

VANCOUVER COMMUNITY COLLEGE

CONTINUING EDUCATION

WINTER 1992

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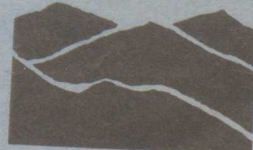
JAN 14 1992



Meet our instructors. Dedicated Professionals.

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

VANCOUVER
COMMUNITY COLLEGE
1992

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4 Ways to Register

1. BY MAIL
Fill in the registration form on page 47 and send it with your cheque or charge card information. *Sorry, NO POST-DATED CHEQUES*
Mail to:
Vancouver Community College
Continuing Education Division
1155 East Broadway
Box 24785, Station "F"
Vancouver, B.C.
V5T 4N5

2. BY PHONE
Charge to your Mastercard or Visa card
City Centre Campus 682-5844
King Edward Campus 871-7070
Langara Campus 324-5322
King Edward West 874-9923

3. IN PERSON
Register at any of our three campuses. Pay with cheque, cash or charge card.

4. BY FAX
Use the form on page 47 and FAX to 871-7300. Pay by charge card.

Registration hours:
City Centre, King Edward and Langara Campuses: Monday-Thursday, 09:00-20:00; Friday, 09:00-15:00 and Saturday, 09:00-12:00

King Edward Campus West (Nursing and Health): Monday to Friday, 10:00-15:00

CONTINUING EDUCATION PHONE NUMBERS

City Centre Campus.....	682-5844
King Edward Campus.....	871-7070
King Edward Campus West.....	874-9923
Langara Campus.....	324-5322

Program Co-ordinators Continuing Education Division

The Arts

Advertising, Anthropology, Comedy, Culinary Arts, Interior Design, Journalism, Wine, Writing: **Wayne Decle**, 871-7065
Art, General Interest: **Bernie Lyon**, 324-5322.
Film, Television, Theatre: **Brian Pink**, 443-8388
Floral Design: **Donald Oakes**, 443-8386
Fashion Arts: **Sally Hudson**, 443-8387.
Graphic Design: **Janet Russell**, 682-5844.
Jewellery: **Maciek Walentowicz**, 443-8571.
Music: **Terry Smith**, 871-7298.
Photography: **Walter Evans**, 224-3636.

Business, Management & Training

Applied Business Skills: **Hal Hoare**, 871-7062
Building Services: **Brian Pink**, 443-8388.
Business Administration: **Gordon Clough**, 324-5511.
Business English, Office Administration: **Ann Tollstam**, 682-5844.
Library Automation, Management Skills, Training Skills: **Jacqueline Bradshaw**, 871-7061.
Small Business: **Peggy Worobetz**, 871-7061.

Computers, Science & Technology

Astronomy: **Donald Oakes**, 443-8386
Computer Skills: **Cornelius Constantinescu**, 324-5322.
Electronics: **Gareth Williams**, 443-8562.

Gemmology: **Linda Devine**, 682-5844.
Oakridge Computer Centre: **Brian Pink**, 443-8388.
Telecommunications: **Peggy Worobetz**, 871-7061.

Health & Lifestyles

Career and Employment, Communications, Self-Management: **Wayne Decle**, 871-7065.
Childbirth Educators: **Diane Donaldson**, 874-9923.
Dental Programs: **Maureen Woodward**, 874-9923.
Foodsafe: **Brian Pink**, 443-8388.
Registered Nurse: **Grace Hodgins**, 874-9923.
Sterile Supply Aide: **Sheila Stickney**, 874-9923.

Human & Social Services

Community Based Social Services: **Marilyn McClaren**, 871-7064.
Counselling Skills, Substance Abuse: **Joanne Rykers**, 871-7060.
Court Interpreting: **Silvana Carr**, 324-5521.
Early Childhood Education, Infant-Toddler Supervisor: **Gyda Chud**, 324-5521.
Family Daycare, Living and Working with Young Children: **Rosie Anslow**, 324-5322.
Special Education: **Donald Oakes**, 443-8386.

Languages

English Skills Improvement: **Leanne Quirk**, 324-5322.
Modern Languages: **Patricia Martin**, 324-5322.

Law, Financial Planning & Real Estate

Building Construction, Renovations, Home Repair; Real Estate: **Brian Pink**, 443-8388.
Financial Planning and Investment: **Wayne Decle**, 871-7065.
Legal Assistant: **Ann Tollstam**, 682-5844.
Property Management: **Chuck Dunn**, 324-5511.

Leisure, Recreation & Travel

Leisure/Recreation/Travel: **Wayne Decle**, 871-7065.
Natural History: **Marja Dejong Westman**, 871-7069

Non-Profit, Voluntary Sector & Fundraising

Fundraising Management; Non-Profit Management: **Susan Entwistle**, 871-7059.
Volunteer Management: **Brenda Reynolds**, 871-7059.

Teacher Training

Teaching English as a Second Language; Teaching English as a Foreign Language: **Jennifer House**, 871-7056

Satisfaction Guarantee

Your Satisfaction Guaranteed—My Personal Guarantee

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, telling me why you are dissatisfied and your tuition will be refunded—in full, no questions asked. Please write to me within two weeks of the course's normal end date.

Sincerely,

Richard M. Pearce

Richard M. 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.

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.

Enter a certificate PROGRAM

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
(Certificate Pending)
BUILDING MANAGER
RESIDENTIAL
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
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
NURSING MANAGEMENT
OFFICE ADMINISTRATION
PATTERN MAKING
PROPERTY MANAGEMENT
SMALL BUSINESS
MANAGEMENT
STERILE SUPPLY
PROCESSING AIDE
SUBSTANCE ABUSE PROGRAM
TEACHING ENGLISH AS A SEC-
OND LANGUAGE
TEACHING ENGLISH AS A
FOREIGN LANGUAGE
TELECOMMUNICATIONS MAN-
AGEMENT
VISUAL ARTS-
PHOTOGRAPHY MAJOR
WRITING PROGRAM
(Certificate Pending)
VOLUNTEER MANAGEMENT
WORKING WITH SCHOOL AGED
CHILDREN

Career & Information Sessions

BRITISH VIRGIN ISLANDS
CARIBBEAN SAIL-
TRAINING, information video
night, **Jan. 15**, 19:00-21:00, King
Edward Campus, Room 4043.

ENGLISH SKILLS
IMPROVEMENT, evaluation/
information nights, **Wed. Jan. 08**
and **Mon. Jan. 13**, 17:30-20:00,
Langara Campus. Come to
Continuing Education
office for room location.

LEARN TO SAIL,
special free video
night, **Jan. 29**,
19:00-21:00. Please
call 731-1023 if you
plan to attend.

Meet our instructors!

Our Fall Flyer featured ten of our adult learners. In this issue we would like you to meet ten of our instructors who, along with some other 550 professionals, will provide the instruction for almost 700 course offerings.

We value our instructors!

Their energy and enthusiasm, knowledge of their subject, commitment to the adult learner and their skill in creating effective learning environments make them our valuable resource to serve you.

Soon it will be 1992! Our rapidly changing world challenges each of us to acquire new perspectives and skills. We hope it is a year for you to include V.C.C. in your success plans.

We would like to hear from you!
Richard M. Pearce • Director

Richard M. Pearce

Gail Rochester • Associate Director, Programs Services
Fred Wylie • Associate Director, Finance and Administration

NON-PROFIT/VOLUNTARY
SECTOR, information session,
Tu. Jan. 07, 12:00-13:00, King
Edward Campus, Room 4043 and
Th. Jan. 09, 17:30-18:30, Room
4043.

OFFICE ADMINISTRATION
CERTIFICATE PROGRAM,
Tu. Jan. 14, 17:00-18:30, City
Centre, Room 220.

REAL ESTATE AND
PROPERTY MANAGEMENT,
Tu. Jan. 07, 17:30-19:30, Langara
Campus, Room A257

TELECOMMUNICATIONS
MANAGEMENT
CERTIFICATE PROGRAM,
Tu. Jan. 07, 17:00-18:30, City
Centre, Room 220.

Holidays

The Continuing Education Division
will be closed the following dates:

December 24, 1991 to
January 1, 1992
(inclusive)
April 17, 1992 to April
20, 1992 (inclusive)



VCC Alumni

Have you completed a VCC program at Langara, City Centre (VVI) or King Edward campus? Remember the friends you made during that time?

The VCC Alumni Association is a means for former students to stay in touch with the College, former classmates and instructors.

As well as keeping you up to date with College activities, membership in the Alumni Association makes you eligible for discounts on College services including Continuing Education courses, library borrowing privileges and more.

For membership application and more information on available benefits, please send the following information to:

VCC Alumni Association
1155 East Broadway
Box 24700, Station "F"
Vancouver, B.C.
V5T 4N4

Phone: 871-7147
Fax: 871-7200

Name _____
Address _____
Postal Code _____
Phone _____
business _____
residence _____
Campus _____
Program _____
Year Completed _____
Student Number _____

The Arts 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 - We. Feb 05, 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

Every Body Loves Some Body (503478)

** New **

Our body is the very essence of our self and our soul. Or is it? This course tries to make us aware of how our self-perception is filtered through our own culture's view of the body. We will look at everything from advertising to eating disorders, from Madonna to the Buddha, in order to explore the relation between body and soul. (MacLeod) \$123.05 (Includes GST)
6 eve - Th. Feb 06, 19:00-21:30 - Lan

Ceremony and Symbol (503479) ** New **

Are we a culture so steeped in the modern that we have no more hidden meanings? By first looking at magic and ritual in other societies, this course hopes to show that when we turn our gaze inward to our feasts of Thanksgiving, our disguises of Halloween, our sports of football and wrestling, we can recognize the same elements of ceremony and symbol seen in other, more exotic cultures. (MacLeod) \$123.05 (Includes GST)
6 eve - We. Feb 05, 19:00-21:30 - Lan

Riding the Tiger (503482)

"There is no danger in riding a tiger --- the danger is when one dismounts." Chinese proverb. We are in the midst of a cultural paradigm shift. That is, a contextual change in how we perceive and interact with the world around us. We have witnessed tremendous global change at an astonishing rate of speed. The Berlin Wall. The Soviet Union. Ecology as a major issue. The global marketplace. What's behind these changes that are taking place? What's next? What does it mean? And how can we all, individually and culturally, take part and benefit from this watershed time of human history? (Tate) \$86.28 (Includes GST)
2 eve - Mo. Feb 17/24, 19:00-22:00 - Lan

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, print making and sculpture. Week four will be a field trip to the UBC Museum of Anthropology. (Holm) \$107 (Includes GST)
4 eve - Tu. Mar 10, 19:00-21:00 - KEC

Ethnography of the Northwest Coast (505604)

This course provides an introduction to the study of Northwest Coast native peoples and their cultural traditions. Students will learn the differences and similarities in their languages, social organization and ritual life, as well as examining the more contemporary issues of aboriginal rights, and self-government. Slides and films will be shown throughout the course. (Garvey) \$107 (Includes GST)
6 eve - Mo. Feb 03, 19:00-21:00 - KEC

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. Feb 05, 18:30-21:00 - 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.

Carol MacLeod is best described as a dancing anthropologist, as she has studied both dance and cultural anthropology intensively. Finding the meaning in communication without words has led her to work with aphasics, as well as mimes and macaques. She has her MA from the University of Toronto, and aggregation from the Ecole des Hautes Etudes en Sciences sociales, Paris. She taught Anthropology and Humanities at Vanier College for several years, and has just come from New York City where she studied at the Martha Graham School of Contemporary Dance.

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. Jan 22, 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. Jan 23, 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. Jan 21, 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
8 eve - We. Jan 22, 19:00-21:30 - Lan

Portraiture (500110)

Concentrate on the beauty of the human form and in particular the form of the face. Learn how different drawing materials (pencil, charcoal, conte, pastels and ink) produce strikingly different results. All levels welcome. (Kowallek) \$100
10 eve - Th. Jan 23, 19:30-21:30 - Lan

Contemporary Approaches to Drawing (500148)

In the past century our concept of what a drawing is has expanded considerably as we have developed new approaches to new and traditional materials. There is a wide range of possibilities available for ideas and approaches to image making from very simple sources. We are only limited by our imagination. In this course we will explore alternative methods for making drawings, for using materials and in the process, develop an appreciation for contemporary art forms. (Nash) \$100
8 eve - Th. Jan 23, 19:00-21:30 - Lan

Nature in Art (500144)

Almost all artists have been affected by the beauty of nature. Spectacular forests, seas and skies offer wonderful subject matter, as does the flora and fauna of the world. Come and enjoy learning how to draw and paint these visual treasures. (Kowallek) \$100
10 eve - Tu. Jan 21, 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. Jan 25, 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. Jan 25, 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. Jan 23, 19:00-21:30 - Lan

Calligraphy: Three Historic Scripts (050325)

A NEW calligraphy course which will look at three major historic lettering styles focusing on Uncials (4th to 8th Century), Gothic Textura (12th to 14th Century), the Humanist (15th to 16th Century) book hands. This brief introduction to these scripts can lay groundwork for further independent study or serve as enlightenment to the great variety of lettering styles used by scribes in past ages. Speedball C series nibs will be used in this class - supplies available for purchase from instructor. (Jones) \$110
10 eve - Th. Jan 23, 19:00-21:00 - 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. Jan 20, 18:00-21:30 - Lan
10 eve - Tu. Jan 21, 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. Jan 24, 19:30-21:30 - Lan
8 mng - Sa. Jan 25, 10:00-12:00 - Lan

Sculpt 2000 Workshop (500145)

"Sahara" foam is a primary medium in the art of bronze sculpture. This synthetic material has excellent sculptural qualities and can be cut, carved, shaped and smooth finished with the palm of your hand. You will learn the process: from foam to bronze. Using a simple plaster waste mould technique you will reproduce your foam original to the hollow wax copy needed for bronze casting. On course completion students will visit the art foundry and have their work cast in bronze, or cast their own while learning casting techniques in an upcoming bronze casting course. (\$75 for materials and supplies) Cost of bronze casting not included. (Dallaire) \$220
8 eve - Tu. Jan 21, 19:00-22:00 - Lan
8 eve - We. Jan 22, 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

FAYE WIGHTMAN is Director of B.C.'s Children's Hospital Foundation and Vice President of Development and Community Relations for Children's Hospital. Faye praises VCC for being "receptive to feedback and evaluation from students." She teaches in the MANAGERS OF NON-PROFIT, FUNDRAISING and VOLUNTEER MANAGEMENT CERTIFICATE programs.

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. Jan 21, 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)

1 day - Su. Jan 26, 08:00-15:00 - Clw

1 day - Su. Feb 23, 08:00-15:00 - Clw

1 day - Su. Mar 29, 08:00-15:00 - Clw

1 day - Su. Apr 26, 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. Feb 06, 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

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.

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 as a primary medium to bronze sculpture for more than 15 years and has exhibited at major international art expositions including ARTEXPO in New York city. His workshop is now offered internationally and attracts sculptors from Europe and the USA. In Vancouver Jean Guy is represented by the Patrick Galleries.

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

Stan Jones has taught extensively in the Lower Mainland for the past seven years, both privately and publicly. He now brings his expertise to VCC

where he looks forward to revitalizing the Calligraphy program.

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.

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 & 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)

3 eve - Tu. Feb 25, Mar 10/24,

19:00-22:00 AND 3 day - Sa. Mar 07/21 Apr 04, 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.

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 - Tu. Feb 04, 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! (Janeszewski) \$94.16 (Includes GST)

6 eve - Tu. Feb 04, 19:00-21:00 - KEC

Comedy Improvisation (503404)

Designed to free the imagination through the spontaneous use of words, sound and movement. Though the emphasis is on basic acting skills, this course is geared to anyone who loves to laugh. A good starting point for people who have toyed with the idea of becoming involved in theatre. (McAteer) \$96.30 (Includes GST)

8 eve - Mo. Jan 20, 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 Janeszewski - 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.

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. Jan 27, 20:00-22:00 - Lan

Fashion Arts Non-Certificate Fashion Arts 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, 38 cm ruler - clear plastic, metric fibreglass tape measure, set square, tracing wheel, 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. Jan 11, 09:00-12:00 - CC

10 mng - Th. Jan 16, 09:00-12:00 - CC

Pattern Making for Menswear (050927) ** New **

This course introduces fashion students, designers and those interested in making their own patterns, to the basics of pattern making for menswear. Students will construct Blocks (Slopers) for pants, shirts, vests and windbreakers, in preparation for making patterns for their own designs. Bring to first class: HB pencil, eraser, 38 cm ruler-clear plastic, metric fibreglass tape measure, set square, tracing wheel, a 3-ring binder. (Ragno) \$185

10 eve - We. Jan 15, 18:30-21:30 - 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 dress-making, "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. Jan 14, 09:00-12:00 - CC

Dressmaking in Cantonese (050934)

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 mng - We. Jan 22, 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 and the current international fashion videos. 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 - Th. Jan 23, 18:30-21:30 - CC

Advanced Fashion Illustration (050919)

Prerequisite: Previous courses or experience in Fashion Illustration. This course is 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 eve - Tu. Jan 21, 18:30-21:30 - CC

Costume Design for Theatre (050929)

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 - We. Jan 22, 18:30-21:30 - 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. Feb 10, 18:30-21:30 - CC

Entrepreneurship in the Fashion Industry (050930) ** New **

Prerequisite: Courses or experience in Fashion Design. Your Fashion Career! To assist you decide your career direction and prepare for entry into the selected area, this course emphasizes the entrepreneur option. The twice weekly sessions examine all aspects of the industry, the future potential and opportunities. Develop your future role as a designer/creator, learning the techniques for marketing the product of your creativity. (Green) \$360

20 eve - Tu/Th. Jan 14, 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.

Stan Green has worked in the Canadian fashion industry for over 24 years. He is president of Greene Group Merchandising Services Ltd., specializing in product development, the creation and marketing of clothing in North America.

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.

Carl Ragno trained in Germany as a Master Tailor. He worked as a pattern maker in the Winnipeg fashion industry for 22 years and has taught patternmaking in full-time fashion courses for 20 years.

Fredericka Staiger trained in Fashion Design, Pattern Making and Garment Construction at VCC. She is a freelance fashion illustrator and has taught the subject for three years.

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 five 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.

Entry Requirements

1. Have secondary school Grade 12 or equivalent.
2. Have a good knowledge of the English language and the ability to speak, read and write clearly and correctly.
3. Submit a letter with the application form, stating reasons for wishing to enter the Fashion Arts Program.
4. Present examples of fashion-related work (designs, illustrations and/or actual garments) at a successful interview prior to the commencement of the Program.

Program Content 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 - Production Patterns/Grading
Term Five - Designer Patterns/Draping

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:
- Collection Manufacture
- Collection Portfolios
- Fashion Show Production

Apply by January 31 for next entry in April 1992. For detailed brochure and application form, call the Continuing Education office at City Centre Campus - 682-5844.

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 and manufactured under own label. 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. 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. 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 & Theatre

Program in Film Production: The Business of Film & 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. Jan 21, 19:00-22:00 - CC

Instructors

Ed Richardson is a veteran producer and currently 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 Decle at 871-7070.

Film, Television & 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. Jan 25, 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 8 mm 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)

12 eve - Tu. Feb 04, 19:00-21:30 - 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. Feb 01, 10:00-16:00 - Lan

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

Designed for all small video formats: VHS, Beta, and 8 mm. 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 8 mm 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. Feb 01, 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)

10 eve - Mo. Feb 03, 19:00-21:30

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.

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) \$460

18 eve - Tu/We. Jan 14, 18:30-22:00 - 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 Teleflora Canada Inc.

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 has 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. Jan 21, 19:00-22:00 - CC

9 mng - Sa. Jan 25, 10:00-13:00 - CC

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

The assembly of logos, type, photos and line drawings creates camera-ready copy for the printer. This course integrates the preparation of camera-ready artwork with single and multiple colour printing. Class projects are designed to demonstrate efficiency and rationale as well as the tactile skills demanded for paste-up. Projects include a stationery package, display ad, poster, brochure and hand-cut separations. Material cost is approximately \$50 to \$75. (Krzyszewski) \$165

10 eve - We. Jan 22, 19:00-22:00 - CC

Printing and Production Techniques - Intermediate Graphic Design (050409)

For photographers and designers 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. Jan 21, 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. Jan 23, 19:00-22:00 - CC

Advanced Workshops

Talking to Your Printer (050430)

Are you and your printer speaking a different language? This advanced seminar for graphic designers and desktop publishers will enable you to communicate effectively with your printer to achieve the best possible results for you and your client. Starting with how to choose the right printer for your job, this course addresses questions like how to prepare, in advance, materials that will work best when going to a printer, whether you should output to film or film; what kind of paper you should use; will it fold the way you want it to, and a myriad of other printing mysteries. (Lewis) \$60

3 eve - We. Jan 22, 19:00-22:00 - CC

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 - Th. Mar 12, 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. Feb 13, 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. Jan 20, 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. Feb 04, 19:00-22:00 - CC

Design and Display Techniques (050404)

Lectures, class projects and videos will help you create window and merchandising displays. Emphasis is on basic principles of design and creative uses of colour and materials. (Richard) \$125

10 eve - Tu. Jan 21, 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. Jan 23, 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. Jan 21, 19:00-22:00 - CC

Perspective Drawing and Rendering (050415)

Designed for Architects, Interior Designers, Draftsmen 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. Jan 23, 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. Jan 22, 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. Jan 23, 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, is a painter currently working in large format oils. He has exhibited widely and is the recipient of a number of awards, two of them international.

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.

Paul Krzyzewski has 20 years' experience in the graphic arts field and has managed his own company, Pika Communications, for 11 years.

Phil Lewis is a VCC graduate in Graphic Arts as well as a graduate of Printing Industries of America, Executive Development Program in Airlie, Virginia (2 years). He has worked in the printing industry for 18 years and is currently the Marketing and Production Manager at Western Book Manufacturing.

Joe McGuinness has over 11 years' experience as an art director at various agencies (McCaun

Erickson) and is currently a partner in Direction Design.

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.

Interior 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. Feb 06, 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. Mar 12, 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.

Jewellery

Metal Techniques I (051101)

This course will introduce the basic materials, tools and terminology in jewellery making. Students will become familiar with a variety of techniques 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. Jan 20, 18:00-21:00 - CC

Metal Techniques II (051114)

A further exploration of materials, tools and a variety of techniques with an emphasis on soldering, construction and fabrication. Projects will include the making of chains, rings and brooches. Students will be required to purchase their own tools and materials (approximate cost \$130). Prerequisites: Successful completion of Metal Techniques I or equivalent. (Bebel) \$175

10 eve - Th. Jan 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. Jan 25, 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. Jan 23, 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 bead 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. Jan 22, 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 - Th. Jan 21, 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 17 years' experience in jewellery workshops in Paris and Vancouver.

Journalism

Radio Copywriting Demystified (102896)

** New **

Writing commercials for radio. Students will learn basic skills of writing commercials for radio and exactly what the day-to-day world of a copywriter entails in major, medium and small markets. Students will create commercials and campaigns in class and work together to polish them. You will also learn where the world of a radio copywriter can lead, from freelancing and advertising agencies to public relations and communications. " . . . Complete Works" dispels myths and provides insights into the real world of radio and radio copywriting. (Robinson) \$123.05 (Includes GST)

6 eve - Tu. Feb 11, 19:00-21:30 - Lan

PSAs and the Communication Breakdown (102897) ** New **

(How to ensure public service announcements receive airplay on the radio.) This workshop shows students how to write, produce, package, and present public service announcements for radio. Students will learn why PSAs are chosen or rejected and how they can best increase a campaign's chances for air time. This means finding out the most efficient avenues of access and which costs and procedures are necessary and which are not. Working in groups, students will develop radio campaigns and an accompanying strategy to promote that campaign. (Particularly useful for communications officers, media and public relations people and freelance writers.) (Robinson) \$42.80 (Includes GST)

1 mng - Sa. Feb 15, 10:00-13:00 - Lan

An Introduction to Print and Broadcast Journalism (102891)

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. Feb 11, 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.

Bruce Robinson has been in radio for 8 years and a creative director for a Vancouver radio station for the past 5 years. During that time he has also worked as a freelance writer, announcer and producer for advertising agencies, production houses and also directly for clients.

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. Jan 22, 18:00-19:00 - KEC

10 eve - We. Jan 22, 19:00-20:00 - KEC

10 eve - We. Jan 22, 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. Jan 22, 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. Jan 20, 18:00-19:00 - KEC

10 eve - Mo. Jan 20, 19:00-20:00 - KEC

10 eve - Mo. Jan 20, 21:00-22:00 - KEC

10 eve - Mo. Jan 20, 21:00-22:00 - KEC

10 eve - Mo. Jan 20, 21:00-22:00 - KEC

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10 eve - Mo. Jan 20, 21:00-22:00 - KEC

10 eve - Mo. Jan 20, 21:00-22:00 - KEC

10 eve - Mo. Jan 20, 21:00-22:00 - KEC

10 eve - Mo. Jan 20, 21:00-22:00 - KEC

Vocal Music

Vocal Coaching (102614)

Group and private lessons are combined. Develop strength, extension of range and vocal ease in performance. Registration only with instructor's approval. (Brauner) \$160.50 (Includes GST)
10 eve - Mo. Jan 20, 18:00-20:00 - KEC (Newman)
10 eve - We. Jan 22, 18:00-20:00 - KEC (Brauner)

Vocal Jazz Improv Workshop (102624)

Study vocal improvisation and soloing techniques with well-known Vancouver artist Shannon Gunn. There will be a rhythm section in attendance at most classes, to work with all singers. Don't miss this opportunity to improve your jazz techniques. (Gunn) (\$107 (Includes GST)
10 eve - Mo. Jan 20, 17:00-18:30 - KEC

Instructors

Carol Brauner studied voice and vocal pedagogy in Austria, United States, and Canada. She has been with the VCC Continuing Education Program since 1980, and is a member of the Vancouver Chapter of the National Association of Teachers of Singing (NATS).

Shannon Gunn has been active in the Vancouver music scene for several years. She has developed a wide following among jazz lovers, and is in constant demand as a performer and clinician. In addition to her performing career, she is a member of the faculty of Capilano College and the VCC Department of Music. She is also a faculty member of the VCC Soundwave Summer Vocal Jazz Workshop.

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. Jan 18, 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. Jan 18, 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. Jan 23, 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. Jan 23, 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) or Janet Warren 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.
15 eve - Tu. Jan 07, 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 & 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) \$100
10 eve - Th. Jan 23, 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. Jan 20, 19:00-21:00 - 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 - We. Jan 22, 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. Mar 07, 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. The 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. Feb 29, 09:00-18:00 - KEC

Writing Music (502558)

Compose and orchestrate music using relative pitch and intuition using proven methods of traditional and contemporary harmony. A series of musical exercises to be 'woodshedded' as a regular routine will be given throughout the course. Creating music is a series of personal choices using methods already made available to us through time-tested documentation. We are limited only by our imagination. (Sikora) \$117.70 (Includes GST)
10 eve - Tu. Jan 21, 18:00-20:00 - 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. Feb 01, 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. Jan 21, 20:00-22:00 - KEC

Live Sound Engineering (102606)

A comprehensive course in mixing sound for live choirs, instrumental groups, bands and other musical ensembles. Focus on setting up a sound system, signal flow, mike placement, and how to get good sounds. Special instruction on setting up a stage monitor mix, along with the use of outboard gear such as equalizers, compressors, crossovers, and digital delays. (Reid) \$85
10 eve - Tu. Jan 21, 22:00-24:00 - 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 - Th. Jan 23, 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. Jan 23, 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. Jan 23, 20:00-22:00 - KEC

Tours

Soundwave Vocal Jazz Tour to Hawaii

Join Peter Taylor, Terry Smith, and the members of VCC's outstanding vocal jazz ensemble 'Soundwave,' as they tour two of Hawaii's most beautiful islands. The 1992 tour leaves April 25 for a ten-day trip to Hawaii (the Big Island) and Maui. The group will be performing several times during the ten days, and will also be investigating Hawaiian music and culture throughout. The trip will be divided into two 5-day segments. Tour participants will also have the opportunity for guided tours of both islands, including the vast range areas of Hawaii, the active volcanos, the beautiful valleys and waterfalls of the Hilo coast, and the spectacular Kona coast. The trip to Maui will include the view from the top of Haleakala, the Hana coast, and the shops and beaches of Lahaina and Kaanapali. Tour participants may option to stay a further five days and travel to the garden isle of Kauai. For further information call Barbara Broadbent at Banner Travel (261-0226) or Terry Smith (875-8220).

Quebec Culture and Music

Join Terry Smith and VCC musicians as they explore the music and culture of Quebec. The tour will feature the cities of Montreal and Quebec City. Concerts and walking tours, excellent restaurants, and village shows will make your ten-day tour an exciting adventure. Departure will be in the third week of August. Phone Barbara Broadbent (Banner Travel (261-0226) or Terry Smith (875-8220) for more information.

Photography

Visual Arts Photography Major certificate PROGRAM

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 certificate may take courses for general interest.

Entry Requirements

Students wishing entry into the program must have a successful interview and show a portfolio of their work. Students wishing basic courses only do not need an interview.

Certificate Requirements

Satisfactory completion of approximately 400 hours of instruction.

Application/Registration

Registration will be from 11:00-15:00, Tuesday through Saturday starting January 7, 1992.

Registration is ONLY available at Focal Point, 4474 West 10th Avenue.

For those unable to register during the day, we have evening registration Tuesday, January 7 or Wednesday, January 8 from 19:00-20:00.

Register early - these courses are very popular and fill quickly.

For information please contact Focal Point at 224-3636.

Basic Photography (300101)

Learn how to operate a 35 mm 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. Jan 13, 19:00-22:00 - FP
10 aft - Tu. Jan 14, 12:30-15:30 - FP
10 eve - Tu. Jan 14, 19:00-22:00 - FP
10 eve - Fr. Jan 17, 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. Jan 13, 19:00-22:00 - FP
10 aft - Tu. Jan 14, 12:30-15:30 - FP
10 eve - Tu. Jan 14, 19:00-22:00 - FP
10 eve - Fr. Jan 17, 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. Jan 15, 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. Jan 15, 19:00-22:00 - FP
10 mng - Sa. Jan 18, 10:00-13:00 - FP
10 aft - Sa. Jan 18, 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. Jan 16, 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. Jan 16, 19:00-22:00 - FP
10 eve - Sa. Jan 18, 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. Jan 18, 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. Jan 14, 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. Jan 15, 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. Jan 16, 19:00-22:00 - 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. (Bernardt) \$150
4 aft - Sa. Jan 18, 14:00-17:00 - FP

Composition and Design (300143)

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. Jan 13, 19:00-22:00 - FP

Instructors

Darren Bernhardt, 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.

Wine

Wine certificate PROGRAM

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. Feb 18, 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.

Wine Non-Certificate Program

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. (Walsh) \$294.25 (Includes GST)
5 eve - We. Feb 19, 19:00-22:00 - Wines & Things Boutique, 3131 West Broadway

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. (Warwick) \$117.70 (Includes GST)
4 eve - Tu. Jan 21, 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. (Warwick) \$128.40 (Includes GST)
4 eve - We. Jan 23, 19:00-22:00 - KEC

The New Challenge Series (505254)

This 4-week course puts a new twist into the challenge. It will give you an Italian Twist with the Barolo vs the Sangiovese. The Australian Shiraz vs the California Zinfandel. Alsace vs the World on Gewurztraminer. Finally, what I think is the grape that is going to be the next "biggie" --- the Rieslings of the world. This is one you shouldn't miss, so bring a clear palate. Light refreshments will be served. (Warwick) \$123.05 (Includes GST)
4 eve - Tu. Feb 18, 19:00-22:00 - KEC

The Gourmet Series of Food and Wine (505255)

For the first time a 4-week course dealing with different aspects of food and wine. We start with a food and wine matching week giving the basics and then building. We enter the world of Spanish Sherrys (sweet to dry) with different foods. Then we have an evening with desserts and their wines. And finally we finish with Champagne and Port and its matches. There is so much to pack in, your mouth will water for months. Don't be left out --- sign up early. (Warwick) \$133.75 (Includes GST)
4 eve - We. Mar 18, 19:00-22:00 - KEC

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.

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.

Writing

Writing Program (Certificate Pending)

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 - 871-7065. For registration call 871-7070.

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- ing. You approach the writing tasks in stages - taking notes, writing and revising - examining each stage in detail. Weekly writing assignments give you a chance to apply each lesson; in-depth evaluations by the instructor give encouragement and solve individual problems. Enrolment is limited. (Weiss/Janoff/McGuire/Sinnott) \$115
6 eve - Mo. Feb 03, 19:00-21:30 - Lan (Sinnott)
6 eve - Tu. Feb 04, 19:00-21:30 - CC (Janoff)
6 eve - Tu. Feb 04, 19:30-22:00 - Lan (Weiss)
6 eve - We. Feb 05, 19:00-21:30 - CC (Janoff)
6 day - Sa. Feb 08, 10:00-12:30 - KEC (McGuire)

Creative Writing I - An Introduction (102802)

Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of concentration will be the short story, poetry and journal writing and keeping. (Decle) \$115
6 eve - Mo. Feb 10, 19:00-21:30 - Lan
6 eve - We. Feb 12, 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
8 eve - We. Feb 05, 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 - Mo. Feb 03, 19:00-21:30 - CC

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. Feb 08, 13:00-15:30 - 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. Feb 08, 09:30-12:00 - 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 - Th. Feb 13, 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. Feb 06, 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. Feb 12, 19:30-22:00 - Lan

Writing for Magazines (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. Feb 08, 09:30-11:30 - 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. Feb 19, 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. Feb 06, 18:30-21:30 - 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. Feb 03, 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 day - Sa. Feb 08, 14:00-16:30 - KEC

Instructors

Wayne Decle - 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.

John Lekich is an award winning writer who has written for a number of regional and national publications.

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 feature, The Big Flirt and the Genie award-winning short In Search of the Last Good Man. He teaches Theatre History for Simon Fraser University, where last fall he directed a production of The Investigation.

Jill Williams' writing career covers a wide variety of subjects: a Broadway musical Rainbow Jones; numerous published poems, articles, celebrity profiles; a record album; several trade paperbacks Health Secrets of the Stars/Dell, How to Photograph Pets and Animals (HPBooks). She is currently completing a book for Self-Counsel Press on effective letter-writing.

Nicola Young, B.A., B.Ed., has studied with poets John Thompson and Robin Skelton. Her poetry has appeared in Canadian publications and she is currently working on a series of short stories and a collection of poems.

Writing Courses

Writers Co-op (102813)

Be stimulated by your peers; share success with them. For those who write fairly regularly - attend sessions of script reading & mutual criticism, exchange news items about markets, contests, conferences, etc., for both poetry & prose. An editor's cheque can mean a small celebration. Prepare to celebrate! (Neville) \$37.45 (Includes GST)
10 eve - Mo. Jan 20, 20:00-22:00 - 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. Feb 15, 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. Feb 22, 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. Feb 06, 19:30-21:30 - Lan

Getting Published in the Greeting Card Industry - Advanced Workshop (102895)

An intensive one-on-one workshop with the goal of preparing a professional quality portfolio of your artwork or copywriting for presentation to greeting card publishers. Prerequisite: Introductory workshop and approval of instructor. Enrolment is limited. (Axelrod) \$133.75 (Includes GST)
4 eve - Th. Mar 12, 19:30-21:30 - Lan

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. Feb 29, 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 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. Her book, "Age of the Bird," is due in 1992.

Business, Management & Training

Applied Business Skills

(Certificate Pending)

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 January 07, 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
- January 08 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. Principles of Organizational Behaviour 1321 (102019)
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)

JOANN CHERNEN has been teaching English as a Second Language since 1981 and specializes in the area of pronunciation. She teaches in our TESL (TEACHING ENGLISH AS A SECOND LANGUAGE) CERTIFICATE PROGRAM and says, "I feel fortunate to have the opportunity to share with other teachers my enthusiasm for ESL teaching."

* 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 Personal 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

Principles of Organizational Behaviour 1321 (102019) - 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

Introduction to Real Estate Development (109201) - 39 hours
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) - 20 hours
Building Maintenance and Cost Control 1100 (109002) - 30 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)

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. Jan 18, 09:00-16:00 - CC
5 Day - Sa. Mar 07, 09:00-16:00 - CC

Building Service Worker - Level II (250402)

Designed for successful students from the Level I course and those in the industry who wish to upgrade their skills in modern powered equipment. A hands-on course in cleaning of floors and carpets, walls, windows and specialty areas. \$170
5 day - Sa. Feb 22, 09:00-16:00 - CC

Building Service Management (250404)

Intended for building supervisors and others who wish to advance in the building service field, this course will explore basic supervisory and building management skills including purchasing, budgeting, inventory control, scheduling and motivation of staff. Floor types and the care of powered equipment will also be covered. (Neuls) \$170
10 eve - We. Jan 22, 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. Jan 27, 19:00-22:00 - CC

Instructors

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

John Neuls is Facilities Supervisor for the West Vancouver School District. Mr. Neuls is also chairman of the Advisory Committee for the Building Service Worker Program at Vancouver Community College.

Business Administration (BAC) certificate PROGRAM

This program offers you the opportunity to enhance your business talents through a broad range of options. Courses are taught by practising business professionals who bring first-hand experience and knowledge to the classroom. Learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your job potential. For registration and detailed course information and program guide call Program Assistant - Joanne Bydal, 324-5322 (10:00-15:00)

Non-Certificate students may enroll in any course.

Certificate Requirements

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: Tuesday, January 7, 1992, 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, Feb 29, 10:00-13:00. Final exam for ALL classes of Accounting 1115 and 2215 will be Saturday, Apr 11, 10:00-13:00.

Note: To All Students

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

LPI (102055)

Language Proficiency Index Exam. This exam is mandatory for all students registering in Communications 1115 or 1118. The fee for this exam is non-refundable. The exam will be written Tuesday, January 7, 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. Jan 11, 10:00-13:00 - Lan (Brimm)
13 eve - Mo. Jan 13, 18:30-21:30 - Lan (Martin)
13 eve - Tu. Jan 14, 18:30-21:30 - Lan (Wadsworth)
13 eve - We. Jan 15, 18:30-21:30 - Lan (Badley)
13 eve - Th. Jan 16, 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. Jan 14, 18:30-21:30 - Lan (Badley)
13 eve - Tu. Jan 14, 18:30-21:30 - CC (Mahden)
13 eve - Th. Jan 16, 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. Jan 16, 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. Jan 11, 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. (Brown) \$200
10 eve - We. Jan 15, 18:30-21:30 - Lan, plus 3 Saturdays, dates TBA

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. Jan 14, 18:30-21:30 - 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. Jan 15, 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. Jan 14, 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. Jan 14, 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. Jan 15, 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. Jan 14, 18:30-21:30 - Lan
13 eve - We. Jan 15, 18:30-21:30 - CC
10 mng - Sa. Jan 18, 09:00-13:00 - Lan

Credit and Collections (102057)

Learn the uses of credit at both the consumer and mercantile levels. The course will provide an in-depth look at different types of credit, how credit is granted, how credit accounts are collected and how to set up policies to protect your organization. (Brown) \$200
13 eve - Tu. Jan 14, 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 - Tu. Jan 14, 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
10 eve - We. Jan 15, 18:30-21:30 - Lan, plus 3 Saturdays, dates TBA

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. Jan 14, 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) \$200
13 eve - We. Jan 15, 18:30-21:30 - Lan

Instructors

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

Dan Brimm, MBA management accountant with international accounting firms. CEO of local private venture capital firm.

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.

Hal Hoare, M.S.Ed, Senior Program Coordinator, Business and Computers, Continuing Education, VCC, ten years teaching experience.

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

Paul Jeyakumar, M.Sc., CGA, is a Managerial Statistics, Financial Management and Auditing instructor for the CGA Association.

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.

Christopher 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 30 years; own law firm; specializes in contract law.

Donna 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. Jan 25, 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. Feb 08, 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. Feb 22, 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. Mar 07, 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 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, this course is for all library personnel who wish to update their knowledge of current micro-computer applications programs for libraries. A statement of completion will be granted.

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. Cataloguing: Introduction to derived cataloguing using Bibliofile and UTLAS CD-CATSS; basic introduction to MARC coding for derived cataloguing 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 micro-computer based library systems, with emphasis on cataloguing and circulation use.
5 eve - Tu. Jan 21, 18:30-21:30 - Lan
5 eve - Tu. Feb 25, 18:30-21:30 - Lan
For course information call Jacqueline Bradshaw at 871-7070.

Basic Library Skills Courses ** New **

Do you want to work in libraries, but are not sure how to get started? Or are you currently working as a Library Assistant, but would like to increase your skills and knowledge in technical services to broaden your employment horizons? If you answered yes to either question, our new Basic Library Skills courses are for you. These basic skills courses are designed to teach you the essentials for library work. You may take either or both courses, depending on your interests and current skills.

Basic Library Skills I - Collections and Acquisitions (106068) ** New **

This course consists of 21 hours of instruction in which you will learn the following basic skills:
- The role of technical services in the library

- Book selection and collection development
- Dealing with weeding, gifts, and inventory
- Acquisitions procedures including working with budgets, dealing with publishers and vendors, and verification and ordering
- Receiving monographs and serials
- Dealing with nonbook materials and government publications.
Required Text: Magrill, Rose Mary, and John Corbin, "Acquisitions Management and Collection Development in Libraries" 2nd ed. \$195
7 eve - Th. Jan. 23, 18:30-21:30 - Lan

Basic Library Skills II - Cataloguing, Processing and Circulation (106069) ** New **

This course consists of 21 hours of instruction including the following basic skills:
- Interlibrary Loans procedures
- MARC coding and derived cataloguing.
- Filing rules
- Physical processing and mending
- Circulation procedures
- Conservation and disaster planning.
Required Text: Magrill, Rose Mary, and John Corbin, "Acquisitions Management and Collection Development in Libraries" 2nd ed. \$195
7 eve - Th. Mar 12 - 18:30-21:00 - Lan

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, 871-7070. For registration and invoicing call Lynda Boothby, 871-7070. 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 (Winter 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. Alternatively, 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. Jan 17, 09:00-16:30 - CMA

Communicating 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. Feb 28, 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. Mar 20, 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. Apr 10, 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 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 organizational 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.

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 - SPH 500

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, SPH 500

Fall 1992

Group A
Part I Oct 06-09, Interpersonal Skills
Part II Oct 27-30, Group Skills
Part II Nov 17-20, Administrative Skills
All sessions, Group A, 08:30-16:30 - SPH 500

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.

Course Location

All courses in this series will be held at Sheraton Plaza 500 Hotel, 500 West 12th Avenue

For information call Jacqueline Bradshaw, Program

Coordinator - 871-7070.
For registration and invoicing call Lynda Boothby - 871-7070.
Registrations will be accepted up to one week prior to the course start date.

Course Fees

\$525 for each part (Winter 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. Alternatively, 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)

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?

Spring 1992
April 28-May 01, 08:30-16:30 - SPH 500

Fall 1992
December 01-04, 08:30-16:30 - SPH 500

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 - 871-7070.
For registration and invoicing call Lynda Boothby - 871-7070. Registrations will be accepted up to one week prior to the course start date.

Course Fees

\$525 for each four-day course (Winter 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. Alternatively, 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.

Office Administration (OAC) certificate PROGRAM

The Office Administration Certificate Program is designed for those choosing to upgrade their office skills or those entering the workplace for the first time. The program has four specializations, each with two levels; Level One containing introductory/intermediate courses and Level Two containing intermediate/advanced courses. The specializations are:

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

In addition to the required courses participants may select from a large number of optional courses to fulfil program requirements. Each participant may, therefore, select course options best suited to meet their needs. Courses are taught by business professionals who bring real life experience and knowledge to the classroom. In all four specialization you will be introduced to the latest in office technology and procedures, designed to improve your effectiveness and increase your employment potential.

A Certificate is available to students in each of the four specializations after the successful completion of Level II (219 hours). After the 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 1990's.

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 for students in the Office Administration Certificate Program:

Secretarial/Administrative Assistant Skills

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. 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 for students in the Legal Office Skills Certificate Program.

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 for students in the Medical Office Skills Certificate Program

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 for students in the Office Supervisor Skills Certificate Program.

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.

Office Administration Certificate Program "Information Night"

Please join us for a "Drop In" evening to learn about this program. Instructors will be available to answer questions.
1 eve - Tu. Jan 14, 17:00-18:30

Winter Term 1992

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 (Henderson) \$160
10 eve - Mo. Jan 20, 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 (Tollstam) \$75
6 eve - Tu. Jan 21, 19:00-22:00 - CC
6 mng - Sa. Jan 25, 09:00-12:00 - 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 (Makortoff) \$80
6 eve - We. Jan 22, 18:30-21:30 - CC

Typing - Introduction to the Theory of Business Correspondence 1041 (104535) ** New **

Learn how to turn ordinary text into business documents. Topics will include typing business documents, memoranda, tables, various styles of business correspondence incorporating special features, minutes, reports and various business forms. - 9 hours (Domby) \$55
3 eve - Mo. Jan 20/27, Mar 03, 19:00-22:00 - 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

Just a brief meeting with PAT AUSTIN and MISHELE MATHERN and their enthusiasm for teaching is obvious. They are lab managers and instructors at our OAKRIDGE COMPUTER CENTRE. Students regularly comment on their energy, enthusiasm and ability to make computers "real." Mishele built her own first computer from a kit.

workplace, as well as provide a good grounding for further studies in word processing, such as WordPerfect and MS Word. - 8 hours (Dombey) \$50
2 day - Sa. Feb 01/15, 09:00-13:00 - CC

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

Natalie Makortoff, trained employees on computerized equipment and has several years' office-related experience.

Anne Tollstam, experienced instructor with several years' office experience.

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. Jan 14, 18:30-21:30 - Lan
13 eve - We. Jan 15, 18:30-21:30 - CC
10 mng - Sa. Jan 18, 09:00-13:00 - Lan

Medical Office Billing 1415 (104520)

(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. Jan 20, 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. Jan 23, 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. Jan 22, 18:30-21:30 - CC

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

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

Records Management 1615 (104509)

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 (Henderson) \$125
8 eve - We. Jan 22, 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.

Anita Henderson, certified instructor, has 20 years' business experience and has taught a variety of business courses.

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

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 (Leung) \$130
8 eve - Tu. Jan 21, 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. Jan 21, 18:30-21:30 - CC

Introduction to Bookkeeping Part II - 1215 (104512)

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. Jan 23, 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. - 15 hours (Badley) \$95
5 eve - Mo. Jan 20, 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: "Introduction to Accounting" to be purchased at City Centre bookstore prior to class. - 18 hours (Matthews) \$115
6 eve - Th. Jan 30, 18:30-21:30 - CC

Instructors

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

Marian Leung, B.Comm. (Industrial Relations), 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. Jan 25, 09:00-15:00 - CC

Professional Telephone Communication Skills 1215 (104433)

This course is designed for all people who communicate via telephone. 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. Jan 21, 18:30-21:30 - CC

Corporate Image on a Budget 1316 (104533) ** New **

The seminar provides participants with in-depth coverage of a workable budget designed to allocate discretionary dollars towards establishing and maintaining professionalism in the office. The seminar covers money management; appropriation of funds for office wardrobe and daily grooming essentials; preparation and maintenance of office wardrobe; basic grooming techniques. - 6 hours (Duesterwald) \$65
1 day - Sa. Feb 01, 09:00-15:00 - CC

Instructors

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, certified trainer, several years' experience doing seminars for business on the topics of Communication and Professional Development.

Rose Marie Duesterwald, former owner/operator of a licensing school and has several years' experience as a paralegal and senior legal secretary.

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) \$120
10 eve - Tu. Jan 21, 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) \$120
10 eve - We. Jan 22, 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. Jan 20, 18:30-21:30 - Lan

Medical Office Billing 1415 (104520)

This course is designed for students with at least an introductory knowledge of computers or medical billing systems. A brief review of computers is included. This program is suitable for offices requiring electronic medical billing and will be most beneficial to those using or intending to use MED-TRAC. - 12 hours (Taylor, Cheung) \$115
4 eve - We. Jan 22, 18:30-21:30 - Computer Station, 2130 Burrard
4 eve - Th. Jan 23, 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

Shorthand Beginners 1115 (104421)

Learn the basic theory of Pitman Shorthand. 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) \$110
10 mng - Sa. Feb 01, 09:00-12:00 - CC

Shorthand - Intermediate/Advanced 1215 (104418)

This course will include a quick review of the basics and work towards increasing speed and accuracy. Pitman dictation tapes and other materials will be provided by the instructor. 10 hours (Moore-Stevens) \$65
4 aft - Sa. Feb 01, 12:30-15:00 - 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.

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 familiarity with basic 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: Mar 24, 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. Jan 21, 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. Jan 23/30, Feb 06, 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. Jan 28, Feb 04/11, 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. Feb 13/20/27, 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 (TBA) \$65
3 eve - Tu. Feb 18/25, Mar 03, 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. Mar 05/12/19, 18:30-21:30 - Lan

Legal

Legal Ethics and Confidentiality 1815 (104532)

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. Jan 27, Feb 03/10, 18:30-21:30 - CC

Introduction to Legal Office Procedures 1915 (104531)

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, systems, bring forward systems as well as organization of files and the use of filing agents will be covered. - 12 hours (Dean) \$70
4 eve - Mo. Feb 17/24, Mar 02/09, 18:30-21:30 - CC

Legal Terminology 2015 (104530)

This course will cover the rules of legal language, terminology unique to each area of law. - 6 hours (Komorowska) \$40
2 eve - Th. Mar 26, Apr 02, 18:30-21:30 - Lan

The Competitive Edge - Legal Seminar 2016 (104534) ** New **

A unique and essential adjunct to your secretarial skills. Take advantage of innovative systems which transform your non-legal and legal secretarial skills into administrative abilities in such critical areas as draft documents, time and records (document control), management, time sheets billing, collections, etc. The seminar also includes in-depth coverage and critique of advanced telephone techniques as taught by major sales organizations. These techniques provide substantial insight and assistance to the legal secretary when screening calls and liaising with lawyers, clients and support staff. - 6 hours (Duesterwald) \$55
1 day - Sa. Feb 15, 09:00-15:00 - CC

Instructors

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

Rose Marie Duesterwald, former owner/operator of a licensing school with several years' experience as a paralegal and senior legal secretary.

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

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

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 871-7070.

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)
Participants attending all five courses will receive a Statement of Completion.

Week 1

How to Start a Business (106039)

Running your own business doesn't have to be just wishful thinking - it's all in the planning. Learn the 7 key steps to developing your successful new business. \$82
2 eve - Tu/Th. Jan 14/16, 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. Jan 21/23, 19:00-22:00 - Lan

Week 3

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. Jan 28/30, 19:00-22:00 - Lan

Week 4

Financial Statements - Forecasting and a Cash Budget (106043)

Both parts \$82
Part 1: Tuesday - Understanding Financial Statements Making the right decisions depends on your knowledge of financial statements and how to read them and what to control.
Part 2: Thursday - Forecasting and Cash Budgeting Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line.
2 eve - Tu/Th. Feb 04/06, 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. Feb 11/13, 19:00-22:00 - Lan

PROGRAM 2 Professional Retailing

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.

Professional Retailing

All three courses \$189 (106099)
Participants attending all three courses will receive a Statement of Completion.

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. Feb 18/20, 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. Feb 25/27, 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. Mar 03/05, 19:00-22:00 - Lan

Training Skills

Effective and productive organizations achieve and sustain success as a result of well-trained employees. Whatever the training needs of your organization, one fact remains the same - the maximum benefits are derived from trainers who feel confident about their skills and programs. This series of 3 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.

Location

All courses in this series will be held at Sheraton Plaza 500 Hotel, 500 West 12th Avenue

For more information, contact Jacqueline Bradshaw, Program Coordinator, 871-7070. For registration or invoicing, call Lynda Boothby, 871-7070. 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. Alternatively, 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 3-day course will provide you with a fast and effective way to learn training skills that work! You will have the opportunity to practise the art of effective training in a supportive, coaching environment. Class size will be limited to 12 participants to ensure personal attention. 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)

Winter 1992

Jan 30/31, Feb 07, 09:00-16:30 - SPH 500

Spring 1992

Apr 02/03/10, 09:00-16:30 - SPH 500

Fall 1992

Sep 23/24, Oct 01, 09:00-16:30 - SPH 500 or

Oct 27/28, Nov 03, 09:00-16:30 - SPH 500

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

How to Plan Great Training Programs (100152)

In this practical 2-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. By the end of this course you should be able to:

- 1) Explain the 6-step process for planning effective training programs
- 2) Apply the 6-step process to a specific program-planning situation
- 3) Identify common reasons for unsuccessful training programs and know how to overcome them. (Kalef)

Spring 1992

May 07/08, 09:00-16:00 - SPH 500

Fee: \$345 per person (Winter 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. This course is for those trainers who have completed the "How to Be a Great Trainer" course, or who have equivalent training or experience. 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 - SPH 500

Spring 1992

May 21/22, 09:00-16:00 - SPH 500

Fall 1992

Nov 26/27, 09:00-16:00 - SPH 500

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

How to Write Great Training Materials (100154)

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. 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. 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.

Students should bring with them to the class an example of training materials they have written or used. (Carriere)

Winter 1992

March 19/20, 09:00-16:00, SPH 500

Fee: \$345 per person (Winter 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, 871-7070.

Instructors

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.

Computers, Science & Technology

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. Feb 03, 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.

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 four 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, (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, Simply Accounting and AccPac Plus.

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
- How to Buy a Computer - Oak

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 - Cynthia Howman (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. Jan 13, 18:30-21:30 - Oak

1 day - Su. Jan 26, 9:00-17:00 - Oak

3 eve - Mo. Feb 03, 18:30-21:30 - Oak

3 eve - Mo. Feb 24, 18:30-21:30 - Oak

3 eve - Mo. Mar 16, 18:30-21:30 - Oak

1 day - Su. Apr 05, 9:00-17:00 - Oak

Introduction to DOS (100903)

This course is an introduction to the basic concepts and commands of DOS, the Disk Operating System. Exercises will show you the purpose of DOS, how to use the keyboard, load DOS, format diskettes and manage files. Hard disk management concepts include creating and using sub-directories efficiently and backing-up data. DOS Shell for DOS 5 will be introduced. No previous experience with computers is necessary. Some typing is required. Suitable for all versions of DOS. \$175

1 day - Su. Jan 12, 09:00-17:00 - Oak

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

1 day - We. Jan 29, 09:00-17:00 - Oak

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

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

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

1 day - Su. Mar 01, 09:00-17:00 - Oak

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

1 day - Sa. Mar 28, 09:00-17:00 - Oak

1 day - We. Apr 08, 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. 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 or the DOS 5 Editor. Experience with DOS is essential. Introduction to DOS or Introduction to Microcomputers is recommended. \$175

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

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

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

1 day - Th. Mar 19, 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 Window's application accessory to another. Classes are restricted to those who have taken Introduction to DOS or Introduction to Microcomputers, or have permission from the instructor. \$175

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

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

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

1 day - We. Mar 18, 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 for IBM compatible/DOS microcomputers (Note: Other brands such as MAC's, Apple II's, Commodore 64, etc. are not covered). 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. Jan 22, 18:30-22:00 - Oak

1 mng - Su. Feb 09, 9:00-12:30 - Oak

1 aft - Su. Feb 09, 13:30-17:00 - Oak

1 eve - We. Feb 26, 18:30-22:00 - Oak

1 eve - We. Mar 11, 18:30-22:00 - Oak

1 mng - Sa. Apr 04, 18:30-22:00 - Oak

1 aft - Sa. Apr 04, 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 - Sa. Jan 11, 09:00-17:00 - Oak

1 day - We. Jan 15, 09:00-17:00 - Oak

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

3 eve - Tu. Jan 28, 18:30-21:30 - Oak

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

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

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

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

1 day - Sa. Mar 14, 09:00-17:00 - Oak

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

1 day - Tu. Apr 07, 09:00-17:00 - Oak

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

1 day - Tu. Apr 07, 09:00-17:00 - Oak

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1 day - Tu. Apr 07, 09:00-17:00 - Oak

1 day - Tu. Apr 07, 09:00-17:00 - Oak

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 - Su. Jan 09, 09:00-17:00 - Oak

1 day - Fr. Jan 31, 09:00-17:00 - Oak

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

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

1 day - Su. Mar 15, 09:00-17:00 - Oak

1 day - Fr. Mar 27, 09:00-17:00 - Oak

Introduction to WordPerfect for Windows (101106)

This course is designed for new WordPerfect users. See the course description above for Introduction to WordPerfect or call 682-5844 or 261-2806 for more information. If you are a WordPerfect 5.1 user, please see the description below for WordPerfect for Windows Upgrade. \$175

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

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

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

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

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

1 day - Th. Mar 05, 09:00-17:00 - Oak

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

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. Mar 04, 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. Jan 18, 09:00-17:00 - Oak

1 day - Tu. Feb 25, 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 - We. Feb 05, 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; basic indexing; and queries to select records. All commands are given through the Control Centre. \$175

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

1 day - Fr. Mar 13, 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. Feb 18, 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 releases of Lotus 1-2-3 except Lotus for Windows. Please see Introduction to Lotus 1-2-3 for Windows for more information. \$175

1 day - Sa. Jan 18, 09:00-17:00 - Oak

1 day - Th. Jan 23, 09:00-17:00 - Oak

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

1 day - Fr. Feb 14, 09:00-17:00 - Oak

3 eve - We. Feb 19, 18:30-21:30 - Oak

1 day - Tu. Mar 03, 09:00-17:00 - Oak

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

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

Introduction to Lotus 1-2-3 for Windows (101109)

Designed for the new user, this course covers the fundamentals of Lotus 1-2-3 for Windows, including spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; window management; ranges, copying, saving, retrieving, previewing and printing worksheets; formatting, column widths and label alignments. In addition, mouse skills and

shortcuts with Smarticons will be explored. If you are already a Lotus 1-2-3 user, please read the description for Lotus 1-2-3 for Windows Upgrade. \$175

1 day - Fr. Jan 24, 09:00-17:00 - Oak

3 eve - We. Jan 29, 18:30-21:30 - Oak

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

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

1 day - Sa. Mar 14, 09:00-17:00 - Oak

Lotus 1-2-3 for Windows Upgrade (101113)

Designed for those already familiar with earlier releases of Lotus 1-2-3, this course covers new features as well as strategies for more efficient use of the program including: mouse skills, using Smarticons, Windows Management, Style commands, Auto sum and three dimensional spreadsheets. The purpose of this course is to make an easy, quick and efficient transition into Lotus 1-2-3 for Windows. Basic experience with Lotus 1-2-3 in another release is required. \$175

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

1 day - Su. Feb 12, 09:00-17:00 - Oak

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

1 day - Th. Mar 12, 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. Suitable for all releases of Lotus 1-2-3 except Lotus for Windows. Please see Intermediate Lotus 1-2-3 for Windows for more information. \$175

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

1 day - We. Mar 04, 09:00-17:00 - Oak

Intermediate Lotus 1-2-3 for Windows (101110)

Designed to build on the fundamentals of the introductory course, intermediate topics include database functions (filing, sorting, finding and extracting records) and creating and printing a variety of graphs and charts. Other skills such as managing windows, date math and three dimensional spreadsheets are also discussed. A basic working knowledge of Lotus for Windows is required. \$175

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

1 day - Fr. Mar 20, 09:00-17:00 - Oak

Advanced Lotus - Macro Programming (100716)

Advanced Lotus 1-2-3 has been designed for individuals who want to put the full power of 1-2-3 to work. This course covers the development of detailed macros including the creation of menu systems. A good working knowledge of Lotus 1-2-3 is a prerequisite. \$175

1 day - Fr. Jan 31, 09:00-17:00 - Oak

1 day - Sa. Mar 07, 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 - Tu. Jan 21, 09:00-17:00 - Oak

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

1 day - Th. Mar 26, 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 - Th. Feb 27, 09:00-17:00 - Oak

Introduction to MS-WORKS 2.0 (100790)

MS-WORKS is an integrated collection of four software tools. Learn the basics of WORD PROCESSING (including creating, editing, formatting, printing, and saving documents); SPREADSHEETS (entering numbers, labels and formulas; relative, absolute and mixed references; and printing worksheets). Also covered are fundamentals of DATABASE creation, maintenance and basic information enquiries. Sharing data between environments is also discussed. \$175

1 day - Su. Jan 19, 09:00-17:00 - Oak

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

1 day - We. Mar 25, 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. Mar 04, 09:00-17:00 - Oak

Microcomputer Accounting

Introduction to Simply Accounting/Bedford for DOS (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. If you have Simply Accounting for Windows, please see that course description below. A basic understanding of accounting principles is assumed. \$175

1 day - Mo. Jan 27, 09:00-17:00 - Oak

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

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

Introduction to Simply Accounting for Windows (101111)

This is a new program bringing Bedford Accounting into Windows. Learn how to set up the chart of accounts; entering vendors, customers and employees and the history of each. You will make journal entries; enter purchase invoices; make payments, enter sales invoices and receipts. Also covered is the printing of the Balance Sheet, Income/Expense Statements, Trial Balances, Ledgers and Journals. \$175

1 day - Mo. Jan 20, 09:00-17:00 - Oak

1 day - Mo. Feb 17, 09:00-17:00 - Oak

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

1 day - Mo. Apr 06, 09:00-17:00 - Oak

Advanced Simply Accounting/Bedford for DOS (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. If you have Simply Accounting for Windows, please see that course description below. \$175

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

Advanced Simply Accounting for Windows (101112)

In this more advanced approach to Simply Accounting for Windows, you will learn how to fully utilize

each of the subsidiary ledgers and job costing. More detailed accounting functions will be covered for Purchase Discounts, Sales Discounts, NSF Cheques, exporting to a spreadsheet, and the manipulation of information on the spreadsheet to create comparative financial statements. \$175

1 day - Su. Mar 01, 09:00-17:00 - Oak

Accounting With ACCPAC Plus - 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. Jan 13, 09:00-17:00 - Oak

1 day - Mo. Feb 03, 09:00-17:00 - Oak

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

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

Accounting with ACCPAC Plus - 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. Feb 10, 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. This course is held at City Centre Campus, 250 West Pender Street. 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. Jan 18-Sa. Feb 08, 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

1 day - Su. Jan 19, 09:00-17:00 - Oak

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

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

1 day - Sa. Apr 04, 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. Jan 26, 09:00-17:00 - Oak

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

1 day - Su. Mar 22, 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 catalogue, 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. Feb 25, 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. Mar 15, 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 - Fr. Jan 17, 09:00-17:00 - Oak

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

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

1 day - Fr. Mar 13, 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 1992

Advanced Lotus - Macro Programming (100716)

Advanced Lotus 1-2-3 has been designed for individuals who want to put the full power of 1-2-3 to work. Learn to develop detailed macros including the creation of menu systems. A good working knowledge of Lotus 1-2-3 is a prerequisite. \$175

1 day - Fr. Jan 31, 09:00-17:00 - Oak

1 day - Sa. Mar 07, 09:00-17:00 - Oak

WordPerfect for Power Users - Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. \$175

1 day - We. Jan 29, 09:00-17:00 - Oak

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

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

4. Computer Operations

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

Introduction to Microcomputers (100605)

This introductory course is for individuals with no previous microcomputer experience. Fundamental hardware, software and microcomputer operations are explained. Hands-on training involves work with the DOS operating system to manage disks and files, including some hard disk management. Also included are brief overviews of word processing, spreadsheets and databases. \$175

1 day - Su. Jan 26, 9:00-17:00 - Oak

3 eve - Mo. Jan 13, 18:30-21:30 - Oak

1 day - Su. Jan 26, 9:00-17:00 - Oak

3 eve - Mo. Feb 03, 18:30-21:30 - Oak

3 eve - Mo. Feb 24, 18:30-21:30 - Oak

3 eve - Mo. Mar 16, 18:30-21:30 - Oak

1 day - Su. Apr 05, 9:00-17:00 - Oak

Introduction to DOS (100903)

This course is an introduction to the basic concepts and commands of DOS, the Disk Operating System. Exercises will show you the purpose of DOS, how to use the keyboard, load DOS, format diskettes and manage files. Hard disk management concepts include creating and using sub-directories efficiently and backing-up data. DOS Shell for DOS 5 will be introduced. No previous experience with computers is necessary. Some typing is required. Suitable for all versions of DOS. \$175

1 day - Su. Jan 12, 09:00-17:00 - Oak

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

1 day - We. Jan 29, 09:00-17:00 - Oak

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

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

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

1 day - Su. Mar 01, 09:00-17:00 - Oak

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

1 day - Sa. Mar 28, 09:00-17:00 - Oak

1 day - We. Apr 08, 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. 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 or the DOS 5 Editor. Experience with DOS is essential. Introduction to DOS or Introduction to Microcomputers is recommended. \$175

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

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

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

1 day - Th. Mar 19, 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 Window's application accessory to another. Classes are restricted to those who have taken Introduction to DOS or Introduction to Microcomputers, or have permission from the instructor. \$175

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

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

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

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

How to Buy a Computer (100615)

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 - Th. Feb 27, 19:00-22:00 - 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 mng - Sa. Jan 18, 09:00-12:00 - Lan
5 mng - Su. Mar 01, 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 eve - Fr. Jan 17, 19:00-22:00 - Lan
5 mng - Su. Jan 19, 09:00-12:00 - Lan
5 eve - Th. Feb 27, 19:00-22:00 - Lan
5 mng - Su. Mar 01, 09:00-12:00 - 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 manual included in fee. \$265
5 mng - Su. Jan 19, 09:00-12:00 - Lan
5 eve - Fr. Feb 28, 19:00-22:00 - Lan

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. In addition, we recommend as prerequisite the Graphic Design for Desktop Publishing (100733) course offered at Oak, see Oakridge Computer Courses in this flyer. Course manual included in fee. \$265
5 eve - Tu. Jan 14, 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 manual included in fee. \$265
5 eve - Th. Feb 27, 19:00-22:00 - Lan

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

This course serves as an introduction to the basics of network systems. Emphasis will be on developing a logical understanding of the basics of network operations and the implications for network management. Participants will use the Novell system, equipped with dedicated training server, to transform their knowledge into working network systems. Open lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. Course manual included in fee. \$285
5 eve - We. Jan 15, 19:00-22:00 - Lan
5 eve - Fr. Jan 17, 19:00-22:00 - Lan
5 mng - Sa. Jan 18, 09:00-12:00 - Lan
5 eve - Tu. Feb 25, 19:00-22:00 - Lan
5 eve - We. Feb 26, 19:00-22:00 - Lan
5 eve - Fr. Feb 28, 19:00-22:00 - 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 manual included in fee. \$265
5 eve - Tu. Jan 14, 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 manual included in fee. \$265
5 eve - Tu. Feb 25, 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 business operations. It will develop and enhance the skills of those who are currently, or are expecting to be, responsible for the purchase and/or administration of a local area network. It will demonstrate that networks are as much an administrative as a technical challenge. Participants are offered the opportunity to put network theory into action through the availability of a Novell local area network. 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

Challenge Test

For those with industry experience who wish to skip CSW12A, credit for this course may be obtained by taking the Challenge Test - see course "CSW51 - Challenge Test for CSW12A."

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 eve - Mo. Jan 13, 19:00-22:00 - Lan
5 eve - Tu. Jan 14, 19:00-22:00 - Lan
5 eve - We. Jan 15, 19:00-22:00 - Lan
5 eve - Fr. Jan 17, 19:00-22:00 - Lan
5 mng - Su. Jan 19, 09:00-12:00 - Lan
5 eve - We. Feb 26, 19:00-22:00 - Lan
5 eve - Th. Feb 27, 19:00-22:00 - Lan
5 eve - Fr. Feb 28, 19:00-22:00 - Lan
5 mng - Sa. Feb 29, 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 eve - Fr. Jan 17, 19:00-22:00 - Lan
5 mng - Su. Jan 19, 09:00-12:00 - Lan
5 eve - Th. Feb 27, 19:00-22:00 - Lan
5 mng - Su. Mar 01, 09:00-12:00 - Lan

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

This course serves as an introduction to the basics of network systems. Emphasis will be on developing a logical understanding of the basics of network operations and the implications for network management. Participants will use the Novell system, equipped with dedicated training server to explore network features. Open lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. Course manual included in fee. \$295

5 eve - We. Jan 15, 19:00-22:00 - Lan
5 eve - Fr. Jan 17, 19:00-22:00 - Lan
5 mng - Sa. Jan 18, 09:00-12:00 - Lan
5 eve - Tu. Feb 25, 19:00-22:00 - Lan
5 eve - We. Feb 26, 19:00-22:00 - Lan
5 eve - Fr. Feb 28, 19:00-22:00 - Lan

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

This course will explore the management issues involved in network installations, help the participants formulate and document network strategies, policies and procedures for their particular context and demonstrate what Novell and third-party vendors have to offer in the way of network management. Participants will use the Novell system, equipped with dedicated training server, to transform their knowledge into working network systems. Other network software products will be discussed. The option to challenge this course exists. See course CSW51. Prerequisite CSW12. Course manual included in fee. \$295

5 eve - Mo. Jan 13, 19:00-22:00 - Lan
5 eve - Th. Jan 16, 19:00-22:00 - Lan
5 eve - Mo. Feb 24, 19:00-22:00 - Lan
5 mng - Su. Mar 01, 09:00-12:00 - Lan

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 mng - Su. Jan 19, 09:00-12:00 - Lan
5 mng - Sa. Feb 29, 09:00-12:00 - Lan

CSW51 - Challenge Test for CSW12A (100551)

For those with industry experience who wish to challenge the CSW12A course "Local Area Network Management - Level 2," the option exists to write the challenge test (3-hour lab-based project), by enrolling in this course. At registration time ask to speak with Program Assistant who will supply a list of topics covered by challenge test. \$150

1 eve - Th. Jan 09, 19:00-22:00 - Lan
1 eve - Mo. Feb 17, 19:00-22:00 - Lan

The MOST Asked Questions

HOW DO I OBTAIN MORE INFORMATION ABOUT A PROGRAM?

Program Guides giving detailed information about a particular program are available through our Continuing Education offices. Please phone one of the numbers listed on page 2.

To speak to the Program Co-ordinator responsible for each program, please see the list on page 3.

Some programs host Information Sessions (list on page 4) where details about the program are discussed.

ARE THERE ANY PREREQUISITES I MUST HAVE TO TAKE A COURSE?

In most cases, prerequisites are not required. However, please read the course information in this flyer carefully as some courses require a certain skill or knowledge level. Some Certificate Programs do have entry requirements.

WHY DO YOU REQUIRE MY SOCIAL INSURANCE NUMBER?

Your S.I.N. number is the only way to positively identify you in our computer system. Some names are similar or even identical making the S.I.N. number necessary. It is never used for any other purpose or divulged to anyone else.

WHAT HAPPENS IF MY CLASS IS RELOCATED OR RESCHEDULED?

We make every effort to avoid doing this but sometimes it is necessary. Our classes are held on three campuses and various off-campus locations (see map page 45). We cannot guarantee the class location as advertised. When a class location or time is changed we will phone to advise you. If the change is unacceptable to you, a full refund will be issued.

WHY ARE SOME COURSES CANCELLED?

All Continuing Education courses are cost recovery. A minimum enrollment is required in order to meet costs. When a course fails to reach a minimum we are forced to cancel it. You will be advised without delay if a course is cancelled and, whenever possible, offered another course option.

WHAT HAPPENS IF A COURSE IS FULL AND MY NAME IS PLACED ON A WAITLIST?

Our policy is to accept registrations on a first-come first-serve basis which is based on the receipt of tuition fees by registration. If, however, a course is full your name is placed on a waitlist. If the waitlist is sufficiently large, another section of the course may be added. All those on the waitlist will be contacted. Again, acceptance is on a first-come, first served basis. Should space become available in a course (due to a student cancelling or other factors), the person whose name is first on the waitlist will be contacted. If that person cannot be reached, the next name will be contacted.

CAN I REGISTER IN A COURSE IF I AM NOT A CANADIAN CITIZEN?

Please see page 46 for details.

CAN I GET A REFUND ON MY TUITION FEE?

Yes. In most cases, fees are refundable in part. Please refer to the detailed explanation of our policy on page 46.

Electronics

Electrical Code - Intermediate (050602)
This course prepares you to become a certified "B" class electrical contractor. The course is designed for electrical apprentices and journeymen electricians to keep abreast of the ever changing industry and further their knowledge of the Canadian Electrical Code and to upgrade their qualifications. (Ball) \$320
20 eve - Tu/Th. Jan 21, 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. (Hein) \$265
20 eve - Tu/Th. Jan 21, 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. Jan 20, 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. Also covered is basic theory and maintenance of VHS VCRs. Prerequisite: completion of a basic electronic course or presently employed in a related electronic field. (Williams) \$265
20 eve - Mo/We. Jan 20, 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 City Centre's Electronics Department.

Allen Hein is an instructor in CompuCollege's Computer Electronics Department.

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

Gemmology

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

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 \$150 in the first year, \$250 in the second year).
Tuition: Preliminary year (051109) - \$860; Diploma year (051113) - \$1470

Applications for the next entry (September 1992) are now being accepted.
For a complete program guide, call 682-5844.

For other related Gemmology courses please see: Jewellery.

Telecommunications

Telecommunications Management

Are you a non-technical manager seeking the opportunity to learn the concepts, terminology, methods of analysis and implementation techniques for wiring the office of the 90s? The following seminar has been designed to empower you with the information you need.

Managing Integrated Cabling Systems (102211)
In the next 5 years, more capital expenditure will be allocated to cabling new installations than on the terminals that connect to these systems. This is an expense which must be managed. This breakfast seminar will teach you management skills in the following areas:
- how to select the right media
- how to ensure reliability and expandability
- how to design the right cabling system for your organization
- what to include in your cabling RFP
- how to integrate phone, data and image at the desktop. (Paul) \$224.70 (Includes GST subject to change without notice)
1 mng - Fr. Feb 21, 07:30-12:30 - ODH

Time Schedule:
07:30 - Courtyard Room open
07:45 - Breakfast served
08:30 - Course begins
12:30 - Course ends

Facilitator
Gerald Paul is Customer Network Manager with BC Telephone. Gerald has over 30 years in the Telecommunications field. As a consultant to industry, he has assisted many large and medium sized companies in designing and optimizing their networks. As a BC Telephone instructor, he specialized in developing and delivering courses, in data technology, to Sales and Marketing managers and staff. During the past 5 years, he has also been an instructor with VCC, Continuing Education Division.

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.

This seminar is non-credit and non-transferrable to the Telecommunications Management Certificate Program.
For registration and general information call 871-7070.
For detailed information call Peggy Worobetz at 871-7070.

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 871-7070
For detailed course information call Peggy Worobetz at 871-7070

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 - We. Jan 15, 18:00-21:00 - CC

*** Telecommunications Management I (Voice) (102201)**
Learn the basics of telecommunications (voice) in this course involving the study and review of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (Henning) \$270
12 eve - Th. Jan 16, 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. Jan 16, 18:00-21:00 - CC

*** Data Communications (102204)**
Participants in this course will learn the basics of data terminology. Designed for the Telecommunications 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. Jan 15, 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. Jan 15, 18:00-21:00 - CC

*** Challenge Examinations**
Challenge Examinations are available for the Understanding Telecommunications, Telecommunications Management I (Voice) and Data Communications courses. These examinations are for students who feel they are very knowledgeable with the material covered in the course. A Program Guide, which includes a detailed outline for each course, may be obtained at the Continuing Education office, King Edward Campus, 1155 East Broadway, Vancouver, or by telephoning 871-7070.

Students will have ONE opportunity to pass the examination.

Challenge Examination - Understanding Telecommunications (102207)
\$145
2 hrs - Th. Jan 09, 18:30-20:30 - KEC

Health & Lifestyles

Career & 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) \$62.06 (Includes GST)
1 day - Sa. Feb 22, 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) \$62.06 (Includes GST)
1 day - Sa. Feb 29, 09:00-15:00 - 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) \$144.45 (Includes GST)
10 eve - We. Jan 22, 19:00-21:00 - Lan

The Working Game (For Women) (503474)
An interactive program which provides women with concise, usable principles, techniques and key methods to enable them to advance quickly in both career and personal life ... while maintaining high self-esteem. (McLaren) \$107 (Includes GST)
8 eve - Th. Jan 23, 19:00-21:00 - Lan

Instructors
Beth Bradbury has 25 years' experience in business.

Sylvia McLaren is a self-employed entrepreneur with 25 years in sales and marketing. She is noted for her humorous motivational presentations.

Communications

Art of Communication

Vocal Fitness for Speaking (104008)
** New **
A practical course that identifies the strengths and weaknesses of your speaking voice and through vocal exercises and experiences helps you to improve the basics of good speaking. We focus on relaxation, alignment, breathing, centering, resonance, projection and articulation so

you can avoid the problems of throat tension, poor breath support, fade-out, breathlessness, whiney tone, nasality and mumbling. It is a fun opportunity to shape up your voice. Comfortable casual or exercise clothing is essential. (Coleman) \$107 (Includes GST)
5 eve - Tu. Feb 11, 19:00-21:00 - CC
5 mng - Sa. Feb 29, 19:00-21:00 - CC

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

The Art of Conversation (503452)
Enrol now and meet new friends, be comfortable in large groups even when alone! Recognize possible irritating voice tones, opinions and mannerisms. Learn helpful hints in memorizing, showing animation and overcoming boredom. Learn to save grace in difficult situations and overcome self consciousness. (Smith) \$85.60 (Includes GST)
8 eve - We. Jan 22, 19:30-21:30 - 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. Jan 27, 19:30-21:30 - Lan

Instructors
Beth Coleman has degrees in Theatre, Education and Speech.

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

Wynne Smith is an esthetician who owns and operates her own business. She has had extensive teaching experience in communications and is 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.

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. Jan 18, 09:00-18:00 - CC
1 day - Sa. Jan 25, 09:00-18:00 - CC
1 day - Sa. Feb 01, 09:00-18:00 - CC
1 day - Sa. Feb 08, 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. Jan 23, 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. Feb 22, 09:00-18:00 - CC
1 day - Sa. Mar 14, 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.

Health Health Promotion & 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)
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

JANET DEAN , a certified trainer, has six years experience in legal services. Janet obviously enjoys her time in the classroom as an instructor in our LEGAL PROGRAMS. She comments on "the way a class of complete strangers comes together" and adds "this is what will mean success in the business world--the ability to network and share."

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 therapist's interactions with sufferers. (Green) \$85
2 eve - We. Mar 18/25, 19:00-22:00 - KEC

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

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

Rebuilding Body Image: Core Issues and Getting Started (201050) ** New **

In this workshop participants will examine the ways in which body image affects their lives: in relationships, work performance and family life. Possibilities for change will be explored; activities and discussion will focus on setting up a process for moving toward a healthy and identity-affirming body image. (Usmiani) \$100
1 eve - Fr. Feb 28, 19:00-21:30 AND 1 day - Sa. Feb 29, 09:00-16:00 - KEC

Eating and Self-Awareness (201039)

For many people eating is a source of considerable stress, anxiety and confusion. This workshop offers participants a chance to understand and confront their difficulty with eating through a process of: identifying emotional or situational triggers of bingeing or dieting; examining eating and food in the context of familial, spousal and social relationships; and exploring the role food plays in daily life. Through this workshop participants gain awareness of the vital links between food, eating and emotions and understand their influence on self-esteem. (Usmiani) \$85
1 day - Sa. Feb 08, 09:00-16:00 - KEC

Introduction to Group Facilitation (202813)

Of interest to people wishing to expand or develop their group skills. This one-day course will introduce participants to group facilitation skills. Emphasis will be placed on the values underpinning strategies for structuring group process, and on practical techniques for handling group sabotage. Role play and small group activities will be included. (Murray) \$85
1 day - Sa. Mar 28, 09:00-16:00 - KEC

Assertiveness (202715)

Learn and practise assertive strategies which lead to positive changes in the workplace and in personal relationships. Video feedback component. (Boychuk) \$90
1 day - Th. Feb 27, 09:00-15:00 - KEC West

Conflict Resolution/Anger Management (202802)

This one-day workshop combines theory with practice to help you effectively manage conflict in the workplace (Boychuk) \$90
1 day - Fr. Feb 28, 09:00-15:00 - KEC West

Management of Stress and Burnout (202735)

Continued job satisfaction and effectiveness require the management of one's own stress and potential for burnout. Increase your awareness of the causes and symptoms of burnout and gain a range of

exercises, techniques and prevention strategies for maintaining personal energy and morale. (Boychuk) \$90
1 day - Sa. Feb 29, 09:00-15:00 - 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. Mar 07, 09:00-16:00 - KEC

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

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 include 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. Mar 05/12, 18:45-21:45 - KEC West

Vision! Action! Greatness and You! (201049)

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 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) \$180
1 eve - Th. Jan 30, 19:00-20:30 AND 3 day - Sa. Feb 08/15/22, 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 - We. Mar 11, 18:00-22:00 - KEC

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

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 Spring. Phone 874-9923 for information.

Environmental Series

- Indoor Air Pollution: How to Control Indoor Pollution (201046)

-Environmental Control of the Workplace (201047)

-Environmental Control of Home (201048)

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, legislation and standards for clean air; practical strategies for achieving clean air 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.

1. How to Control Indoor Pollution

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. Feb 12, 18:00-22:00 - KEC West

2. Environmental Control of the Workplace

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, legislation and standards.

1 eve - We. Feb 19, 18:00 - 22:00 - KEC West

3. Environmental Control of Home

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. Feb 26, 18:00-22:00 - 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.

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, RN, has been working with clients and teaching lifestyle management for over ten years. She 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.

Sonia Usmiani, BA, MA (Candidate), is an associate of the firm Silverton, McLagan and Associates. She is an experienced counsellor and group facilitator on topics relating to eating disorders, self-esteem and self-confidence, relationship issues and women's issues.

Ludmilla Vacek, PhD, 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 family care givers.

For phone registration call 874-9923.

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 through 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. Part-time or one week full-time format. (Moore) \$330
2 day - Mo. Feb. 03/Mar 16, 09:00-16:00 AND 5 eve - Mo. Feb 10/17/24, Mar 02/09, 19:00-22:00 - KEC West
OR
5 day - Mo/Tu/We/Th/Fr. Apr 27/28/29/30, May 01, 09:00-16:00 - KEC West

Introduction to Group Facilitation (202813)

Of interest to those wishing to expand or develop their group skills. This one-day course will introduce participants to group facilitation skills. Emphasis will be placed on the values underpinning strategies for structuring group process, and on practical techniques for handling group sabotage. Role play and small group activities will be included. (Murray) \$85
1 day - Sa. Mar 28, 09:00-16:00 - KEC

Strategic Planning (202818)

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. Mar 07, 09:00-16:00 - KEC

Panic Attacks: Understanding, Coping and Healing (201045)

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' interactions with sufferers of this syndrome. (Green) \$85
2 eve - We. Mar 18/25, 19:00-22:00 - KEC

Understanding and Helping People with Eating Disorders (202748)

This workshop for health and human service professionals focuses on how to recognize the symptoms of eating disorders, the dynamics and risk factors associated with this behaviour and methods of effecting behaviour change. (Usmiani) \$85
2 eve - Tu. Mar 03/10, 19:00-22:00 - KEC West

Assertiveness (202715)

Learn and practise assertive strategies which lead to positive changes in the workplace. Video feedback component. (Boychuk) \$90
1 day - Th. Feb 27, 09:00-15:00 - KEC West

Conflict Resolution/Anger Management (202802)

A combination of theory with practice to help you effectively manage conflict in the workplace and deal effectively with anger among staff, clients and public. (Boychuk) \$90
1 day - Fr. Feb 28, 09:00-15:00 - KEC West

Management of Stress and Burnout (202735)

Continued job satisfaction and effectiveness require the management of one's own stress and potential for burnout. Increase your awareness of the causes and symptoms of burnout and gain a range of exercise, techniques and prevention strategies for maintaining personal energy and morale. (Boychuk) \$90
1 day - Sa. Feb 29, 09:00-15:00 - KEC

Introduction to Holistic Health Techniques (202750)

A workshop which introduces you to principles and concepts of holistic health as a complementary healing process, and lets you experience some of the practices and techniques of visualization, imagery, relaxation, therapeutic use of sound, breath work, centering, grounding, and energy fields. (McCoy) \$40
1 eve - Mo. Feb 03, 19:30-22:00 - KEC West

Massage and Yoga for Health Care Professionals (202751)

Gain an appreciation of the therapeutic benefits of massage and yoga applied as adjuncts to other treatment modalities for relaxation, pain control, comfort. Includes breathing techniques, gentle body movements, head, neck, face and back massage using specific techniques (accupressure, effleurage, petrissage), and relaxation. (McCoy & Narod) \$85
1 day - Sa. Mar 07, 09:30-16:30 - Lan

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. Feb 15, 09:30-16:30 - Lan

Psychoneuro Immunology - Mind Over Matter (202734)

Explore physiological effects that the mind, endocrine and nervous systems have on the immune system, and examine strategies to strengthen and maintain an intact immune system and increase resistance to illness and disease. Empower yourself and your patients/clients - learn how 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. Mar 07, 09:00-16:00 - KEC

Creative Visualization for Healing (202733)

This three-hour experiential course focuses on visualization techniques which, when taught to patients/clients, can reduce pain, anxiety, and stress and promote healing. Learn this effective strategy to empower your patients/clients --- useful for painful procedures, anxiety and chronic pain. (Fearn) \$45
1 eve - Th. Mar 26, 18:30-21:30 - KEC West

Normal Aging Changes (202768) ** New **

The aging process is complex and varied involving changes in cells, tissues and organs. This course will focus on physiological age-related changes and factors that influence the process of aging. Useful for all health and human service professionals who work in the field of aging. (Steckler) \$45
1 eve - Th. Mar 19, 19:00-22:00 - KEC West

Sensory Losses in the Elderly: Useful Environmental Modifications (202736)

This one-day workshop focuses on sensory losses associated with aging. Content includes assessment techniques for eliciting sensory deprivation, and useful strategies to compensate for sensory losses; particular attention is devoted to straight-forward environmental alterations. Useful for all nurses in any setting. (Steckler) \$85
1 day - Sa. Feb 29, 09:00-16:00 - KEC

How to Meet the Challenge of Caring for the Elderly (202753)

Participants in this course will examine the impact of an aging population on the health care system. A comparison of normal versus pathological aging changes will set the stage for an exploration of the unique physical and psychosocial needs of elderly patients. Participants will: contrast acute and chronic care settings and care goals; identify specialized caregiver qualities and skills necessary in working with elderly patients; and discuss innovative caregiving strategies. A must for all health care workers in all settings. (Pallas) \$85
1 day - Th. Feb 13, 09:00-16:00 - KEC West

Behavioral Management in Long Term Care: Client and Caregiver Issues (202762)

This workshop's focus is 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. The course emphasizes the importance of supporting care givers as they strive to promote positive behaviour in today's challenging long term care settings. Participants can expect to acquire 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 preventing low morale and burnout among staff. (Getzlaf) \$110
1 day - Sa. Mar 14, 09:00-16:00 - KEC

Confusion and Disorientation in the Elderly: Implications for Care (202737)

A workshop for service providers who work with elderly people in institutional or community settings. Focuses on common causes of confusion and disorientation in elderly people, and on assessment and intervention. (Steckler) \$85
1 day - Sa. Mar 21, 09:00-16:00 - KEC

Management of the Violent Elderly (200712)

A workshop for service providers who work with elderly people in institutional or community settings. Behavioral issues are examined, particularly those of aggression and violence, as well as emotional, physical and environmental stressors impacting on elderly clients. Specific intervention strategies are discussed. (Pallas) \$85
1 day - Th. Mar 12, 09:00-16:00 - KEC West

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 with elderly client populations. Workshop focuses on desirable and undesirable effects of these medications. (Dechant) \$85
2 eve - Tu. Feb 18/25, 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 care to elderly patients. 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. Mar 14, 09:00-16:00 - KEC

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. Feb 11/18/25, 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 one-day workshop. Fee includes lunch. (Cooper) \$90
1 day - We. Mar 25, 09:00-16:00 - KEC West

Rapid Interpretation of the Twelve Lead ECG (202607)

For CCU and ICU nurses, ECG technicians and paramedics - unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. Fee includes lunch. (Cooper) \$90 *
1 day - Sa. Mar 21, 09:00-16:00 - KEC

Clinical Application of the 12 Lead ECG (202616)

The course includes ECG findings related to thrombolytic therapy, right ventricular and posterior infarct, drug and electrolyte effects, wide complex tachycardias, and bifascicular blocks in the acute MI. Fee includes lunch. (Cooper) \$90 *
1 day - Su. Mar 22, 09:00-16:00 - KEC

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

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.

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, RN, 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 older adults; he has authored several papers and booklets on treatment and care; 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 experience in the applied health field and has taught professional development courses in a variety of settings.

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

Heather Narod, RN, RMT.

Jim Olson, RN, BSN, MEd., has practised as a nurse and instructor in a variety of clinical settings. He is committed to the integration of theory with practice and has successfully done so with nursing, instruction and leadership.

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.

J. Steckler, RN, BA, MScN specializes in nursing care of elderly people. She is currently Director of Care, Short Stay Assessment and Treatment Centre, Mount St. Joseph's Hospital.

Sonia Usmiani, BA, MA (Candidate) is an associate of the firm Silverton, McLagan and Associates. She is an experienced counsellor and group facilitator and has conducted research on body image and related factors among women and adolescents.

Chemical Dependency

Nursing Management and Care Planning for the Chemically Dependent Patient (202763)

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. Feb 08, 09:00-16:00 - KEC

Chemical Dependency: Identification, Assessment and Intervention (202765)

Is every person at risk for becoming chemically dependent? Learn the key to these questions on how to: immediately identify the client at risk; obtain an accurate chemical dependency history; and successfully apply a mini model for intervention with the client. Health service professionals in this one-day program will gain the necessary awareness, knowledge and skills to begin to address chemical

dependency and stop the revolving door of our health care system. (Rugg) \$90
1 day - Fr. Feb 21, 09:00-16:00 - 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, completed her Master's degree at the University of Washington, Seattle, in 1981. Her professional experience is extensive and includes: Primary Care Coordinator at the Washington Institute of Neurosciences in Seattle; consultant, educator and clinical nursing specialist at Vancouver General Hospital; and coordinator of the Chemical Dependency Resource Team at that agency. Currently, Marelyn is a nursing consultant in the private and public sector.

Nursing Management certificate PROGRAM

Formerly entitled "The Effective Head Nurse," this program reflects 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 of 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: 3 days and 9 evening sessions
\$375
3 days - Sa. Feb 22, Mar 28, Apr 25, 09:00-16:00 - KEC
AND 9 eve - We. Feb 26, Mar 04/11/18/25, Apr 01/08/15/22 - 18:30-21:30 - KEC West

Instructor: Irene Rohrer
Program Coordinator: Grace Hodgins

Instructor

Irene Rohrer, RN, MSN, has had previous experience as Assistant Head Nurse, Head Nurse and teaching in various areas. She is currently Head Nurse in Emergency at Lions Gate Hospital.

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 3 courses - 2 guided independent study and one part-time or full-time classroom course of 49 hours. Participants have one year to complete Course I, and 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)

Part-time - 2 weekends - Sa/Su. Feb 29, Mar 01 and Mar 07/08, 09:00-16:00 - KEC
Full-time - 5 day - Mo/Tu/We/Th/Fr., May 04-08, 09:00-16:00 - KEC West

Course II is offered two times a year in one of two formats.

Course III - Practicum for Childbirth Educators (202501)

Arranged on an individual basis.

Program Coordinator: Diane Donaldson, RN
Senior Program Coordinator: Sheila Stickney

For course information call 874-9923.

Non-Certificate Course for Childbirth Educators

Teaching Skills for Childbirth Educators (202504)

Persons already teaching childbirth education who wish to upgrade their skills may enrol in this course.
Part-time - 2 weekends - Sa/Su., Feb 29, Mar 01/07/08 - 09:00-16:00 - KEC
Full-time - 5 day - Mo/Tu/We/Th/Fr. May 04-08, 09:00-16:00 - KEC West

For course information and registration phone 874-9923.

Continuing Education for Denal Presonnel

Radiography Update (203502)

Quality patient care and diagnosis can be dependant on your ability to expose suitable radiographs. This clinical participation course for certified dental assistants and registered dental hygienists is a perfect opportunity to update your skills and increase your comfort around radiography. Topics include: film placement; bisecting the angle technique; paralleling technique; troubleshooting. All participants will be required to complete a medical history screening form and questionnaire prior to commencement of the course. Participants must provide: safety glasses; mask; gloves. This course is always popular, so register early. (Condon/Davis) \$100
1 day - Sa. Feb 08, 09:00-16:00 - CC, Dental Clinic

Infection Control (203505)

Infection control procedures have an enormous impact on all aspects of a dental practice, from overhead costs to patient perception and trust. Yet, how much do we really understand about the products we use? Come and learn which questions to ask manufacturers when reviewing new products. Know which products serve which purpose and how the use of these products may affect the health of our patients, the health of the dental team, our environment, and the life of our instruments and equipment. (Tobias) \$45
1 eve - Tu. Feb 25, 19:00-21:30 - CC, Room 820

Effective Front Desk (203518)

"Which End Of This Pencil Do I Use?" There is never a perfect opportunity to train clinical staff in the fine art of reception desk routine. Yet, there are days when, due to holidays or illness, you must call on your RDH or CDA to function effectively in this important environment. This workshop is designed for the dental hygienist and certified dental assistant to gain knowledge and understanding of the reception desk. The instruction will focus on the basic accounting procedures, one-write systems, balancing bank deposits, communication skills, and many other aspects of keeping the practice productive even when the receptionist is absent. (Harms) \$45
1 eve - Tu. Mar 04, 19:00-21:30 - CC, Room 820

Instructors

Faye Condon, CDA, has had extensive experience in clinical dentistry through private practice. Her instructional exposure began in CDA utilization seminars, developed into Dental Assisting instruction at VCC, and, since 1987, Faye has been an instructor for Open Learning Agency. Her current position with OLA is Clinical Coordinator/Tutor.

Bev Davis, BA, CDA, has had a background in private practice, public health, and research. She currently teaches at Douglas College and tutors for Open Learning Agency. Bev has facilitated many successful and popular Continuing Education programs.

Cia Harms, CDA, has gained comprehensive knowledge of the working dental practice through years of working as a CDA, dental receptionist, office manager, and bookkeeper. Cia has been a member of the clinical staff for Children's Hospital and the Faculty of Dentistry, UBC.

Rosalind Tobias, CDA, has worked in private dental practice, instructed for Camosun College, Victoria and is currently employed by the Faculty of Dentistry, UBC as Coordinator of Clinical Affairs.

Sterile Supply Aide

Sterile Supply Processing Aides - Theory Only (201504)

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.

Self Management

Self-Management Training - Skills for the 21st 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) \$128.40 (Includes GST)
10 eve - We. Feb 05, 19:00-21:00 - Lan

Introduction to Creative Visualization (102871)

Creative visualization is a practical, easily-learned skill which can create power results in your personal and professional life. Anyone can do it. By the end of this training seminar you will be familiar with your style of visualization; become acquainted with the different types of visualizations, and leave with a personalized visualization designed to assist you in accomplishing your goals. Come dressed in warm comfy clothes. (Loher) \$53.50 (Includes GST)
1 day - Sa. Feb 22, 09:00-16:00 - Lan

Creativity for Action (Using Your Creative Edge) (503481)

Educator and workshop leader, Brian Tate, presents an inspirational and powerful evening designed for you to explore, bring forth, and generate creativity in all areas of your life. Creativity is produced by a shift in thinking in order to generate new possibilities. This evening will cover the application and practice of creative thinking and will include many simple and effective leading-edge techniques used in business and education. (Tate) \$43.14 (Includes GST)
1 eve - Th. Jan 23, 19:00-22:00 - Lan

Making It! (Thriving, Not Just Surviving) (530480)

There is always an abrupt transition from school, whether it be secondary or university, to the realities of adult life and the work place, either pursuing one's chosen career or discovering what that career might be. Drawing from the ups and downs of his own career, Brian has compiled a "manual" based on his own experiences that he draws from and shares with students. Laced with humour, anecdotes, and readings, students in transition have found Brian's talk to be informative, down-to-earth, entertaining and inspirational. "Making it" involves what Brian calls the "five essential ways of being": to be willing, self-generating, accountable, persistent, and authentic. (Tate) \$43.14 (Includes GST)
1 eve - Th. Mar 09, 19:00-22:00 - 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. Feb 01, 09:30-15:30 - 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. Jan 21, 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

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. Feb 05, 19:00-21:00 - Lan

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

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. For more information contact Jacqueline Bradshaw, Program Coordinator, 871-7070. For registration information, call Lynda Boothby, 871-7070. Course fees are subject to change. \$125 (Winter session)
3 eves - Th. Feb 13/20/27, 18:30-21:30 - CC

Instructors

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.

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

Brian Tate is a Vancouver educator, broadcaster, seminar leader, and musician. He frequently gives creativity seminars for businesses and educational organizations.

Human & Social Services

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) \$225

12 eve - Mo. Jan 13, 19:00-22:00 - CC (Frankel)
10 eve - Tu. Jan 21, 19:00-22:00 - AND 1 day - Sa. Feb 08, 09:30-16:30 - CC (Miller)
12 eve - Th. Jan 09, 19:00-22:00 - CC (Adilman)
12 mng - Fr. Jan 10, 09:30-12:30 - KEC (TBA)
10 mng - Sa. Jan 11, 09:30-12:30 AND 1 day - Sa. Mar 07, 09:30-16:30 - CC (Menzel)

Vocational Counselling Skills (101839)

This course presents the theory and practice of vocational counselling with particular reference to special-needs populations. Participants will examine the theory of how people make vocational decisions and how the counselling relationship facilitates this process. Opportunities for skill development will include: helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101804 or 101805) Text: Gysbers and Moore; "Career Counselling Skills and Techniques for Practitioners" (\$60 - CC Bookstore) (Margolis) \$225
12 eve - Th. Jan 09, 19:00-22:00 - CC (Margolis)

Communicating Across Cultures: Skills for Helping Professionals (101807)** New **

Helping professionals, whatever their agency or location, are working with an increasingly culturally diverse client population. This practical course is designed to increase awareness of the impact of culture on communication and behaviour, and to help participants develop skills to effectively communicate in cross-cultural interactions. This course is directed towards staff/volunteers who interview or counsel culturally diverse clients in a variety of roles: social services workers, settlement workers, counsellors, caregivers, transition house providers. (Sen) \$74.90 (Includes GST)
3 eve - Mo. Feb 24, 19:00-22:00 - KEC

Instructors

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

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

Rhonda Margolis (MA, Counselling Psychology) is a counsellor and educator who specializes in vocational counselling, special needs populations and cross-cultural counselling.

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.

Shandra Sen (M.Ed., Counselling Psychology) has a private practice and specializes in family and child therapy.



Counselling Skills certificate PROGRAM

This part-time Certificate Program is designed to provide practical counselling skills training for individuals in the volunteer, public and private sectors.

Entry Requirements

- Grade 12 completion
- Maturity and emotional stability
- Good knowledge of English, both oral and written
- Relevant experience in social services
- Completion of Basic Counselling Skills courses (101804 or 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 - \$165

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.

Program Coordinator: Joanne Rykers

Application

Call 871-7070 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 is full. Applicants who apply now will be considered for September, 1992, or January 1993 intake.

Information Meetings

For more information attend the following meeting:
1 eve - Mo. Jan 27, 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) \$75
2 day - Sa/Su. Jan 24/25, 09:30-16:30 - KEC

Introduction to Counselling (101830)

This course provides an overview of the counselling field. You will examine a variety of counselling approaches, contemporary counselling issues and counselling needs of special populations. The intent of this course is to allow students to examine and enhance their own unique beliefs and approaches to counselling. (Rykers) \$225
12 eve - Tu. Jan 07, 19:00-22:00 - CC

Students in ROB BADLEY'S accounting classes benefit from his more than 30 years business experience in private industry and government. Rob is a Certified General Accountant and an instructor in our BUSINESS ADMINISTRATION CERTIFICATE PROGRAM.

Individual Counselling Skills (101831)

This course examines the knowledge and skills which are required when counselling on a one-to-one basis. The intent of this course is to provide participants with experiential learning regarding the counsellor - client relationship and to analyze the issues which emerge from this work. Lecture and discussion will enlarge on these issues. You will learn how to evaluate your work on an ongoing basis to ensure that the results are positive and the skills are used appropriately. \$225
12 eve - Tu. Jan 07, 19:00-22:00 - KEC (Kenney)
12 eve - Th. Jan 09, 19:00-22:00 - KEC (Rose)

Family Counselling Skills (101833)

This course examines the concept of family systems and its application to issues concerning families. Learn practical skills for working with families on a range of problems. The intent of this course is to emphasize the integration of skills and techniques into a family systems context. (Pierce) \$225
12 eve - Tu. Jan 07, 19:00-22:00 - KEC

Practicum (101836)

This practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum. Objectives will be written on an individual contract basis. This contract will be negotiated by the student, the practicum site, and the program administrator. \$165

Assessment, Referral and Community Resources (101838)

This course examines the procedures and skills which are used in assessment and referral. Content will include: understanding the purpose of assessment in the referral process; acquiring skill in assessing various issues which require specialized referral, e.g. sexual/physical abuse, substance abuse, suicide risk, crisis intervention, psychiatric problems, depression, stress/burn-out; understanding the referral process, and how to make a good referral; knowledge of community counselling resources; understanding of the legal/ethical issues involved in assessment and referral. (Rosen) \$225
12 eve - We. Jan 08, 19:00-22:00 - KEC

Instructors

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

Kathleen Pierce (M.S.W.) specializes in family counselling and group work.

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

Joe Rosen (M.S.W.) is former Executive Director of Parents in Crisis and is now a social worker in private practice.

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

Court Interpreting certificate PROGRAM

Court Interpreting Certificate Program (150118)

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. 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 06/Apr 08, 19:00-22:00 - Lan

Eligibility

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

Application Deadline

Jun 08, 1992. Late applications will be considered subject to space availability. For more information call 324-5322 or 261-6635.

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

Early Childhood Education

Living & Working with Young Children

This series of workshops is designed for people who want to now more about children. The offerings will be of interest to parents, care givers, nannies, child care workers and teachers.

Exploring Nature in Winter II (151506) ** 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, for preschool children. (DuBois) \$20
1 day - Sa. Jan 18, 09:00-12:00 - Lan

Musical Fun for Preschoolers (151505) ** New **

Are you tired of singing the same old songs? Do you wish you had a broader range of songs, theme-related finger plays and chants? This workshop --- especially designed for family day care providers --- will offer a wide selection of new ideas. Join the magic circle and discover what circle time is, how to help settle the children, and enjoy making your own musical instrument. (DuBois) \$20
1 day - Sa. Jan 18, 13:00-16:00 - Lan

From the Ground Up (151507) ** New **

Have you ever considered opening your own child care facility? If so, this workshop will provide you with all the necessary information to get started. Drawing from her own experience, Susan will share her insights on how to make the dream of building one's own centre a reality. (Harney) \$20
1 eve - Tu. Jan 21, 19:00-22:00 - Lan

Big Books II (151492)

This workshop is a continuation of Big Books I with more new and exciting Big Books to share. Join this hands-on evening and expand your own collection of Big Books! You will receive one big book and have the opportunity to create one of your own.

Please bring a pencil, ruler, eraser and pencil crayons. A \$5 fee will be collected to cover the cost of materials. (Mountford) \$20
1 eve - Th. Jan 30, 19:00-22:00 - Lan

Prop Boxes (151493)

Are you looking for new ideas to extend dramatic play? If so, come join the fun of opening the prop boxes. Experience prop box play and learn how to extend play learning by providing never-ending opportunities. (Mountford) \$20
1 eve - Th. Feb 06, 19:00-22:00 - Lan

Experimenting with Science (151508) ** New **

This workshop will introduce you to many quick, easy, and fun ideas for organizing your preschool science programs. Activities will be appropriate for group or individual presentation. (Harney) \$20
1 day - Sa. Feb 15, 09:30-12:30 - Lan

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

Balancing work, home and family responsibilities is a real challenge. This presentation will provide practical strategies for dealing with communication, organization, discipline, responsibility and time for you! By providing examples from 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 - Mo. Mar 02, 19:00-22:00 - Lan

Living and Working with Teens (151484)

This workshop will focus on the tasks of adolescence in terms of communication, problem solving and confidence building. Topics will include peer pressure, curfews, dating, graduation and employment. This session will offer practical strategies to improve adult/teen relationships through mutual respect, responsibility and cooperation. (Watt) \$20
1 eve - Mo. Mar 09, 19:00-22:00 - Lan

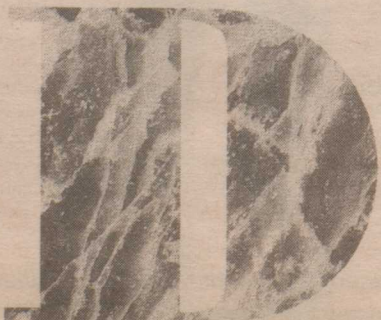
Choosing Child Care (151494)

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. (Best) Please pre-register. NO COST
1 eve - Mo. Mar 23, 19:00-21:00 - Westcoast, 3998 Main Street (876-8440)

Please note that this session will be at Westcoast Child Care Resource Centre, corner of 24th and Main Street in Vancouver.

Blended Families (151418)

As adults and children from differing backgrounds work to solve the problems of living together, blended families have a number of dilemmas and concerns to cope with. This workshop will focus on changing family dynamics, relationship triangles and understanding feelings. It will provide practical strategies for enhancing communication and taking time for "you." (Watt) \$20
1 eve - Mo. Mar 30, 19:00-22:00 - Lan



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

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

Pam Best, an early childhood educator, is the coordinator of Information Daycare, a program of Westcoast Child Care Resource Centre. Information Daycare provides assistance to parents in their child care needs. In a volunteer capacity, Pam is a director of the BC Daycare Action Coalition.

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, and is a board member of Western Canada Family Day Care Association.

Kate DuBois is an early childhood educator with a wealth of experience and is currently operating a family day care.

Susan Harney is the past president of ECEBC, a current board member of Westcoast Child Care Resource Centre and director/owner of Children's Centre in Langley.

Sylvia Herd has worked with young children in a variety of settings. Currently, she operates a family day care and is a director on the Education Committee of Western Canada Family Day Care Association.

Beverly Taylor, is a long-experienced family day care educator, and is well respected in the community for her expertise on family day care. She has currently returned to school to further her own educational goals. She is a director of the Education Committee for Western Canada Family Day Care Association.

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 Chidhood Education certificate PROGRAM

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 the coming year. Applications will now be accepted for September 1992.

B. Infant-Toddler Supervisor Training

A 1-year provincially certified program which prepares already qualified E.C.E. graduates with the specialized skills and knowledge to supervise infant and toddler group day care settings. Applications for September 1992 are now being accepted.

C. Advanced Studies in Early Childhood Education

A program which offers enrichment, upgrading and ongoing professional development for preschool and day care staff. Individual courses/workshops are also open to parents and other interested persons. Please note that this program does NOT

qualify individuals to supervise in preschool or day care settings. A brochure which outlines next term's offerings is available upon request.

D. Family Day Care

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

This term, the following courses are offered:

Prerequisite: Introduction to Family Day Care (103801)

This course provides an introduction to a variety of issues related to family day care. Please note that this course meets 4 evenings AND 2 Saturdays. (Taylor, Descantes) \$85
4 eve - Mo. Jan 12, 19:00-21:30 - Lan
2 day - Sa. Jan 18, Feb 08, 09:00-14:30 - Off campus
OR 4 eve - We. Jan 29, 19:00-21:30 - Lan
2 day - Sa. Feb 01/22, 09:00-14:30 - Off campus

Core Courses: Family Day Care Certificate Program**Guiding Children's Behaviour (103803)**

This course focuses on issues related to discipline, behaviour management and the socio-emotional development of young children. (Belle) \$85
8 eve - We. Jan 08, 19:00-21:30 - Lan

Planning Children's Experiences (103804)

The focus in this course is on the role of adults in encouraging children's learning through play based activities, material and equipment. (Anslow) \$85
4 eve - We. Mar 04, 19:00-21:30 - Lan
2 day - Sa. Mar 07/28, 10:00-15:00 - Lan

Health and Safety (103805)

The content of this course focuses on both the principles and practices of health, safety and nutrition in the family day care setting. Topics such as child proofing the environment, ensuring hygienic practices, recognizing common illnesses and meal planning will be highlighted. (Herd) \$85
6 eve - We. Apr 01, 19:00-21:30 - Lan
1 day - Sa. Apr 25, 10:00-15:00 - Lan

Instructors

Rosie Anslow has an extensive background in the early childhood field which encompasses family day care, out-of-school care, group day care, consulting, teacher training and program administration.

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

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

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

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

A Certificate Program designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation

programs, community centres, or leadership, service and church groups. The program consists of 150 hours of instruction divided between a prerequisite, five core courses and a number of electives. Core courses are:
Working With 5 Year Olds
Working With 6-9 Year Olds
Working With 9-12 Year Olds
Working With Children with Special Needs
Leadership and Organizational Skills

This term the following core courses will be offered:

Working with 6-9 Year Olds (150656)

The focus here is on the growth and development of children in this age group and the ways in which effective planning and guidance can promote positive self-esteem. (Mussion) \$85
6 eve - We. Jan 15, 19:00-22:00 - Lan
1 day - Sa. Feb 01, 09:30-15:30 - Lan

Working with 9-12 Year Olds (150657)

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Mussion) \$85
6 eve - We. Feb 26, 19:00-22:00 - Lan
1 day - Sa. Mar 14, 09:30-14:30 - Lan

Instructor

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

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. It is anticipated that the revised program will be offered on a part-time basis starting September 1992.

If you are interested in part-time social service worker training, please call 871-7070. 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. Jan 21, 19:00-21:30 - KEC

Schedule

Introduction - Jan 21
Visual Impairment - Jan 28/Feb 04
Mental Illness - Feb 11/18
Learning Disability - Feb 25/Mar 03
Physical Disability - Mar 10/17
Mental Handicap - Mar 24/31
Hearing Impairment - Apr 07/14

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.

Entry Requirements

1. Grade 12 completion
2. Good knowledge of English, both oral and written
3. 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. Relevant experience in Social Services
7. Completion of satisfactory entrance interview

Certificate Requirements

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 (200114) - 15 hours
Individual Counselling Skills for Alcohol and Drug Addiction (200115) - 36 hours
Group Counselling Skills for Alcohol and Drug Addiction (200116) - 36 hours
Family Counselling Skills for Alcohol and Drug Addiction (200117) - 36 hours
Assessment, Referral and Community Resources for Drug Addiction (200126) - 36 hours
Practicum (200119) - 60 hours

Application Procedure

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. For a program brochure and application form, please contact 871-7070.

Next Intake Dates: January 1992, September 1992

Information Meeting

For more information, attend the following meeting:
1 eve - Mo. Jan 20, 18:00-19:00 - KEC, Room 4043

For a program brochure, application form or other information, please contact 871-7070.

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. (Sanders) \$175
7 eve - Tu. Jan 07, 18:30-21:30 AND 1 day - Sa. Feb 22, 09:30-16:30 - CC

Drugs and Human Behaviour (200114)

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. (Sanders) \$100
5 eve - Tu. Feb 25, 18:30-21:30 - CC

Individual Counselling Skills for Alcohol and Drug Addiction (200115)

You will examine the knowledge and skills which are needed when working with people who are substance abusers. Topics will include stages of the recovering process, the components of the counselling process applicable to individuals with substance abuse problems and the use of counselling skills to assist clients when moving through the recovering process. \$225
12 eve - We. Jan 08, 18:30-21:30 - CC (Biebrich)
12 eve - Th. Jan 09, 19:00-22:00 - CC (Robertson)

Instructors

Katharine Biebrich (M.A., Counselling) is a counsellor with Burnaby Alcohol and Drug Clinic.

Scott Robertson (M.S.W.) specializes in drug and alcohol counselling and has a private practice.

Colin Sanders (M.A., Anthropology) is clinical supervisor at Peak House, a residential program for adolescents.

Languages

English Skills Improvement

Inquiries: 324-5322

Two evaluation/information sessions will be held on Wednesday, January 8 and Monday, January 13 at Langara Campus from 17:30-20:00 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. (Simmons) \$225
24 eve - Mo/We. Jan 20, 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. (Freiman) \$225
24 eve - Mo/We. Jan 20, 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. Text required. \$225

24 eve - Mo/We. Jan 20, 18:00-20:00 - Lan (Ward)
24 eve - Tu/Th. Jan 21, 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) \$225

24 eve - Mo/We. Jan 20, 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) \$225

24 eve - Mo/We. Jan 20, 18:00-20:00 - Lan
24 eve - Mo/We. Jan 20, 20:15-22:15 - Lan

Understanding and Discussing the News (103002)

This course is designed for advanced speakers who wish to improve their comprehension and ability to discuss newspaper, radio and television news. Items covered in the course will include vocabulary and grammar as used in the news, listening comprehension, discussion, debate and presentations of news topics. Enrolment is limited to 16. (Smith) \$235
12 eve - Th. Jan 23, 18:30-21:30 - Lan

Developing Business Communication Skills (103042)

Learn to express yourself more confidently and clearly on the job. This course is designed for ESL adults who want to improve their oral and written communication skills in typical work situations with clients, co-workers and superiors. Topics will include requesting and clarifying information, giving instructions, handling complaints, meetings, conducting interviews, several types of letters and memos, and revision of resumes. Students must be fluent in English. Text required. Enrolment limited to 16. (Strayski) \$275
12 eve - Tu. Jan 21, 18:30-21:30 - Lan

English Writing Skills Improvement (103007)

Learn to write more fluently, skilfully 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. \$145
12 eve - Tu. Jan 21, 18:00-20:00 - Lan (Bobenic)
12 eve - Fr. Jan 24, 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. (Demers) \$225
12 day - Sa. Jan 18, 09:30-14:00 - Lan
24 eve - Mo/We. Jan 20, 18:00-20:00 - Lan

English Upgrading & Composition Writing (103201)

Designed for students at the post-secondary level who have native or near native fluency in English and 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. \$300
16 eve - Mo/We. Jan 13, 18:00-21:00 - Lan (TBA)
16 eve - Tu/Th. Jan 14, 18:00-21:00 - Lan (Maguire)

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. Text required. (Ferreira) \$145
12 eve - Mo. Jan 20, 18:00-20:00 - Lan
12 eve - We. Jan 22, 18:00-20:00 - Lan

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, discussion, pronunciation and oral presentations. The course concentrates on oral skills -- there will be no writing. Text required. (Scott) \$145
12 eve - Th. Jan 23, 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." \$200
12 eve - Tu. Jan 21, 18:30-21:30 - Lan (Smith)
12 eve - Th. Jan 23, 18:30-21:30 - Lan (Strayski)

Instructors

Marlene Bobenic, B.A., M.A., has taught ESL for the past 6 years.

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

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

Debbie Freiman, B.A., B.Ed., has taught for 12 years. She is currently completing her Master's degree.

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

Kathleen Ward, B.A., Dip. Ed. (ESL), has taught teenagers and adults in Canada and Australia for the past 4 years.

Jody Simmons, B.A.Sc., M.Ed., has taught ESL in Japan and Canada for the past 6 years.

Jeannette Smith, B.A. (English) Certificate TESL, has taught ESL in Japan and Canada.

Liz Strayski, B.A. (English) TESL, worked in business for 15 years. She has been teaching ESL and business courses for the past 4 years.

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

Chinese Language (Mandarin) & Arts for Children & Adults

All courses will be taught by qualified and experienced instructors from the Vancouver First Mandarin School. The next term for children's classes runs from February 8 to June 20. The next term for adults' classes runs from January 18 to March 21. 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 \$123.05 (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
- All adults' courses are 10 sessions.

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

Pre-registration for spring term adult classes (April 4-June 20) will be held at KEC on Saturday, March 14 and 21 from 10:00-12:00.

Mandarin: Morning Classes, 09:30-12:00

Nursery Level (505701)
Kindergarten Level (505702)
Grade One (505703)
Grade Two (505704)
Grade Three (505705)
Grade Four (505706)
Grade Five (505707)
Grade Six (505708)
Conversation (505710) Age under 14
Conversation (505718) Ages 14-16. \$74.90 (includes GST)

Arts

Afternoon Classes, 12:30-13:30 except Mathematics, Cartoon Comics and Design, second section 13:30-14:30.

Chinese Folk Dance

\$70
16 aft - Sa. Feb 08, 12:30-13:30 - KEC

Kung Fu (505712)

\$70
16 aft - Sa. Feb 08, 12:30-13:30 - KEC

Chinese Painting (505713)

\$70
16 aft - Sa. Feb 08, 12:30-13:30 - KEC

Mathematics (505714)

\$70
16 aft - Sa. Feb 08, 12:30-13:30 - KEC
16 aft - Sa. Feb 08, 13:30-14:30 - KEC

Cartoon Comics and Design (505715)

\$70
16 aft - Sa. Feb 08, 12:20-13:30 - KEC
16 aft - Sa. Feb 08, 13:30-14:30 - KEC

Adult Classes

Mandarin for Adults (505709)
Emphasis is on reading, writing and conversation. \$123.05 (Includes GST)
10 mng - Sa. Jan 18, 10:00-12:00 - KEC

Conversation for Adults (505716)

Emphasis is on Mandarin conversation. \$123.05 (Includes GST)
10 mng - Sa. Jan 18, 10:00-12:00 - KEC

Modern Languages

Inquiries: 324-5322

Arabic Conversation Level I (501901)

\$123.05 (Includes GST)
10 eve - We. Jan 22, 18:00-20:00 - Lan (Hamlin)
10 eve - Mo. Jan 20, 18:00-20:00 - CC (Shao)

Arabic Conversation Level II (501987)

\$123.05 (Includes GST)
10 eve - Th. Jan 23, 18:00-20:00 - Lan (Hamlin)

Cantonese Conversation Level I (501903)

\$123.05 (Includes GST)
10 eve - Mo. Jan 20, 18:00-20:00 - Lan (Lu)

Cantonese Conversation Level II (501904)

\$123.05 (Includes GST)
10 eve - We. Jan 22, 18:00-20:00 - Lan (Ip)

French in Action - Level 1 (502001) Level 2 (502002) Level 3 (502004)

French in Action is the latest in language teaching methodology. It is a combination of audio, video and text using a variety of techniques with feature film quality. This course will immerse you in a real French atmosphere that will make your language learning pleasurable and effective. Book required: "French in Action: The Capetz method." (Available at the campus bookstore) This book will cover 5 levels which will be offered in the coming semesters. 40-hour course. \$230

French in Action - Level I (502001)

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

French in Action - Level II (502002)

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

French Conversation Level I (501913)

\$123.05 (Includes GST)
10 eve - Mo. Jan 20, 18:00-20:00 - CC (TBA)
10 eve - Tu. Jan 21, 18:00-20:00 - Lan (Hassaine)

French Conversation Level II (501914)

\$123.05 (Includes GST)
10 eve - Mo. Jan 20, 18:00-20:00 - CC (TBA)
10 eve - Tu. Jan 21, 20:15-22:15 - Lan (Hassaine)

French Conversation Level III (501915)

\$123.05 (Includes GST)
10 eve - We. Jan 22, 20:00-22:00 - Lan (TBA)

German Conversation Level I (501919)

\$123.05 (Includes GST)
10 eve - Mo. Jan 20, 18:00-20:00 - Lan (Rommel)

German Conversation Level II (501920)

\$123.05 (Includes GST)
10 eve - Mo. Jan 20, 20:00-22:00 - Lan (TBA)

Italian Conversation Level I (501923)

\$123.05 (Includes GST)
10 eve - Tu. Jan 21, 20:15-22:15 - Lan (Visscher)
10 day - Sa. Jan 25, 11:00-13:00 - Lan (Visscher)

Italian Conversation Level II (501924)

\$123.05 (Includes GST)
10 eve - Th. Jan 23, 18:00-20:00 - Lan (Visscher)

Japanese Conversation Level I (501926)

\$155.15 (Includes GST) 25-hour course
10 eve - Mo. Jan 20, 18:00-20:30 - CC (TBA)
10 eve - Mo. Jan 20, 19:00-21:30 - Lan (Imai)
10 eve - We. Jan 22, 19:00-21:30 - Lan (Masuda)
10 eve - Th. Jan 23, 19:00-21:30 - Lan (Wong)
10 mng - Sa. Jan 25, 09:30-12:00 - Lan (TBA)

Japanese Conversation Level II (501927)

\$155.15 (Includes GST) 25-hour course
10 eve - Mo. Jan 20, 18:00-20:30 - CC (TBA)
10 eve - Th. Jan 23, 19:00-21:30 - Lan (TBA)
10 mng - Sa. Jan 25, 09:30-12:00 - Lan (Nakata)

Japanese Conversation Level III (501928)

\$155.15 (Includes GST) 25-hour course
10 eve - Th. Jan 23, 19:00-21:30 - Lan (Nakata)

Mandarin Conversation Level I (501937)

\$123.05 (Includes GST)
10 eve - Mo. Jan 20, 18:00-20:00 - Lan (Huang)
10 eve - Mo. Jan 20, 18:00-20:00 - CC (Shao)

Mandarin Conversation Level II (502013)

\$123.05 (Includes GST)
10 eve - We. Jan 22, 18:00-20:00 - Lan (Shao)

Mandarin Conversation Level II (501938)

For students with previous knowledge of Asian language.
\$123.05 (Includes GST)
10 eve - Mo. Jan 20, 20:15-22:15 - Lan - (Huang)

Portuguese Conversation Level I (501945)

\$123.05 (Includes GST)
10 eve - Th. Jan 23, 18:00-20:00 - Lan (Catao)

Spanish Conversation Level I (501949)

25 hours - \$155.15 (Includes GST)
10 eve - Mo. Jan 20, 18:00-20:30 - CC (TBA)
10 eve - Mo. Jan 20, 19:00-21:30 - Lan (TBA)
10 eve - Tu. Jan 21, 19:00-21:30 - Lan (TBA)
10 mng - Sa. Jan 25, 09:30-12:00 - Lan (Hangis)
10 mng - Sa. Jan 25, 09:30-12:00 - Lan (Schulz)

Fast Track Spanish Conversation (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. 40 hours. \$246.10 (Includes GST)
20 eve - Mo/We. Jan 20, 18:00-20:00 - Lan (Ruiz)
20 eve - Tu/Th. Jan 21, 20:00-22:00 - Lan (Ruiz)

Spanish Conversation Level II (501950)

\$155.15 (Includes GST)
10 eve - Mo. Jan 20, 18:00-20:30 - CC (TBA)
10 eve - We. Jan 22, 19:00-21:30 - Lan (Giuriato)
10 mng - Sa. Jan 25, 09:30-12:00 - Lan (Osorno)

Spanish Conversation Level III (501951)

25 hours - \$155.15 (Includes GST)
10 eve - Th. Jan 23, 19:00-21:30 - Lan (Hangis)

Thai Conversation Level I (501990)

\$123.05 (Includes GST)
10 eve - We. Jan 22, 18:00-20:00 - Lan (Placzek)

Instructors

Cantonese
Chun Yang Lu comes from Nan Kai University, Tientsin, China. He has a degree in Chinese Language and Literature as well as a teaching certificate from BC. He has been teaching for several years in schools and institutions in Canada and China. His native tongue is Cantonese.

Fanny Ip, native of Hong Kong, is fluent in Cantonese and Mandarin and has studied the field of Second Language training in her native country and in Canada.

French

Elizabetta Visscher has extensive experience in teaching French and Italian to adults. She holds degrees in both languages from France. She utilizes standard accents and expressions which will allow the student to function in any part of Quebec, France or Italy. She is a native of France.

Lucy Hassaine has been teaching elementary school and adults for a number of years. She comes from France and utilizes a standard accent. Lucy also makes a point to introduce Canadian content in the class.

Dominique Michell has received training as a Second Language instructor and has specialized in the French in Action method, implementing it also with Canadian content.

German

Jo Rommel was born and raised in Germany. His love for the culture and language has motivated him to teach it. He teaches a high German that will help you in your travels and business.

Japanese

Yoko Imai comes from Niigata Prefecture, Japan, but studied in Hosei University, Pana-Lingua Institute of Japanese Language in Tokyo, as well as in VCC.

Mark Masuda, also from Japan, has taught with us for the last 4 years and has developed good techniques and materials to offer his class an opportunity to experience different aspects of the language.

Yuri Wong is from Tokyo, Japan and has taught for VCC Continuing Education for several years. Her studies were in the Tokyo International Language College and at VCC.

Masahiko Nakata has done post-secondary education in Canada. He has a Master's in Linguistics and experience in teaching Japanese. Masahiko is a native of Osaka, Japan.

Tatsuko Tsukioka is from Tokyo, Japan. She has been trained as a Berlitz instructor. Her frequent travels to Japan make her a good resource of information about culture and language. She has taught for 5 years.

Mandarin

XianzHao Huang comes from Pinxiang, Jiangxi, China. He has a degree in English as a Second Language from the States and also in Literature and Language from Beijing Teacher's College.

Quinn Shao comes from Quindao, China, where she received her training as a teacher. Once in Canada she obtained her second degree in teaching. She has been teaching ESL and Chinese in several institutions for a number of years.

Spanish

Lupita Hangis has studied mainly in Mexico, where she was born and raised. Her ample experience ranges from elementary to adult education. She uses a standard pronunciation that could be used anywhere in the Spanish world.

Doris Ruiz comes from Colombia with a degree in Languages and Psychology. She has been teaching for several years in the States and Canada.

Jaime Osorno is also Colombian and has taught with VCC for the last 3 years. He has developed good techniques in his classes. He also uses a standard accent.

Bernhard Schulz was born and raised in Chile. His post-graduate education in Latin American Literature and the Spanish language has given him a vast field to draw from. His accent is also standard and will prepare you to travel to any country in the Spanish world.

Bill Giuriato has taught languages to adults and in the secondary schools for the past 10 years. With a teaching certificate and a Master's degree in languages, Bill teaches Spanish and French.

Portuguese

Maria Catao is a native from Portugal and has been teaching for 20 years in her country of origin and in Canada. She has a teaching certificate from Portugal. She has taken various seminars and training on second language teaching here in Canada.

Thai

Jim and Pontip Placzek have been team teaching for several years in Thailand and Canada. They wrote and published a book and tapes for first year Thai students. Their team teaching, their post-secondary education and their good knowledge of the language and culture will help students learn and use the language with ease.

Students taking Spanish, Arabic or Thai are encouraged to refer to page 40 where VCC lists educational tours to Spain, Egypt, Thailand as well as other countries

8 eve - Tu. Feb 18, 18:30-21:30 - CC

Building Your Dream Home/Adding On (500410)

This course is designed to enable the student to communicate with designer, builders and permit authorities by becoming more familiar with codes, by-laws, construction methods and building materials used in BC residential construction. The student will also become familiar with the representation and standards used on residential blueprints. In other words, "understand what you get BEFORE it's built." This course will enable you to prepare residential sketch drawings of your own design. (Atkinson) \$197.95 (Includes GST)
8 eve - Tu. Feb 18, 18:30-21:30 - CC

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. Feb 05, 18:30-21:30 - CC

Instructors

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

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

Law, Financial Planning & Real Estate

Building, Construction, Renovation & Home Repair

Owning a Healthy House - A Series

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

SALLY LEE is a professional court interpreter and teaches the Cantonese component of our COURT INTERPRETING CERTIFICATE PROGRAM. "I find I have learned a lot during the interaction with my students, and have come to realize that there is no end to the learning process of a court interpreter."

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.

Financial Planning & 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. Feb 22, 09:30-15:30 - 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. Feb 04, 19:00-22:00 - 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. Feb 11, 19:00-22:00 - 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) \$32.10 (Includes GST)
1 day - Sa. Feb 22, 09:00-12:00 - KEC

Cashing in Your RRSP (503706) ** New **

"RETIREMENT" Which option is for you? - cash withdrawals, annuities or registered retirement income fund (RRIF). All important decision --- one which will affect you for the rest of your life. This seminar is designed to help you better understand these options. (Brown) \$10.70 (Includes GST)
1 eve - Tu. Feb 04, 19:00-21:00 - Lan
1 eve - Tu. Feb 18, 19:00-21:00 - Lan

Instructors

Doug Hodgins, BA, B.Comm, CFP, is a registered financial planner with HLP and Associates Ltd.

Peggy Waterton - Budget planner and personal money management consultant.

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. Feb 11, 19:00-22:00 - KEC

Dealing with ICBC (502204)

Explore the fundamentals of dealing with ICBC when you have a claim. You will discuss the philosophy behind coverage and insurance and what to do with a property damage and personal injury claim. Other topics include obtaining legal representation, how to deal with an adjuster and breaches in coverage such as drinking and driving. (Morris) \$32.10 (Includes GST)
1 eve - We. Mar 18, 19:00-21:00 - KEC

Instructors

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

Steven Morris is a barrister and solicitor, general litigation practice.

Legal Assistant certificate PROGRAM

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 or litigation, areas where there is an ever-increasing demand for qualified legal assistants. Each program is taught by two instructors: a lawyer and a legal assistant, each with several years of practice experience.

Choose one of these two 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, and 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.

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 and creditors' 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 or Litigation:

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

Fall 1992
Tu/Th. Sep 08-Apr 15, 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, and 2) (a) have one year of current legal office experience, including exposure to word processing; or (b) have successfully completed a legal secretarial program and a minimum of six months' office experience, including exposure to word processing. Students may also be required to attend a personal interview with the Program Coordinator or Assistant Program Coordinator before being admitted.

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 January 1992. Fee is subject to change. All applications and the first instalment 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.

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 Deale (871-7070)

Real Estate and Property Management

Information Night

Learn about

- Non-certificate Real Estate Courses
- Building Manager Certificate Program
- Property Management Certificate Program
- Property Development Program

Please drop by to see us on Tuesday evening, January 07, 1992, from 17:30-19:30 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 Campus
100 West 49th Avenue
Vancouver, B.C.
324-5322

Time

Tuesday, January 07, 17:30-19:30, Room A257

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

Real Estate Courses

Real Estate Investment Strategies (109012)

A concentrated course in residential real estate investment. This course is designed for those who wish to purchase real estate as an investment, as well as for homebuyers, who wish to protect and enhance the life savings invested in their chosen homes. Whether you are investing in a house, duplex, condominium or apartment building, you will learn successful strategies for wise and profitable investment. You will have a step-by-step plan to accomplish your personal investment goals. (Gray) \$95
1 day - Sa. Feb 08, 09:00-17:00 - 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. Jan 30, 19:00-21:30 - 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. Feb 29, 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. Feb 15, 10:00-14:00 - KEC

Instructors

Douglas Gray, B.A., LL.B. is a Vancouver lawyer practising in the areas of real estate and commercial law. He is a business consultant and an experienced business trainer. Mr. Gray is author of several best-selling books including, *Buying, Owning and Selling a Condominium: A Guide for Canadians, Making Money in Real Estate: The Canadian Guide to Residential Investment and The Complete Canadian Small Business Guide.*

Sharon Kelly is a property management consultant specializing in residential and commercial properties.

Vic Krueger, LL.B., is currently a lease negotiator with the Canadian government. Mr. Krueger is a lawyer with considerable experience in real estate transactions.

Real Estate Development

Vancouver Community College, Continuing Education Division, is expanding its real estate programs to include an emphasis in the development field. The introductory development course is described below. This course will be of interest to novice developers, builders, renovators, realtors, lenders, architects, lawyers, civil servants or any professional interested in the real estate development process and the development industry.

Introduction to Real Estate Development (109201)

A broad introduction to the real estate development industry, the development process and related issues. Major topics include: the economics of property development, steps in the development

process, feasibility studies, government approvals, types of developments, design in development, development companies, public planning and environmental issues in development. This overview course will give each participant a foundation of applicable real estate knowledge, upon which he or she can build through professional experience and/or subsequent development courses, to be offered through VCC. (Simpson) \$275
13 eve - Th. Jan 16, 19:00-22:00 - CC

A new series of specialized development courses is currently being written in cooperation with members of the real estate development industry. These new courses will be introduced in subsequent terms. Subject areas for these courses include site selection and acquisition; the public approval process for real estate development; and real estate development planning and analysis.

Introduction to Real Estate Development (109201) may be taken for credit towards the Applied Business Skills Certificate, under the Real Estate Option.

For further information on the Real Estate Development Program, please call Brian Pink at 443-8388.

Jeffrey Simpson, B.A. (Econ), R.I.(B.C.), CLP is currently Vice-President of Development for Bentall Development Inc. and President (Greater Vancouver Chapter) of the Real Estate Institute of Canada. He has lectured in the Urban Land Economics Diploma Program at UBC in addition to teaching at VCC. Mr. Simpson has held executive posts with several development companies and he has been responsible for numerous real estate projects which have received awards.

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 landlording issues are also offered for the benefit of residential building managers and rental property owners. These seminars do not carry credit towards the Program Certificate.

Evaluation

Program students shall be evaluated on the basis of assignments, tests and a final exam. Upon successful completion of all required courses, the student may apply for a College Certificate.

Advisory Committee

The Program is subject to on-going review through the counsel of a select committee of property management professionals, building owners and those in related fields.

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. Jan 28, 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. Jan 27, 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 - Tu. Jan 14, 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. Jan 18, 09:00-16:00 - CC
5 day - Sa. Mar 07, 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, and Business Ethics meet the 'core course' requirements towards obtaining the CPM designation as of the time of printing. 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 Tuesday, January 07, 1992, 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:

Mandatory Courses

Property Management 1415
Property Management 2415
Property Management 3415
Real Estate Law 1325
Real Estate Appraisal 1118 Part 1
Real Estate Appraisal 1118 Part 2
Computer Applications in Business 2000
Real Estate Marketing 1420
Accounting 1115
Communications 1118

Plus any two of the following

Macro Economics 221
Micro Economics 222
Business Ethics 1000 (102015)
Real Estate Investment Analysis for Property Management 1535 (109110)

Entry Requirements

Participants must have completed Grade 12 and be proficient in English. For Communications 1118, the prerequisite is the successful completion of the LPI (Language Proficiency Index) Exam. This exam will be written Tuesday, January 7, 1992, 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.

Winter Term 1992

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. Jan 15, 18:00-21:00 - CC (Kelly)
13 eve - Th. Jan 16, 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 eve - Mo. Jan 13, 18:00-21:00 - CC

Property Management 3415 (109103)

An in-depth 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. Jan 16, 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. (TBA) \$275
13 eve - We. Jan 15, 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. Both Parts 1 and 2 meet the requirements for the Appraisal Institute of Canada Courses Appraisal 1101 and 1102. (Whiteley) \$275
13 eve - Th. Jan 16, 18:30-21:30 - Lan

Real Estate Appraisal 1118 - Part 2 (109106)

More focus on building construction. In-depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. Prerequisite: Successful completion of Part 1. (Dybvig) \$275
13 eve - Mo. Jan 13, 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 precertification 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 - Tu. Jan 14, 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. (Young) \$275
13 eve - Th. Jan 16, 18:30-21:30 - Lan

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. Jan 14, 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. Jan 11, 10:00-13:00 - Lan (Brimm)
13 eve - Mo. Jan 13, 18:30-21:30 - Lan (Martin)
13 eve - Tu. Jan 14, 18:30-21:30 - Lan (Wadsworth)
13 eve - We. Jan 15, 18:30-21:30 - Lan (Badley)
13 eve - Th. Jan 16, 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. Feb 29, 10:00-13:00. Final exam for all classes of Accounting 1115 and 2215 will be Sa. Apr 11, 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) \$235
13 eve - Tu. Jan 14, 18:30-21:30 - Lan
13 eve - We. Jan 15, 18:30-21:30 - CC
10 mng - Sa. Jan 17, 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 Tu. Jan 07, 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. Jan 15, 18:30-21:30 - Lan

Instructors
Bernice Agnew, CPRPM, 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, CPRPM, is an active property manager and consultant for a large property management company.

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

Chris Duffries, 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.

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.

John Hunt, CPRPM, is an active property manager with a Vancouver property management company.

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."

Leisure, Recreation & Travel

Natural History

Natural History Courses

Courses coordinated by Marja de Jong Westman
For information and booking: Call 871-7070.

Birds, Birds, Birds (502814)

With avid birder, Alice Cassidy, learn bird biology and the identification and ecology of Vancouver's resident birds and winter migrants. Lectures are extensively illustrated with slides, preserved

specimens and sound recordings. Field trips to Jericho and Stanley parks & Reifel bird sanctuary. \$90.95 (Includes GST)
Lectures: Mondays, Jan 27, Feb 3/10/17; 19:30-21:30
Field Sessions: Sundays, Feb 2/9/16; mornings

Gulf Islands Natural History Cruise (502813)

On a boat trip around the Gulf Islands, observe the thousands of seabirds and other marine animals which congregate at the peak of herring spawning. Wildlife biologist, Dr. Rob Butler, accompanies cruise and provides a wealth of information on the natural history of the area and on the field habits of seabirds. Bring lunch. Ferry and boat charter costs included. \$89.88 (Includes GST)
Orientation lecture: Wednesday, March 11; 19:30-21:30
Boat trip: Saturday, March 14; all day

Owls and Owling (502845)

Many species of owls can be found living in the Vancouver area. Join ornithologist, Alice Cassidy, for an illustrated lecture and an evening of owling in the U.B.C. endowment lands. You'll learn where and how to locate owls and something of their fascinating natural history. \$42.80 (Includes GST)
Lecture: Wednesday, March 25; 19:30-21:30
Field trip: Wednesday, April 1; 19:30-22:30

Waterfowl Photography (502815)

Birds are favourite subjects of wildlife photographers. Successfully capturing them on film requires a knowledge of their behaviour and habits as well as a thorough understanding of camera handling and equipment. Course is instructed by professional photographer, Finn Larsen. His photographs have appeared in such top-rated magazines as Equinox, Canadian Geographic, Oceans and Popular Photography. Course reviews equipment; approaches to wild animals; working with climatic conditions, and basic photographic techniques. A practical field session is held at Reifel Bird Sanctuary. \$80.25 (Includes GST)
Lecture: Thursdays, Feb 6/13/20; 19:30-21:30
Field Session: Saturday, Feb 15; 8:00-12:00

Armchair Natural History Lectures (502849) ** New **

From Darwin's beloved Galapagos Islands, to Patagonia's killer whales and South America's Amazon jungles, to Canada's own northern "jungle" of the Carmanah Valley and ice-covered Arctic you'll travel around the world with some of B.C.'s best known and most experienced natural historians. All lectures will be extensively illustrated with slides and filled with first-hand information about some of the world's most unique wild areas. Patagonia's Killer Whales: Marine Mammalogist, Dr. John Ford
Natural history of the Arctic: Dr. John Ford
The Amazon Jungle: Naturalist, Alison Watt
The Galapagos Islands: Naturalist, Dick Cannings
Natural History of Costa Rica: Naturalist, Dick Cannings
The Carmanah Valley: Naturalist, Alison Watt
Tuesdays, Feb 11/18/25, March 3/10/17; 19:30-21:30
Cost: single \$21.40 (Includes GST); series \$107.00 (Includes GST)

British Columbia's Threatened and Endangered Wildlife (502850) ** New **

British Columbia should be revered as one of the most unique wilderness areas in the world. Our coastline boasts some of the world's most unusual geological features, our temperate rainforest is unparalleled in its abundance of plant and animal life, the nutrient-rich, current-swept seawaters house grand whales as well as thousands of species of fish and marine invertebrates and seabirds. This is the place in the world which people come to study the "language" of the killer whales, the ecology of virgin coastal rainforests and the genetic mapping of the Pacific salmon. British Columbia has a lot to offer ...and too, a great deal to lose. This lecture series will present biological information on the wildlife and habitats which are considered to be threatened and also includes information on the

development of a new Wildlife Act. Speakers are specialists in their fields.
Improving Protection of Wildlife: Lawyer, Calvin Sandborn,
West Coast Environmental Law Association.

Land Mammals: Dr. Alton Harestad, Biological Sciences, SFU
Birds: Ornithologist, Alice Cassidy, UBC
Marine Mammals: Marine Mammalogist, Dr. Jim Darling
Reptiles and Amphibians: Biologist, Russ Haycock
Lectures: Thursdays, March 5/12/19/26 & April 2; 19:30-21:30
Cost: series: \$85.60 (Includes GST); single: \$21.40 (Includes GST)

Maplewood Flats (502851) ** New **

The Maplewood Flats is the last remaining untouched estuarine wetlands habitat on the North Shore. Its 130 hectares of wetlands and wild reclaimed foreshore boasts over 200 species of birds, 12 species of mammals, hundreds of specialized mud-dwelling marine invertebrates and a wonderful mixture of shrubs and trees. Join naturalist, Kevin Bell, on a guided walk around the flats. \$37.45 (Includes GST)
Field Trip: Saturday, April 4; 9:00-12:00

Local Natural History Tours

Explore the Inside Passage (502852) ** New **
Retrace the paths of some of the first European explorers to our coast... Captain George Vancouver, Dionisio Galiano, Alejandro Malaspina and Valdes. On board 68' motor sailer, Island Roamer, you'll visit Port Petersburg, Alaska to Port Hardy, B.C. The trip will focus on the natural history of coastal wildlife, anthropology of coastal native groups, and the fascinating history, past and present, of this area of the Pacific northwest. Experienced resource personnel accompany trip. Highlights include: Alaska Bear Observatory - studies of black bears
Misty Fjords National Monument - unusual in its geology
Metlakatla Pass - historically inhabited by the Coast Tsimshian; archaeologically fascinating with many shell midden sites and examples of rock art
Rivers Inlet - travelled by B.C.'s resident killer whales
Fitzhugh Sound - home to a summer resident group of humpback whales
Dates: August 16-22, 1992
Cost: \$1697 (includes tax deductible tuition approx. \$300) (Includes GST)

Natural History Travel Tours

For information and booking: Call Great Expeditions 263-1476
For information only: Call VCC - Eve Katan 871-7069
Please see page 11 for Music Travel Tours.

Hawaii - Natural History From Sea to Sky

This tour explores the important natural history areas of the islands of Kauai and Maui. In Kauai, a boat trip is planned along the south-east coast to observe coral reef fish, its seaweeds and important anthropological sites. Also featured are hikes into the spectacularly beautiful rainforest of the Waimea Canyon. In Maui, humpback whale watching is planned and explorations of the Haleakala crater, which at 10,000 feet above sea level has many exotic landbirds and plants found nowhere else in the world.

Dates: February 19-28, 1992. Cost: \$2290 (includes tax deductible tuition of \$475) Leader: Dr. Rob Butler, naturalist 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 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 11-29, 1992 Cost: \$3795 (includes a tax deductible tuition \$625) Leader: Naturalist, Dr. Rob Butler

Galapagos and Ecuador

Andean highlands, Indian villages, subtropical rainforests and...the legendary and enchanting Galapagos Islands. Come and see the amazing animals and plants which so inspired Charles Darwin over 100 years ago! A few highlights are: Quito - United Nation's heritage city
La Salva - jungle lodge in the Amazon basin
Rio Palenque Research Station - active research facility
Cotopaxi National Park - volcanoes and Andes alpine paramo
Squisilil - marketplace with a cornucopia of foods and wares
Nono-Mindo Road-subtropical forest on Andes Pacific slope
Galapagos Islands - a week aboard luxurious 100' yacht the Andando, for giant tortoise, lava lizards, mangrove swamps, penguins, sharks, flamingos, booby birds & more!
Dates: November 19-December 10, 1992 Cost: TBA
Leader: Biologist, Dr. Keith Wade, specialist in tropical rainforest ecology

***Tours in planning include natural history excursions to Zimbabwe with naturalist Dick Cannings in February-March of 1993 and to Arizona with Dick Cannings and anthropologist Margaret Holm in April-May of 1993.

Recreation

Introduction to 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. Jan 25, 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. Feb 01, 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. Jan 18, 09:30-12:30 - Lan
1 mng - Sa. Feb 29, 09:30-12:30 - Lan

Shiatsu-Workshop (Back Tension) (504028)

(Thomas) \$26.75 (Includes GST)
1 mng - Sa. Jan 25, 09:30-12:30 - Lan

Shiatsu - Hips/Legs/Feet (504036)

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

Shiatsu - Torso/Arms (504043)

(Thomas) \$26.75 (Includes GST)
1 mng - Sa. Feb 08, 09:30-12:30 - Lan

Shiatsu - Head/Neck/Face (504038)

(Thomas) \$26.75 (Includes GST)
1 mng - Sa. Feb 22, 09:30-12:30 - Lan

Tai Chi Intro (504007)

Tai Chi Chuan is a Chinese art form and exercise system. Tai Chi promotes better health through stress reduction, improved circulation, increased muscle tone, better posture, self-awareness. (Honey) \$74.90 (Includes GST)
8 eve - Tu. Jan 14, 18:30-21:00 - Lan

Tai Chi At Langara

Come and be part of a free two-hour lecture, demonstration in Tai Chi Chuan. (Honey) FREE
1 mng - Sa. Jan 04, 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 Honey has been practising Tai Chi Chuan since 1981 and has taught for the last five years.

Sailing

Learn to Sail and Cruise Canadian Yachting Association Certification

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.
Jan 29, 19:00-21:00 - KEC

British Virgin Islands Caribbean Sail-Training Tour/Canadian Yachting Association Certification

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 Canadian Yachting Association 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 approx. (No Air \$1245 approx.)
Trip No. 1 - Mar 11-21, 1992
Trip No. 2 - Mar 30 - Apr 10, 1992
Information Video Night: Jan 15, 19:00-21:00 - KEC, Room 4043
Call for details, Marcus Kerry, Sail-Train International Inc. at 731-1023.

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. Feb 08, 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. Feb 22, 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.

WANDA SUSTERSICH is a couturier with a private clientele and an instructor in our FASHION ARTS CERTIFICATE PROGRAM. In 1982 she changed her career from civil engineer to custom designer and dressmaker. Wanda says "Students enter the Fashion Arts Program because they have a dream and we instructors help them realize that dream."

Travel Travel Courses

Thailand - "The Land of Smiles" (504606)

An exotic kingdom where the doors are open and the welcome sign is posted. An introduction to where to go and what to see. Background information on keeping costs down. Helpful hints to make your trip more enjoyable and rewarding. (Flack) \$10.70 (Includes GST)

1 mng - Sa. Feb 08, 09:30-14:30 - Lan

Splendours 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 paradises 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. Feb 08, 13:00-16:00 - Lan

Exotic Morocco (504629)

Morocco is an incredibly diverse and exotic country. With the aid of slides, we travel from the ancient walled cities of the northern plains to the Sahara Desert, passing through the snow-capped Atlas mountains and on to the rugged Atlantic coast. Particular attention will be paid to the native Berber people --- their lifestyles remaining virtually unchanged for centuries --- and the contrast of the village life of the mountainous south and the royal cities of Fes and Marrakesh. (Bruce) \$10.70 (Includes GST)

1 mng. Sa. Mar 21, 10:00-12:00 - Lan

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

This course concentrates on the Graeco-Roman and Ottoman history of Turkey with the use of slides to illustrate archaeological and historical aspects. These two periods will be placed in the context of Mediterranean civilization and other cultures of Turkey such as the Hittites, Byzantines and Selchuk Turks. The great diversity of geography found in Turkey will also be discussed and an insight will be given into the lives of the present day Turkish people --- both in the cities and rural villages. (Bruce) \$10.70 (Includes GST)

1 mng - Sa. Mar 14, 10:00-12:00 - Lan

Indonesia (504643)

"Islands of the Gods." This course illustrates with slides the world's largest archipelago, stretching from Malaysia all the way to Australia. The islands of Indonesia are extremely diverse in their physical features and the human cultures they support. We concentrate on the tropical paradise island of Bali with its lush rice paddies and Hindu temples, Java with its courtly rituals of dance and puppetry and Borneo - the jungle island. (Bruce) \$10.70 (Includes GST)

1 mng - Sa. Mar 07, 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 has 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 (November 1992) (Dates TBA)

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 week in Nepal and stopovers in Hong Kong and other Asian cities available. Thailand (18 days, Price \$3375. (Limited to 9 people.) 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, please call Geoff Flack (guide) - 986-3898 or Wayne Decle, VCC, 871-7070.

Splendours 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 871-7070.

Turkey

Often called the "crossroads of world civilization," Turkey is a mysterious land of geological wonders, beautifully preserved Greek and Roman ruins, lovely beaches and friendly people. We devote three weeks to exploring this vast and diverse land in an in-depth, but relaxed manner. We travel through the unique lunar landscape of Cappadocia to the lovely Aegean where we take a leisurely cruise aboard Turkish yachts (gulets). We visit Troy, Ephesus and complete our journey in amazing Istanbul! The many palaces, churches, mosques, museums and bazaars make Istanbul one of the most exciting cities in the world! \$3675

Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC - 871-7070. Receipts will be issued for income tax purposes.

Dates: May 02-23, 1992; OR May 16-June 06, 1992; OR May 23-June 13, 1992; OR May 30-June 20, 1992; OR July 18-Aug 08, 1992

Indonesia

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, VCC - 871-7070. Receipts will be issued for income tax purposes.

Dates: April 24-May 18, 1992 OR Oct-Nov, 1992

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 - Tutankhamen. 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. For more information please call Adventures Abroad - 732-9922 or Wayne Decle, VCC - 871-7070. Receipts will be issued for tax purposes.

Dates: March 14-28, 1992 OR April 04 for 3-week tour.

Price: \$2995 CAN for 2-week tour; \$3750 for 3-week tour.

The Poetic Greek Islands

This 3-week tour includes the seductive Greek Islands of Crete, Santorini, Amorgos and Paros. It also includes Athens. Tour includes good 3-star accommodation, breakfast and dinner, transportation throughout, guided tours of Acropolis, Knossos and Akrotiri and educational tour leader. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC - 871-7070. Receipts will be issued for tax purposes.

Dates: May 10-30, 1992; OR June 28-July 28, 1992; OR August 9-29, 1992; OR September 5-25, 1992

Price: \$2830 CAN including flights from Vancouver.

Costa Rica - Odyssey of the Rich

Costa Rica is a beautiful land. It is a country of sprawling inland valleys giving way to vast green savannahs, mountain slopes enveloped by stupendous forests. It is also a place where dense jungle whitens in a blanket of mist and steam. Picture graceful, tall mountains, their tips wreathed in clouds, imagine lush green meadows with rushing rivers and arching waterfalls. All this combined with its friendly people make this a special country! Whilst here, we will visit the Monteverde Cloud Forest Reserve, as well as the world famous parks of Manuel Antonio, and Tortuguero. For more information please call Adventures Abroad - 732-9922 or Wayne Decle, VCC - 871-7070.

Price includes accommodation in 3 and 4-star hotels, breakfast and dinners, flights from Vancouver, veteran tour leader throughout. Local guides where necessary. Price \$2380 CAN.

Morocco

With its blend of Africa and Islam, medieval crafts and culture, your journey of 15 or 22 days, you will see famed Casablanca, romantic Marrakesh and the imperial cities of Fes and Rabat. We travel through the snowcapped Atlas mountains into Berber villages that time has forgotten. We see the contrast between the great Sahara Desert and the rugged Atlantic coastline. Exploring the narrow streets and souks of this incredibly photogenic country always delights our

travellers. \$3300. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC - 871-7070. Receipts will be issued for income tax purposes.

Dates: Mar 07-25, 1992; OR Mar 28-April 18, 1992; OR April 18-May 06, 1992

Adventures Abroad have been running tours to destinations as diverse as Egypt, Turkey, Morocco, Greece, Syria, Jordan, Guatemala, Belize and Costa Rica. The organization is well known around British Columbia. The people that make Adventures Abroad so different have been travelling for many years, and between them have virtually travelled the globe. Their commitment to understanding different cultures makes travelling with Adventures Abroad a fulfilling experience.

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 - 871-7070.

Students planning to travel with VCC Continuing Education educational tours are encouraged to refer to page 35 where VCC CE lists language courses in Spanish, Arabic, Thai and other languages.

See page 11 for Music Tours.

Non-Profit, Voluntary Sector, Fundraising

Non-Profit Sector Workshop

The Fundraising Plan - A Powerful Tool (101309) ** New **

Students in this course will create a comprehensive fundraising plan for their organization. It will include a road map of how this organization will raise its annual objective, including sources, techniques, projected revenues, volunteer time needed, staff hours required, costs and completion dates. This course will benefit those who are interested in businesslike planning for their fundraising activities. It will be most useful for students whose organizations presently recognize fundraising as a distinct management function and have dedicated professional staff time to it. The fundraising plan will serve as a useful internal tool, equivalent to a cash flow forecast or business plan. Its use as an external fundraising document with certain funders will also be discussed. Budgets and annual fundraising goals should be brought to the

REGISTER NOW 8 7 1 - 7 0 7 0

session. Handouts and coffee/juice included. (Liefschultz) \$128.40 (Includes GST)

2 day - Fr. Feb 21/Mar 13, 09:30-16:30 - KEC

Communicating Across Cultures: Skills for Helping Professionals (101807) ** New **

(See index for details.)

Marketing Demystified... A Step Past PR (101231)

Increasing membership, doubling donations, generating new community support... these accomplishments can be attributed to market savvy. If you are involved in the management of a non-profit organization, learn to unravel the field of marketing and to use marketing strategies to achieve your organization's goals. (Lemer) \$69.55 (Includes GST)

2 eve - Tu. Feb 18/Mar 03, 19:00-21:30 - CC

Annual Reports - Making Them Sing (101232)

Nothing captures the energy or communicates the goals of an organization more effectively than its annual report. If your organization dreads the chore of preparing "yet another annual report" and you'd like to publish one that even gets media interviews -- this workshop is for you! (Lemer) \$37.45 (Includes GST)

1 eve - Mo. Mar 09, 19:00-21:30 - CC

Newsletters That Work (101233)

Does your newsletter communicate? Does it give the message you want, or one you aren't sure about at all? Does your organization want to launch a newsletter that gets noticed? These questions and more --- the nuts and bolts of outstanding newsletter production --- will be answered in this practical and useful 3-hour workshop. (Lemer) \$37.45 (Includes GST)

1 eve - Mo. Mar 23, 19:00-21:30 - CC

To register call 871-7070

Instructors

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

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 871-7070. 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. Jan 29, 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. Mar 25, 18:00-21:00 - VV

Volunteer Coordination

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. Jan 28, 18:00-20:30 - VV

For detailed outline and registration call 871-7070. For more information call Roy Crowe, 875-9144.

Fundraising Management National certificate PROGRAM

This National Certificate Program is 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 and/or the Overview of Non-Profit Organization Management are the required introductory courses. 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.

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)
Overview of Fundraising Management (101301)

Fall Term '92

Fundraising Approaches - Part II (101307)
Overview of Fundraising Management (101301)
Applied Marketing for Fundraisers (101304)

Evaluation

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

Application Procedure

1. Submit application form.
2. Registration follows acceptance to program.

Call 871-7070 for more information

Program Coordinator: Susan Entwistle

Information Meetings for Winter Admission to Non-Profit Sector Programs

Tu. Jan 07, 12:00-13:00 - KEC, Room 4043
Th. Jan 09, 17:30-18:30 - KEC, Room 4043

Winter '92 courses

Overview of Non-Profit Organization Management (101201)

You will explore the scope of non-profit organization management with emphasis on structure, function, roles and responsibilities of non-profit staff and volunteers; board development; legal, ethical and advocacy issues, future trends and community resources. This course is required for both the fundraising and non-profit management certificates. Textbooks: "Forming and Managing a Non-Profit Organization" by Flora MacLeod and "Society Guide for BC" by Gerald Scott. Maximum 26. (Grantham) \$140

4 sessions - Mo. Jan 27, Feb 17, 19:00-22:00, Fr. Feb 07/14, 09:00-16:00 - KEC

Fundraising Approaches - Part I (101306)

This course begins the exploration of all fundraising approaches by examining organizational, environmental, campaign and donor needs assessment studies. Grantsmanship, a donor cultivation model and a variety of personal solicitation techniques are covered. This course is recommended as the preparation for Fundraising Approaches - Part II, offered Fall 1992. Course manual included in fee. (Watson, Wightman) \$260

10 eve - Th. Jan 23, 19:00-22:00 - CC

Instructors

Barbara Grantham is the Executive Director of the Canadian Mental Health Association, BC Division.

Maire Watson is the Administrator of the Grace Hospital Foundation.

Faye Wightman is the Executive Director of BC Children's Hospital Foundation.

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.

Winter Term '92

Overview of Non-Profit Organization Management (101201)
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 Organizations (101210)
Program Planning and Evaluation (101202)

Fall Term '92

Overview of Non-Profit Organization Management (101201)
Human Resources Management (101203)
Time/Stress Management (101234)

Evaluation

Students will be evaluated on the basis of participation and assignments. A minimum of 80 percent attendance is required to successfully complete each course.

Application Procedure

1. Submit application form.
2. Participate in an interview.
3. Registration follows acceptance to program.

Call 871-7070 for more information

Program Coordinator: Susan Entwistle

Information Meetings for Winter admission to Non-Profit/Voluntary Sector Programs

Tu. Jan 07, 12:00-13:00 - KEC, Room 4043
Th. Jan 09, 17:30-18:30 - KEC, Room 4043

Winter '92 Courses

Overview of Non-Profit Organization Management (101201)

This course explores the scope of non-profit organization management with emphasis on structure, function, roles and responsibilities of non-profit staff and volunteers; board development; legal, ethical and advocacy issues, future trends and community resources. This course is required for both the fundraising and non-profit management certificates and is the required introductory course for the non-profit management program. Textbooks: "Forming and Managing a Non-Profit Organization" by Flora MacLeod and "Society Guide for BC" by Gerald Scott. Maximum 26. (Grantham) \$140
4 sessions - Mo. Jan 27, Feb 17, 19:00-22:00, Fr. Feb 07/14, 09:00-16:00 - KEC

Financial Management for Non-Profit Organizations (101206)

In this course you will gain an in-depth introduction to the knowledge and skills required to plan, implement, monitor, report on and evaluate the financial management of non-profits. Ethical issues pertaining to financial management will be discussed. A description of the uses of computer software, common problems, the use of paid or volunteer expertise and current information on the GST are explored. Textbook: "Financial Management for Community Groups" by Alix Granger. (Gazzard) \$200
5 day - Fr/Sa. Mar 06/07/20/21, Sa. Mar 28, 09:00-16:00 - KEC

Government Relations and Lobbying for Community Groups (101214) ** New **

This course focuses on the skills required by community groups to approach government to change legislation, policy, program, systems and/or funding. Techniques for building membership or allies, garnering support from related groups, working with the media, government staff and politicians and other methods for effecting change will be covered. Participants will learn to develop clear, concise issues and dynamic leadership. Also ethics, language and approach will be discussed. Emphasis will be placed on practical strategies using sample case studies. (Lapp) \$100
2 day - Sa. Feb 15, Fr. Feb 21, 09:00-16:00 - KEC

Resource Development for Non-Profit Organizations (101211)

The practical skills required to plan, manage and evaluate the fundraising needs of a non-profit organization are examined in this course. The basic components of fundraising, including grant writing, special events, current trends and staff and volunteer roles are covered. (Murphy) \$165
8 eve - We. Feb 05, 19:00-22:00 - KEC

Instructors

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

Barbara Grantham is the Executive Director of the Canadian Mental Health Association, BC Division and sits on the board of the Financial Development Association.

Chloe Lapp is Project Manager for the Project to Review Adult Guardianship. She is a registered lobbyist with several years' experience working with advocacy issues. Her previous position was Executive Director of the Canadian Mental Health Association, BC Division.

Michael Murphy is the Program Manager of Bilingual Services at MOSAIC.

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.

Entry 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

Application Procedure

1. Submit application form.
2. Participate in an interview.
3. Register when accepted into program.

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

Next full program: September 1992 - June 1993.
Qualified students accepted in order of receipt of application.

Certificate Program Fee: \$640 in full or three term payments. (Subject to change)

Limited spaces for qualified students in individual Winter workshops: \$55 each workshop
Contact the Program Coordinator at 871-7070 to register.

The Workshops - Winter Term

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. (Biely)

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. (Kalef)

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. (Kalef)

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. (Goodall)

We. Mar 4, 09:00-16:00 - KEC

Instructors

Carol Biely is Executive Director of the Richmond Information and Volunteer Centre.

Rob Goodall is Manager of Education Services, BCHA.

Reva Kalef is a Consultant with Education Design Associates, Ltd.

Teacher Training

Overview of Teaching English as a Second Language

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 teaching oral skills, writing skills, reading skills, dialogues or role plays, pronunciation, oral testing, and lesson planning. \$195

10 aft - Mo. Jan 13/20/27, Feb 03/10/17/24 Mar 09/16/23, 13:00-16:00 - KEC (Rabinowitz)
10 eve - Mo. Jan 13/20/27, Feb 03/10/17/24 Mar 09/16/23, 19:00-22:00 - KEC (Rabinowitz)
10 eve - Tu. Jan 07, 18:30-21:30 - KEC (Pitton)
10 eve - We. Jan 08, 13:00-16:00 - KEC (Howard)
5 day - Th/Fr/Mo/Tu/We. Jan 23/24/27/28/29, 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.

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

Myrna Rabinowitz, B.A. - Myrna is an experienced ESL instructor and tutor trainer, and has taught at VCC since 1978. She has written many publications for the ESL field and has developed the TESL elective course, Teaching ESL Using Music and Jazz Chants.

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 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 871-7070.

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 Winter Term (1992)

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
11 sessions - Tu. Jan 07, 18:30-21:30 - TBA
11 sessions - Th. Jan 09, 18:30-21:30 - 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. Feb 08/09/15/16, 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. (Chernen) \$255
10 sessions - Tu. Feb 04, 19:00-22:00 - KEC

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

Teaching Listening and Speaking (150817)

This course concentrates on the techniques and resources used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated language teaching. (Clark, Lovelock) \$255
10 eve - We. Jan 08, 18:30-21:30 - KEC (Clark)
10 eve - Th. Jan 09, 19:00-22:00 - KEC (Lovelock)

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.

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

Teaching Reading (150818)

This course provides students with an understanding of the methodology and instructional techniques used to teach reading in an ESL class, as well as a working knowledge of the instructional tools necessary to develop a reading program for an ESL

class. (Watson) \$255
10 eve - Tu. Jan 14, 18:30-21:30 - KEC

Rose Marie Watson, B.Ed. (U. of Alberta) M.Ed. (UBC). Rose Marie is currently Department Head of the ESL Outreach Department at VCC and is past president of BC TEAL and TESL Canada. Special areas of expertise include teaching reading and learner centred instruction. Rose Marie has presented workshops at the TEAL Conference, TESL Canada and the TESOL Conference.

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. (Rothschild) \$255
10 eve - Mo. Jan 13/20/27 Feb 03/10/17/24, Mar 09/16/23, 19:00-22:00 - KEC

Dennie Rothschild - B.A. (Honours) M.A.

(Language Education). Dennie has taught ESL at VCC since 1977. She is past president of the BC Association of Teachers of English as an Additional Language (TEAL) and has presented numerous workshops on teaching writing.

Teaching English for Academic Purposes (150819)

This course concentrates on the specific instructional techniques and course materials used to teach advanced level ESL students who plan to continue academic studies at a post-secondary level. This course provides students with an understanding of the methodology and instructional approaches used to teach reading, composition, literature and study skills. (Pidgeon/Lovelace) \$255
4 eve - Th. Jan 09/16/23, Feb 06, 19:00-22:00 - KEC AND 3 day - Sa. Jan 11, Feb 01/15, 09:00-16:00 - KEC

Michael Pidgeon, B.A., M.A. (Linguistics), TESL Certificate (VCC). Michael has been teaching English and Linguistics at the university level since 1970. He is presently teaching in the ESL College Preparatory Department at VCC.

Marion Lovelace, B.A., B.Ed., M.Ed., TESL

Certificate (VCC). Marion is presently teaching in the ESL College Preparatory Department at VCC. Marion's special areas of interest include creative writing and poetry. Marion has published poetry in numerous anthologies.

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. Feb 22, 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 Storytelling (150838)

Explore a variety of techniques for teaching storytelling in the ESL classroom. (Gerber) \$50
1 day - Sa. Feb 29, 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 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 cultural conflict resolution in the classroom. Focus on techniques and materials that encourage an intercultural point of view in the Canadian context. (Nurse) \$90
5 eve - We. Jan 29, Feb -5/12/19/26, 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. Students registering for this elective are required to have teaching experience or to have completed Teaching Grammar, Teaching Listening and Speaking, Teaching Reading and Teaching Writing. (Gerber) \$100
3 day - Fr. Apr 24, 19:00-21:00, Sa/Su. Apr 25/26, 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.

Presenting and Practising New Language (150853)

Intended for qualified ESL instructors with two to three years' practical experience or student teachers with a solid grounding in ESL theory and methodology. The aims of the courses are:

- to identify the characteristics of a good presentation
 - to pass on formal, conceptual, phonological and stylistic considerations
 - to explore different approaches to and media of presentation
 - to look at practical examples and techniques
 - to examine the above with regard to the learner
 - to discuss ways of providing practice activities in order to incorporate the target language into the learner's existing store of knowledge and linguistic ability.
- The emphasis will be on the practical application of learning theory so participants will be expected to take an active part in the seminars. (Lawson) \$85
2 day - Sa/Su. Apr 04/05, 09:30-16:30 - KEC

Mick Lawson, B.Ed., Cert Ed. Dip. TEFLA - Mick has taught EFL since 1980 in France, Greece, Italy, Spain, London, Oman, and most recently in Japan, where he organized and ran teacher-training courses for both native and non-native teachers of English.

Teaching ESL Students at the Beginners' Level (150834)

Are you teaching or planning to teach ESL at the beginners' level? Come to this one-day workshop. Topics will include teaching techniques, developing communicative skills, approaches for teaching reading and writing, lesson planning, unit planning, and teaching materials. (Van Winkel) \$50
1 day - Sa. Jan 18, 09:00-17:00 - KEC

Colleen Van Winkel, B.A., Teaching Certificate (UBC). Colleen has extensive experience teaching ESL at the Beginners level since 1975. Colleen is presently teaching and coordinating the Homefront Tutor Program at VCC, and has presented workshops at conferences in the Lower Mainland.

Teaching Vocabulary (150855) ** New **

This hands-on one-day workshop will explore current approaches to teaching vocabulary. Topics will include the discussion of what vocabulary to teach as well as ways of conveying meaning and categorizing vocabulary items. Teaching strategies and techniques will also be explored for presenting, practising and reviewing vocabulary items in the ESL classroom. (Wilson) \$45
1 day - Sa. Mar 21, 09:30-15:30 - KEC

Mima Wilson, B.A. (Linguistics), RSA Diploma TEFLA (International House). Mima has taught English as a Foreign Language in Spain and London and has been teaching ESL at VCC since September 1986. Mima has presented numerous workshops at ESL Conferences.

Unit Planning Using Content-Based Instruction (150856) ** New **

This one-day workshop will provide participants with the hands-on experience of designing units based on themes for adult ESL students. Participants will be involved in assembling teaching/learning materials which will enable them to prepare, use and evaluate content-based instruction for adult ESL students. (Pearson) \$45
1 day - Sa. Apr 11, 09:30-15:30 - KEC

Chris Pearson, B.A., M.A. (Language Education). Chris has been an ESL instructor at VCC since

JOE MCGUINNESS is a good person to see if you want to make a "business" of your "art". Joe is an instructor in our GRAPHIC DESIGN PROGRAM. He has over 11 years experience as an art director and is currently a partner in a design firm.

1986. She has presented numerous workshops at conferences in the Lower Mainland. Areas of interest include teaching pronunciation, content-based instruction, and using jazz chants in the ESL classroom.

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 09:00 to 16:30. There will be lesson preparation and homework each evening. The course has two components: lectures and practice teaching. Lecture sessions will cover such topics as the presentation and practice of new language, the teaching and integration of reading, writing, listening, speaking and pronunciation, lesson planning, class management, the principles of testing and assessment and evaluating and using published resources. There will also be demonstration lessons and classroom observations. 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) 871-7070. Applicants must complete the TEFL application form and the TEFL pre-course task prior to being accepted into Teaching English as a Foreign Language Certificate Program. Maximum enrolment is 16 students. There is a ratio of eight students to one instructor during the practicum sessions. (Wilson/Lawson) \$1800 19 day - Mo/Tu/We/Th/Fr. Jun 08-Jul 03, 08:45-16:30 - KEC - Application deadline April 1, 1992 20 day - Mo/Tu/We/Th/Fr. Aug 04-Aug 28, 08:45-16:30 - KEC - Application deadline May 1, 1992

Mima Wilson - B.A. (Linguistics) RSA Diploma TEFLA (International House). Mima has taught English as a Foreign Language in Spain, and London, England, and has been teaching ESL at VCC since 1986.

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

Wendy Coleby - M.A. (Modern Languages) RSA Diploma TEFLA (International House). Wendy has taught EFL in Egypt and France. She has been a teacher trainer at International House in London, England and is also an RSA assessor.

David Friar - M.A. (Eng. Lit.) RSA Diploma TEFLA (International House). David has taught in Japan, Thailand and London, England.

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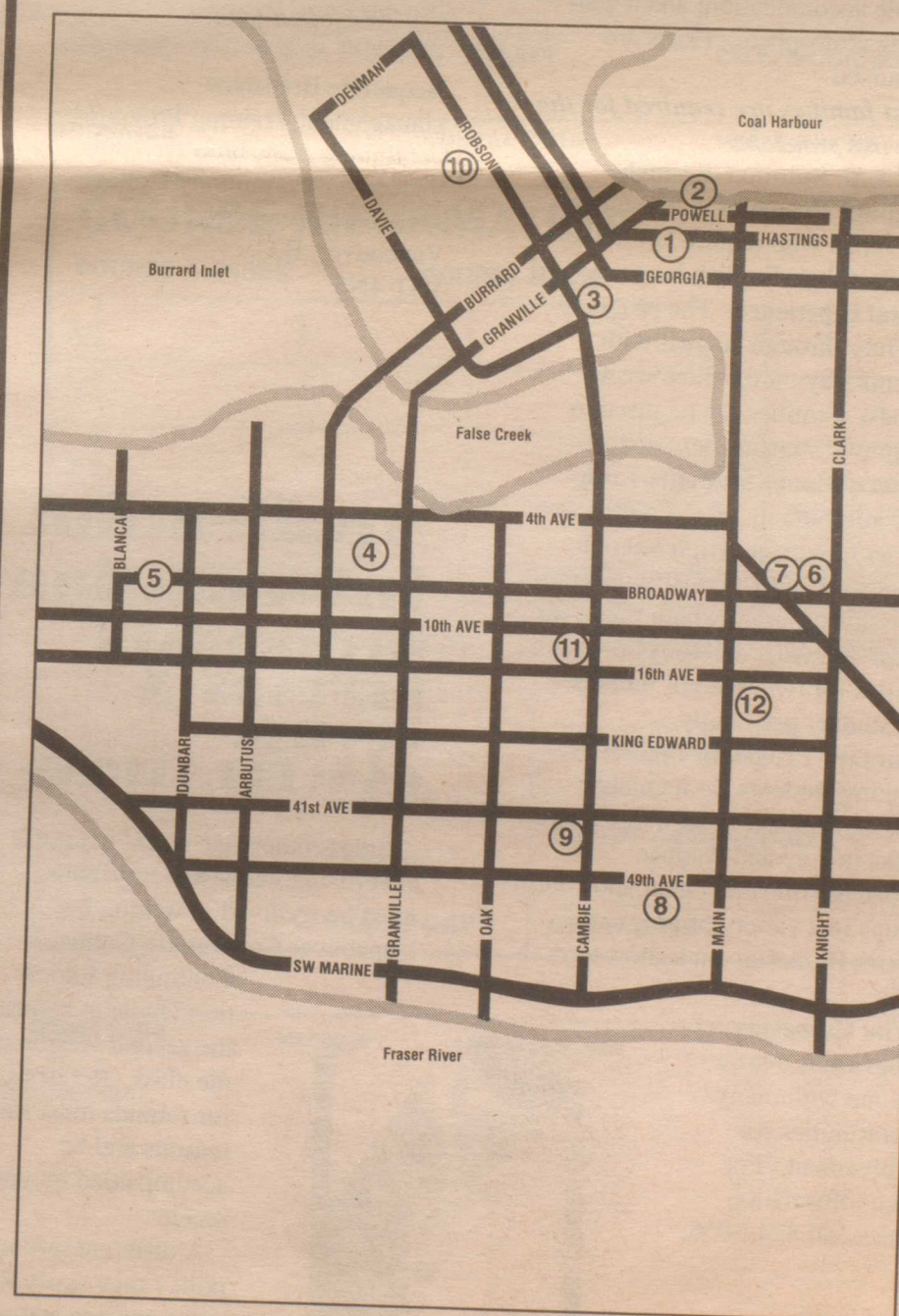
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VCC Continuing Education Locations



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. ODH- O'Doul's Hotel, 1300 Robson St.
11. SPH- Sheraton Plaza 500, W. 12th at Cambie St.
12. VVC- Vancouver Volunteer Centre, #301-3102 Main Street

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Snowstorm Information

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

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.

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. These 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 accomodation; 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 874-5056.

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.

On-site courses, designed to meet your needs provide you with the added convenience that your employees don't need to leave the workplace. That means less disruption and wasted time that effect productivity.

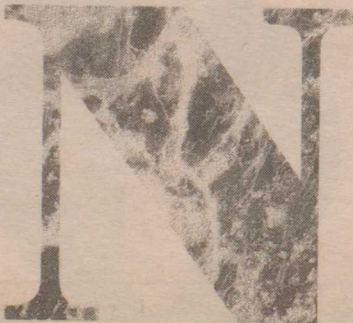
Join a growing number of British Columbia companies choosing customized on-site training.

To find out more about how VCC's on-site programs can save you time and money, FAX 871-7300; call 871-7061 or write to:

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

Application Information WITHDRWALS, REFUNDS & 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. Requests 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.

Citizenship Requirements

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;
- 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 being designated as such by the federal government
- 5. is a resident of Washington State.

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. If the minimum number of fee paying students is not met, a senior 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.

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.

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.

FAX & MAIL-IN REGISTRATION

VANCOUVER COMMUNITY COLLEGE

Continuing Education Division

FAX 871-7300

(FOR VISA or MASTERCARD USE ONLY)

Mail Registration to:

1155 East Broadway
Box 24785, Station 'F'
Vancouver, B.C. V5T 4N5
Phone: 871-7070



Continuing Education

PLEASE TYPE or PRINT in BLACK ink.
Note: one student may register on this form. Place additional registrants on a separate sheet. Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms S.I.N. Number:

SURNAME GIVEN NAMES

ADDRESS: APT. and/or NUMBER - STREET CITY/MUNICIPALITY

PROVINCE POSTAL CODE HOME PHONE BUSINESS PHONE LOCAL

COURSE INFORMATION				
COURSE NUMBER	COURSE NAME	LOCATION	START DATE	TIME
1				
2				
3				
4				

TOTAL FEES		METHOD OF PAYMENT	CREDIT CARD INFORMATION <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	
1		\$	NAME ON CARD	
2		<input type="checkbox"/> MONEY ORDER	CREDIT CARD ACCOUNT #	
3		<input type="checkbox"/> CHEQUE		
4		<input type="checkbox"/> CREDIT CARD	START DATE	END DATE

SIGNATURE DATE

Certification is Important in Today's Workplace

Vancouver Community College offers certificates in more than 30 programs—

Non-Profit, Social Services, Early Childhood Education, Court Interpreting, Fashion, Nursing and Health, Business and Computers.

Earn a **VCC** certificate. It marks your achievement in
and your employer but particularly to the people
designed by experts in their field. We listen to the
in designing our certificate programs. **A VCC**

advance in your job ② Acquire new skills to enhance

can make a real difference in your career. Please see this flyer for

of our program staff today for further information? **W**e think that you will find that time
spent on a **VCC** certificate is time well spent. To register or for more information please call:



a program. Having certification is essential not only to you

you serve. **E**ach of our programs has been

request of business, industry and YOU, the student,

certificate will help you to: ① Gain training to

your life ③ Broaden your career options. **C**ertification

details about certificate programs. Why not call one

871-7070