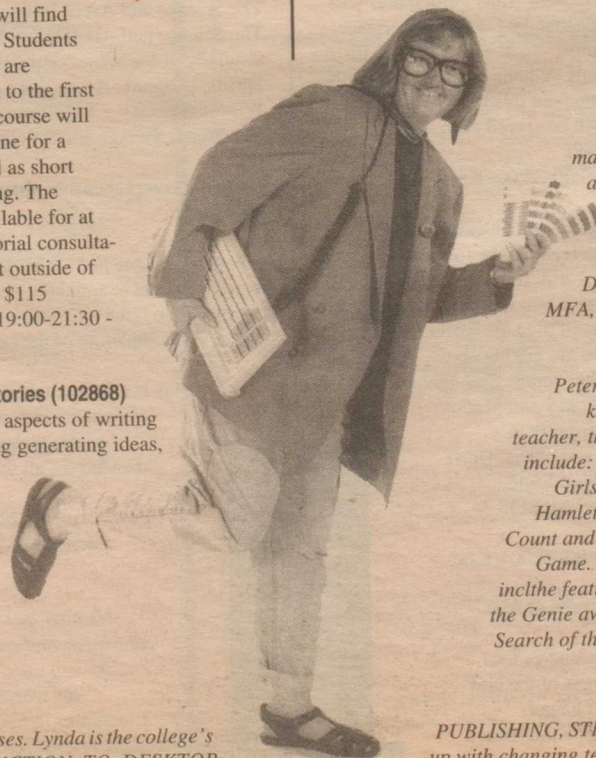
One of the most challenging skills to a writer in both fiction and non-fiction is being able to research and develop a character and then to reveal personality through action, description and dialogue. We discuss their creation, authentication and how to make them respond through tension, motivation and interaction. (Sturmanis) \$69.55 (Includes GST)
1 day - Sa. Oct 19, 10:00-15:00 - Lan

Plot Creation (102880)

Some writers are natural storytellers. But if you're not, this evening will give you the building blocks to create plots which incite anticipation in your reader. We will examine stories of resolution, revelation, decision, explanation, solution, and diagnose common plotting faults. (Sturmanis) \$69.55 (Includes GST)
1 day - Sa. Oct 26, 10:00-15:00 - 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. Oct 10, 19:30-21:30 - Lan



Like many VCC employees, LYNDIA HURST enrolls in Continuing Education classes. Lynda is the college's Advertising Production Coordinator and has taken courses in INTRODUCTION TO DESKTOP

PUBLISHING, STILL LIFE DRAWING and SMALL BUSINESS DEVELOPMENT. She likes to "keep up with changing technology" and enjoys the wide range of CE courses.

Basic Editing (102881)

Writing your masterpiece is one thing, editing it is something else. You want to know if it is good, how it can be improved to be the best it can possibly be. This day is designed to take you through the basics of copy-editing, revising and rewriting. You will learn how to develop the eye of an objective self-editor, gain insight into what editors look for when they read your work. A list of invaluable editor's source books is also provided. (Sturmanis) \$69.55 (Includes GST)

1 day - Sa. Nov 02, 10:00-15:00 - 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.

Donna Sturmanis, BFA, MFA, has been a freelance magazine writer.

4 WAYS TO REGISTER

1. BY MAIL

Fill in Registration Form (on page 46) and send it in with your cheque or charge card in. formation

Sorry, NO POSTDATED CHEQUES.

Mail to:

VANCOUVER
COMMUNITY COLLEGE-
Continuing Educat
1155 East Broadway
Box 24785, Station "C"
Vancouver, B.C. 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 for form on page 46 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 - :1500

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.

LOCATIONS SEE PAGE TWO FOR AREA MAP

1. CC - City Centre, 250 West Pender Street

2. CLW - Clothworks, 132 Powell Street

3. CMA - Society of Management Accountants of B.C. Education Centre, 814 Richards Street

4. DFG - Diane Farris Gallery 1565 West 7th

5. FP - Focal Point, 4474 West 10th

6. KEC - King Edward Campus, 1155 East Broadway

7. KEC/W - King Edward West, 691 East Broadway

8. LAN - Langara Campus, 100 West 49th Avenue

9. MCH - Ming Court Hotel, 1160 Davie Street

10. OAK-VCC - Oakridge Shopping Centre (North Tower), Cambie and 41st

11. O'Doul's Hotel, 1300 Robson Street

12. Sheraton Plaza
500, 500 West 12th
Avenue at Cambie
Street

13. VVC - Vancouver
Volunteer Centre,
#301 - 3102 Main
Street

SATISFACTION GUARANTEE

Your Satisfaction Guaranteed - My Personal Guarantee

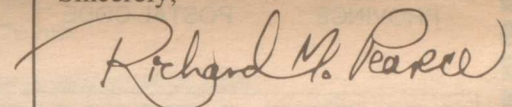
Continuing Education
Vancouver Community College
1155 East Broadway
Box 24785, Station "C"
Vancouver, B.C. V5T 4N5

Dear Prospective Students:

As the Director of Continuing Education, I have a definite interest in your satisfaction with our courses.

If, at any time, you are not satisfied with the return on your investment of money and time, simply write to me at the above address, telling me why you are dissatisfied and your tuition will be refunded -- in full, no questions asked. Please write to me within two weeks of the course's normal end date.

Sincerely,



Richard Pearce
Director of Continuing Education

THE SMALL PRINT:

"Tuition Fee" applies only to the tuition portion of your fee. This does not cover any expenses for books, course materials or meals. It applies only to the tuition portion of travel tours.

CITIZENSHIP REQUIREMENTS FOR ADMISSION

For all courses offered by Continuing Education, applicants must be a Canadian citizen, permanent resident or landed immigrant. Exceptions are if applicant:

1. has applied for permanent residency and is receiving favourable consideration and is designated as such by the Federal Government;

FAX & MAIL-IN REGISTRATION**VANCOUVER
COMMUNITY
COLLEGE****Continuing
Education Division****FAX 875-8241****FOR VISA or MASTERCARD USE ONLY**

Mail Registration to:

**1155 East Broadway
Box 24785, Station 'C'
Vancouver, B.C. V5T 4N5
Phone: 875-8200**

PLEASE TYPE or PRINT in BLACK ink.

Note: one student may register on this form. Place additional registrants on a separate sheet. Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms S.I.N. Number: _____

SURNAME

GIVEN NAMES

ADDRESS:

APT. and/or NUMBER - STREET

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

LOCAL

COURSE INFORMATION

| COURSE NUMBER | COURSE NAME | LOCATION | START DATE | TIME |
|---------------|-------------|----------|------------|------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

TOTAL FEES

1

2

3

4

METHOD OF
PAYMENT

\$

☐ MONEY ORDER☐ CHEQUE☐ CREDIT CARDCREDIT CARD INFORMATION ☐ VISA ☐ MASTERCARD

NAME ON CARD: _____

CREDIT CARD ACCOUNT # _____

START DATE: _____

END DATE: _____

SIGNATURE

DATE

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 of citizenship, residency, diplomatic status, refugee status or Federal Domestic Movement may be

requested.

International students may be admitted on condition that space is available and applicants covered under paragraphs above are not displaced.

SENIORS

The course fees of all permanent residents of British Columbia, 65 years of age or older, shall be waived subject to the following:

1. A fee paying student cannot be displaced. Seniors requesting a fee-waiver will be registered conditionally and, should the class fill, the senior will be superseded by a fee paying student. A senior so displaced will be given the option of paying.

2. The waiver of course fees shall not include the waiver of materials or equipment rentals.

3. A fee waiver shall not apply to computer courses at off-campus locations, to travel or natural history tours or to wine courses.

REGISTER EARLY!

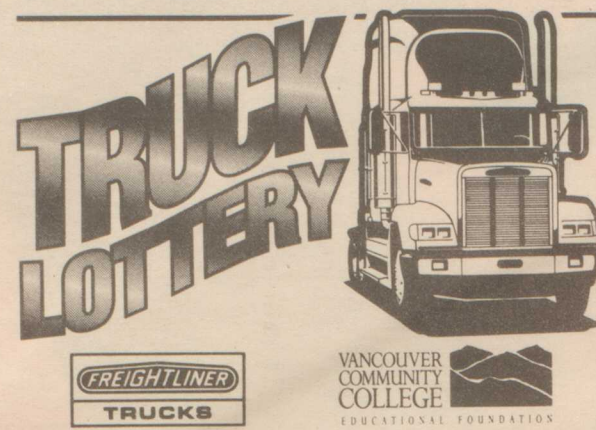
Popular programs fill up quickly so register early to avoid disappointment. All program costs are covered by your tuition fees. Some programs are cancelled if there is insufficient enrolment. This decision is made well before a program begins so early registration is important.

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.



APPLICATION FORM

Price: \$100.00 (Only 3,000 tickets printed)

Grand Prize: 1992 Freightliner Classic

Suggested retail value \$130,000

Proceeds to VCC Langara
Campus facility upgrading

PLEASE PRINT CLEARLY

NAME OF TICKET HOLDER IN FULL: _____

ADDRESS: _____

CITY/TOWN: _____ PROVINCE: _____

POSTAL CODE: _____ Bus. Phone: _____ Home Phone: _____

Please send me _____ tickets at \$100.00 each. Total amount enclosed: \$ _____ M.O.: ☐ CHEQUE: ☐

VISA # _____ Expiry Date: _____

MASTERCARD# _____ Expiry date: _____

Please make cheques payable to VCC Educational Foundation

Permission Signature for Credit Card Use: _____

Salesman's Name (cannot be ticket holder): _____ Phone: _____

Salesman's Address: _____

Please forward this application to: VCC Educational Foundation, 1155 East Broadway, Box 24700 Station C, Vancouver, B.C. V5T 4N4

TRUCK LOTTERY RULES

1. An **official ticket** will be issued upon receipt of this application and money at the office.
2. The grand prize is a 1992 Freightliner truck. There will be **no cash prize** in lieu of the truck.
3. Winner will be responsible for all applicable taxes and licensing.
4. **Draw will take place on November 1, 1991. Winners will be contacted by telephone and by mail.**
5. The truck lottery will be conducted under the supervision of the VCC Educational Foundation.
6. Employees of Freightliner Canada and VCC Educational Foundation are not eligible for the prize.
7. Verification lists for ticket purchases will be available at the Educational Foundation, 1155 East Broadway, Vancouver B.C.

Lottery license # 769080

VANCOUVER COMMUNITY COLLEGE • EDUCATIONAL FOUNDATION 1991 TRUCK LOTTERY

The Vancouver Community College's Educational Foundation's TRUCK LOTTERY is now an annual event. The first TRUCK LOTTERY in 1990 was such a popular event that VCC is holding it annually. The original lottery was conceived by Wayne Lowes of Vancouver Freightliner and Mary Ann Boyd, a former VCC staff member, as a way of involving the trucking industry in education.

Representatives of VCC, Vancouver Freightliner, Freightliner Canada and numerous sponsoring companies look forward to christening the sleek, black FREIGHTLINER CLASSIC TRUCK when it rolls off the production line in June. The lucky winner will drive it home after the November 1, 1991 draw date. Or they may choose to sell the truck and take home the cash instead. Last year's 10 winners were from the Clark Reefer Shop in Vancouver.

Over the summer you will see the VCC Lottery Truck throughout the province at a variety of special events, including Squamish Days, Lickman Truck Stop and

the PNE Parade. Stop by and look at this classic beauty and chat with the truck's promotion team.

Tickets are \$100 each and only 3,000 will be sold. Don't miss out on these great odds or the opportunity to win one of two early bird draws for \$1,000 on July 15 and August 15. Additionally, all ticket salespeople are eligible to win a brand new pickup truck.

Last year's draw raised over \$80,000 for projects directly benefitting the students of VCC's Langara Campus. This year's goal is \$200,000. Here is your opportunity to help Vancouver Community College students and possibly be parking a Freightliner Classic in your driveway!

For information regarding purchasing Truck Lottery tickets, or becoming involved as a salesperson, please call Michele Davidson at the VCC Educational Foundation at 875-1131, Local 355.

N

Training That Pays Off

Vancouver Community College's *Business and Computer Programs* keep you and your company ahead of the competition. **A**t VCC we pay attention to the rapidly *changing needs* of business and industry. We provide the skill development, computer technology and up-to-date information you need to *survive*. **O**ur programs are carefully designed to make you *productive and competitive* today. **O**ur instructors are selected for their *knowledge and performance* in the real world. **We** offer *certification* in ten specific programs: **① Applied Business Skills ② Business Administration ③ Building Manager ④ Computer Skills in the Workplace ⑤ Legal Assistant ⑥ Local Area Network Administrator ⑦ Management Skills for Supervisors ⑧ Office and Administrative Skills ⑨ Property Management ⑩ Telecommunications Management** **O**ur *Business and Computer Programs* can be customized for your workplace. **C**all today for *Training That Pays Off*. To register or for more information please call:



875 ³²⁴⁻⁵³²² **8200**
682-5844