

VANCOUVER
COMMUNITY
COLLEGE



CONTINUING EDUCATION

FALL
1992

10LA Pagnossin



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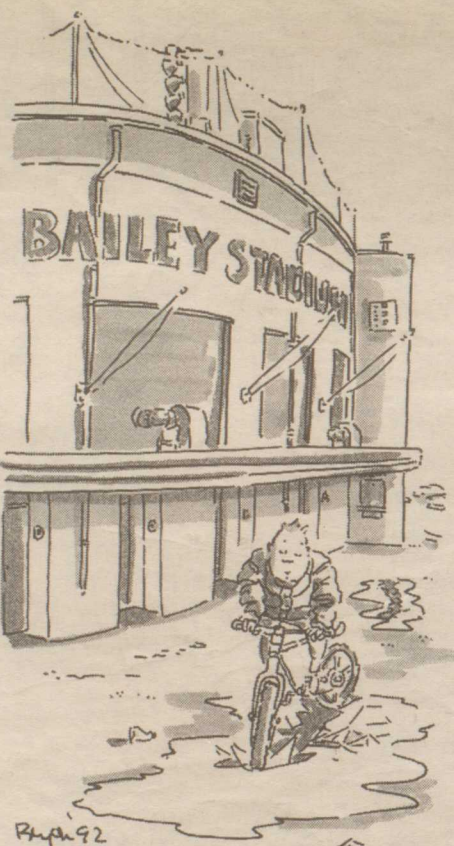
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Cover & Illustrations by Bernie Lyon, Continuing Education Instructor and Program Co-Ordinator.

Gayle Thody, Editor, Production & Distribution Co-Ordination: Iola Pagnossin, Word Processing & Desktop Publishing: Lynda Hurst, Design and Layout.

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4 Ways to Register

1. BY MAIL

Fill in the registration form on page 51 and send it with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES

Mail to:
Vancouver Community College
Continuing Education Division
1155 East Broadway
Box 24785, Station "F"
Vancouver, B.C.
V5N 5V2

2. BY PHONE

Charge to your Mastercard or Visa card

City Centre Campus 443-8380
King Edward Campus 871-7070
King Edward Campus West 874-9923
Langara Campus 324-5322

3. IN PERSON

Register at any of our three campuses.
Pay by cheque, cash or charge card.

4. BY FAX

Use the form on page 51 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, 09:00-16:30

Don't Wait

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

Program Co-Ordinators, Continuing Education Division

The Arts

Advertising, Anthropology, Comedy, Culinary Arts, Interior Design, Journalism, Wine, Writing: WAYNE DECLE, 871-7065

Art, Film and Video:
BERNIE LYON, 324-5322

Art/Antique Analysis:
LINDA DEVINE, 443-8380

Business of Film:
BRIAN PINK, 443-8388

Floral Design:
DONALD OAKES, 443-8386

Fashion Arts:
SALLY HUDSON, 443-8387

Graphic Design:
JANET RUSSELL, 443-8380

Jewellery:
MACIEK WALENTOWICZ, 443-8571

Music:
TERRY SMITH, 871-7298

Photography:
WALTER EVANS, 224-3636

Career, Business, Management & Training

Applied Business Skills:
HAL HOARE, 871-7062

Building Services:
BRIAN PINK, 443-8388

Business Administration:
GORDON CLOUGH, 324-5322

Business English, Office Administration:
ANNE TOLLSTAM, 443-8380

Career and Employment:
ANNE TOLLSTAM, 443-8380

Library Automation, Management Skills, Training Skills:
HAL HOARE, 871-7062

Small Business:
PEGGY WROBETZ, 871-7070

Computers, Science & Telecommunications

Astronomy: WAYNE DECLE, 871-7065

Computer Skills:
CORNELIUS CONSTANTINESCU, 324-5322

Electronics:
GARETH WILLIAMS, 443-8562

Gemmology:
LINDA DEVINE, 443-8380

Oakridge Computer Centre:
BRIAN PINK, 443-8388

Telecommunications:
PEGGY WROBETZ, 871-7070

Health Care, Self-Improvement & Lifestyles

Communications, Self-Improvement:
WAYNE DECLE, 871-7065

Childbirth Educators:
DIANE DONALDSON, 874-9923

Foodsafe: BRIAN PINK, 443-8388

Professional and Allied Health Care and Self-Improvement & Lifestyles:
GRACE HODGINS, 874-9923;
SHEILA STICKNEY, 874-2418.

Sterile Supply Aide:
SHEILA STICKNEY, 874-2418

Human & Social Services

Counselling Skills, Substance Abuse:
JOANNE RYKERS, 871-7060

Court Interpreting:
SILVANA CARR, 324-5585

Early Childhood Education, Infant-Toddler Supervisor, Working With School Age Children: GYDA CHUD, 324-5521

Family Daycare, Living and Working With Young Children:
ROSIE ANSLOW, 324-5322

Languages

English Skills Improvement: LEANNE QUIRK, 324-5322

Modern Languages:
PATRICIA MARTIN, 324-5322

Leisure, Recreation & Travel

Leisure/Travel:
WAYNE DECLE, 871-7065

Natural History:
MARJA DeJONG-WESTMAN, 871-7069

Recreation:
ROSEMARY TAYLOR, 324-3522

Non-Profit, Voluntary & Fundraising Sector

Fundraising Management:
Non-Profit Management:
ANNE COCHRAN, 871-7070

Volunteer Management:
BRENDA REYNOLDS, 871-7059

Real Estate, Law & Financial Planning

Building Construction, Renovations, Home Repair, Financial Planning and Investment:
WAYNE DECLE, 871-7065

Legal Assistant:
ANNE TOLLSTAM, 443-8380

Property Management:
CHUCK DUNN, 324-5322

Real Estate Development, Building Manager: BRIAN PINK, 443-8388

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

Continuing Education
Vancouver Community College
1155 East Broadway
Box 24785, Station "F"
Vancouver, B.C.
V5N 5V2

Dear Prospective Students:

As the Director of Continuing Education, I have a definite interest in your satisfaction with our courses.

If, at any time, you are not satisfied with the return on your investment of money and time, simply write to me at the above address, telling me why you are dissatisfied and your tuition will be refunded--in full, no questions asked. Please write to me within two weeks of the course's normal end date.

Sincerely,

Gail Rochester

Gail Rochester
Acting 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.

Holidays

The Continuing Education Division will be closed on the following dates:

September 5-7/92 (inclusive)
October 10-12/92 (inclusive)
November 11/92
December 24/92-January 3/93 (inclusive)

Continuing Education Phone Numbers

City Centre Campus.....443-8380

King Edward Campus.....871-7070

King Edward Campus West...874-9923

Langara Campus.....324-5322

Earn a Certificate

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

Representatives of industry and the professions help plan these programs for adults who want to get a thorough background in a particular field but who do not want to undertake a degree program.

Each Certificate Program must meet the following criteria:

1. An established, sanctioned curriculum with a logical grouping of courses.
2. A Program Advisory Committee composed of members with expertise in that field.
3. A program based on an employer, outside agency or industry standard.
4. A formal procedure for evaluation.

APPLIED BUSINESS SKILLS
BUILDING MANAGER
BUSINESS ADMINISTRATION
CHILDBIRTH EDUCATORS
COMPUTER SKILLS FOR THE WORKPLACE
COUNSELLING SKILLS
COURT INTERPRETING
EARLY CHILDHOOD EDUCATION-LEVEL 1
EARLY CHILDHOOD EDUCATION-
ADVANCED STUDY
FAMILY DAYCARE
FASHION ARTS
FUND RAISING MANAGEMENT
GARMENT CONSTRUCTION
GERONTOLOGY
INFANT-TODDLER SUPERVISORY
LEGAL ASSISTANT-CONVEYANCING
CORPORATE
LITIGATION

LOCAL AREA NETWORK ADMINISTRATOR
GERONTOLOGY
MANAGERS OF NON-PROFIT AGENCIES
NURSING MANAGEMENT
OFFICE ADMINISTRATION
PATTERN MAKING
PROPERTY MANAGEMENT
REAL ESTATE DEVELOPMENT
STERILE SUPPLY PROCESSING AIDE
SUBSTANCE ABUSE PROGRAM
TEACHING ENGLISH AS A SECOND
LANGUAGE
TEACHING ENGLISH AS A FOREIGN
LANGUAGE
TELECOMMUNICATIONS MANAGEMENT
VISUAL ARTS-PHOTOGRAPHY MAJOR
VOLUNTEER MANAGEMENT
WORKING WITH SCHOOL AGED
CHILDREN

Career & Information Nights

Please join us for the following free sessions:

COMPUTER INFORMATION NIGHT

Instructors from Computer Skills for the Workplace; Local Area Network and Oakridge Computer Center will be available to discuss these programs. Wed., Sept. 2, 17:00-19:30
City Centre Campus, Main Foyer (Hamilton and Dunsmuir entrance), 250 West Pender Street.

COUNSELLING SKILLS CERTIFICATE PROGRAM

Mon., Oct. 19, 18:00-19:00,
King Edward Campus,
1155 East Broadway, Room 4043.

ENGLISH SKILLS IMPROVEMENT

Information sessions: Tues., Sept. 1 and Thurs. Sept. 10, 17:00-20:00,
Langara Campus, 100 W. 49th Avenue.

GERONTOLOGY CERTIFICATE PROGRAM-NURSING

Tues. Aug. 25, 19:30-20:30,
King Edward Campus West,
691 East Broadway.

LEGAL ASSISTANT CERTIFICATE PROGRAM

Wed. Nov. 4, 17:30-19:00,
City Centre Campus, 250
W. Pender Street, Room 237.

Questions Most Asked

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 this page.

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

Some programs host Information Sessions (see the above list on this page) 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

LIFE PURPOSE: THE COURAGE TO BE HAPPY

Thur. Oct. 15, 19:00-21:30
City Centre Campus,
250 W. Pender Street
Call 874-9923

NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM FUND-RAISING MANAGEMENT CERTIFICATE PROGRAM VOLUNTARY SECTOR CERTIFICATE PROGRAM

Wed. Sept. 2, 12:00-13:00,
King Edward Campus,
1155 E. Broadway, Room 4043.
Wed. Sept. 9, 17:30-18:30,
King Edward Campus,
1155 E. Broadway, Room 4043.

OFFICE ADMINISTRATION CER- TIFICATE PROGRAM

Tues. Sept. 8, 17:00-18:30,
City Centre Campus, 250 W. Pender
Street, Room 237.

REAL ESTATE PROGRAMS

Wed. Sept. 2, 17:00-19:30,
City Centre Campus, Main Foyer,
250 W. Pender Street.
(Hamilton and Dunsmuir entrance)

SUBSTANCE ABUSE CERTIFICATE PROGRAM

Tues. Oct. 20, 18:00-19:00,
King Edward Campus,
1155 E. Broadway, Room 4043.

TELECOMMUNICATIONS MAN- AGEMENT CERTIFICATE PRO- GRAM

Thurs. Sept. 10, 17:00-18:30,
City Centre Campus,
250 W. Pender Street, Room 220.

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 SO- CIAL INSURANCE NUMBER?

Your S.I. number is the only way to positively identify you in our computer system. Some names are similar or even identical making the S.I. 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 49). 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. 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.

If you are on a waitlist for a course that is scheduled the following term, we will endeavour to contact you in advance of flyer distribution to give you an early opportunity to register.

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

Please see page 50 for details.

CAN I GET A REFUND ON MY TUI- TION FEE?

Yes. In most cases, fees are refundable in part. Please refer to the detailed explanation of our policy on page 50.

Continuing Education Phone Numbers

City Centre Campus: 443-8380

King Edward Campus: 871-7070

King Edward Campus West: 874-9923

Langara Campus: 324-5322

Weather Warning

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.

THE ARTS

Advertising & Public Relations

INSTRUCTORS

Virginia Greene is well known in marketing circles in Canada. As Assistant Deputy Minister of Tourism for BC, she successfully designed and implemented marketing strategies for BC during Expo '86. She is currently owner and partner in her own direct marketing company, Go Direct Marketing. Go Direct Marketing is Western Canada's leading direct marketing company, specializing in database management and sales strategies that sell.

Cass Gwilliam is a 25 year veteran of the advertising and communications industry. She has held senior positions at five of Vancouver's major advertising agencies and was a director of Creative Services for ten years. Cass is currently self-employed as a freelance writer and communications consultant, specializing in print media and collateral advertising, direct marketing, presentation documents and speeches.

Gayle Thody has a background in advertising, journalism and public relations. She is a communications officer in VCC's Public Relations Department. Gayle has a Bachelor's degree in Journalism and English and was a reporter for newspapers in Canada and the US. She has previously worked in retail advertising.

David Wiebe is the External Communications Officer for Vancouver Community College. A product of Carleton University's School of Journalism, he has worked as a print, radio and television reporter before becoming involved with organizational communications and public relations.

Writing for Public Relations (102703)

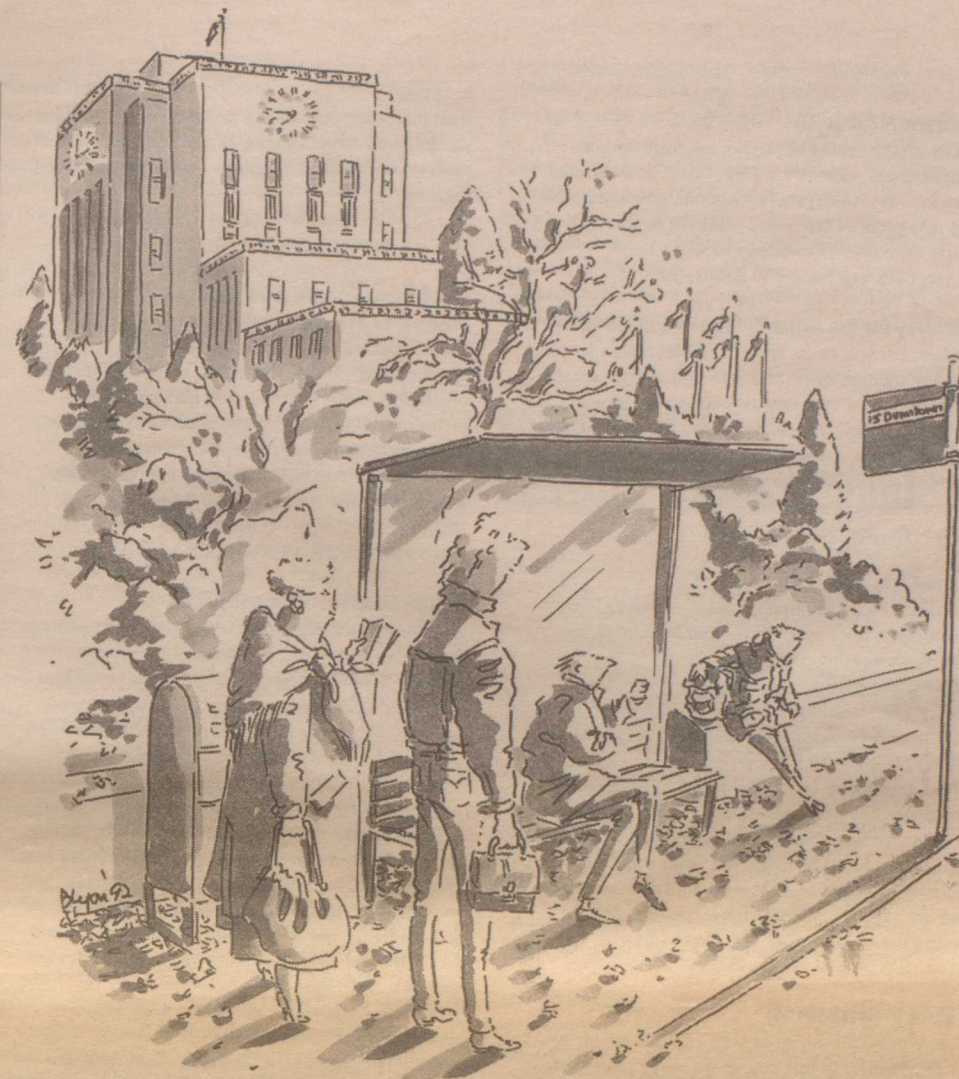
The essence of effective public relations is strong writing. Sound, disciplined and multi-faceted writing skills are a must for any public relations professional. This course will develop the specific writing styles and methods required for various public relations audiences and vehicles. Special attention will be paid to the writing of effective media releases, as well as public service announcements, feature stories, brochure copy and articles for internal publications. This course is ideal for those with little or no public relations experience, or those wanting to fine tune their existing writing skills. (Wiebe) \$187.25 (Includes GST)
6 eve - Th. Oct. 15, 19:00-22:00 - Lan

Public Relations and Advertising - Developing a Communications Plan (102704)

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. (Wiebe) \$187.25 (Includes GST)
6 eve - We. Oct. 14, 19:00-22:00 - Lan

Advertising Strategies (102707)

Do you want better results from your advertising? Do your ads and promotions produce eager clients? Effective advertising and promotion are the keys. This course is of particular interest to small business owners/managers; fundraisers or those working with volunteer organizations. Learn practical advertising strategies that can work for you. Both advertising theory and practice are covered in this course with emphasis on practical application. Learn:



- How to plan and develop an advertising campaign
- The basics of a good ad
- Which media to choose
- How to measure ad results
- How to use publicity to supplement your ads
- Through in-class exercises, discussions and assignments, you will be able to develop practical, effective advertising skills for your own business or organization. (Thody) \$160.50 (Includes GST)
6 eve - Tu. Oct. 13, 18:30-21:00 - KEC

Direct Mail Writing (102706)

Learn to develop copy that gets attention and generates sales. This new seminar is designed for copywriters, marketing/advertising managers, sales managers, sales and customer service personnel, and small business owners. Content particularly useful for business-to-business marketing by industry and service organizations. Seminar focus:

- Develop copy platform and objectives
- Write convincing, attention-getting copy that generates action
- Rewrite, edit, and segment copy
- Use headlines effectively. (Gwilliam) \$69.55 (Includes GST)
1 mng - Sa. Oct. 31, 10:00-14:00 - Lan

Successful Direct Mail Marketing (102705)

Capitalize on this multi-billion dollar industry with winning techniques. Marketing and promotion managers, catalog managers, small business owners, sales managers... anyone involved in marketing a product or service will benefit from this seminar. Seminar focus:

- Plan your campaign
- Create the package: method, message and offer
- Select mailing lists
- Test and track results
- Postal tips and techniques
- Creative strategies to reach the buyer. (Green) \$101.65 (Includes GST)
1 day - Sa. Oct. 17, 10:00-16:00 - Lan

Anthropology

INSTRUCTORS

Joe Dardano is a young historian fascinated with cultural and contemporary issues. He holds a Masters degree from Queens University.

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

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)
8 eve - Mo. Oct. 19, 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) \$26.75 (Includes GST)
5 eve - Th. Sep. 24, 18:30-21:00 - Lan

60s Revolution in Retrospect - An Introduction (503485)

During the 1950s the anarchic Beat Generation rejected the prevailing social and artistic forms. Their minds were "beat" or angry with the dehumanization brought about by an impersonal and technocratic society; thus they sought immediate expression and intense experiences, mainly through drugs and the practice of Zen Buddhism. The Beats eventually became spokespersons for the profound cultural revolution of the 1960s. The 60s youth envisioned a utopian society by preaching love, sharing and equality, while inspired by marijuana, LSD and free sex. Today, we have not witnessed the hopes and dreams of the 60s generation. Economic inequality, routinized labour,

racism, sexism, poverty, and war still prevail, while the search for personal experience through drugs and free sex have been threatened by law, addiction and AIDS. This course examines the 60s revolution within our present context. (Dardano) \$47.05 (Includes GST)

2 eve - Th. Sep. 24, 19:00-22:00 - Lan

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.

INSTRUCTORS

Fran Alley is both a painter and a printmaker. She holds a BFA degree from the University of Calgary and has studied at the Banff Fine Arts Centre. Fran has had both group and solo exhibitions in Vancouver, Calgary and Toronto.

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 and 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 Simon Parrich Galleries.

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

Gordon Finlay, BA, B.Arch., 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.

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 who exhibits frequently through the Harrison Galleries in Vancouver and also in California. She is a graduate of the Vancouver School of Art and post-graduate of the Academy of Art, Munich.

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. He has published three books (all in China) on Chinese painting and has recently exhibited in Toronto, San Francisco and China.

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

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 the USA and has been teaching decorative painting since 1973.

Neil Wedman, winner of a prestigious Viva award, is a Vancouver artist with a long exhibition history (including VAG) of large format drawings and paintings.

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 with models. Bring a pencil to first class. (Lyon) \$110

10 eve - We. Sep 23, 19:30-21:30 - Lan

Painting (500103)

In this course we will begin with the basics of acrylic painting and expand into related areas of collage, texture and the relationships between colours. The course will include landscape and figure painting as well as framing and marketing your work. You will be encouraged to develop your own individual style using a wide variety of techniques. All levels welcome. (Alley) \$110

10 eve - We. Sep 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) \$120

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

More Life Drawing (500120)

This figure drawing course is designed for the student who has studied figure drawing in the past and would like to expand their horizons. Poses will be of longer duration allowing the student to develop a more personal statement. Issues such as colour, composition and texture will be explored. The course is flexible enough that those who want to incorporate other mediums, ie, watercolour or ink wash, may do so. The instructor will be advising and directing students who already have a foundation of drawing basics. (Musson) \$120

10 eve - Th. Sep 24, 19:30-21:30 - Lan

Drawing - Still Life (500147)

This course, for all levels, is a unique 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) \$110

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

Drawing: Studio Practice and Procedure (500153)

In this intensive 2-day workshop basic drawing exercises are applied to experiments in composition and approaches to planning a visual artwork. The aim is to offer a clear and specific knowledge of how the activity of drawing is analogous to every aspect of artistic creative endeavour from observation and perception, formulating a concept through the realized expression in form. Students are expected to bring pencils and an 18" x 24" newsprint drawing pad and drawing board. Model provided. (Wedman) \$85

2 day - Sa. Nov 14/21, 10:00-16:00 - Lan

Portraiture (500110)

Focus 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) \$110

10 eve - Th. Sep 24, 19:30-21:30 - Lan

Anatomy for the Artist/Illustrator (500154)

This course will assist artists and illustrators in creating more realistic and 3-D figures by a detailed study of human anatomy as it relates to drawing including bones, musculature, and the dynamics of locomotion. Bones and slides will be used as teaching aids and life drawing from a model will be part of each session. (Finlay) \$130

8 eve - Th. Sep 24, 19:00-22:00 - Lan

"Lino-Cuts" (500149)

Linoleum block printing is one of the most basic mediums in print making and can be used in a variety of ways to create dynamic prints. An introduction to block printing techniques, this course will teach students how to design, cut and print their own blocks for editions of original prints. We will begin with basic projects using black and white, then move on to instruction in reductive processes, enabling the student to print several tones of grey from one block. (This technique is the basis for colour block printing.) We will be utilizing techniques which require minimum of equipment and are readily adaptable for home use. Ask for supply list when registering. (Nash) \$110

8 eve - Tu. Sep 22, 19:00-21:30 - Lan

Nature in Art (500144)

Nature provides the artist with endless, beautiful subject matter. In this course we will explore the many aspects of nature in art. Using a variety of techniques and approaches, we will work in such media as watercolour, acrylics, pastels, pencils, ink and charcoal. All levels welcome. (Kowallek) \$110

10 eve - Tu. Sep 22, 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. (Kowellek) \$110

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

Watercolour Level II (500113)

Designed for those who have basic instruction in the art of watercolour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowellek) \$110

10 aft - Sa. Sep 26, 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) \$120

8 eve - Th. Sep 24, 19:00-21:30 - Lan

Calligraphy (050305)

Learn the basics of calligraphy with the broad-edged pen and step-by-step methods that will lead the student through creating three versatile lettering styles: Uncial, Gothic Textura (known as "Old English" in the printing trade), and Humanist Bookhand of the Italian Renaissance. Speedball C series nibs will be used in this class. Supplies available for purchase from instructor. (Jones) \$110

10 eve - Th. Sep 24, 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 shell and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$170

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

10 eve - Tu. Sep 22, 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. Oct 16, 19:30-21:30 - Lan

Sculpt 2000 Workshop (500145)

A complete sculpting process: from simple carving techniques to the finished bronze. Introducing 'Sahara' foam, a synthetic material with excellent sculptural qualities. It can be cut, carved, shaped and smooth finished with the palm and fingers of your hand. You will learn mould techniques for reproducing your original creation to the wax pattern needed for bronze casting. Study of Henry Moore's works will provide inspiration for the development of ideas. A visit to an art foundry is on the program. Two additional weekend sessions are included for finishing, application of patinas and mounting of your work on marble base. Materials \$120. Bronze casting and marble base cost are not included (Dallaire) \$325

8 eve - Tu. Sep 22, 19:00-22:00 - Lan (plus 2 weekend workshops TBA)

8 eve - We. Sep 23, 19:00-22:00 - Lan (plus 2 weekend workshops TBA)

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 - 739-0266 or 739-0276 for more information. ** NB. Clothworks (CLW) New address: 1717 West 4th Avenue, Vancouver. (Drobner) \$149.80 (Includes GST)

1 day - Su. Sep 27, 08:00-15:00 - CLW

1 day - Su. Oct 25, 08:00-15:00 - CLW

1 day - Su. Nov 29, 08:00-15:00 - CLW

Designing and Writing Greeting Cards for Publications (102875)

The greeting card industry relies heavily on freelance talent. This professional workshop is for the artist or writer who has always wanted to have their ideas published. You will be introduced to the card marketplace, discuss what sells and why, and learn to develop successful card ideas using your unique talents. By the end of the course you will be able to create a presentation of your work designed to get noticed in the greeting card industry and increase your chances of getting published. (Axelrod) \$112.35 (Includes GST)

5 eve - Th. Oct 15, 19:00-21:00 - Lan

Other ART related courses can also be found in these sections: Art and Antique Analysis, Fashion Arts, Floral Design, Graphic Design, Jewellery, Photography.

Art & Antique Analysis

INSTRUCTOR

Zetty Kroon was born and raised in the Netherlands and has visited museums in ten different European countries. She worked as a tour guide at the Rijks Museum in Amsterdam. She is actively engaged as an appraiser and is a member of the Canadian Association of Personal Appraisers.

Antique Jewellery (051501)

A 7000 year overview of jewellery from simple stone amulets of the ancient Near East to the fascinating creations of Cartier and Tiffany. This course will appeal to those interested in jewellery from a sentimental perspective and/or for investment purposes. (Kroon) \$150

10 eve - Tu. Sep 15, 19:00-21:30 - Lan

Oriental Art (051502)

A fascinating history of Chinese and Japanese art which touches on the philosophies and religions of the Orient. The course will investigate sculpture, pottery, painting, jade, ivory, and cloisonne. This course will appeal to those interested in Oriental art from an aesthetic and/or investment perspective. (Kroon) \$150

10 eve - Th. Sep 17, 19:00-21:30 - Lan

Art History (051503)

A comprehensive overview of art history from cave painting to modern times. The course will investigate the major artists and artistic movements as well as styles, technical terms and artistic processes. It is designed to enhance the individual's enjoyment, appreciation and understanding of both oil and watercolour media. (Kroon) \$150

10 eve - We. Sep 16, 19:00-21:00 - Lan

Comedy

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 Owen - 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.

Exploring Comedy (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. (Owen) \$94.16 (Includes GST)

6 eve - Tu. Oct 13, 19:00-21:00 - KEC

Comedy Writing Through Improvisation (102894)

A hands-on approach to writing. Perfect for potential stand-up comics, film, television or short story writers. Designed to take your imagination in new and hilarious directions. Course focuses on writing based on improvised scenes. (Boothby) \$94.16 (Includes GST)

6 eve - Mo. Oct 19, 19:00-21:00 - Lan

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) \$107 (Includes GST)

8 eve - Mo. Sep 27, 20:00-22:00 - Lan

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. Oct 19, 20:00-22:00 - Lan

Fashion Arts

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 443-8380 to register.

INSTRUCTORS

Sonya Milley, Provincial Instructors Diploma, 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, has designed costumes for several theatres productions, and is a lecturer on the History of Fashion.

Karl Rangno trained in Germany as a Master Tailor. He worked as a pattern maker in the Winnipeg fashion industry for 22 years and has taught pattern making in full-time 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.

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.

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 - Th. Sep 17, 09:00-12:00 - CC

Pattern Making for Menswear - Level Two (050934)

Students must have completed Level One (050927), or equivalent. For fashion students, designers and those interested in making their own patterns, this

course will develop an understanding of the different Block Patterns required for menswear and will enable the student to draft more complex patterns. Students will construct Blocks for a variety of suit jackets, overcoats and jeans, in preparation for making patterns for their own designs. Bring to the first class: HB pencil, eraser, 38 cm ruler - clear plastic, metric fibreglass tape measure, set square, tracing wheel, a 3-ring binder. (Rangno) \$185

10 mng - Sa. Sep 12, 09:00-12:00 - CC

Perfect Pants (050935)

For experienced sewers only. Personalize your pattern to make a perfect pair of pants. Learn about body measurements and analysis, how to make personal adjustments to any pants pattern, and the correct sewing construction for a perfect fit. Come prepared to be measured: wear tights or leggings and bring a package of 1/4" elastic, metric tape measure, pins, needles, red and green pencils, glue stick, paper scissors, tracing wheel, tracing papers, tailor's chalk, transparent quilter's ruler, and a classic pants pattern (in your nearest hip size). (Sustersich) \$130

6 mng - Mo. Oct 19, 09:00-12:00 - CC

Dressmaking (050928)

Wish you could afford an exclusive wardrobe? Whether a beginner or an experienced dressmaker, individual instruction enables you to work at your own pace, creating the wardrobe of your choice. You will make well-finished garments with a professional fit. Instruction includes basic 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. Sep 15, 09:00-12:00 - CC

Sewing Methods (050933)

Have you ever wondered how the world's top couturiers achieve that perfect finish? Learn professional tips to make your sewing perfect. Students will practise a variety of sewing skills and develop a book of samples including hand stitches, machine stitch techniques, seam finishes, and many specialty couture details such as perfectly piped seams, braided edges, etc. Bring to the first class: 1 m printed cotton broadcloth, needles, pins, scissors, a ruler, pencil, pen, paper and a 2" binder with a package of Oxford Copy Safe protective plastic pockets for your samples. (Sustersich) \$130

6 mng - We. Sep 16, 09:00-12:00 - CC

Fashion Illustration (050915)

Learn the basics or improve your skills. The format of this course enables you to work at your own level and develop at your own pace. Study the work of well-known illustrators, view the current international fashion videos and draw from the live fashion model at each session. Bring to the first class - for beginners: newsprint sketch-pad (approx. 18" x 24"), Conte crayon (black or brown) 4B pencil. For students with experience in fashion illustration: paper, sketch-pads and media of your choice. (Staiger) \$170

10 eve - Tu. Sep 15, 18:30-21:30 - CC

Wardrobe Planning (050932)

Gain the skills for a complete fashion make-over! Formulate the know-how of a fashion analyst when applying the principles of style to your wardrobe (or that of a client). You will learn analysis of personal colouring and figure silhouette, the principles of wardrobe coordination and the selection of appropriate accessories. 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. Oct 19, 18:30-21:30 - CC

Costume Design for Theatre (050929)

Interested in costume design? Working from the script "Fashion, or Life in New York," you will develop costume design ideas for your portfolio.

The workshops are strongly focused on Design, with theory in the mornings and practical design development in the afternoons. The course explores the planning and developing process of designing costumes for the theatre, moving through all phases of production and providing the necessary knowledge to begin designing costumes for professional theatrical productions. Bring to first class: \$9.62 for your script, a pen, pencil, sketch-book/notebook and your imagination! (Milley) \$145

4 day - Sa. Sep 26, 09:00-16:00 - CC

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, 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.

INSTRUCTORS

Sally Hudson, N.D.D., A.T.D., is the Fashion Arts Coordinator at VCC. Has been involved in fashion education and the 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. Has worked in the fashion industry and education, New York and Vancouver. Graduated Associate Applied Science, majoring in Fashion, at the Parsons School of Design, New York, 1985.

Sonya Milley, is a freelance costume designer with many productions to her credit. She worked for two years as design assistant at the Arts Club Theatre and is experienced at every level of the design process. Graduated in Fashion Arts at VCC, 1988; Provincial Instructors Diploma, 1991.

Evelyn May, B.H.E., is the vice-president responsible for production at Gechwerk Inc., Vancouver. She taught fashion subjects in BC secondary schools, developed a textile manual for national fashion company and has 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 Jax Fashions Inc. and Surrey Classics Vancouver. Previously a pattern maker and grader for fashion manufacturers in Winnipeg and Vancouver, she 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. A designer, and manufacturer of his own line in leather wear, a bridal couturier for private clientele, he also designs and makes show costumes. Graduated from the Institut des Arts Appliques, Montreal, 1970.

Concetta Sciarretta, is a computer pattern entry/grader at Jax Fashions Inc. She trained in fashion in Vancouver and has worked at various levels of design and production in the fashion industry in Hong Kong and Vancouver. Graduated in Fashion Design, 1984, Fashion Arts Certificate courses, VCC, 1989.

Wanda Sustersich, B.App.Sc., is a couturier and sewing instructor. Making a 1982 career change from civil engineer to custom designer and dressmaker for private clientele. She is also a salesperson and advisor for a local fabric 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.

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

Garment Construction Certificate

Term One - Sewing Techniques
Term Two - Industrial Sewing
Term Three - Tailoring
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
- Fashion Graphics
- Collection Portfolios
- Collection Manufacture
- Fashion Show Production

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

Entry Requirements

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

Apply by October 17 for next entry in January 1993. For detailed brochure and application form, call the Continuing Education office at City Centre - 443-8380.

Film, Television, Theatre

VANCOUVER MUSEUM COURSES

MASK-MAKING FROM MANY CULTURES

Learn basic paper-sculpture techniques and progress to a final creation.

INSTRUCTOR: Ian Belcher, prop-maker and set decorator for CBC's Fred Penner Show. Fee: \$60, \$50 museum members. Materials provided. 6 eve-Tue. Oct. 6, 19:00-21:00

PAPER-ARTS AND CROSS-CULTURAL CRAFTS

Prepare for the holiday season. Create personalized gifts, boxes, wrapping and decorations from inexpensive materials.

INSTRUCTORS: Ian Belcher and guests. Fee: \$80, \$70 museum members. Materials provided. 8 eve-Th. Oct. 8, 19:00-21:00

SEATTLE ART MUSEUM

Bus Day Trip and Guided Tour
Folk pieces and exotic examples of Japanese clothing, textiles and art (Edo and Meiji).
Fee: \$45, \$40 members Vancouver Museum and Canadian Asian Arts Society. Payment due Oct. 7 • One day-Sun. Oct. 18 or 25.
Board bus at 9:00 a.m. in front of Museum.

CARVING WITH WOOD AND SOAPSTONE

Follow a historical path from Native traditions of carving to contemporary techniques. Using simple hand-tools and the natural beauty of wood and stone, discover the power of your inner images and create a personal artifact.

INSTRUCTOR: Barry Scow, Kwakiutl carver and print-maker.
Fee: \$115, \$105 museum members. Basic materials provided. 8 eve-Mon. Oct. 5, 19:00-21:00

TAI CHI: INTERMEDIATE LEVEL

Exercise the body and mind as you increase your powers of concentration and visualization.
INSTRUCTOR: James Yu, 20 years experience. Fee: \$75, \$70 museum members. 10 eve-Wed. Sep. 23, 19:00-20:30

REGISTRATIONS: You may register in person or by phone at the Vancouver Museum. All courses take place at or start from the Vancouver Museum.

CANCELLATIONS: Full refunds will be made should the Museum cancel a course.

Call PUBLIC PROGRAMS: 736-4431

VANCOUVER MUSEUM
1100 Chestnut Street, Vanier Park
Vancouver, B.C.
V6J 3J9
(604) 736-4431



international markets. The program is designed to provide the business knowledge required to successfully create and market a film or video product.

INSTRUCTOR

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.

Learning Outcomes

At the conclusion of this program, the student will be able to:

- examine a film or video product for its commercial merit
- plan the production elements of a film or video
- create a basic production budget
- describe appropriate financing and marketing strategies
- compile a proposal and make a presentation which includes all business and creative elements required by distributors, broadcasters and investors.

The Business of Film and Television (104107)

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

NOTE: The program is limited to 25 participants. For information, contact Brian Pink at 443-8388 or Wayne Deece at 871-7065.

Film, Television & Theatre Courses

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 12 years.

Ed Farolen has a Ph.D. in Theatre Arts and a wide range of experience as a professional lecturer, actor and playwright. He acted with Theatre Phillipine and the Covenant Players of Los Angeles. He was a founder/director of Montreal Experimental Theatre and a director of Mission Community Theatre, San Francisco.

Allan Lysell is a professional actor, writer, producer and director in theatre, film, radio and television. Member of ACTRA and Actor's Equity Association since 1970.

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

Careers in the Film Industry: An Introductory Course (104102)

A review of career and employment possibilities in the growing BC film industry, with emphasis on working conditions, skills required and professional associations. Students will examine common avenues into the industry and the functions of major production personnel. (Mackie) \$80
3 day - Sa. Sep. 19, 09:00-12:00 - CC

Acting - Level 1 - (503484)

This introduction to acting concentrates on voice, movement, as well as classic and modern acting techniques. Exercises in dramatic reading, movement in various settings, and cueing will augment lectures and demonstrations on improvisa-

tion, timing and acting styles. (Farolen) \$149.80 (Includes GST)

7 eve - Tu. Sep. 29, 18:30-21:30 - Lan

Educational and Corporate Video Production (104106)

This is an intensive course designed for those interested in learning how to produce industrial/educational video productions. Focus on video topics such as: product demonstration and promotion, seminars, orientations, how-to, training, motivation and documentation. We will be examining instructional video usage, application and design. Small format half-inch video tape of a consumer and industrial nature will be the principle tools in our exploration of the video genre of industrial educational video production. Students will be asked to submit a project proposal. Four - five will be selected by the class. Students will then form production units around these projects. Each student will choose a production responsibility, i.e. camera, editing. This course is sponsored by The Studio Video Facilities. After the first class, class location will be The Studio, #202 - 1110 Seymour Street, Vancouver. A fee of \$10 will be collected on the first night of the course for course booklet. (Cooperstone) \$310 (Includes GST)

12 eve - Tu. Sep. 22, 19:00-22:00 - Lan

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

A workshop covering all aspects of auditioning and interview procedures for film, television, theatre and related professional and amateur experiences. The day will include resumes, photos, on-camera techniques, cold-readings, agents and casting agents, access to resources, acting for auditions and NOT acting for auditions, monologues, and scenes, presentation of a character and presentation of yourself with confidence and integrity. Everyone must bring pencil/pen and notebook, and wear loose, comfortable clothing. (Lysell) \$58.55 (Includes GST)

1 day - Sa. Sep. 26, 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. Sep. 26, 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 \$10. 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) \$258.85 (Includes GST)
10 eve - Mo. Sep. 21, 19:00-22:00 - Lan

Editing Video (Post Production) (503486)

An intense course that provides the student with both theoretical and practical information on editing video. No previous video courses or experience is necessary. We will explore the area of editing in a user friendly practical manner. Those who are interested in learning how to edit home video productions as well as those involved with professional video productions will gain knowledge of video tape editing that will enable them to create polished, well-received video productions. During the course the students will be given and encouraged to do editing exercises; first with their own systems (if they have) and latter utilizing "The Studio's" editing facilities. After the first class the location of this course will be at The Studio Video Facilities, #202 - 1110 Seymour Street, Vancouver. A course booklet is available from the instructor for \$10. (Cooperstone) \$310 (Includes GST)
12 eve - We. Sep. 23, 19:00-22:00 - Lan

Floral Design

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.

Basic Floral Design and Arranging (250101)

Learn the basics of good floral design in this intensive course. Care of cut flowers, common arrangement styles and special occasion arrangements are covered in detail. Various aspects of the floral industry will be covered as well. (Williams) \$515
24 eve - Mo/Tu. Sep. 14, 18:30-21:30 - KEC

Graphic Design

Graphic design uses words and images to visually communicate ideas and information effectively. These courses have been designed to 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 seminars covering various aspects of the graphic design industry have been developed to augment the core courses.

INSTRUCTORS

Roland Clifford has 28 years of experience in the field of high-quality typesetting. After completing an apprenticeship in hot-metal composition, he practised photo composition in London, Paris, Toronto, Auckland and Vancouver. Currently he is studio manager of Karacters at Palmer Jarvis Advertising, Vancouver.

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.

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.

Evelyn Kirkaldy is a graduate of the Ontario College of Art and has been working in the field for 11 years as a graphic designer and illustrator. Currently she is a senior art director at Palmer Jarvis.

Phil Lewis is a VCC graduate in Graphic Arts as well as a graduate of Printing Industries of America, Executive Development Program in Airline, 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 (McCann Erickson) and is currently a partner in Direction Design.

William Morrison is a VCC graduate in Printing and Production. He is a freelance designer and computer graphic technician who works as a paste-up assembly artist for various companies.

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

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

Michael Skelton has 18 years' experience in planning and production of graphic, exhibition, industrial and furniture design. He has taught design and design history at various universities and college in the UK, Canada and Australia. Presently he is involved in writing about the relationship between design and popular culture.

Bill Stockman has a Visual Arts diploma from the Alberta College of Art and is a freelance graphic designer and illustrator.

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. (Stockman/Hancock) \$130
9 eve - Tu. Sep. 22, 19:00-22:00 - CC
9 mng - Sa. Sep. 26, 10:00-13:00 - 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. Sep. 22, 19:00-22:00 - CC

Paste-Up and Assembly - 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, brochure and hand-cut separations. Material cost is approximately \$50 to \$75. (Morrison) \$120
8 eve - We. Sep. 23, 19:00-22:00 - CC

Advanced Layout and Design (050429)

Beyond the fundamentals, this hands-on course is for those who wish to improve their design and visualization skills. Learn how to create more powerful, better quality layouts. Felt pen rendering techniques will be developed through exploration of colour, composition, typography and design. Class projects include ad design and rendering a TV story board. Please bring pencils and paper to first class. (Kirkaldy) \$110
8 eve - Th. Sep. 24, 19:00-22:00 - CC

Design Seminars

Talking to Your Printer (050430)

Are you and your printer speaking a different language?

This seminar for graphic designers and desktop publishers will help you to communicate more effectively with your printer to achieve the best possible results for you and your client. Starting with the different kinds of printing, you will learn how to prepare complete specs for getting an estimate and how to choose the right printer for your specific needs. This course also addresses questions like how to prepare, in advance, materials that will work best when going to a printer, whether you should output to lino 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. Sep. 23, 19:00-22:00 - CC

Communications Breakdown: Design and Cultural Diversity (050431)

Canadian designers hoping to do business with clients who have connections with Pacific Rim nations need to respond to, and appreciate, the nuances of cultural difference. Sometimes the language of graphic design speaks a dialect shaped by cultural and social diversity. This course will enable designers to recognize and appropriately respond to the needs of clients from various social, ethnic and cultural backgrounds. Learn how to avoid the pitfalls and pratfalls of assuming design operates on a universal language in the Global Village. (Skelton) \$30
1 day - Sa. Sep. 26, 10:00-15:00 - CC

The Business of Graphic Design (050427)

Learn the key principles for business success. 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) \$90
6 eve - Th. Oct. 22, 19:00-22:00 - CC

Design and Display Techniques (050404)

Learn to create dynamic window and merchandising displays through a combination of lectures, videos and class projects. Emphasis is on basic principles of design and creative uses of colour and materials. (Richard) \$125
10 eve - Tu. Sep. 22, 19:00-22:00 - CC

In Poor Taste? "Kitsch," Bad Design and Social Values (050432)

Explore the wonderful world of automobile tailfins, plastic "wood," polyester suits (c. Saturday Night Fever), "Elvis-on anything," leopard skin covers and why the controls on your VCR can make you feel socially inadequate. Learn why some design works and why so often it doesn't. (Skelton) \$60
3 eve - We. Sep. 23, 19:00-22:00 - CC



The History and Hysteries of Modern Design - Part 1, 1851-1939 (050433)

Explore the events, circumstances and social values that have shaped the history and theory of design from the Industrial Revolution to 1939. As design history is inextricably interwoven into the fabric of modern living with its various lifestyles, this course aims to examine how Canadian culture has been influenced by international design movements, and raise your awareness of design issues that affect individuals socially, economically and personally in the Lower Mainland by addressing past concerns. Vancouver is a teaching resource for this course as many of the "design issues" surround us. (Skelton) \$110
8 eve - Tu. Sep. 22, 19:00-22:00 - CC

Typography (050434)

Powerful micro-computer software programs give everyone access to the previously specialized field of typesetting.

This non-computer course covers typeface history, design and usage.

Learn to make good typographic decisions based on sound principles and avoid the obvious excesses of the desktop revolution. (Clifford) \$75
5 eve - We. Sep. 30, 19:00-22:00 - CC

Drawing Courses

Learning to Draw (050407)

Discover the artist inside you! Through a variety of interesting techniques, this course will lead you through a step-by-step exploration of drawing by learning to listen to the right side of your brain. Please bring a sketchbook and 4B or 6B pencils to the first class. (Dewar) \$120
10 eve - Th. Sep. 24, 19:00-22:00 - CC

Drawing from the Artist Within (050428)

For those with previous drawing experience and eager to develop their skills, "Drawing from the Artist Within" provides challenging exercises designed to open your creative process. Bring med-large sketch book and 5B-6B pencils/charcoal/conté chalks to first class. (Dewar) \$105
8 eve - Tu. Sep. 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 pencils and paper to first class. (Cornish) \$75
6 eve - Th. Sep. 24, 19:00-22:00 - CC

Other GRAPHIC DESIGN related courses can also be found in these sections: Art; Computers, Advertising

Interior Design

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.

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 design, style planning and colour theory. Find practical solutions for your residential design projects. (Leviton) \$123.05 (Includes GST)
5 eve - Tu. Oct. 13, 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 - Tu. Nov. 17, 19:00-22:00 - KEC

Interior Design Portfolio (504207)

Expand your portfolio and develop your interior design skills with creative hands-on projects: style collages, furniture layouts, colour boards. Design custom carpet, fireplaces, window treatments and a gourmet cooking centre. Explore the possibilities of children's rooms, master suites and office-in-the-home. The following materials are required for the FIRST day: pencil, eraser, ruler, architect's scale rule (showing 1/4"), small scissors (or scaled templates from Introduction to Interior Design), tracing or drafting paper. Additional materials will be required during the course. (Leviton) \$315.65 (Includes GST)
10 mng - Sa. Sep. 19, 10:00-13:00 - KEC

Jewellery

INSTRUCTORS

Dariusz Bebel, a European-trained goldsmith with 17 years' experience in jewellery workshops in Paris and Vancouver.

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

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. Sep. 21, 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. Sep. 24, 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 II or equivalent. (Bebel) \$320
10 day - Sa. Sep. 19, 09:00-16:00 - CC

Jewellery Design - Practical Workshop (051105)

Learn the basic elements of design theory and their application in contemporary jewellery. Emphasis is placed on the nature of three-dimensional forms. Develop an awareness of visual elements such as line, shape, mass and texture. No previous experience required. (Walentowicz) \$175
10 eve - Th. Sep 24, 18:00-21:00 - CC

Stone Setting (051111)

Learn the basics of stone setting including wire and prong settings, bead setting with pave, channel and bezel setting in this advanced course. Tool preparation and procedures are included. (Additional costs approximately \$150). Prerequisites: Successful completion of Metal Techniques or equivalent. (Bebel) \$175
10 eve - We. Sep 23, 18:00-21:00 - CC

Casting Techniques for Jewellery and Small Sculpture (051103)

Learn the practical application of several casting techniques including lost wax, centrifugal, sand and cuttlefish bone in this advanced course. Three-dimensional designs using the wax carving process is encouraged. (Additional costs approximately \$100.) No previous experience required. (Walentowicz) \$175
10 eve - Tu. Sep 22, 18:00-21:00 - CC

Journalism**INSTRUCTOR**

John Lester, M.A., LL.B., has worked as a newspaper, television and magazine reporter, and has taught writing and communications at the University of Toronto.

Dona Sturmanis, BFA, MFA, has been a freelance writer/editor and corporate communicator for the last 12 years. She has had many short stories and poems published in literary journals.

Janice Winkelaar is an award-winning writer with ten years' experience in the field of copywriting. She has worked professionally as both a creative director and a freelance advertising copywriter.

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. (Lester) \$176.55 (Includes GST)
9 eve - Tu. Oct 13, 19:00-21:30 - Lan
9 eve - Th. Oct 15, 19:00-21:30 - Lan

Introduction to Copywriting (102896)

An introductory look at the world of advertising copywriting. Students will learn the basic principles of creating effective ad copy for print, radio, and television. Topics include: understanding strategy, style, creativity, concept development, headlines, body copy, and media campaigns. As this course is designed for beginners, the only prerequisite is a knack for writing and a genuine interest in advertising. (Winkelaar) \$187.25 (Includes GST)
8 eve - We. Oct 14, 19:00-21:30 - Lan

Basic Journalistic Writing Skills (102899)

Designed for the student with very limited non-fiction writing experience. This course provides the opportunity to develop basic news writing skills with emphasis on clarity, conciseness, and other criteria central to the work of reporters, freelancers, and other journalists. (Sturmanis) \$101.65 (Includes GST)
2 day - Sa/Su. Nov 14/15, 10:00-15:00 - Lan

Fundamentals of Reporting (102712)

Opportunity to become familiar with the methods by which journalists acquire their information and write their material. Includes conducting interviews,

basic investigative techniques, writing leads. (Sturmanis) \$101.65 (Includes GST)
1 day - Sa. Oct 24, 10:00-15:00 - Lan

For other related courses see Advertising and Public Relations section.

Music**MUSIC PROGRAM FACULTY**

Terry Smith, Program Coordinator. Terry Smith has been active in arts administration and community programming for close to 20 years. In addition to his position as music programmer for Continuing Education, he also works in the VCC Department of Music Diploma Program. Terry has acted as a consultant to several special education projects, including the Kitchener-Waterloo Summer Festival and the Royal Conservatory. He was also the Assistant Director of the Courtenay Youth Music Centre for a number of years. At the present time, he is actively involved in the development of a new Pacific Rim summer music program centred in Hawaii.

Carol Brauner, Voice Program. Carol studied voice and vocal pedagogy in Austria, the US, and Canada. She has been with VCC Continuing Education program since 1980 and is currently President of the Vancouver Chapter of the National Association of Teachers of Singing (NATS). Carol is also actively involved with the Royal Conservatory of Music.

Daryl Jahnke, Guitar. Daryl studied at VCC before embarking on a very successful performing career. He taught for a number of years in the CE program before taking a leave to pursue a performing career in Japan. In addition to his current teaching duties, subsequent to his return to Vancouver, he is heard frequently throughout the Lower Mainland, leading the Daryl Jahnke Trio.

Gary Keenan, Improvisation. Gary 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.

Jeannie Lee, Piano. Jeannie studied in the Keyboard Program at VCC and has since taught piano for several years. She is skilled in both classical and jazz repertoire and technique. In addition to her teaching duties she is a much sought-after professional entertainer.

Daniel A. Lutz, Woodwinds, Theory. Dan 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.

Laurie Lyster, Piano. Laurie received her Diploma in Musical Arts from VCC and finished her Bachelor of Music degree at UBC. In addition to her teaching responsibilities she is a regular performer in Vancouver, both as a keyboard player and as a percussionist.

Paul MacDermot, Guitar. Paul studied at VCC where he received a Diploma in Musical Arts, majoring in the study of classical guitar. He then studied in the Netherlands at the Sweelinck Conservatory for two years. Since his return to Vancouver he has been active as performer, as a member of the Panormo Trio and as a teacher both at VCC and Malaspina College.

Greg Reid, Business/Computers. Greg Reid has been self-employed in the music industry for 17 years, as the sole proprietor of McReid Music. During that period of time he has worked in many different areas as a producer, engineer, publisher, writer, arranger, performer and educator. He has

been involved in the design and development of two major recording studios. He has also engineered and co-produced three albums for the VCC Department of Music.

Robin Shier, Stage Band. Robin is an active performer, director and arranger locally and nationally. In addition to working with the CE Stage Bands he is a much sought-after clinician, adjudicator for music festivals and also teaches privately.

Brian Tate, Music Appreciation. Brian has enjoyed a diverse career as a composer, conductor, pianist and broadcaster. His versatility as a composer has led him to write for a variety of media including film, television, radio and concert works. Brian studied music at UBC and then continued his education in Toronto and London. In addition to his development of the outstanding "Unanswered Question" series, he has created an educational concert series for the VSO.

Janet Warren, Vocal Jazz. Janet Warren is one of the most highly respected vocal jazz educators in British Columbia music education. Her innovative teaching abilities led her Argyle Secondary choirs to literally dozens of awards. In addition to her current teaching duties in Burnaby, she is in constant demand as a festival clinician, consultant for Northwest Music, and a leader in VCC's summer Soundwave Vocal Jazz Workshop.

Send Us Your Ideas

The Continuing Education Music Program is always interested in new ideas for program development. If you would like to see us offer a course of particular interest to you, that you think others would join, give Terry Smith a call at 871-7298. Musicians/Educators are always welcome to join the faculty as well. If you have an area of expertise that you would like to share, send your ideas and a resume to the Continuing Education office at King Edward Campus.

Piano**Piano: Beginners (502517)**

Class instruction on individual pianos. Learn notation, basic playing skills and chording techniques. Students should have access to piano for home practice. Enrolment limited to 8 per class. In the event of insufficient enrolment in a particular class, some classes may be combined. Seniors discount not available due to limited enrolment. (Lyster) \$107 (Includes GST)
10 eve - Mo. Sep 21, 18:00-19:00 - KEC
10 eve - Mo. Sep 21, 19:00-20:00 - KEC

Piano: Intermediate (502518)

Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice and must have instructor's approval before registration is complete. Enrolment is limited to 8 per class. Seniors discount not available due to limited enrolment. (Lyster) \$107 (Includes GST)
10 eve - Mo. Sep 21, 20:00-21:00 - KEC

Jazz Piano: Beginners (502504)

Instruction on individual pianos. A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrolment limited to 8 per class. Seniors discount not available due to limited enrolment. (Lee) \$107 (Includes GST)
10 eve - We. Sep 23, 18:00-19:00 - KEC
10 eve - We. Sep 23, 19:00-20:00 - KEC

Jazz Piano: Intermediate (502531)

A continuation of the beginners course with emphasis on reading and chording skills. Instructor's approval required before registration is completed. Enrolment limited to 8 per class. Seniors discount not available due to limited enrolment. (Lee) \$107 (Includes GST)

10 eve - We. Sep 23, 20:00-21:00 - KEC
10 eve - We. Sep 23, 21:00-22:00 - KEC

Instrumental Music

NOTE: Students wishing to register for the instrumental music courses must have an instrument before the first class of each course. For further information on instrument rentals and sales, call Program Coordinator, Terry Smith, at 871-7298 before registering for the class.

Flute: Beginners (502505)

Practical instruction for the novice. Throughout the course students will learn proper breathing techniques, tone control and musical skills. Some small ensemble playing will be included. Each student must have a flute. (Lutz) \$58.85 (Includes GST)
10 eve - Mo. Sep 21, 20:00-21:00 - KEC

Flute: Intermediate (502506)

Continuing practical instruction in flute performance study, students will continue technical skill development and participate in more small ensemble playing. Music provided. Each student must have a flute. (Lutz) \$58.85 (Includes GST)
10 eve - Mo. Sep 21, 21:00 - 22:00 - KEC

Guitar: Beginners (502507)

This course includes basic theory, note reading and accompaniment styles for contemporary guitar. A wide range of styles are introduced, from classical to folk and blues/rock. Learn accurate tuning, a variety of chords, strums and picking patterns. Meet other beginners and broaden your musical horizons in a cooperative and friendly atmosphere. (MacDermot) \$90.95 (Includes GST)
10 eve - We. Sep 23, 18:00-20:00 - KEC

Guitar: Intermediate (502508)

Have you had a few lessons in the past, or are you a self-taught player stuck at a certain level? This class will help you learn to use the wide range of materials available to improve your technique and musicality. The course includes theory, note reading, solo techniques, ensemble playing, and insights into various styles from classical to contemporary. An excellent opportunity to meet other guitarists and improve your playing. (MacDermot) \$90.95 (Includes GST)
10 eve - Tu. Sep 22, 20:00 - 22:00 - KEC

Guitar Ensemble/Master Class (502534)

Enjoy playing in a group with other students, and in small groups (some with flute or other instruments). Also included is personal coaching by the instructor in an open-lesson format. Requirements include a classical or nylon string guitar, and elementary reading skills (notes in 1st position or grade 2 level playing). Learn to play in a group situation, while improving your own skills in a cooperative atmosphere. (MacDermot) \$107 (Includes GST)
10 eve - Tu. Sep 22, 18:00-20:00 - KEC

Guitar Jazz Rock Improv (502544)

Beginning with an introduction to intervals and ear training, the course goes on to explore the structure and movement of chords and their corresponding scales. Special attention is given to creatively expressing class information on the guitar. This hands-on approach will also be used to look at concepts in chord and song structures, and at new directions in improvising. Prerequisite: Knowledge of notes on finger board and staff. (Jahnke) \$58.85 (Includes GST)
10 eve - We. Sep 23, 19:00-20:00 - KEC

Jazz and Blues Jam Workshop (502543)

An opportunity to meet and play with other musicians of similar ability. Explore fresh ideas on improvising and gain new insights into soloing and accompanying. Each week a new tune will be used as a means of exploring specific problems associated with ensemble musicianship. Prerequisite: Permission of instructor. (Jahnke) \$88.28 (Includes GST)
10 eve - We. Sep 23, 20:30-22:00 - KEC

Saxophone/Clarinet: Beginners (502519)

Learn proper techniques on saxophone or clarinet, including breathing, tone, basic playing skills, some reading skills and basic blues patterns. The course is designed for the beginning player and for those who want the opportunity to play with other students at their own level. Each student must have their own instrument. (Lutz) \$58.85 (Includes GST)
10 eve - We. Sep 23, 18:00-19:00 - KEC

Saxophone/Clarinet: Intermediate (502520)

A continuation of the beginners class. Improve upon your reading ability. Solo lines and riffs will be analyzed for playing and jamming in rock, blues and jazz idioms. An ideal way to meet other players at your level who share your interests. (Lutz) \$58.85 (Includes GST)
10 eve - We. Sep 23, 19:00-20:00 - KEC

Vocal Music**Vocal Coaching (102614)**

Group and private instruction combined, for students in all vocal styles. Develop your strength, extension of range, and vocal ease in performance. Listen and learn from other students' performances in a master class situation throughout the course. Registration only with instructor's approval. (Brauner) \$160.50 (Includes GST)
10 eve - Th. Sep 24, 18:00-20:00 - KEC

Musical Background for Singers (102626)

These five-week courses have been designed to provide the singer with a more complete musical background to his/her art. A different topic will be covered each evening, and will be presented by a well-known specialist in each field. Tuition fees listed are for each series, however, some students may wish to register for a single course. Call the CE office for information on per class fees. For each of the language classes and the operatic aria evening, singers may bring music with which they wish to have expert guidance. An accompanist will be provided.
Course I
Sep 21 - Anatomy of the Voice
Sep 28 - History of Opera
Oct 5 - Italian Diction and Art Song
Oct 19 - Stage Movement
Oct 26 - Staging of Operatic Arias from the Marriage of Figaro (Brauner) \$123.05 (Includes GST)
5 eve - Mo. Sep 21, 18:00-20:00 - KEC
Course II
Nov 18 - History of Song
Nov 25 - German Diction and Lieder
Dec 2 - The Art of the Accompanist
Dec 9 - French Diction and Melodie
Dec 16 - Repertoire (Brauner) \$123.05 (Includes GST)
5 eve - We. Nov 18, 18:00-20:00 - KEC

Ensembles**Stage Band: Intermediate (502525)**

By popular demand 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. (Shier) \$89.88 (Includes GST)
12 aft - Sa. Sep 26, 12:30-14:30 - KEC

Stage Band: Advanced (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. (Shier) \$89.88 (Includes GST)
12 mng - Sa. Sep 26, 10:00-12:00 - KEC

NOTE: Registration for both stage bands will take place one week in advance, on Saturday, September 19. Registration and auditions, if necessary, for both bands will be between 09:30 and 11:30.

Woodwind Ensemble (502548)

Put the skills you have learned in the woodwind instructional classes to use by joining this performance ensemble. Players of all woodwind instruments are welcome to participate. Repertoire will be determined by ensemble makeup. The course is not limited to students who have participated in group lessons. However, those who have not previously registered in an instrumental course should talk to the ensemble director before registering. (Lutz) \$90.95 (Includes GST)
10 eve - Mo. Sep 21, 17:30-19:30 - KEC

Vocal Jazz Ensemble: 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) \$107 (Includes GST)
10 eve - We. Sep 23, 17:30-19:30 - KEC

Vocal Jazz Ensemble: 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) \$107 (Includes GST)
10 eve - We. Sep 23, 20:00-22:00 - 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 871-7298.

The Willan Choir

Under the direction of Gerald vanWyck, the Willan Choir has become one of the largest choirs in Canada, with over 140 members. Rehearsals are held in the auditorium at King Edward Campus every Tuesday evening, leading to a minimum of three major performances every year. The group's repertoire is a constant mixture of traditional and contemporary works, with Christmas music being an important ingredient. There is no audition required to join, however, due to high demand, some female voices may be placed on a waiting list. For further information, contact the VCC, Department of Music, at 871-7297.

Appreciation & Theory**Jazz Improvisation (102611)**

Become a better improviser. Students will study in-depth the relationship between scales and chords, using 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. Sep 24, 19:00-21:00 - KEC

Music Theory (102613)

Open to musicians and non-musicians alike. Learn the basic fundamentals of music theory, including rhythm, intervals, chords, and transposition. Students should be able to read one clef. (Lutz) \$100
10 eve - We. Sep 23, 20:00-22:00 - 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 weekend. (Tait) \$133.75 (Includes GST)
2 day - Sa/Su. Nov 28/29, 09:00-16:00 - KEC

Commercial Music**MIDI Applications I (102604)**

An exploration into the principles of sound creation, sound synthesis, MIDI, computer MIDI sequencing and notation programs on the Macintosh platform. The body of knowledge addressed in this course will be useful for those interested in identifying and realizing the potential of computers and MIDI as an artistic, educational, or commercial setting. The first four weeks of the class will consist of an overview of MIDI equipment and its uses. The following six weeks will focus on each student's apparent interest. Students will be given an opportunity to book time in the lab between classes. (Reid) \$100
10 eve - Th. Sep 24, 18:00-20:00 - KEC

MIDI Applications II (102605)

Expand upon the skills learned in MIDI Applications I. Students who have not taken MIDI I, but who have some background in computers and synthesizers, and are interested in furthering their knowledge, should contact the instructor for approval to register. Learn how MIDI can work for a musician or songwriter. Create musical compositions using professional level equipment, including digital samplers, sequencers, and notation programs. (Reid) \$100
10 eve - Th. Sep 24, 20:00-22:00 - 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) \$110
10 eve - Tu. Sep 22, 20:00-22:00 - KEC

Photography**Visual Arts Certificate 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 Sep 8, 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, Sep 8 or Wednesday, Sep 9 from 19:00-20:00.

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

For information please contact Focal Point at 224-3636.

INSTRUCTORS

Darren Bernaerdt - Photographer and studio manager for a large commercial photography studio.

Doug Bruns, CAPIC - 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.

Michael Carter - Art director, creative director, writer, graphic designer.

Tim Harvey - Commercial photographer specializing in fashion photography.

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

Mary Jensen, B.A., P.P.O.C. - Professional portrait photographer and retoucher working independently.

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

Greg Osadchuk - Photojournalist on staff of large daily newspaper.

Andrew Tripp - Commercial photographer, specializing in people photography.

Jeff Weddell - Commercial freelance photographer who specializes in people.

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) \$205
10 eve - Mo. Sep 14, 19:00-22:00 - FP
10 aft - Tu. Sep 15, 12:30-15:30 - FP
10 eve - Tu. Sep 15, 19:00-22:00 - FP
10 eve - Fr. Sep 18, 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 portraits and still life, and how to get the most out of available light. Students will gain hands-on experience with lighting equipment through shooting sessions with professional models. Good technical and compositional techniques are stressed

throughout the course. Prerequisite: "Basic Photography" or equivalent. (Brons/Weddell) \$215
10 eve - Mo. Sep 14, 19:00-22:00 - FP
10 aft - Tu. Sep 15, 12:30-15:30 - FP
10 eve - Tu. Sep 15, 19:00-22:00 - FP
10 eve - Fr. Sep 18, 19:00-22:00 - FP

Photojournalism (300108)

This course will examine topics related to photojournalism, using a single photograph or a series of photographs to tell a story. Technical emphasis will be on the ability of the student to use equipment and materials quickly and with confidence in a variety of situations. Camera technique, composition, picture editing, basic picture layout, and working to specifications are some of the topics to be covered. Students must have completed Intermediate Photography or its equivalent. (Osadchuk) \$250
10 eve - We. Sep 16, 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) \$205
10 aft - We. Sep 16, 12:30-15:30 - FP
10 eve - We. Sep 16, 19:00-22:00 - FP
10 mng - Sa. Sep 19, 10:00-13:00 - FP
10 aft - Sa. Sep 19, 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 mng - Th. Sep 17, 12:30-15:30 - FP
10 eve - Th. Sep 17, 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, Brons) \$250
10 eve - Th. Sep 17, 19:00-22:00 - FP
10 eve - Sa. Sep 19, 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) \$250
10 aft - Sa. Sep 19, 14:00-17:00 - FP

Photo Retouching (300110)

Learn to restore, correct or enhance photographic prints. You will learn to modify black and white or colour photographs with the use of dyes or several different pigments. You will be required to purchase additional supplies. (Jensen) \$250
10 eve - Tu. Sep 15, 19:00-22:00 - FP

Business Practices (300126)

This course will introduce students to the business of photography. Students will be given instruction in marketing and self promotion, setting up a business, business law, portfolio presentation, professional practices, and a discussion of the Free Trade Agreement and its effect on photographers. This course is designed for the working professional or the aspiring professional. Students must have completed Intermediate Photography or its equivalent. (O'Brien-Bell) \$225
10 eve - We. Sep 16, 19:00-22:00 - FP

Business Management (300131)

Designed to complement the Business Practices course, this course introduces the student to the day-to-day mechanics of running a photographic business. Learn preparation of estimates, simple accounting procedures, relationships with employees and suppliers, communication skills and copyright. Business Practices is a prerequisite. (O'Brien-Bell) \$225
10 eve - Th. Sep 17, 19:00-22:00 - FP

View Camera Techniques (300132)

This course is designed to be an extensive exploration of the view camera. Students will become familiar with the mechanics of a 4x5 camera, its operation and applications for this type of photography. This course will cover a great deal of technical material. Students must have completed Intermediate Photography or its equivalent. (O'Brien-Bell) \$250
10 mng - Sa. Sep 19, 10:00-13:00 - FP

Stock Photography (300134)

This course will introduce the students to the many facets of Stock Photography. Shooting for stock, marketing your work, equipment selection, selecting an agency and copyright laws will be some of the topics covered. There will be two field trips that will involve shooting people in generic situations and shooting the obvious. Students must have completed Intermediate Photography or its equivalent. (Brons) \$150
5 mng - Sa. Sep 19, 10:00-13:00 - FP

Getting the Most from Custom Labs (300119)

This seminar will teach you how to get the most out of custom processing labs. Topics to be covered will include how labs work, what standards they work to and how to get the best result from them. Basic colour theory, the colour wheel, colour filtration and colour correction will be covered as well as the principles of both C-41 and E-6 processing. You will tour a custom processing lab and see how they operate. Common problems from both the lab's and customer's point of view will be discussed. Prerequisite: none. (Bernard) \$150
4 aft - Sa. Sep 19, 14:00-17:00 - FP

Landscape Photography (300145)

Learn to photograph landscapes using both black and white and colour films. Though the primary focus will be on the natural landscape, we will also look at the urban landscape. Technical emphasis will be on the ability to produce images for display. This intense course will include five supervised shoots sessions with accompanying lectures. Students must have completed "Intermediate Photography" or its equivalent. (Osadchuk) \$250
10 mng - Sa. Sep 19, 10:00-13:00 - 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. (Carter) \$250
10 eve - Mo. Sep 14, 19:00-22:00 - FP

Wine

Paul Warwick Wine Educator

For the past ten years VCC King Edward Campus has led the way with the most diversified wine appreciation courses in the Northwest. Paul Warwick, a member and secretary of The Society of Wine Educators, will lead you through many great and interesting courses. As well, Paul is a celebrity chef, cook book author, and a baker. Join us at KEC with a good palate and an enjoyment of wine and food.

Introduction to Wine Appreciation (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, various types and production methods; effect of soil, climate and man; proper reading of labels; purchasing, storing, caring and serving; and getting the best value for your money. Tasting each session with wines chosen from the major wine countries of the world. Refreshment will be served. (Warwick) \$107 (Includes GST)
4 eve - Mo. Sep 28, 19:30-21:30 - KEC

Bargain and Inexpensive Wines of the World (505213)

There are some great wines out there at bargain prices on the liquor store shelves. Buy you have a hard time keeping up with all of the bargains. Taste and compare some of those wines, red or white. Food will be served. (Warwick) \$27.82 (Includes GST)
1 eve - Mo. Nov 23, 19:30-21:30 - KEC

The Great Italian Challenge (505243)

There are some great wines out there at bargain prices on the liquor store shelves. Buy you have a hard time keeping up with all of the bargains. Taste and compare some of those wines, red or white. Food will be served. (Warwick) \$27.82 (Includes GST)
1 eve - Mo. Nov 23, 19:30-21:30 - KEC

The 39th and Cambie Shopper's Spree and Tour (505201)

A tour of the premier wine store in the province with BCLDB wine consultants. They will show you the new products and answer all your questions. The tour will be followed by a tasting. Just the time of year to be making those special purchases. Food will be served. \$24.61 (Includes GST)
1 eve - Mo. Dec 07, 18:45 at the store

Writing Program

The Writing Program is an integrated program that offers participants the opportunity to develop, build upon and hone their writing skills. Students will work through a syllabus designed to move them naturally from training in the basics to a variety of more advanced courses in three areas: creative writing, professional writing, business and technical writing. Participants will generally begin the program with the most junior course, The Writing Skills Workshop and will then move into a self-designed program, completing a total of 75 course hours to receive the final Statement of Completion.

For information call Wayne Decle - 871-7065. For registration call 871-7070.

Evaluation

Program students shall be evaluated on the basis of assignments, participation and course projects.

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.

Dianne Maguire 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.

Brian Preston, B.J., MFA, is a contributing editor to Vancouver magazine. His freelance writing has appeared in numerous magazines. He has also written two novels.

Dona Sturmanis, BFA, MFA, has been a professional freelance magazine writer/editor and corporate communicator for the last 12 years. She has had many short stories and poems published in literary journals.

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), and most recently Quick Notes and Fast Quotes for Every Occasion, Self Counsel Press.

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 Skills Workshop (102811)

Explore the fundamentals of writing: clear thesis, coherent structure and clean, appropriate sentence. You approach the writing tasks in stages - taking notes, writing and revising - examining each stage in detail. Weekly writing assignments give you a chance to apply each lesson; in-depth evaluations by the instructor give encouragement and solve individual problems. Enrolment is limited. (Rupp/Preston/Janoff) \$115
6 eve - Mo. Oct 19, 19:00-21:30 - Lan (Rupp)
6 eve - Tu. Oct 20, 19:00-21:30 - Lan (Preston)
6 eve - We. Oct 21, 19:00-21:30 - Lan (Janoff)
6 eve - Th. Oct 22, 18:00-20:30 - CC (Janoff)

Writing Skills Workshop II (102708)

Writing well requires practice. This course is designed to hone novice writers' skills through a series of practical assignments including letters, memos, and reports. Participants may also use this workshop to polish their own writing projects. Final assignments will be based on the writer's interests and may include anything from a family history, to an academic essay, to that opinion piece you've been meaning to send your local newspaper. (Rupp) \$160
8 mng - Sa. Oct 24, 10:00-12:30 - Lan

Writing Skills Workshop III (102709)

In this course you will use your narrative, descriptive and expository skills to directly confront your own private writer's block. In Week 1 you will come up with a particular theme you would like to explore for the entirety of the course (eg. AIDS, marriage, dreams, poverty, childhood, my relationship with my father, my religious upbringing, etc.) Each week you will explore a different human emotion. During the week you will write a journal entry, typed, double-spaced, no more than 1-1/2 pages in length. The entry will tell a story in the first person about something that happened to you or to somebody else, preferably somebody you know. But the entry must also correspond to the "emotion of the week," and MUST contain three statistics that pertain to your overall theme. (Janoff) \$160
8 eve - Mo. Oct 21, 19:00-21:30 - Lan

Creative Writing I - An Introduction (102802)

Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of concentration will be the short story, poetry and journal writing and keeping. (Decle) \$115
6 eve - Mo. Oct 19, 19:00-21:30 - Lan
6 eve - We. Oct 21, 19:00-21:30 - 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. Oct 17, 09:30-12:00 - Lan

Science Fiction and Fantasy: The Literature of Subversion (102890)

Through their ability to construct different views of reality, the literary genres of science fiction and fantasy can challenge our assumptions about the everyday world in which we live. In this course we will read short works of science fiction and fantasy which question our common notions of gender, sexuality, spirituality and culture. Students will read short stories by such writers as William Gibson, Samuel Delany, Joanna Russ, Harlan Ellison, Gene Wolf, and James Tiptree Jr. each week, which will then be discussed during class. (Garvey) \$115
6 eve - We. Oct 14, 19:00-21:00 - KEC

Getting Started: An Introductory Writing Workshop (102710)

You've always wanted to write. Perhaps you even kept a notebook of ideas, possible plots, character descriptions, bits of dialogue. Maybe you have actually begun working on a short story, a screenplay, or even a novel. Somehow it never gets off the ground. Well, take heart! This course is designed to motivate, direct and help you realize your full creative potential. (Williams) \$65
3 mng - Sa. Oct 17, 10:00-12:30 - Lan

Creative Writing II - Writing and Marketing Your Work (102830)

"Selling is the final step in the creative process." Whether you are interested in getting a novel published, a collection of short stories, a screenplay, or a series of nonfiction articles, knowing how to market your work is essential. You will be required to write, rewrite, and eventually submit a piece of creative writing (query letters to a literary agent, magazine editor, whatever is appropriate) with the intention of getting published. (Williams) \$115
6 eve - We. Oct 21, 19:00-21:30 - 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. Sep 26, 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 - Th. Oct 15, 19:00-21:30 - Lan

Working Through Writer's Block: A Practical One-Day Workshop (102711)

You love to write. It gives you real satisfaction. You can't wait to work on the creative project you've begun. But then, something happens. You dry up. Your characters desert you. Those great ideas aren't so great after all. And your confidence crumbles.

It's time to consider the following one-day workshop where you will be given specific motivational exercises, goal-setting techniques, prioritizing skills to help you overcome that dreaded of all diseases: Writer's Block. (Williams) \$60
1 day - Sa. Nov 07, 10:00-16:00 - Lan

Freelancing for Magazines and Newspapers (102701)

Introductory course features in-depth examination of writing and selling feature-length articles to magazines and newspapers. Emphasizes research, interviewing, writing, and marketing skills. (Sturmanis) \$65
1 day - Sa. Nov 07, 10:00-15:00 - Lan

Writing Reviews (102702)

The elements of writing critically about music, art, books, movies, food, and performing arts. Learn how to write with flair and credibility. Know the difference between previews and reviews, editorials and advertorials, when to be nice and when to be nasty. (Sturmanis) \$65
1 day - Su. Nov 08, 10:00-15:00 - Lan

An Introduction to Writing a Novel (102814)

Intended for anyone who has always wanted to write a book but doesn't know where to begin; this course will focus on the conception, structuring, and development of a book-length work. The basic elements of fiction, as seen in published writing and the students' own material, will be explored in a discussion/workshop format. Although the "novel" will be the main reference point in discussion, people interested in biography, short-story collections and other book-length "story" forms will find this course beneficial. Students with work in progress are encouraged to bring it to the first class. The aim of the course will be to produce an outline for a writable book, as well as short pieces of actual writing. (Preston) \$115
5 mng - Sa. Oct 17, 10:00-12:30 - 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 "Dry Land Tourist." (Maguire) \$115
6 eve - Th. Oct 15, 19:00-21:30 - KEC

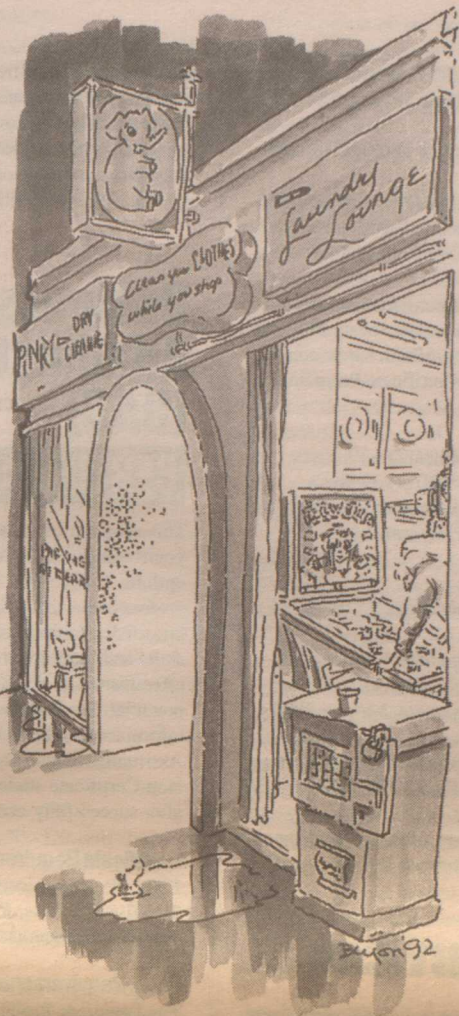
Courses

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 17 years.

Dona Sturmanis, BFA, MFA, has been a freelance writer/editor and corporate communicator for the



last 12 years. She has had many short stories and poems published in literary journals.

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 - Su. Nov 29, 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. Nov 28, 10:00-15:00 - Lan

Designing and Writing Greeting Cards for Publications (102875)

The greeting card industry relies heavily on freelance talent. This professional workshop is for the artist or writer who has always wanted to have their ideas published. You will be introduced to the card marketplace, discuss what sells and why, and learn to develop successful card ideas using your unique talents. By the end of the course you will be able to create a presentation of your work designed to get noticed in the greeting card industry and increase your chances of getting published. (Axelrod) \$112.35 (Includes GST)
5 eve - Th. Oct 15, 19:00-21:00 - 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 - Su. Oct 25, 10:00-15:00 - Lan

Writer's Co-op (102813)

Be stimulated by your peers; share success with them. For those who write fairly regularly --- attend sessions of script reading and mutual criticism, exchange news items about markets, contests, conferences, etc., for both poetry and prose. An editor's cheque can mean a small celebration. Prepare to celebrate! (Neville) \$37.45 (Includes GST)
10 eve - Mo. Sep 28, 20:00-22:00 - Lan

CAREER, BUSINESS, MANAGEMENT & TRAINING

Applied Business Skills

CERTIFICATE PROGRAM

Your 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 skills in all the principle business functions as a generalist, while developing your skills to perform a unique combination of specialized tasks as a specialist.

The program contains five (5) generalist courses in: Business Planning, Organizational Behaviour, Accounting, Computers and Communication. You can then design the specialist component of the program to meet your own needs by selecting from over 40 course options. Specializations are available in Accounting, Communications, Computers, Law, Management/Leadership, 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 1000 (102055)

This exam is mandatory for all students before registering in any course. The fee for this exam - \$32 is non-refundable. Please select the exam time most convenient for you from the following options: NOTE: Students must register through UBC direct for the following three dates. Please call 324-5214 for information on this.
1 mng - Th. Aug 27, 09:00
1 eve - Th. Aug 27, 19:00
1 eve - We. Sep 02, 09:00
NOTE: Students may register through Continuing Education for the following three dates.
1 eve - We. Sep 02, 18:30
1 eve - Th. Sep 03, 18:30
1 eve - We. Sep 09, 18:30
All of these exam sessions are offered at the Langara Campus, 100 West 49th Avenue.

Application Procedure

Call 871-7062 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
- April 16 for April start

Certificate Requirements

195 hours of Generalist courses required. 117 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 five (5), (195 hours of instruction). All five courses are from the Business Administration Certificate Program: *

1. Business Planning 1000 (102060)
2. Principles of Organizational Behaviour 1321 (102019)
3. Accounting 1115 (102001)
4. Computer Applications in Business 2000 (102008)
5. Communications 1115 (102007) or Communications 1118 (102016)

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

Optional Courses

(Select a minimum of 117 hours)

Courses/Certificate Program

1. Accounting

Accounting 1115 (102001) - 39 hours
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
Local Area Network Management - Level 3 (100525) - 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/Leadership

Business Planning 1000 (102060) - 39 hours
Conflict Resolution, Negotiation and Mediation 1115 (102059) - 39 hours
Principles of Organizational Behaviour 1321 (102019) - 39 hours
Organizational Leadership 1115 (102021) (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 2000 (102012) - 39 hours
Marketing 3000 - Level II (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 Services

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.

Don Watters has 20 years' experience in property management, building maintenance and construction. Don has been teaching building maintenance for five years.

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. (See note below) Students will gain a foundation of building service knowledge, to help improve professional practice. (Clarke) \$170
5 day - Sa. Sep 26, 09:00-16:00 - CC
5 Day - Sa. Nov 14, 09:00-16:00 - CC

NOTE: Students who want hands-on training with powered equipment should consider the full-time, three-month BSW Program. For details, contact the Counselling Department at 681-8111.

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 - Th. Sep 24, 18:30-21:30 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn to maintain your building and control costs through preventative maintenance,

pest control measures, basic appliance repair, fire safety, building security and simple analysis of heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. (Watters) \$165
10 eve - We. Oct 07, 19:00-22:00 - CC

Business Administration (BAC)

CERTIFICATE PROGRAM

This program offers you the opportunity to enhance your business skills 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, 324-5214 (10:00-15:00) Non-Certificate students may enroll in any course after successfully completing the LPI Exam..

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

The Language Proficiency Index Exam (LPI) is now mandatory for all NEW students registering in any Business Administration course listed below. It is also mandatory for all returning students registering in Communications 1115 and 1118.

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 mid-term and final exams for Accounting 1115 and 2215. Mid-term exam for ALL classes of Accounting 1115 and 2215 will be Saturday, Oct 31, 10:00-13:00. Final exam for ALL classes of Accounting 1115 and 2215 will be Saturday, Dec 12, 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.

The Language Proficiency Index Exam (LPI) is now mandatory for all NEW students registering in any Business Administration course listed below.

LPI 1000 (102055)

The Language Proficiency Index Exam (LPI) is now mandatory for all NEW students registering in any Business Administration course listed below. It is also mandatory for all returning students registering in Communications 1115 and 1118. The fee for this exam is non-refundable. \$32
NOTE: Students must register through UBC direct for the following three dates. Please call 324-5214 for information on this.
1 mng - Th. Aug 27, 09:00
1 eve - Th. Aug 27, 19:00
1 mng - We. Sep 02, 09:00
NOTE: Students may register through Continuing Education for the following three dates.
1 eve - We. Sep 02, 18:30
1 eve - Th. Sep 03, 18:30
1 eve - We. Sep 09, 18:30

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, 15½ 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.

John Dawson, B.A.S.C., MBA, with over 13 years experience in engineering, human resources, marketing and international business. Employment includes previous senior positions with HA Simons, United Nations, Atomic Energy of Canada and Epic Data.

Robin French-Greenslade, MBA, with over 20 years' experience in management, marketing finance and business consulting. Employment includes Hanson Trust (UK), Indal Ltd., Selkirk College, and City University.

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

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

Christophir Mahden, B. Commerce, C.A.

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

Ken Tollstam, B.Commerce, CA, seven 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.

Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$200
13 eve - Mo. Sep 14, 18:30-21:30 - Lan (Brimm, D.)
- No class Oct 12
13 eve - Tu. Sep 15, 18:30-21:30 - Lan (Wadsworth)

13 eve - We. Sep 16, 18:30-21:30 - Lan (Badley) - No class Nov 11
13 eve - Th. Sep 17, 19:00-22:00 - Lan (Badley)
13 mng - Sa. Sep 19, 10:00-13:00 - Lan (Brimm, T.)

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. Prerequisite: Standing of "C+" or higher in Accounting 1115. Proof of this letter grade must be provided at time of registration. \$200
13 eve - Tu. Sep 15, 18:30-21:30 - Lan (Badley)
13 eve - Th. Sep 17, 18:30-21:30 - Lan (Mahden)

Accounting 3321 (102003)

Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics

include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets and current liabilities. Prerequisite: Standing of "C+" or higher in Accounting 2215. (Martin) \$200
13 eve - Th. Sep 17, 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. Prerequisite: Standing of "C+" or higher in Accounting 3321. Proof of this letter grade must be provided at time of registration. (Jeyakumar) \$200
13 eve - Th. Sep 17, 18:30-21:30 - 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. (TBA) \$200
13 eve - Tu. Sep 15, 18:00-21:00 - Lan

Business Law 1115 (102006)

An introduction to Canadian business law including the law of contracts, negotiable instruments, partnerships, sales of goods, labour/management, insurance, banks and banking. \$200
13 eve - We. Sep 16, 19:00-22:00 - Lan (No class Nov 11)

Business Law 2215 (102014)

Focus on various legal aspects, including business organizations, creditor rights, real estate law, and consumer protection. Prerequisite: Successful completion of Business Law 1115. \$200
13 eve - Tu. Sep 15, 19:00-22:00 - Lan

Business Planning 1000 (102060)

Learn how to prepare a practical business plan. At the conclusion of this course you will have developed a specific plan for a business of your choice (real or hypothetical) including the following components: mission statement/objectives, industry description, legal and corporate structure, marketing plan, sales forecast, production/service plan, financial plan, risk assessment and action plan. This class will assist those considering the establishment of their own business, as well as those responsible for specific functional areas in any size organization. (Greenslade) \$200
13 eve - Tu. Sep 15, 18:00-21:00 - CC

Career Management 1115 (102020)

Personal success is rarely an accident, yet most of us spend very little time assessing, planning, and managing our careers to achieve that desired success. In this course you will enhance your awareness of your own individuality including the identification of your transferable skills, special knowledges, values, personal characteristics and unique life experiences. You will develop the research skills necessary to explore existing and new career paths as well as effective strategies essential for job hunting in the 1990s. Upon completion you will have developed and written an enhanced resume and learned improved interviewing and job search skills. Also, you will have gained the knowledge required for maintaining and enriching your existing or potential new job as part of your personalized career development plan. (TBA) \$200
13 eve - We. Sep 16, 18:30-21:30 - Lan (No class Nov 11)

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. (TBA) \$200
13 eve - Tu. Sep 15, 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. Prerequisite: Successful completion of the LPI Exam. (TBA) \$200
13 eve - We. Sep 16, 18:30-21:30 - Lan (No class Nov 11)

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises, learn how various computer applications - word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. A knowledge of typing is highly recommended. (Tollstam) \$235
13 eve - Tu. Sep 15, 18:30-21:30 - CC
13 eve - We. Sep 16, 18:30-21:30 - CC (No class Nov 11)
10 mng - Sa. Sep 19, 09:00-13:00 - Lan

Computer Applications in Business Challenge Exam 1000 (102058)

For those with industry experience using DOS, dBase, Lotus 1-2-3, and WordPerfect 5.1 and who wish to challenge the Computer Applications in Business course. The exam will be a four (4) hour lab-based exam. At the time of registration ask to speak to the Program Assistant who will supply a list of topics to be covered on the exam. \$125
1 mng - Sa. Sep 12, 09:00-13:00 - Lan

Conflict Resolution, Negotiation and Mediation 1115 (102059)

Develop effective skills in conflict resolution, negotiation and mediation - so necessary in today's competitive and demanding workplace. At the completion of this course you will have the practical skills and confidence to handle both the small and large negotiations you are involved in daily. Most importantly, you will have learned how to find common ground in dealing with complex issues and assertive individuals that lead to win-win outcomes. (Brown) \$200
13 eve - Th. Sep 17, 18:30-21:30 - Lan

Credit and Collections 1321 (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. (TBA) \$200
13 eve - Tu. Sep 15, 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. Sep 16, 18:30-21:30 - Lan (No class Nov 11)

Principles of Organizational Behaviour 1321 (102019)

Develop an improved understanding and the expertise to operate effectively in today's complex organization. In this course you will examine how human behaviour affects the functioning and

effectiveness of an organization. At the completion of this course you will have the practical skills essential for the analysis and improvement of both the structure and management of your organization. (Dawson) \$200
13 eve - Tu. Sep 15, 18:30-21:30 - CC

Organizational Leadership 1115 (102021)

Successful businesses and organizations are searching for employees with well developed leadership skills. Learn the difference between leadership and management, discover your own leadership style, develop your skills to generate and communicate organizational vision and empower others to achieve that vision. In this contemporary look at the new way to succeed in building long term business success - you will analyze the components of leadership, compare and contrast the management vs. leadership approaches, review the personal characteristics of leaders, including their commitment to long term thinking and discover how leaders create leaders by developing a leadership-oriented organizational culture. (Greenslade) \$200
13 eve - Th. Sep 17, 18:00-21:00 - CC

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 Marketing 3000. (Kelly) \$200
13 eve - Tu. Sep 15, 18:30-21:30 - Lan

Marketing 3000 - Level II (102017)

Learn how to prepare a practical marketing plan. At the conclusion of this course you will have developed and written a specific marketing plan for a business of your choice (real or hypothetical) including: market research, target markets, product planning, pricing, distribution and promotion. You will learn the principles, strategies and techniques essential to competing effectively. Prerequisite: Successful completion of Sales and Marketing 2000. (Cuzzetto) \$200
13 eve - We. Sep 16, 18:30-21:30 - Lan (No class Nov 11)

Please note

All new students - be advised you must successfully complete the Language Proficiency (LPI) Exam as described in "Note: To All Students" at the beginning of the Business Administration section.

Business English Skills

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.

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

Test: Sa. Nov 21

Grammar Review for Productive Business Writing 1215 (104407)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. - 6 hours (Rogers) \$60
1 day - Sa. Sep 26, 09:30-15:30 - Lan

Building a Powerful Vocabulary 1315 (104411)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of on-going study and give a large number of new words and meanings. Please bring a dictionary. - 6 hours (Rogers) \$60
1 day - Sa. Oct 17, 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) See Communication/Interpersonal Skills in the Office Administration (OAC) Section for the second level of this course - Effective Letters That Get Results 1215 (104537)
1 day - Sa. Oct 31, 09:30-15:30 - Lan

Effective Memo and Report Writing 1515 (104414)

Learn the standard formats for memoranda and reports, and review the modern and powerful language of business writing to get results. - 6 hours (Rogers) \$60
1 day - Sa. Nov 14, 09:30-15:30 - Lan

Career

INSTRUCTOR

Rosemary Mailloux, B.A., Teaching Certificate. Certified counsellor with ten years' experience teaching personal growth and public speaking courses.

Career Management 1115 (102020)

Personal success is rarely an accident, yet most of us spend very little time assessing, planning, and managing our careers to achieve that desired success. In this course you will enhance your awareness of your own individuality including the identification of your transferable skills, special knowledges, values, personal characteristics and unique life experiences. You will develop the research skills necessary to explore existing and new career paths as well as effective strategies essential for job hunting in the 1990s. Upon completion you will have developed and written an enhanced resume and learned improved interviewing and job search skills. Also, you will have gained the knowledge required for maintaining and enriching your existing or potential new job as part of your personalized career development plan. (TBA) \$200
13 eve - We. Sep 16, 18:30-21:30 - Lan (No class Nov 11)

Goal Setting as a Skill (104701)

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. (Mailloux) \$85.60 (Includes GST)
4 eve - We. Sep 30, 19:00-21:00 - Lan

Library Skills

INSTRUCTORS

All of our highly qualified instructors hold a Masters of Library Science, have a wealth of teaching experience, and share with the students knowledge they have acquired through their extensive work experience.

Sandee Bradley, principal consultant with Hardwood Information Associates, is also a sessional lecturer at the University of British Columbia.

Jacqueline Bradshaw is Program Coordinator for Management and Library Training Programs with VCC. Principal of PYKA Information Systems, she consults with and trains people in business, governments, and libraries in automation of information and library systems.

Niina Mitter is a reference librarian at the Langara Campus of VCC and an expert in CD-ROM based reference tools.

David Pepper, Corporate Librarian at HA Simons International, is an expert in online information retrieval. He also teaches in the Library Technician Diploma Program at VCC's Langara Campus.

For information call Hal Hoare, Program Coordinator - 871-7062.

Basic Library Skills Courses

Do you want to work in libraries, but are not sure what they are all about? 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 Basic Library Skills courses are for you. These basic skills courses are designed to teach you essential concepts of technical services work in libraries. You may take either or both courses, depending on your interests and current skills.

Basic Library Skills - Collections and Acquisitions (106068)

This course consists of 21 hours of instruction and skill development with time to practise skills. Assignments will take you into a variety of libraries to see how it's really done! You will learn the following:

- The role of technical services in the library
- Book selection and collection development
- Dealing with wedding, 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. (Bradshaw)

Course Fee - \$195

7 eve - We. Sep 16, 18:30-21:30 - CC

Basic Library Skills - Circulation, Processing and Catalogue Records (106069)

This course consists of 21 hours of instruction and skill development with plenty of time to practise your skills. Topics include the following:

- Elements of the catalog record
- Machine readable catalog records
- Filing rules
- Physical processing and mending
- Circulation procedures
- Interlibrary Loans procedures
- Conservation and disaster planning (Bradshaw)

\$195

7 eve - Th. Nov 05, 18:30-21:30 - CC

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? This course is for

all library personnel who wish to update their knowledge of current microcomputer applications for libraries.

The course consists of fifteen hours of instruction 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 Bibbiofile 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, such as ERIC and MEDLINE.
- 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. (Bradshaw, Mitter, Pepper) \$135

5 eve - Tu. Sep 29, 18:30-21:30 - CC

Word Processing, Spreadsheets and Databases in Libraries (106070)

By popular demand! In this hands-on introductory-level computer course, you will explore how the power of microcomputer application programs can be applied to repetitive and time consuming library tasks. The Microsoft Works integrated application program will be used to teach basic word processing, spreadsheet and database skills. In addition you will learn how these programs can be used to compile statistics, produce bibliographies, maintain order files, and perform other library functions.

Who should attend?

Librarians, library technicians, and library assistants who need to learn how to use microcomputer applications as productivity tools will benefit from this course. Microsoft Works is the program used, but the concepts learned and applications explored will be valuable for anyone who will be using similar types of programs. A basic understanding of microcomputers or completion of the Computers in Libraries course, plus basic typing skills would be helpful.

What is the format?

This is a hands-on class conducted in the microcomputer lab. Course enrolment will be limited to 16 to ensure one computer per attendee.

What will you learn?

By the end of the course you will be able to:

- 1) Describe what spreadsheet, database management, and wordprocessing are;
- 2) Recognize the types of library tasks application programs can help you accomplish;
- 3) Use wordprocessing to create memos, bibliographies, and simple notices;
- 4) Use spreadsheet for statistics analysis and budgets;
- 5) Use database management to create lists and keep records.
- 6) Understand how to combine different types of files into one document. (Bradshaw) \$175 (Includes all course materials and lab fees).

5 eve - Tu. Nov 03, 18:30-21:30 - CC

Online Database Searching (106071)

Do you need more current information than you can find in print sources? Would you like to try online database searching, but are not sure where to start?

Using common sources such as Dialog and Infomart, this course will explore the concepts of retrieving online electronic information, how to construct a search strategy, and efficient search methods. In addition, you will learn when alternate search methods might be effective. This course is offered in cooperation with the UBC School of Library, Archival, and Information Studies.

Who should attend?

Librarians, information managers and researchers who need to conduct online information searches will benefit from this course. A basic understanding

of computers or completion of the Computers in Libraries course would be helpful.

What is the format?

Through lectures, discussions, and hands-on searches, you will learn the principles of online searching in this one-day intensive seminar. Students will work in pairs for the hands-on online searching. Class size is limited to 18 students.

What will you learn?

By the end of the course you will be able to:

- 1) Decide when an online search is appropriate;
- 2) Identify the best databases for your search;
- 3) Develop a successful search strategy;
- 4) Understand the hardware and software components required for searching;
- 5) Conduct successful online searches. (Bradley)

For information on course dates and location, please call Hal Hoare at 871-7062.

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 Hal Hoare, Program Coordinator, 871-7062. For registration and invoicing call Linda 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 (Fall session). All materials are provided. Course fees are subject to change.

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of 20 percent of the course fee. 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.

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 BC companies in course development and training.

Maureen Hannah, holds an MBA in Managerial Leadership from City University. She 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.

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. Oct 02, 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. Oct 16, 09:00-16:30 - CMA

Building and Coaching a Productive Team (102844)

Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. To get maximum results, you need the cooperation of all your employees. As a new supervisor, an integral part of the team building process consists of developing an environment where open communication and a shared vision exists. Your effectiveness as a supervisor will be enhanced by your understanding and practise of some key coaching and motivation measures used in the teambuilding process. At the completion of this course, participants will;

- understand the importance of team-building,
- be able to identify the characteristics of an effective team,
- apply measures and techniques to build synergy in the workplace,
- have the skills to identify and resolve key team concerns.

The net result? Increased work productivity, improved work quality, and enhanced team morale. This one day practical workshop begins by reviewing the importance of teambuilding and the characteristics of an effective team. (Dixon) 1 day - Fr. Nov 06, 09:00-16:30 - CMA

Finding Time For Results (102845)

There never seems to be enough time in a day! Learn how to get daily results through practical techniques. Manage your day, your projects, and yourself. In this course you will learn the following time "diet" techniques;

- analyzing your day
- setting goals and priorities
- delegating
- creating productive meetings
- handling interruptions
- understanding your self-motivation to complete your day and projects.

You will gain a new confidence by taking control of your workday and improving the productivity and the success rate of your team and yourself. (Cuzzetto)

1 day - Fr. Nov 27, 09:00-16:30 - CMA

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.

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.

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. Exercise win/win decision-making skills one on one and in groups. \$525

Group Skills - Part II (100102)

Objectives: Participants will be able to:

1. Identify personal leadership style
2. Demonstrate appropriate and flexible leadership skills in sync with situational requirements
3. Identify motivators and demotivators within work groups
4. Develop and implement strategies to enhance a motivational climate
5. Display leadership and group participatory skills in meetings
6. Determine personal and organization stress factors
7. Implement stress reduction techniques. \$525

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. \$525

Who Should Attend?

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

Format

The program is a twelve-day program offered in three 4-day modules. Training techniques utilize individual, small and large group experiences and lecturettes using the participants actual work experiences in groups of no more than 25 participants.

Certification

Participants that complete all three parts, Interpersonal Skills, Group Skills and Administrative Skills qualify to receive the provincial certificate from the Ministry of Advanced Education, Training and Technology and endorsed by the Business Council of British Columbia.

Fall 1992

Part I, Oct 06-09, Interpersonal Skills

Part II, Oct 27-30, Group Skills

Part II, Nov 17-20, Administrative Skills

All sessions 08:30-16:30 - SPH 500

Winter 1993

Part I, Feb 02-05, Interpersonal Skills

Part II, Feb 23-26, Group Skills

Part III, Mar 16-19, Administrative Skills

All sessions 08:30-16:30 - SPH 500

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. 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.

Supervisory Management Skills

Management Skills for Supervisors - Level II (100104)

INSTRUCTOR

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



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 will you learn?

This is a hands-on course, designed to energize and empower experienced supervisors. Emphasis will be on common sense people-oriented management style. At the completion participants will be able to:

- 1) Identify five styles of thinking
- 2) Use the Strategic Communication model in planning communication
- 3) Analyze and practise more effective intergroup dynamics
- 4) Implement effective hiring techniques
- 5) Utilize your personal-presentation style effectively
- 6) Apply creative thinking to problem-solving
- 7) Identify the importance of long-term planning
- 8) Identify coaching and counselling as tools for empowerment
- 9) Initiate and support a motivational climate to create heroes
- 10) Identify and value the use of humour in risk-taking and change

What is the format?

This is an intensive four day course offered from 08:30 to 16:30. (Schaffer) Course Fee \$525

When is it Offered?

Fall 1992

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

Winter 1993

March 30-April 02, 08:30-16:30 - SPH 500

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.

Supervising a Diverse Workforce (100106)

INSTRUCTOR

Rhonda Margolis is a human resources professional with a strong background in recruitment and

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.

This course is the next step 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.

Who should attend? If you are a manager or supervisor in the private, public, or not-for-profit sector with previous management

experience, this course is for you. This course will be of particular interest to graduates of the Management Skills for Supervisors Certificate Program.

What will you learn?

This is a hands-on course, designed to energize and empower experienced supervisors. Emphasis will be on common sense people-oriented management style. At the completion participants will be able to:

- 1) Identify five styles of thinking
- 2) Use the Strategic Communication model in planning communication
- 3) Analyze and practise more effective intergroup dynamics
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Who should attend? If you are a manager or supervisor in the private, public, or not-for-profit sector with previous management

experience, this course is for you. This course will be of particular interest to graduates of the Management Skills for Supervisors Certificate Program.

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Who should attend? If you are a manager or supervisor in the private, public, or not-for-profit sector with previous management

experience, this course is for you. This course will be of particular

- 2) The importance of determining who your reader is and what they need to know
 - 3) Writing with greater voice and impact
 - 4) How to quickly get to the core of the message
 - 5) Setting the tone and style of the document to get the intended response from your reader
 - 6) How to overcome "mental blocks"
- You are encouraged to bring samples of your current work for individual review and analysis. (Swankey) \$145
1 day - We. Nov 18, 8:30 - 16:30 - CMA

For program information on these courses, contact Hal Hoare, program coordinator, at 871-7062.

Office Administration (OAC) CERTIFICATE PROGRAM

The Office Administration Certificate Program (OAC) 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 I and 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 1990s.

For Whom?

The four specialties are designed as follows: Secretarial/Administrative Assistant Skills further develops specific functional office skills and provides increased knowledge of office automation.

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

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

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

The following are required courses for students in the Office Administration Certificate Program:

Secretarial/Administrative Assistant Skills

Level I

* Typing/Keyboarding for Beginners (104404) - 18 hours
First 3 courses from Business English Skills Section - 18 hours
Typing - Speed Building (104402) - 18 hours
Any course from Accounting, Bookkeeping, Budgeting Section - min. 24 hours
Option - Any course/s from OAC Section - 24 hours
Total minimum course hours - 102 hours

Level II

Office Automation I (104502) - 18 hours
Computer Applications in Business (102008) - 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 (104404) - 18 hours
First 3 courses from Business English Skills Section - 18 hours
Office Automation I - 18 hours
Any course/s from Accounting, Bookkeeping, Budgeting 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 (104532) - 9 hours
Legal Office Procedures (104531) - 12 hours
Legal Terminology (104530) - 6 hours
Computer Applications in Business (102008) - 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 (104404) - 18 hours
First 3 courses from Business English Skills Section - 18 hours
Office Automation I (104502) - 18 hours
Any course from Accounting, Bookkeeping, Budgeting Section - min. 18 hours
Medical Terminology I (104417) - 12 hours
Total minimum course hours - 102

Level II

Medical Office Procedures (104424) - 30 hours
Medical Terminology II (104420) - 30 hours
Medical Office Billing (104520) - 12 hours
Computer Applications in Business (102008) - 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 (104404) - 18 hours
Any 3 courses from Business English Skills Section - 18 hours
Office Automation I (104502) or II (104503) - 18 hours
Employee Selection, Appraisals, Benefits and Relations (104508) - 24 hours
Any course from Accounting, Bookkeeping, Budgeting Section - min. 24 hours
Total minimum course hours - 102 hours

Level II

Supervisory/Management and Decision Making (104507) - 24 hours
Computer Applications in Business (102008) - 39 hours
Records Management (104509) - 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 443-8380. For registration call 443-8380.

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. Sep 8, 17:00-18:30 - CC (Room 237)

Fall Term 1992

Typing/Keyboarding

INSTRUCTORS

Claire Dombly, 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.

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 - Mo. Sep 21, 18:30-21:30 - CC
6 mng - Sa. Sep 26, 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. Sep 23, 18:30-21:30 - CC

Introduction to the Theory of Business Correspondence on the Electronic Typewriter 1042 (104501)

Learn how to turn ordinary text into business documents. Topics will include typing business documents, memoranda, tables, various styles of business correspondence incorporating special features, minutes, reports and various business forms. This course will be of benefit to those who want to further their skills in the workplace, as well as provide a good grounding for further studies in word processing. - 18 hours (Dombly) \$80
6 eve - Th. Sep 24, 18:30-21:30 - CC

Computers

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises, learn how various computer applications - word processing, spreadsheets, database management and data communications knowledge - will improve the effectiveness of your office or business. A knowledge of typing is highly recommended for this course. - 39 hours \$235
13 eve - Tu. Sep 15, 18:30-21:30 - CC
13 eve - We. Sep 16, 18:30-21:30 - CC (No class Nov 11)

10 mng - Sa. Sep 19, 09:00-13:00 - Lan

Medical Office Billing II - 1415 (104520)

(See Medical Section for details)

Administrative/Management

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.

Office Automation I - 1115 (104502)

This course will cover basic office procedures, computer technologies, telecommunication systems

and information processing. Textbook: "Administrative Office Management," to be purchased at City Centre Bookstore prior to first class. This text will be used in both Automation I and II. - 18 hours (Zimmerman) \$115
6 eve - Mo. Sep 21, 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
To be offered in Winter Term 1993

Supervisory/Management and Decision Making 1315 (104507)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered will be communication, decision making, leadership skills, the motivation process and managing for success as seen from a manager's perspective. Textbook, "Management Concepts and Applications" to be purchased from City Centre Bookstore prior to class. - 24 hours (Guenard) \$120
8 eve - We. Sep 23, 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. - 24 hours (Guenard) \$120
8 eve - Tu. Sep 22, 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. - 24 hours. This course is supported by the Association of Records Managers and Administrators. For additional courses in Records Management contact the Association of Records Managers. (Henderson) \$125
8 eve - We. Sep 23, 18:30-21:30 - CC

Accounting/Bookkeeping/Budgeting

INSTRUCTORS

Helen Dubas, CGA; 15 years' experience in private industry.

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

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

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, pay cheque and statement preparation and T4 preparation. Understand employer reporting such as WCB, Revenue Canada Taxation, Records of Employment and Stats Canada. - 24 hours (Johnston) \$130
8 eve - Tu. Sep 22, 18:30-21:30 - CC

Introduction to Bookkeeping Part I - 1115 (104511)

This 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 is "Accounting Fundamentals Fourth Edition," Hoffman Pacey Flashner. This text should be purchased from the City Centre Bookstore before the first class. - 24 hours (Shipman) \$130
8 eve - Tu. Sep 22, 18:30-21:30 - CC

Budgeting Skills 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 \$95
5 eve - Mo. Sep 21, 18:30-21:30 - CC

Accounting for the Non-Accountant 1415 (104510)

This course will appeal to those wanting an overview of accounting. Previous knowledge is not required. Students will learn about the role of an accountant, the double-entry accounting systems, how to prepare and interpret financial statements, working capital concepts and general accounting terms. 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. Oct 01, 18:30-21:30 - CC

Communication/Interpersonal Skills

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.

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.

Communicating Effectively 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) \$55
1 day - Sa. Oct 03, 09:00-15:00 - CC

Professional Telephone Communication Skills 1215 (104433)

This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. - 6 hours (Dean) \$55
1 day - Sa. Nov 07, 09:30-15:30 - CC

Business Letters that Get Results 1215 (104537)

This course is recommended for those who have already completed Writing Dynamic Business Letters (104406) and/or those who have attained basic letter writing skills. In this course you will

learn to write clear business letters that speak to your reader, discard obsolete formats, reduce clutter and use words that strike a positive note. This course offers in-class practice and feedback and is a reinforcement to Writing Dynamic Business Letters (104406). This is not an ESL course. - 12 hours (Rogers) \$95
4 eve - Mo. Sep 28, 18:30-21:30 - CC

Effective Communication in a Multicultural Workplace 1115 (104538)

This course will teach "how-to-strategies" to improve cross cultural communication skills and how you and your organization can become more multiculturally aware. Participants will also analyze conversation structure of non-native English speakers to separate style from meaning and gain a clear comprehension of information being communicated. - 6 hours (Dean) \$55
2 eve - Mo. Sep 28, Oct 05, 09:00-15:30 - CC

See Self-Improvement and Lifestyles Section for Effective Oral Communications (104546)

Medical

INSTRUCTORS

Tom Cheung has been involved in the design and implementation of Medical and Dental programs for over ten years.

Margaret Mikulik has 15 years' experience as an MOA. She is a member of the MOA Association and is a Registered Medical Office Assistant.

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.

Medical Terminology I - 1115 (104417)

This program approaches the medical language through the study of word parts, prefixes, stems and suffixes. You will learn the basics of selected body systems, including symptomatic and diagnostic 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. Sep 22, 18:30-21:30 - Lan

Medical Terminology II - 1215 (104420)

This course is the second half of a two-part program. You will learn surgical terms, abbreviations and review case histories. 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
To be offered in Winter Term 1993

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 - Th. Sep 24, 18:30-21:30 - Lan

Medical Office Billing I - Non Computerized 1416 (104536)

This course will help participants understand what is involved in medical office billing and how to process information needed prior to billing by computer. Learn Billing by Service Bureau, Medical Services Plan of BC, WCB and Out of Province. This course is a prerequisite for Computerized

Billing II (104520) - 6 hours (Mikulik) \$55
1 day - Sa. Sep 26, 09:00-15:00 - Lan

Medical Office Billing II - Computerized 1415 (104520)

Prerequisite for this course is Non Computerized Medical Office Billing I (104536) or for participants currently working with a non computerized medical billing system. Participants will become familiar with data processing tasks required to bill for procedures performed in a variety of medical billing environments including general medical practice, medical specialty, physiotherapy, chiropractic, naturopathy, etc. - 12 hours (Cheung) \$115
4 eve - We. Oct 07, 18:30-21:30 - Computer Station, 2130 Burrard

Shorthand

INSTRUCTOR

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.

Shorthand Beginners Level I 1115 (104543)

Level I covers basic theory and application of Pitman Shorthand. Learn the language of Pitman Shorthand, take dictation and practice through speed drills up to and including Chapter 15 of textbook. - 36 hours (Moore-Stevens) \$135
12 mng - Sa. Sep 19, 09:00-12:00 - CC

Shorthand Beginners Level II 1215 (104544)

Level II is ideal for office and personal use. Level II continues the basic theory and application of Pitman Shorthand Chapters 15 - 28. During the Level II session, participants will complete the textbook. Dictation and speed drills will be emphasized throughout this level. - 24 hours (Moore-Stevens) \$95
8 mng - Sa. Jan 23, 09:00-12:00 - CC

Introductory Legal Office Program

This five-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 five (5) 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 five (5) courses for \$260 - a saving of \$35.

All five courses 1115 (104425) \$260

Introduction to The Legal Office Program
Civil Litigation
Corporate
Matrimonial
Conveyancing
Test: Th. Nov 05, 18:30-21:30 - Lan

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 15 years' experience as a paralegal and administrative assistant.

Bette Fuhrmann has over 20 years' experience with major law firms in both Alberta and BC, primarily in the area of conveyancing.

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

Introduction to The Legal Office Program 1215 (104426)

This class will cover the various types of law firms in existence and the roles of legal support staff in the profession as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation will also be covered. - 3 hours (Dean) \$35
1 eve - Tu. Sep 22, 18:30-21:30 - Lan

Civil Litigation 1315 (104427)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case from Writ of Summons to trial, judgement and execution. - 9 hours (Dean) \$65
3 eve - Th. Sep 24, Oct 01/08, 18:30-21:30 - Lan

Corporate 1415 (104428)

Outlines the steps to incorporate a British Columbia company plus annual reports and filings, keeping of minute books and extra-provincial registrations. - 9 hours (Komorowska) \$65
3 eve - Tu. Oct 20/27, Nov 03, 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 - Tu. Sep 29, Oct 06/13, 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 (Fuhrmann) \$65
3 eve - Th. Oct 15/22/29, 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 - Th. Nov 12/19/26, 18:30-21:30 - CC

Legal Office Procedures 1915 (104531)

This class covers the expectations and potential for secretaries in the law office. Such things as daily office routines, billing, telephone skills, xeroxing, using basic office equipment for legal needs, diarize 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. Nov 02/09/16/23, 18:30-21:30 - Lan

Legal Terminology 2015 (104530)

This course will cover the rules of legal language, terminology unique to each area of law. - 6 hours (Komorowska) \$55
2 eve - Mo. Oct 19/26, 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. The course will guide you through the necessary steps and legal forms leading to Grant of Letters Probate and Letters of Administration. - 12 hours (Komorowska) \$85
4 eve - We. Nov 18/25, Dec 02/09, 18:30-21:30 - Lan

Conveyancing II - 2115 (104541)

An in-depth study into the legal procedures involved in the purchase and sale of single family residential dwellings. You will be shown the standard documents used in a residential purchase and sale and participants will prepare documents and reports required to close the transaction. An introduction to other aspects of conveyancing practice such as transmissions to surviving joint tenants, obtaining duplicate certificates of title, etc. Prerequisite is Conveyancing 1715 (104431) or

participants currently employed in a conveyancing position and wishing to further their knowledge of conveyancing procedures. - 15 hours. (Fuhrmann) \$95
5 eve - Tu. Nov 10, 18:30-21:30 - Lan

How to Survive the Secretarial Job Market of the 1990s - 2016 (104534)

The next few years will see many changes in the job market as we know it today. This highly-motivated course offers legal and non-legal secretaries advanced techniques for each task performed throughout the day. Emphasis is placed on effective communication; interpersonal skills (i.e. listening and assertiveness) time and stress management; advanced telephone techniques; preventing backlog and expediting work flow; and generally giving the expertise necessary to turn a "job" into a career. - 6 hours (Dueterwald) \$55
1 day - Sa. Oct 24, 09:00-15:00 - CC

For registration call 443-8380 or 324-5322. For detailed program outline, contact Anne Tollstam at 443-8380.

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. Sep 22/24, 19:00-22:00 - Lan

Week 2 Identifying and Marketing Business Opportunities (106040)

Both parts \$82
Part 1: Tuesday - Finding Business Opportunities
Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan.
Part 2: Thursday - Marketing and Advertising
Learn to answer the questions to create effective advertising; the when, where, what and how, by concentrating on the market, media and message.
2 eve - Tu/Th. Sep 29/Oct 1, 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. Oct 6/8, 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. Oct 13/15, 19:00-22:00 - Lan

Week 5 Financing and Business Strategy (106041)

Both parts \$82
Part 1: Tuesday - How to Win Funds and Influence Your Banker
Communication is a two-way street: from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.
Part 2: Thursday - Developing Your Business Plan and Strategy
Developing your business plan includes all of the factors to create a successful venture - markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. Learn to create a business character to stand out in the haze of competition.
2 eve - Tu/Th. Oct 20/22, 19:00-22:00 - Lan

PROGRAM 2 Dealing With Dollars

This three-week program shows you how to successfully deal with money matters as they apply to small businesses. Each course is six (6) hours of instruction offered on two (2) evenings for 3 hours per night. At \$82 per course or for a total of \$189 for all three (3) courses for a savings of \$57.

Dealing With Dollars (106103)

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

Week 1 Evaluating the Purchase of a Business/Turning Interest Into Income (106104)

Both parts \$82
Part 1 - Evaluating the Purchase of a Business
Learn how to evaluate all the factors of a going concern. Find out how to channel your investigation to discover the pros and cons about a business opportunity. Discover what to look for and how to avoid pitfalls.
Part 2 - Turning Interest Into Income
Learn how to convert your hobbies and interests into income. This seminar teaches you that selling can be easy, once you learn about satisfying your customer's needs.
2 eve - Tu/Th. Oct 27/29, 19:00-22:00 - Lan

Week 2 Starting A Successful Home-Based Business/The Price is Right (106105)

Both parts \$82
Part 1 - Starting a Successful Home-Based Business
Starting a business at home presents many challenges. Learn how to develop a professional image right from the start. Making home the workplace of the future, find out what it takes.
Part 2 - The Price is Right
The very survival of your business can hinge on how you determine your price. Cash from your sales must pay the bills. Learn how to set a sound price policy for your product or service. Determine what it will take just to break even.
2 eve - Tu/Th. Nov 3/5, 19:00-22:00 - Lan

Week 3 Managing Your Company's Money/Credit and Collections (106106)

Both parts \$82
Part 1 - Managing Your Company's Money
Learn the basic strategies for improving your cash position and profits. Finding the right sources of capital and employing them to your benefit is only part of sound money management. Discover how

changing your attitude can improve the bottom line.
Part 2 - Credit and Collections
Understand the basics of good credit management. Learn how to set policies that meet your needs and your customers. Find out how to make collecting the cash a simple three-step approach.
2 eve - Tu/Th. Nov 10/12, 19:00-22:00 - Lan

Small Business Seminars

Douglas Gray, B.A., LL.B., is a Vancouver business and real estate lawyer, consultant and public speaker. He is the author of numerous best-selling business books including: *The Complete Canadian Small Business Guide*, *Home Inc. (The Canadian Home-Based Business Guide)*, *Money Raising (The Canadian Entrepreneur's Guide to Successful Business Financing)*, *Making Money in Real Estate (The Canadian Residential Investment Guide)*, *Buying, Owning & Selling a Condominium*, *Mortgages Made Easy* (all published by McGraw-Hill Ryerson) and *Start & Run a Profitable consulting Business*, *Marketing Your Product*, and *The Entrepreneur's Complete Self-Assessment Guide* - (last three published by Self-Counsel Press).

How to Succeed in an Import/Export Business (106053)

Learn practical, step-by-step instructions on starting and operating your own part-time/full-time import/export business. Whether you are thinking about entering the business or are already in the business, you will learn many success tips, strategies and tactics. You can learn how to benefit from free trade opportunities; business start-up basics, including legal, tax, financing tips; provincial and federal government assistance programs; how to find price and market products and much more. Please note: the main emphasis in the seminar is on importing (Gray) \$133.75 (Includes GST)
2 eve - We. Oct 7/14, 19:00-22:00 - Lan

Street Smart Tax Tips for Small Business (106107)

Your understanding of tax and how the system works, as well as what you can deduct, depreciate, or expense out will make a key difference in your "bottom line," that is the net before and after tax profit from your business. This practical, candid and basic seminar will provide helpful information and piece of mind. It will assist those starting up or already operating a small business, from a home or office/retail location. Topics include: selecting and using a professional accountant, understanding financial information (financial statements, proforma statements, cash flow projections, etc.), using a bookkeeper or doing it yourself, software programs, allowable categories to expense or depreciate with guidelines and examples, understanding how the Revenue Canada audit works, how to utilize effective tax planning, discussion of other types of taxes, other than income taxes, and much more. A chartered accountant will be a guest speaker during this seminar. (Gray) \$133.75 (Includes GST)
2 eve - Mo. Oct 26/Nov 2, 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 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. Our trainers are all highly qualified experts in the field.

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

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 and no "deferred fee credit" will be issued. The College will accept participant substitutions if a previously registered individual is unable to attend.

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.

Thomas J. Sork, Ph.D. (Adult Ed, Florida State) is Associate Professor of Adult Education at the University of British Columbia. He has practised and researched adult education for more than twenty years. He has written extensively on the planning process and on the role of needs assessment in educational design. He has taught adults in Western Canada, the U.S., and overseas in Hong Kong and Singapore.

For more information contact Hal Hoare, Program Coordinator, 871-7062.

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

How to be a Great Trainer (100151)

This three-day course will provide you with a fast and effective way to learn training skills that work! You will have the opportunity to practise the art of effective training in a supportive, coaching environment. Class size will be limited to 12 participants to ensure personal attention. 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 creating and maintaining positive learning environments
- 3) Identify possible instructional styles
- 4) Explain a variety of instructional techniques
- 5) Explain the characteristics of a motivating instructor and identify possible motivational strategies
- 6) Explain the concept of evaluation
- 7) Identify common instructional challenges and describe possible strategies for effectively handling them

AND ... practise, practise, practise. (Kalef) \$525

Fall 1992

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

Winter 1993

Jan 19/20/26, 09:00-16:30 - SPH 500

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 a six-step process for planning effective training programs
- 2) Apply each of the six steps to a specific program planning situation
- 3) Identify common reasons for unsuccessful training programs and know how to overcome them. (Kalef) \$345

Winter 1993
Feb 18/19, 09:00-16:00 - SPH 500

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) Explain how to set optimum climates for effective group learning
- 2) Explain a model of group dynamics
- 3) Explain possible purposes of groups
- 4) Identify diagnostic variables for analyzing behaviour in a group situation
- 5) Apply the diagnostic variables
- 6) Describe common issues which arise in group learning situations and strategies for dealing with them. (Kalef) \$345

Fall 1992

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

How to Produce Great Training Materials (100154)

Do you know where to begin when faced with the task of compiling written training materials? Are you using the same old training manuals and formats time after time? Or do you wonder how to get the message effectively across to your audience. This two-day course is a hands-on approach to producing and compiling 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 from all sectors who are involved in designing and developing training programs which require written materials or training manuals. Previous training experience is helpful. Class size will be limited to 16 participants to ensure personal attention. 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) Identify the many types of written materials and formats that comprise written training materials
3) Apply the steps for designing and developing written materials
4) 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) \$345
Winter 1993
March 11/12, 09:00-16:00, SPH 500

Training Needs Assessment (100155) Why Assess Training Needs?

Trainers, training managers & supervisors must target their training efforts to produce cost-effective training programs that focus on the most needed training. Needs assessment is an essential element in planning training programs for adults. But there remains a great deal of confusion about what the concept is, what the process involves, and what its strengths and weaknesses are. Equally important is understanding when alternatives to formal needs assessments should be used.

This two-day workshop is designed for trainers, planners and administrators of training programs in the public and private sectors who wish to learn more about using needs assessment as a means to focus planning and justify training development. Participants may bring along any needs assessment surveys or questionnaires they have used.

What Will You Learn?

At the end of the workshop, you should be able to:

- 1) Explain the role of needs assessment;
- 2) Know how to use needs assessment to establish cost-effective training programs;
- 3) Construct practical and efficient training needs assessments;
- 4) Describe alternatives to needs assessment and when to apply them;
- 5) Identify the role of value judgements in needs assessment and related ethical issues. (Sork) \$345

Fall 1992

Oct 20/21, 09:00-16:00 - SPH 500

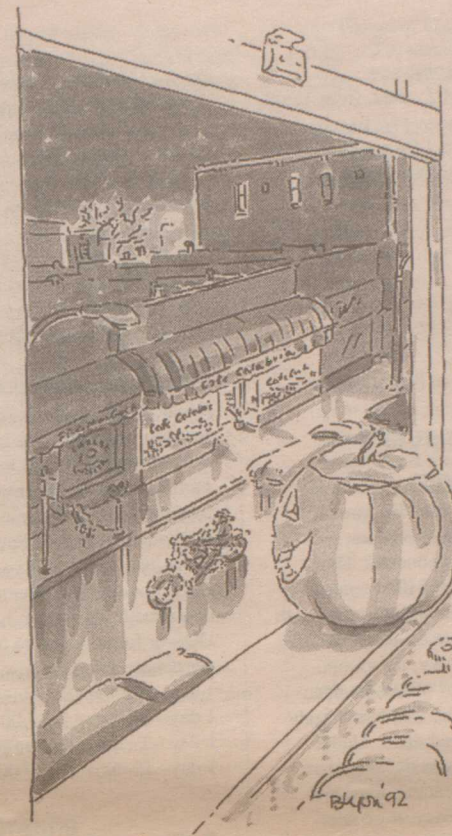
Training in a Multicultural Environment (100156)

Today, more than ever, you are being challenged to communicate effectively across cultures in your workplace and your classroom. How do you create an atmosphere where diversity is valued and all learners feel encouraged to participate? How can you understand and respond to cultural diversity in learning styles? In this two-day course you will learn to "read" cultural dynamics in a classroom situation, and develop training strategies appropriate for multicultural learning settings. Previous training experience or completion of "How to Be a Great Trainer" is recommended. By the end of the course you should be able to:

- 1) Understand how culture influences attitudes toward and approaches to learning
- 2) Identify ways in which cultural dynamics operate in learning settings
- 3) Identify issues of cultural equity in the classroom
- 4) Apply strategies for removing cultural barriers to learning. (Carriere) \$345

Fall 1992

Nov 06/07, 09:00-16:00 - SPH 500



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 Hal Hoare, Program Coordinator, 871-7062.

COMPUTERS, SCIENCE & TELECOMMUNICATIONS

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 microcomputers 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 are limited to six or twelve to allow more personal contact with the instructor. All courses at Oakridge offer seven hours of instruction. Evening courses include additional practice time.

VCC OAKRIDGE COMPUTER INSTRUCTORS

Pat Austin (Lab Manager) holds a Bachelor's degree in Computer Science and has been a full-time computer instructor for nine 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 six 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.

Jeannette Fireman is a full-time instructor with nine years' teaching experience. Known for her patience, Jeannette brings a personal touch to her class which lets each student know that their individual needs are important. She teaches DOS, WordPerfect, Lotus, MS-Word, MS-Works and Excel.

Frank Kathwaroon has over two years' experience in teaching microcomputer courses. Frank's 22 years' experience in business training and management, alongside a terrific sense of humour,

make his classes fun as well as educational. Frank teaches Introduction to Microcomputers and DOS.

Stan Newman has been teaching for 15 years. Stan has 29 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, CorelDraw! 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 - 443-8380
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
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?

Additional classes may be added after the publication of this flyer. If the Oakridge Microcomputer Lab class you want is full, or there are no more scheduled dates, call 261-2806 and ask about alternative dates. Additional classes may be added if there is sufficient interest. Custom training can also be arranged.

Information Night

Please join us for a program "Information Night" at City Centre. Instructors from the Computer Skills in the Workplace/Local Area Network Programs, as well as Oakridge Centre instructors, will be

available to answer your questions.
Time: Wednesday, September 02, 1992, from 17:00 - 19:30
Place: Main Foyer (Hamilton and Dunsmuir St. entrance) City Centre, 250 West Pender Street, Vancouver.

Oakridge Computer Courses

1. Introduction to Computers

How to Buy a Computer (100615)

Are you confused by computer ads? Do you understand the language describing 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, 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 mng - Su. Sep 20, 09:00-12:30 - Oak
1 aft - Su. Sep 20, 13:30-17:00 - Oak
1 eve - Mo. Oct 5, 18:30-20:00 - Oak
1 eve - Mo. Nov 30, 18:30-20:00 - Oak

Introduction to Microcomputers (100605)

This introductory course is designed for individuals with little or no previous microcomputer experience. Fundamental hardware, software and microcomputer operations are explained, including differences in Central Processing Units, high and low density disks and disk drives, and hard disk drives. Hands-on training involves overviews of a variety of topics including: basic use of the DOS operating system to manage disks and files, hard disk structure, word processing, and spreadsheets. A brief introduction to Windows and using a mouse is also included. \$175
1 day - Tu. Sep 8, 09:00-17:00 - Oak
3 eve - Mo. Sep 14, 18:30-21:30 - Oak
1 day - Sa. Sep 19, 09:00-17:00 - Oak
1 day - Mo. Oct 5, 09:00-17:00 - Oak
3 eve - Mo. Oct 19, 18:30-21:30 - Oak
3 eve - Mo. Nov 9, 18:30-21:30 - Oak
1 day - Th. Nov 26, 09:00-17:00 - Oak
1 day - Mo. Nov 30, 09:00-17:00 - Oak

Introduction to DOS (100903)

This course is an introduction to the basic concepts and commands of DOS: the Disk Operating System. Exercises will show you the purpose of DOS, how to format diskettes and manage files. Hard disk management concepts include: creating and using sub-directories efficiently, "mapping" hard disk structure 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 - Th. Sep 3, 09:00-17:00 - Oak
1 day - Su. Sep 13, 09:00-17:00 - Oak
1 day - Th. Sep 17, 09:00-17:00 - Oak
1 day - Mo. Sep 28, 09:00-17:00 - Oak
1 day - Sa. Oct 10, 09:00-17:00 - Oak
1 day - Mo. Oct 19, 09:00-17:00 - Oak
1 day - Su. Oct 25, 09:00-17:00 - Oak
1 day - Th. Nov 5, 09:00-17:00 - Oak
1 day - Mo. Nov 16, 09:00-17:00 - Oak
1 day - Su. Nov 29, 09:00-17:00 - Oak
1 day - Th. Dec 3, 09:00-17:00 - Oak
1 day - We. Dec 16, 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 the DOS 5 Editor. Experience with DOS is essential. Introduction to DOS or Introduction to Microcomputers is recommended. \$175
1 day - Th. Sep 10, 09:00-17:00 - Oak
1 day - We. Sep 30, 09:00-17:00 - Oak
1 day - Sa. Oct 24, 09:00-17:00 - Oak
1 day - We. Nov 18, 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 window manipulation and screen navigation using a mouse. View the structure of your hard disk by expanding and collapsing the directory structure. Classes are restricted to those who have taken Introduction to DOS or Introduction to Microcomputers, or have permission from the instructor. \$175
1 day - Tu. Sep 22, 09:00-17:00 - Oak
1 day - Sa. Oct 17, 09:00-17:00 - Oak
1 day - Tu. Nov 3, 09:00-17:00 - Oak
1 day - Fr. Nov 27, 09:00-17:00 - Oak

2. Computer Applications

Word Processing

Introduction to WordPerfect (100710)

Learn fundamental WordPerfect commands for creating and editing documents; moving around, saving, retrieving and printing documents; blocks, formatting and moving/copying text. Emphasis is placed on WordPerfect's use of codes. This course is suitable for students with all versions, except WordPerfect for Windows. \$175
1 day - We. Sep 2, 09:00-17:00 - Oak
1 day - Sa. Sep 12, 09:00-17:00 - Oak
3 eve - We. Sep 16, 18:30-21:30 - Oak
1 day - Fr. Sep 18, 09:00-17:00 - Oak
1 day - Tu. Sep 29, 09:00-17:00 - Oak
1 day - Sa. Oct 3, 09:00-17:00 - Oak
1 day - Th. Oct 8, 09:00-17:00 - Oak
1 day - We. Oct 21, 09:00-17:00 - Oak
1 day - Sa. Oct 31, 09:00-17:00 - Oak
1 day - Fr. Nov 6, 09:00-17:00 - Oak
1 day - Th. Nov 19, 09:00-17:00 - Oak
1 day - Sa. Nov 28, 09:00-17:00 - Oak
1 day - We. Dec 2, 09:00-17:00 - Oak
1 day - Sa. Dec 12, 09:00-17:00 - Oak
1 day - Tu. Dec 15, 09:00-17:00 - Oak

Introduction to WordPerfect for Windows (101106)

Designed for new or inexperienced WordPerfect users, 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 - Th. Sep 24, 09:00-17:00 - Oak
1 day - Th. Oct 29, 09:00-17:00 - Oak
1 day - Tu. Nov 24, 09:00-17:00 - Oak

WordPerfect for Windows Upgrade (101107)

The purpose of this course is to make an easy, quick, and efficient transition into WordPerfect for Windows. Designed for experienced WordPerfect for DOS users, the course will explore new features such as: using a mouse, managing windows, using menus, button bars and rulers. Also covered are concept and vocabulary changes such as: save, save as, open, close, selecting text, cut, copy and paste,

and changes to the keyboard template. New and easier ways of performing tasks will also be explored. \$175
1 day - Fr. Sep 25, 09:00-17:00 - Oak
1 day - Th. Oct 15, 09:00-17:00 - Oak
1 day - We. Nov 25, 09:00-17:00 - Oak

Intermediate WordPerfect (100735)

Now that you have mastered the WordPerfect basics, learn how to enter various text columns, create tables (including math calculations), do various merges, sorts, and more. Experience with WordPerfect is essential. \$175
1 day - We. Sep 16, 09:00-17:00 - Oak
1 day - Sa. Sep 26, 09:00-17:00 - Oak
1 day - Fr. Oct 9, 09:00-17:00 - Oak
1 day - Sa. Oct 24, 09:00-17:00 - Oak
1 day - Fr. Nov 13, 09:00-17:00 - Oak
1 day - Th. Dec 10, 09:00-17:00 - Oak

Intermediate WordPerfect for Windows (101108)

Now that you have mastered WordPerfect for Windows basics, learn how to work in multiple document windows, create various types of text columns, tables (including math calculations), do various merges, sorts, and more. Experience with WordPerfect for Windows is essential. \$175
1 day - Fr. Sep 11, 09:00-17:00 - Oak
1 day - We. Oct 7, 09:00-17:00 - Oak
1 day - We. Nov 4, 09:00-17:00 - Oak

Advanced WordPerfect - Desktop Publishing (100747)

This course covers the creation of tables of contents, indexes, macros and style sheets. The use of WordPerfect as a desktop publisher is introduced. Topics include lines, boxes, and incorporating graphic images within a document. Experience with WordPerfect is essential. Suitable for students with versions 5.0 and 5.1. \$175
1 day - Th. Sep 17, 09:00-17:00 - Oak
1 day - We. Oct 21, 09:00-17:00 - Oak
1 day - Th. Nov 19, 09:00-17:00 - Oak

Advanced WordPerfect for Windows - Desktop Publishing (101116)

Explore the power of WordPerfect for Windows' WYSIWYG environment. The use of WordPerfect as a desktop publisher is introduced through such topics as lines, boxes, incorporating graphic images within a document and style sheets. Also learn how to create tables of contents, indexes, and macros. Experience with WordPerfect is essential. \$175
1 day - We. Sep 23, 09:00-17:00 - Oak
1 day - Th. Oct 22, 09:00-17:00 - Oak
1 day - Fr. Nov 20, 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 - Th. Sep 24, 09:00-17:00 - Oak
1 day - Th. Oct 29, 09:00-17:00 - Oak
1 day - Tu. Nov 24, 09:00-17:00 - Oak

Introduction to MS-WORD (100778)

Learn fundamental MS-WORD commands for creating and editing documents including: selecting commands from the command bar, deleting, inserting, moving and copying text, formatting, setting tabs and margins, searching/replacing text, printing and file management. Suitable for students with all versions of MS-WORD. \$175
1 day - Mo. Sep 21, 09:00-17:00 - Oak
1 day - Mo. Nov 2, 09:00-17:00 - Oak
1 day - We. Dec 9, 09:00-17:00 - Oak

Introduction to WORD for WINDOWS (100796)

Explore many of the exciting new features of the WYSIWYG word processor. Introductory topics include: creating and editing documents; using the mouse to access commands; deleting, inserting, moving and copying text; formatting, setting tabs and margins, searching/replacing text and printing. \$175

1 day - Mo. Sep 14, 09:00-17:00 - Oak
1 day - Mo. Oct 26, 09:00-17:00 - Oak
1 day - Mo. Dec 7, 09:00-17:00 - Oak

Intermediate MS-WORD (100779)

Intermediate MS-WORD topics include: using the thesaurus and spell checker, creating and using glossaries, style sheets and running heads, as well as creating and reorganizing tabbed tables, handling newspaper columns and side-by-side paragraphs, and basic merges. Suitable for students with all versions of MS-WORD. \$175
1 day - Tu. Oct 6, 09:00-17:00 - Oak

Intermediate MS-WORD for WINDOWS (101114)

Intermediate topics include: using the thesaurus, spell and grammar checkers, creating and using glossaries and the Spike. Also covered are style sheets, page numbers and running heads, creating and reorganizing tables, creating and editing newspaper columns and basic merges. \$175
1 day - Tu. Sep 29, 09:00-17:00 - Oak
1 day - We. Nov 18, 09:00-17:00 - Oak

Advanced MS-WORD (100780)

Learn tables of contents, indexes, creating and running macros, inserting graphics into documents and adding paragraph borders (including shading boxes). Also included is: sorting paragraphs, lists, tables and data documents, as well as learning additional merging commands. Experience with WORD is essential. Suitable for students with all versions of MS-WORD. \$175
1 day - Th. Oct 8, 09:00-17:00 - Oak

Advanced MS-WORD for WINDOWS (101115)

Learn tables of contents, indexes, creating and running macros, inserting graphics into documents and adding paragraph borders (including shading boxes). Also included is: sorting paragraphs, lists, tables and data documents, as well as learning additional merging commands. Experience with WORD for WINDOWS is essential. \$175
1 day - Fr. Oct 16, 09:00-17:00 - Oak

Introduction to MS-WORKS 2.0 (100790)

MS-WORKS is an integrated collection of four software tools. Learn the basics of WORD PROCESSING (including creating, editing, formatting, printing, and saving documents); SPREADSHEETS (entering numbers, labels and formulas; relative and absolute references; and printing worksheets). Also covered are fundamentals of DATABASE creation, maintenance and basic information enquiries. \$175
1 day - Sa. Sep 19, 09:00-17:00 - Oak
1 day - Su. Oct 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, 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 - Mo. Oct 5, 09:00-17:00

Database Management

Introduction to dBase III+ (100705)

Learn fundamental dBase commands to create, use and maintain a database. This course covers creating and changing a database structure, search conditions to select and display records, adding, changing and deleting records, indexing and basic reports. Commands are explored through ASSIST, as well as the dot prompt. \$175
1 day - Sa. Sep 12, 09:00-17:00 - Oak
1 day - Th. Oct 15, 09:00-17:00 - Oak
1 day - We. Nov 25, 09:00-17:00 - Oak

Intermediate dBase III+ (100775)

This course builds on the knowledge gained in Introduction to dBase III+. 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, as well as the creation and use of input screens. \$175
1 day - Tu. Oct 20, 09:00-17:00 - Oak

Introduction to dBase IV (100771)

Learn fundamental dBase commands to create, use and maintain a database. This course covers catalogs; creating and changing a database structure; displaying, adding, changing and deleting records; basic indexing; and queries to select records. All commands are given through the Control Centre. \$175
1 day - Tu. Sep 22, 09:00-17:00 - Oak
1 day - Fr. Oct 16, 09:00-17:00 - Oak
1 day - Sa. Oct 31, 09:00-17:00 - Oak
1 day - Fr. Nov 27, 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 query files, and complex index keys. Also explored in detail is the creation and maintenance of a variety of reports and mailing labels, and the creation and use of input screens. \$175
1 day - Th. Oct 1, 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 - Tu. Sep 15, 09:00-17:00 - Oak
1 day - Sa. Sep 26, 09:00-17:00 - Oak
1 day - Tu. Oct 6, 09:00-17:00 - Oak
1 day - Th. Oct 22, 09:00-17:00 - Oak
1 day - Sa. Nov 7, 09:00-17:00 - Oak
1 day - Tu. Nov 17, 09:00-17:00 - Oak
1 day - Tu. Dec 8, 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; 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. \$175
1 day - We. Sep 16, 09:00-17:00 - Oak
1 day - Sa. Oct 3, 09:00-17:00 - Oak
1 day - Tu. Nov 3, 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 - We. Sep 23, 09:00-17:00 - Oak
1 day - Sa. Oct 17, 09:00-17:00 - Oak
1 day - Fr. Nov 20, 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 (filling, sorting, finding and extracting records) and creating and printing a variety of graphs and charts. Other skills such as windowing, date math and three dimensional spreadsheets are also discussed. A basic working

knowledge of Lotus for Windows is required. \$175
1 day - We. Oct 7, 09:00-17:00 - Oak
1 day - Tu. Nov 17, 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 - Th. Sep 24, 09:00-17:00 - Oak
1 day - We. Nov 4, 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, opening and printing spreadsheets as well as improving spreadsheet presentation. \$175
1 day - We. Sep 9, 09:00-17:00 - Oak
1 day - We. Oct 14, 09:00-17:00 - Oak
1 day - Sa. Nov 14, 09:00-17:00 - Oak
1 day - Tu. Dec 1, 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 topics include: using dates, date math and the data series command, as well as skills for managing a large spreadsheet. A basic working knowledge of Excel is required. \$175
1 day - Tu. Oct 20, 09:00-17:00 - Oak
1 day - Mo. Nov 23, 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 and absolute 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 - Sa. Sep 19, 09:00-17:00 - Oak
1 day - Su. Oct 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, 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 - Mo. Oct 5, 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 a prerequisite. \$175
1 day - Fr. Sep 18, 09:00-17:00 - Oak
1 day - Fr. Oct 23, 09:00-17:00 - Oak
1 day - Su. Nov 15, 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 printing the Balance Sheet, Income/Expense Statements, Trial Balances, Ledgers and Journals. A basic understanding of accounting principles is a prerequisite. \$175
1 day - Fr. Oct 2, 09:00-17:00 - Oak
1 day - Th. Nov 12, 09:00-17:00 - Oak
1 day - Fr. Dec 4, 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 integrating 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 course description below. \$175
1 day - Tu. Nov 10, 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 - Tu. Oct 13, 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 a prerequisite. \$175
1 day - Fr. Sep 11, 09:00-17:00 - Oak
1 day - Su. Oct 18, 09:00-17:00 - Oak
1 day - Sa. Nov 21, 09:00-17:00 - Oak

Desktop Publishing

IBM/IBM Compatible

Graphic Design for Desktop Publishing (100773)

This is 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

1 day - Su. Oct 4, 09:00-17:00 - Oak
1 day - Sa. Nov 7, 09:00-17:00 - Oak
1 day - Su. Dec 6, 09:00-17:00 - Oak

Advanced CorelDraw! (101117)

Learn and use CorelDraw!'s advanced features --- postscript options, vector fills, advanced options, custom outlines, tool advanced options, bitmap patterns, importing text, the special menu, and preferences. Class exercises include advanced envelopes, perspective, blending, extruding, and building a 3-colour logo. \$175
1 day - Su. Nov 15, 09:00-17:00 - Oak

Introduction to PageMaker 4.0 Desktop Publishing (100746)

Learn fundamental PageMaker skills for setting up a document, typesetting and editing. Develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting up master pages for multi-page publications, creating a two-fold, two-colour brochure, adapting designs at the production stage, adjusting and editing text, and production of corporate stationery from your design. You will complete the production of a two-sided brochure. \$175

1 day - Su. Sep 20, 09:00-17:00 - Oak
3 eve - We. Oct 7, 18:30-21:30 - Oak
1 day - Su. Nov 1, 09:00-17:00 - Oak
1 day - Sa. Dec 5, 09:00-17:00 - Oak

Intermediate PageMaker 4.0 Desktop Publishing (100766)

Designed for successful students from the introductory course. Students will learn the following: 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 - We. Oct 28, 18:30-21:30 - Oak

Advanced Desktop Publishing with PageMaker and CorelDraw! (100792)

Learn to produce a newsletter using PageMaker and CorelDraw!. Setting up in PageMaker includes tagging word-processed text, creating a style sheet and 3-colour separations. CorelDraw! will be used to create the graphics. Electronic design and assembly will be done in PageMaker 4.0 (IBM). Prerequisite: completion of Intermediate PageMaker (100766) or equivalent, along with some DOS/graphics background. \$175
1 day - Su. Nov 22, 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 - Th. Sep 17, 09:00-17:00 - Oak
1 day - We. Oct 21, 09:00-17:00 - Oak
1 day - Th. Nov 19, 09:00-17:00 - Oak

Also see: Graphic Design for more courses.

3. Computer Programming

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 - Th. Sep 24, 09:00-17:00 - Oak
1 day - We. Nov 4, 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 - Th. Sep 24, 09:00-17:00 - Oak
1 day - Th. Oct 29, 09:00-17:00 - Oak
1 day - Tu. Nov 24, 09:00-17:00 - Oak

4. Computer Operations

How to Buy a Computer (100615)

Are you confused by computer ads? Do you understand the language describing 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, 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 mor - Su. Sep 20, 09:00-12:30 - Oak
1 aft - Su. Sep 20, 13:30-17:00 - Oak
1 eve - Mo. Oct 5, 18:30-20:00 - Oak
1 eve - Mo. Nov 30, 18:30-20:00 - Oak

Introduction to Microcomputers (100605)

This introductory course is designed for individuals with little or no previous microcomputer experience. Fundamental hardware, software and microcomputer operations are explained including differences in Central Processing Units, high and low density disks and disk drives, and hard disk drives. Hands-on training involves overviews of a variety of topics including: basic use of the DOS operating system to manage disks and files, hard disk structure, word processing, and spreadsheets. A brief introduction to Windows and using a mouse is also included. \$175

1 day - Tu. Sep 8, 09:00-17:00 - Oak
3 eve - Mo. Sep 14, 18:30-21:30 - Oak
1 day - Sa. Sep 19, 09:00-17:00 - Oak
1 day - Mo. Oct 5, 09:00-17:00 - Oak
3 eve - Mo. Oct 19, 18:30-21:30 - Oak
3 eve - Mo. Nov 9, 18:30-21:30 - Oak
1 day - Th. Nov 26, 09:00-17:00 - Oak
1 day - Mo. Nov 30, 09:00-17:00 - Oak

Introduction to DOS (100903)

This course is an introduction to the basic concepts and commands of DOS: the Disk Operating System. Exercises will show you the purpose of DOS, how to format diskettes and manage files. Hard disk management concepts include: creating and using sub-directories efficiently, "mapping" hard disk structure 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 - Th. Sep 3, 09:00-17:00 - Oak
1 day - Su. Sep 13, 09:00-17:00 - Oak
1 day - Th. Sep 17, 09:00-17:00 - Oak
1 day - Mo. Sep 28, 09:00-17:00 - Oak
1 day - Sa. Oct 10, 09:00-17:00 - Oak
1 day - Mo. Oct 19, 09:00-17:00 - Oak
1 day - Su. Oct 25, 09:00-17:00 - Oak
1 day - Th. Nov 5, 09:00-17:00 - Oak
1 day - Mo. Nov 16, 09:00-17:00 - Oak
1 day - Su. Nov 29, 09:00-17:00 - Oak
1 day - Th. Dec 3, 09:00-17:00 - Oak
1 day - We. Dec 16, 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. Experience with

DOS is essential. Introduction to DOS or Introduction to Microcomputers is recommended. \$175
1 day - Th. Sep 10, 09:00-17:00 - Oak
1 day - We. Sep 30, 09:00-17:00 - Oak
1 day - Sa. Oct 24, 09:00-17:00 - Oak
1 day - We. Nov 18, 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 window manipulation and screen navigation by using a mouse. View the structure of your hard disk by expanding and collapsing the directory structure. Classes are restricted to those who have taken Introduction to DOS or Introduction to Microcomputers, or have permission from the instructor. \$175
1 day - Tu. Sep 22, 09:00-17:00 - Oak
1 day - Sa. Oct 17, 09:00-17:00 - Oak
1 day - Tu. Nov 3, 09:00-17:00 - Oak
1 day - Fr. Nov 27, 09:00-17:00 - Oak

Does our schedule suit your needs?

Additional classes may be added after the publication of this flyer. If the Oakridge Microcomputer Lab class you want is full, or there are no more scheduled dates, call 261-2806 and ask about alternative dates. Additional classes may be added if there is sufficient interest. Custom training can also be arranged.

Computers Skills for the Workplace

CERTIFICATE PROGRAM

Computer Skills is a comprehensive training program for first-time computer users. It is particularly suited to the working person encountering computers in the workplace for the first time. The program builds computer confidence in the progression from novice user to advanced user with a high level of competence with computers and microcomputer software products. The program is based on the educational premise that people learn best by doing. Each course is taught in a microcomputer laboratory equipped with IBM PCs and the most popular business application software products.

For information and registration, call 324-5322.

Non-Certificate students may enrol in any courses without meeting certificate requirements. Enrol early as classes fill up quickly.

Certificate Requirements

Eight (8) courses completed successfully in not more than five (5) years, 15 terms, consisting of: CSW1 - Introduction to Personal Computers and DOS
CSW4 - Word Processing Using WordPerfect 5.1
CSW5 - Using dBase III/IV Plus
CSW6 - Using Lotus 1-2-3
CSW7 - Accounting Using ACCPAC OR
CSW17 - Accounting Using ACCPAC PLUS OR
CSW7B - Accounting Using Bedford
CSW9 - DOS and Hard Disk Management
CSW19 - Introduction to Windows 3.0 and any other CSW course (elective)

Course Credit

Credit for previously completed introductory course/s on Personal Computers and DOS will be considered for CSW1. No previous credit will be considered toward another CSW course. Students who are confident with DOS commands may register for other courses in the CSW program before receiving confirmation of credit for CSW1.

Application for credit must be made in writing and include a transcript of the course/s previously taken. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara Campus, 100 West 49th Avenue, Vancouver, B.C. V5Y 2Z6

Entry Requirements

No formal educational requirements are necessary.

Courses

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

CSW1 - Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used commands of PC/MS-DOS control program for the IBM-PC and compatibles. Examine the most common business applications for the IBM-PC microcomputer: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. Course manual and diskette are included in the fee. \$245
5 mng - Sa. Sep 26, 09:00-12:00 - Lan (No class on Oct 10)
5 mng - Su. Sep 27, 09:00-12:00 - Lan (No class on Oct 11)
5 eve - Mo. Sep 28, 19:00-22:00 - Lan (No class on Oct 12)

5 eve - Tu. Sep 29, 19:00-22:00 - Lan
5 eve - Th. Oct 01, 19:00-22:00 - Lan
5 eve - Tu. Nov 10, 19:00-22:00 - Lan
5 mng - Sa. Nov 14, 09:00-12:00 - Lan
5 mng - Su. Nov 15, 09:00-12:00 - Lan
5 eve - Mo. Nov 16, 19:00-22:00 - Lan
5 eve - We. Nov 18, 19:00-22:00 - Lan

CSW4 - Introduction to Word Processing Using WordPerfect 5.1 (100504)

Learn to use WordPerfect 5.1 to prepare documents. Topics include editing documents, margin and tab setting, formatting documents with different layouts and styles, checking out spelling mistakes, merging with other documents, sorting and using macro features. Prerequisite CSW1. Course manual included in fee. \$265

5 eve - Mo. Sep 28, 19:00-22:00 - Lan (No class on Oct 12)
5 eve - We. Sep 30, 19:00-22:00 - Lan
5 eve - Fr. Nov 13, 19:00-22:00 - Lan
5 eve - Mo. Nov 16, 19:00-22:00 - Lan

CSW4B - Advanced WordPerfect 5.1 (100520)

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features cover math columns, indexing, statistical typing, macros, long document preparation and much more. Prerequisite CSW4. Course manual included in fee. \$265
5 eve - Th. Oct 01, 19:00-22:00 - Lan
5 eve - Th. Nov 12, 19:00-22:00 - Lan
5 mng - Su. Nov 15, 09:00-12:00 - Lan

CSW5 - Using dBase III/IV Plus (100505)

Learn to create a database, add data, change data, inquire and retrieve data from the database. The most popular database package, dBase IV, will be used. Prerequisite CSW1. Course manual included in fee. \$265

5 eve - Fr. Oct 02, 19:00-22:00 - Lan
5 mng - Su. Nov 15, 09:00-12:00 - Lan

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

Learn to set up a spreadsheet and perform "What if..." and "Is it worth it to..." type of analysis. Other topics covered will be: Data Management, Lotus Graphics and introduction to macros. The most

popular spreadsheet package, Lotus 1-2-3, will be used. Prerequisite CSW1. Course manual included in fee. \$265

5 mng - Su. Sep 27, 09:00-12:00 - Lan (No class on Oct 11)

5 mng - Sa. Nov 14, 09:00-12:00 - Lan

CSW17 - Accounting Using ACCPAC PLUS GL A/R A/P (100522)

This course is intended for those interested in the integrated coverage of G/L, A/R and A/P modules. Learn how to set up chart of accounts, enter transactions and prepare financial statements. Prerequisite CSW1. Course notes included in fee. \$265

5 eve - Fr. Oct 02, 19:00-22:00 - Lan
5 eve - We. Nov 18, 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 eve - We. Sep 30, 19:00-22:00 - Lan
5 eve - Th. Nov 12, 19:00-22:00 - Lan

CSW9 - DOS and Hard Disk Management (100509)

Learn to control and make the most effective use of the IBM/PC's 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 developing custom-made commands and menu systems through batch file programming. Prerequisite CSW1. Course manual included in fee. \$265

5 mng - Su. Sep 27, 09:00-12:00 - Lan (No class on Oct 11)

5 eve - Th. Oct 01, 19:00-22:00 - Lan
5 eve - Fr. Oct 02, 19:00-22:00 - Lan
5 eve - Th. Nov 12, 19:00-22:00 - Lan
5 eve - Fr. Nov 13, 19:00-22:00 - Lan

CSW19 - Introduction to Windows 3.0 (100523)

Exploring the practical applications of Windows 3.0 by Microsoft. This software package is intended to simplify the operation of IBM PCs, by acting as an intermediate between the user and DOS. The screen simulates a desktop, through windows, on which separate tasks may be performed independently. The user may switch from window to window or task to task with ease. Prerequisite CSW1 and CSW9 or comparable experience. Course manual included in fee. \$265
5 mng - Sa. Sep 26, 09:00-12:00 - Lan (No class on Oct 10)
5 eve - Fr. Nov 13, 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 (100773) course offered at Oak, see Oakridge Computer Courses in this flyer. Course manual included in fee. \$265
5 eve - Tu. Sep 29, 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 mng - Su. Nov 15, 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 an understanding of what services networks can provide, the theory of their operation and the implications for network management. Participants will be introduced to the Novel operating system. Open lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. Course manual included in fee. \$275
5 mng - Su. Sep 27, 09:00-12:00 - Lan (No class on Oct 11)
5 eve - We. Sep 30, 19:00-22:00 - Lan
5 eve - Tu. Nov 10, 19:00-22:00 - Lan
5 eve - Mo. Nov 16, 19:00-22:00 - Lan

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

CSW80 - C Language Programming (100580)

For programmers who want to learn a powerful language which is commonly used in developing applications for engineering design, accounting, database management, and system tools such as operating systems, compilers and word processors. Course format: lectures, practical 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: some programming experience in another language. Course manual included in fee. \$265
5 eve - Th. Oct 01, 19:00-22:00 - Lan

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. Nov 10, 19:00-22:00 - Lan

CSW83 - Introduction to UNIX (100583)

The UNIX operating system is a complex and elegant environment which provides a multi-user capability suitable for the entire range of computer systems. This course covers the fundamental concepts, components, salient features, and applications of UNIX through lectures and hands-on exercises. Students will use IBM PS/2 systems under the AIX environment. It is assumed that the students possess a working knowledge of another operating system (eg. DOS). Course notes included in fee. \$265
5 eve - Tu. Sep 29, 19:00-22:00 - Lan

Local Area Network Administrator CERTIFICATE PROGRAM

Local Area Networks continue to be one of the high growth areas in computers. World wide approximately 50 percent of all computers are networked currently - this translates to 50 million network nodes. Downsizing from the mainframe/mini world is just getting underway. What is fuelling this phenomena? What are its advantages? Drawbacks? This certificate program is designed to develop a framework in which to evaluate these questions in the context of the participant's business operations. It will develop and enhance the skills of those who are currently, or, are expecting to be, responsible for the purchase and/or administration of a local area network and demonstrate that networks are as much an administrative as a technical challenge. Participants are offered the opportunity to put network theory into action through the availability of a local area network lab. Program features are:

- Instructors with industry experience
- In-depth coverage of Novell - the LAN operating system of choice for most organizations - from install to advanced theory
- Comprehensive Novell Reference Manual (\$60

value) included in fee

- Coverage of LAN alternatives including LAN Manager and Banyan VINES
- Each course consists of a total of 19 hours with: 15 hours lecture/workshop; lab assistant available at all times during class hours; 4 hours supervised open-lab per course with lab assistant in addition to regular course hours
- True proficiency testing with industry recognition
- A variety of industry speakers - hear about the 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 five sessions long, one session per week, for five weeks. Each session is three hours long. 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. \$245
5 mng - Sa. Sep 26, 09:00-12:00 - Lan (No class on Oct 10)
5 mng - Su. Sep 27, 09:00-12:00 - Lan (No class on Oct 11)

5 eve - Mo. Sep 28, 19:00-22:00 - Lan (No class on Oct 12)
 5 eve - Tu. Sep 29, 19:00-22:00 - Lan
 5 eve - Th. Oct 01, 19:00-22:00 - Lan
 5 eve - Tu. Nov 10, 19:00-22:00 - Lan
 5 mng - Sa. Nov 14, 09:00-12:00 - Lan
 5 mng - Su. Nov 15, 09:00-12:00 - Lan
 5 eve - Mo. Nov 16, 19:00-22:00 - Lan
 5 eve - We. Nov 18, 19:00-22:00 - Lan

CSW9 - DOS and Hard Disk Management (100509)

Learn to control and make the most effective use of the IBM/PCs via the DOS Operating System. DOS commands, directories, AUTOEXEC.BAT, CONFIG.SYS, RAMDISK, XCOPY, BACKUP will be covered in addition to items pertaining specifically to hard disk management, such as developing custom-made commands and menu systems through batch file programming. Prerequisite CSW1. Course manual included in fee. \$265

5 mng - Su. Sep 27, 09:00-12:00 - Lan (No class on Oct 11)

5 eve - Th. Oct 01, 19:00-22:00 - Lan
 5 eve - Fr. Oct 02, 19:00-22:00 - Lan
 5 eve - Th. Nov 12, 19:00-22:00 - Lan
 5 eve - Fr. Nov 13, 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 an understanding of what services networks can provide, the theory of their operation and the implications for network management. Participants will be introduced to the Novell operating system. Open lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. Course manual included in fee. \$275

5 mng - Su. Sep 27, 09:00-12:00 - Lan (No class on Oct 11)

5 eve - We. Sep 30, 19:00-22:00 - Lan
 5 eve - Tu. Nov 10, 19:00-22:00 - Lan
 5 eve - Mo. Nov 16, 19:00-22:00 - Lan

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

Participants will cover the Novell operating system in-depth and use the dedicated training server to transform their knowledge into working network systems. The option to challenge this course exists, see course CSW51. Prerequisite CSW12. New this term: Course manual (Complete Reference - Novell 386 by McGraw Hill - \$58 value) included in course fee. \$295

5 mng - Sa. Sep 26, 09:00-12:00 - Lan (No class on Oct 10)

5 mng - Sa. Nov 14, 09:00-12:00 - Lan
 5 eve - We. Nov 18, 19:00-22:00 - Lan

CSW12B - Local Area Network Management - Level 3 (100525)

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

5 eve - Mo. Sep 28, 19:00-22:00 - Lan (No class on Oct 12)

5 eve - Th. Nov 12, 19:00-22:00 - 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. Sep 24, 19:00-22:00 - Lan
 1 eve - Th. Nov 05, 19:00-22:00 - Lan

COURSES AT THE H.R. MACMILLAN PLANETARIUM AND GORDON SOUTHAM OBSERVATORY

(ADMINISTERED BY THE B. C. SPACE SCIENCE SOCIETY)

ASTRONOMY (FOR ADULTS)

Shoot the Moon

Observatory staff

SHOOT THE MOON is a program allowing owners of common 35 mm. SLR cameras to attach them to the telescope(s) and take high-powered photos of our closest neighbour in space. We recommend you bring 100 ASA black and white film, and, if possible, a cable release. Please phone to confirm space availability. A11001P

September 8 & 9, October 8 & 13, November 9 & 12

7:30 - 11:00 pm

\$ 15.00 per camera/public • \$ 10.00 per camera/BCSSS members

Celestial Navigation

David Macmurchie

A brief historical overview, this course outlines the basic ideas behind celestial navigation; why it works and how people can actually use celestial navigation to find out where they are.

N14001X

Friday, October 23, 7:00 - 9:30 pm

\$ 30.00/public • \$ 25.00/BCSSS members

Telescope Making

Bill Burnyeat

Have you ever had the urge to own a powerful telescope? This unique course will teach you how to grind, polish and mount your own powerful telescope mirror which will perform as well (or better) than factory-made instruments costing thousands of dollars. Technical skills are not required - anyone who can change a lightbulb can make a telescope. (Supplies extra)

A11021P

12 Tuesdays, 7:00 - 8:30 pm

Begins September 22

\$135.00/public • \$125.00/BCSSS members

Basic Astronomy

Bill Burnyeat

Make the cosmic connection with this entry-level astronomy course for adults. This observation-based program covers the set-up and use of a telescope, and the life-cycle of stars, planets and distant galaxies.

A11031P

8 Mondays, 7:30 - 9:30 pm

Begins September 21

\$135.00/public • \$125.00/BCSSS members

ASTRONOMY AND SCIENCE COURSES FOR KIDS

Enjoying Astronomy (For Parents and Children)

Bill Burnyeat

Share a Saturday morning experience with your child(ren). This astronomy course teaches some techniques that bring the sky to life. The emphasis is on simple projects that serve to illustrate concepts in astronomy and provide participants with a lot of fun.

A11041P

4 Saturdays, 10:00 am - 12 noon

Begins September 19

\$ 50.00/public • \$ 45.00/BCSSS members

(includes one child and one adult)

Environmental Experiments

Lisa Woodruff

This program will include experiments from PROJECTS FROM A HEALTHY PLANET, written by Shar Levine and Allison Grafton of Einstein's (The Science Centre). Presenting experiments on the environment in a unique way, this course will teach you about acid rain, wind power, the ozone layer, oil spills and smog. You'll get helpful hints on how to make the world a better place.

E13001E

5 Mondays, 4:00 - 5:00 pm

Begins September 21

\$ 40.00/public • \$ 35.00/BCSSS members

Recycling Experiments

Lisa Woodruff

Learn how to take everyday garbage and turn it into useful products. How about recycled paper, hydroponic tea plants, pop bottle greenhouses, paper logs and other great experiments? Take home something from every class!

E13011E

5 Mondays, 4:00 - 5:00 pm

Begins November 2

\$ 40.00/public • \$ 35.00/BCSSS members

Phone 736-4431 to register or for futher information

Best of Einstein's

Lisa Woodruff

A taste of everything. For those who want to learn a bit about kitchen chemistry, the environment, water, plastics, and recycling, this is the perfect class! Guaranteed to make you love science.

E13021E

5 Thursdays, 4:00 - 5:00 pm

Begins October 1

\$ 40.00/public • \$ 35.00/BCSSS members

Guide Stars

Observatory staff

Guide Stars is an astronomy workshop designed for Girl Guides and Boy Scouts of Canada. Based on the Astronomy Badge as set out by the Girl Guides requirements,

Guide Stars includes an informative slide presentation, a discussion about the Observatory and how telescopes function.

A11011P

By Reservation; call 738-2855

PHOTOGRAPHY AND ART

Photography After Dark

Robert Blake

This course concentrates on gaining control of night-time exposure. From sunset shots of the Vancouver skyline to a trip photographing star trails, the night offers a whole new world in photographic expression that most people aren't even aware of.

Pre-requisite: Basic knowledge of photography. Please bring your own 35 mm. equipment and 100 ASA film, as well as a tripod, locking shutter release and camera owner's manual.

P12001X

8 Mondays, 7:00 - 10:00 pm

Begins September 21

\$195.00

Paint the Sunset with Toni Onley

We are pleased to present a watercolour workshop on location with Toni Onley. Mr. Onley will start by doing one or two watercolours as a demonstration while at

the same time discussing how he selects from nature and what he is thinking as he paints. Students should provide their own watercolour paints and easels. A light supper will be served on location.

Toni Onley

is one of Canada's best-known artists. His works are represented in collection around the world, including those of the Victoria and Albert Museum and Tate Gallery in London, England, the Library of Congress in Washington, D.C., and the National Gallery of Canada in Ottawa

T15001X

Sunday, September 20, 2:00 - 8:00 pm. Backup date in case of rain: Sunday, September 27, 2:00 - 8:00 pm

\$ 95.00 (includes light supper)

TO REGISTER:

Stop by the H.R. MacMillan Planetarium Building. Pre-registration for any course can be done by sending name, address, telephone number and course title to **FAX 736-5665**. This will hold a space for you temporarily until payment is received. Payment for courses must be received one week prior to the start of the course.

TOURS

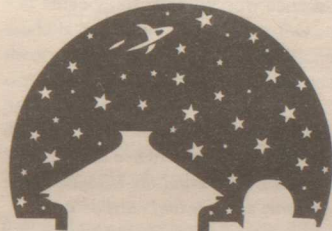
Tour to the Galapagos Islands

This voyage combines for the first time two of the world's greatest natural treasures: the Galapagos Islands and Costa Rica's wildlife sanctuaries. Cruise aboard Aurora II to the richest natural regions in the Western Hemisphere where the desolate beauty of the volcanic islands of the Galapagos, the variety and tameness of the animals are extraordinary.

T19001X

March 3 - 14, 1993

March 8 - 19, 1993



Electric, Electronics

INSTRUCTORS

Jack Ball is a certified electrical inspector as well as a certified "EW" class electrical contractor presently employed by the City of North Vancouver. He is also a member of the Electrical Safety Advisory Committee of BC.

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.

Electrical Code - Intermediate (050602)

This course prepares you to become a registered representative for an electrical contractor or a certified "RC" 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. Sep 22, 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/Williams) \$265

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

20 eve - Tu/Th. Sep 22, 18:30-21:30 - CC

Build Your Own Robot (050701)

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

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

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.

The student will attain proficiency with a wide range of gemmological equipment including refractometers, microscopes, dichroscopes, spectroscopes and polariscopes. With this equipment you will learn to test and identify a comprehensive variety of gemstones from andalusite to zoisite. Emphasis is placed on the differentiation of natural and synthetic gemstones as well as the detection of gemstone treatments and alterations. Diamond and coloured stone grading and appraisal formats are also studied.

Any student who has successfully completed the preliminary year of either the Canadian or British Gemmological Association is invited to apply for admission to the Diploma year at Vancouver Community College. Documentation of successful completion is required for admittance.

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). There is a \$150 Lab fee payable in January by first year students. Tuition: Preliminary year (051109) - \$985; Diploma year (051113) - \$1600

Preliminary year classes begin September 16 and run Wednesday evenings, 18:30-21:30, until June. Diploma year classes begin September 15 and run Tuesday and Wednesday evenings 18:30-21:30, until June.

Applications for the next entry (September 1992) are now being accepted.

For a complete program guide, call 443-8380. For other related Gemmology courses please see: Art/Antique Analysis, Jewellery.

Telecommunications Management

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 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 five (5) courses, 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).

Information Session

To learn more about this program and/or meet the instructors, a free "drop-in" Information Session is being held on Th. Sep 10, 17:00-18:30 - CC, Room 220. Presentation time 17:15 (5:15 pm).

INSTRUCTORS

Bill Clark is the president of TriCor Telemanagement Inc., a Vancouver based telecommunications consulting firm.

Dale Henning has over 25 years telecommunications experience, including technical support, Centrex/PBX system design, sales, marketing and product development for major telecommunications distributors and manufacturers. Currently in account management for Call-Net Telecommunications Ltd.

Sandra Laughland has 18 years' experience in telecommunications with Bell Canada and BC Tel, primarily in voice and data sales. Currently a Network Marketing Manager with BC Tel.

Gerald Paul is 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.

Dave F. Donaldson, B.Ed., M.B.A. is a partner in a consulting firm. His experience includes the marketing of telecommunication and data communication products and services throughout North America.

* 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

7 eve - Tu. Sep 22, 18:00-21:00 - CC

* Telecommunications Management I (Voice) (102201)

Learn the basics of telecommunications (voice) in this course involving the study and review of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (Henning) \$270

12 eve - Th. Sep 24, 18:00-21:00 - CC

Telecommunications Management II (Voice) (102202)

This course is designed to expand upon the topics that were introduced in the Telecommunications Management I (Voice) program and to introduce and discuss enhanced telecommunication applications from the manager's perspective. Topics discussed during this session will include enhanced PBX hardware/software applications, enhanced network design and network management, voice messaging/processing, ongoing telemanagement applications, voice/data integration, integrated building wire concepts and Integrated Services Digital Networks (ISDN). (Clark) \$270

12 eve - Th. Sep 24, 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, multiplexers, fibre optics, and LANs. (Paul) \$270

12 eve - Mo/Th. Sep 21, 18:00-21:00 - CC

Managing 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. (Donaldson) \$270
12 eve - Tu. Sep 22, 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 - Tu. Sep 15, 18:30-20:30 - KEC

Challenge Examination - Telecommunications Management I (Voice) (102206)
\$145
2 hrs - Tu. Sep 15, 18:30-20:30 - KEC

Challenge Examination - Data Communications (102209)
\$145
2 hrs - Tu. Sep 15, 18:30-20:30 - KEC

Fee Allocation for Challenge Examinations

1. Participants must pay \$145 BEFORE writing any examination.
2. Fifty dollars (\$50) of the \$145 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance (\$95) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may: a) have issued a "deferred fee credit" for 100 percent of the balance of \$95 (valid for one year); b) request a refund of the balance of \$95 which will be subject to an administrative charge of 20 percent.

Telecommunications Seminar

Richard Parkinson, Vice President of Infotel Systems Corp., (a Vancouver based consulting firm specializing in development and presentation of telecommunications based seminars), has developed and will be presenting this seminar. Mr. Parkinson presents over 50 public seminars per year in the USA and Europe, as well as private in-house seminars to organizations such as IBM, Bellcore, British Telecom, Nokia, Bank of America, Canadian Federal Government, and Innarsat. In addition, Mr. Parkinson has presented seminars in Japan, Indonesia, Brazil, Africa, and Mexico. This has allowed him to gain a worldwide perspective on telecommunications in general, and the topic of fast packet switching in particular.

Frame Relay, Cell Relay & ATM Networks of the Nineties (102242)

Canada was a leader in the introduction of the X.25 protocol and its use in public packet switched networks. Packet switching has served the worldwide data communications community well since the mid 1970s, and still has a place for many applications. However a new form of packet switching for public networks which has seen tremendous interest is Frame Relay. BC Tel and National Telecom have both announced a commitment to offer Vancouver access to a public Frame Relay network by the end of 1992 and Unitel expects to announce availability by fall 1992. There

are several standards defining the Frame Relay User Network Interface (UNI) interface completed, and several US networks currently operational. The main objective of this seminar is to identify the concepts and operational aspects of Frame Relay, its relationship to other concepts such as ISDN, IEEE 802.6 MANs using Cell Relay, Broadband ISDN and Asynchronous Transfer Mode (ATM) another form of Cell Relay and X.25 based Packet Switching. An extensive, approximately 400 page, handout containing the latest standards information, as well as practical experiences from the pioneering users will be provided for all seminar delegates. In addition, any service and tariff information available from the three Canadian carriers by the date of the seminar, will also be provided. NOTE: A special cancellation policy is in effect for this seminar. This is a non-credit course and not transferrable to the Telecommunications Management Certificate Program. (Parkinson) \$743.65 (Includes GST)
2 day - Mo. Nov 16/17, 08:30-14:30 - ODH (Wheelchair accessible)

HEALTH CARE, SELF-IMPROVEMENT & LIFESTYLES

Professional & Allied Health Care

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

For phone registration call 874-9923.

INSTRUCTORS

J. Cooper, RN, has extensive experience in practice and teaching (both in Canada and the USA) in CCU, ICU, open-heart surgery and cardiac cath labs. Before joining Teletronics, she was a research associate in clinical electrophysiology at University Hospital.

M. Corrigan, BA, has 16 years' experience in the alcohol/drug field. Her commitment to community mobilization is evident in her extensive written works and her maintaining ongoing contact with many community groups in BC. Melodie is editor of the Prevention Network newsletter.

K. Costley-White, MB, BS. Kay has 20 years' experience as a family practice physician in Vancouver, and now works with the Palliative Care Unit of St. Paul's Hospital and the Hospice Program of the Vancouver Health Department.

B. Dechant, BSc. (Pharm.), RPH, is a long term care clinical pharmacy consultant. She has been involved in long term care and extended care pharmacology in hospital and community settings since 1981 and has taught courses at many centres throughout BC.

L. 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. Lynne's research interests have recently involved her in a Canada-wide study on aging.

J. Fraser, MB, BCh. BAO. Jacky is the Medical Director of St. Paul's Hospital Palliative Care Program, and a community consultant for the Vancouver Health Department Hospice Program. She has been active in the development of the BC Hospice/Palliative Care Association and has served on its board and as its president.

N. McCoy, RN, BSN, MEd, has been a nursing instructor at VCC and is past vice-president of the Holistic Nurses Group, a professional practice group of the RNABC.

M. Mogg, RN, BA (Soc.) MA (Women's Studies), is a community mental health nurse with a wealth of knowledge about multicultural health issues. Along with several years' experience as a college instructor, she is a Vancouver Multicultural Society board member and is currently an active committee member with the Vancouver Society of Immigrant Women.

P. Moore, BA, RN, MEd, has several years' experience in the applied health field and has taught professional development courses in a variety of settings. Pru's course emphasizes experiential learning and practical application of adult education principles. Her confident, relaxed teaching style serves as an excellent role model for aspiring adult educators.

M. Murray, BA, MSW, has worked with groups in a variety of community based settings doing program and organizational development. Her knowledge and experience base make her a valuable resource for those dealing with the practical realities of group facilitation.

J. 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 and practice and has successfully done so with nursing, instruction and leadership.

A. Primeau, RN, BScN, was a staff nurse in the critical care complex before her current role as Cardiology Research Coordinator at St. Paul's Hospital. Her friendly manner and strong clinical background enable her to provide a practical approach to cardiac monitoring.

P. Quick, MSW, CSW. Peter is a social work consultant for the Hospice Department. His clinical experience has been developed in a variety of settings, including hospitals, child, welfare, education and training, and research. He has presented at national and international conferences.

C. Rocheleau, RDN, CFE, gained experience in food service management and nutrition in hospitals, long term care facilities, group homes and through her current consulting role. She specializes in knowledge of nutrition and feeding techniques for the physically and mentally handicapped, and older adults with disabilities or dementia.

C. Salton, BA, MSN, is the clinical nurse specialist for the Hospice Program of the Vancouver Health Department. Her clinical areas of interest include patient and family education, survivorship issues, support groups for care of patients and their families, and symptom management. She has presented extensively for professional and volunteer groups.

R. Seebaran, BA, MSW, has brought community development principles to life over the past 20 years through publishing, consulting, teaching and practice. Roop uses experiential instructional methods to powerfully impart new skills.

J. Steckler, RN, BA. MScN, specializes in nursing care of older adults. She was recently Director of Care, Short Stay Assessment and Treatment Centre, Mount St. Joseph's Hospital.

S. Usmiani, BA, MA (Couns. Psych.) 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.

Community Mobilization to Address Social Issues (201052)

If you are working in the community to address social issues such as alcohol/drug problems, crime, youth and multicultural issues, join with others to develop, practise and improve your community mobilization skills. You will learn how to: analyze and stimulate interest in a community problem; build community support and access local resources; develop goals, objectives and an action plan; deal with conflict; and evaluate and adopt planning and action. (Seebaran/Carrigal) \$240 (includes 117 pg manual and video)
4 eve - Tu/Th. Sep 22/24/29 Oct 01, 19:00-22:00 - KEC

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

If education is among your interests, improve your teaching skills at this interactive, practice-oriented workshop. Instructor Pru Moore creates a comfortable, non-threatening atmosphere and helps you learn adult education principles and instructional methods from planning through to evaluation. Allow 25 hours in the two weeks preceding the course to read 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. One week full-time format. (Moore) \$330
5 day - Mo/Tu/Fr. Nov 16/17/20, 09:00-16:00 and We/Th. Nov 18/19, 09:00-13:00 - KEC West

Working with Groups (202813)

After this workshop you will better understand how to lead education or support groups. With experienced instructor/group facilitator, Mary Murray, you will learn about: effective groups, life cycle of a group, group goal achievement, essential group skills, and techniques for structuring a group and handling sabotage. Course includes opportunities for practice and feedback. (Murray) \$85
1 day - Sa. Nov 14, 09:00-16:00 - KEC

Orientation Program for Foreign Educated Nurses (202778)

This course helps you make the transition from nursing in your home culture to nursing in Canada. You will learn about nursing practice and the nursing profession within the context of health care systems in British Columbia and Canada. Professional development and confidence are promoted through interactive learning activities including seminars, group discussions and presentations. Of interest to nurses who are new to Canada, and are in the process of registration or are RNABC members; and nurses who are taking or planning to take qualifying studies in nursing. (Requires TSE-200 or TOEFL-550 if English is a second language.) Instructor Monica Mogg (RN, MA), has several years' experience as a college instructor in BC, and has herself experienced the process of adjusting to Canadian culture. Available in Fall 1992. For more information call 874-9923.

Issues and Needs in Multicultural Health Care (200725)

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross cultural knowledge, including specific needs of immigrant children, adolescents, women and seniors, in health assessment. (Mogg) \$85
1 day - Mo. Nov 09, 09:00-16:00 - KEC West

Differing Health Care Needs of Ethnic Groups (200728)

Survey the realities and health care needs of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge, plus an overview of what it takes to provide culturally sensitive health care, will prepare you to work more effectively with multi-ethnic populations in community or institutional settings. Drawing on a wealth of knowledge and experience in cross cultural health care, instructor Monica Mogg teaches you how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) \$85
1 day - Mo. Nov 23, 09:00-16:00 - KEC West

Introduction to Holistic Health Techniques (202750)

Learn to understand holistic health as a complementary healing process. Experience practices and techniques of visualization, imagery, relaxation, therapeutic use of sound, breath work, centring, grounding and energy fields. Instructor Nadene McCoy has successfully integrated holistic health principles and concepts in her professional practice and is a skilful facilitator of experiential learning. (McCoy) \$40
1 eve - Tu. Oct 06, 19:30-22:00 - KEC West

Psychoneuroimmunology - Mind Over Matter (202734)

Recent studies have reconfirmed that anxiety and fear influence the immune system. Explore relationships between the immune system and the mind, endocrine and nervous systems. Introduce yourself to strategies for strengthening and maintaining an intact immune system and increasing resistance to illness. Empower yourself and your patients/clients --- learn techniques to regain control over pain and anxiety. (Fearn) \$85
1 day - Mo. Oct 26, 09:00-16:00 - KEC West

Overcoming Eating Disorders (202748)

Anorexia and bulimia, two common eating disorders, are serious health problems. In this course you will learn: how to recognize symptoms of eating disorders; about associated dynamics and risk factors; and methods of effecting and supporting behaviour change. If your employment or community role puts you in contact with groups at-risk for eating disorders (eg. adolescents and women), it is important to inform yourself about this topics. (Usmiani) \$85
1 day - Fr. Oct 30, 09:00-16:00 - KEC West

Cardiac Monitoring (202603)

For all health care personnel who require a basic understanding of cardiac arrhythmias. Covers cardiac electrophysiology, monitoring techniques, components of ECG complex, and identification and interpretation of sinus, atrial, junctional and ventricular arrhythmias. (Primeau) \$225
3 day - Tu. Sep 29, Oct 06/13, 09:00-16:00 - KEC West

Rapid Interpretation of the Twelve Lead ECG (202607)

Unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. For CCU and ICU nurses, ECG technicians and paramedics. Fee includes lunch. (Cooper) \$90*
1 day - Th. Oct 01, 09:00-16:00 - KEC West

The Twelve Lead ECG and its Clinical Applications (202616)

The course includes ECG findings related to thrombolytic therapy, right ventricular and posterior infarct, drugs and electrolyte effects, wide complex tachycardias, and bifascicular blocks in the acute MI. Fee includes lunch. (Cooper) \$90*
1 day - Fr. Oct 02, 09:00-16:00 - KEC West

* If registered in both courses fee is \$170

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. It is a one-day workshop. Fee includes lunch. (Cooper) \$90
1 day - Fr. Dec 04, 09:00-16:00 - KEC West

diagnosis and treatment of complex arrhythmias, as well as gaining experience in interpreting monitor strips. It is a one-day workshop. Fee includes lunch. (Cooper) \$90
1 day - Fr. Dec 04, 09:00-16:00 - KEC West

Series - Medications and Gerontology: Principles of Medication Use with Older Adults (200718); Medications for Psychological and Neurological Disorders (202777); Medications for Treatment of Chronic Pain (202775)

Older adults, particularly older women, have been identified as a group at high risk for adverse drug reactions and over-medication. Update your knowledge about safe and effective drug therapy with older adults. Take the introductory course first; it covers essential information about how drugs are handled in the body, how aging affects this process, and the significance of adverse drug reactions in the older adult. Then, take subsequent courses for an in-depth look at prescription and non-prescription drug therapy for specific health problems and diseases affecting older adults. (Dechant) (Courses may be taken individually.)

Principles of Medication Use with Older Adults (200718) \$45

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

Medications for Psychological and Neurological Disorders (202777) \$85

2 eve - Th. Nov 26, Dec 03, 18:30-21:30 - KEC West

Medications for Treatment of Chronic Pain (202775) \$45

1 eve - Th. Dec 10, 18:30-21:30 - KEC West

Physiological Aging Changes: Implications for Care (202768)

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 health and human service professionals who work in the field of aging. (Steckler) \$45
1 eve - Tu. Dec 01, 19:00-22:00 - KEC

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

After this workshop you will better understand how to care for older adults experiencing confusion or disorientation. With instructor and clinician, Jo Steckler, you will learn about: underlying causes; assessment strategies; intervention methods; and policies and procedures which promote increased quality of life for confused or disoriented older adults. Useful for nurses in all settings. (Steckler) \$85
1 day - Sa. Nov 28, 09:00-16:00 - KEC

Palliative Care Concepts for Professionals (202772)

Clarify your role in caring for persons with terminal illness, and acquire skills for performing that role. From the perspective of an instructional team of nurse, social worker and family physician you will learn about: hospice care's philosophical framework; losses associated with dying; empathic listening and responding; managing symptoms that interfere with breathing, eating, continence, skin integrity and normal functioning; and formulating interventions when death is near. Learning activities involve: informal lecture, small group discussion, exercises and handouts. Designed for professionals in long term care facilities. (Quick/Salton/Costley-White) \$85 (co-sponsored with Continuing Care Division, Vancouver Health Department)
1 day - We. Dec 02, 08:30-16:30 - KEC

Therapeutic Touch for Health Care Providers (202752)

If your work involves direct patient/resident care, this practice-oriented course is for you. Familiarize yourself with therapeutic touch as an effective way to facilitate healing. Experienced instructor Nadene McCoy will teach you techniques originally developed by Dr. Delores Kreiger at New York University. (McCoy) \$85
1 day - Sa. Oct 24, 09:30-16:30 - Lan

Massage and Yoga for Health Care Providers (202751)

Gain an appreciation for the therapeutic benefits of massage and yoga as methods for promoting relaxation, pain control and comfort. You will practise breathing techniques; gentle body movements; head, neck, face and back massage using specific techniques (acupressure, effleurage, petrissage); and relaxation. Of interest to hands-on caregivers. (McCoy) \$85
1 day - Sa. Nov 28, 09:30-16:30 - Lan

Assisting Persons with Swallowing and Feeding Problems (200729)

Often under-rated, nutrition has a direct impact on health and well-being. Care providers in all settings will learn how to promote independence and optimum nutrition among the many older and younger adults who experience difficulty with eating or drinking activities. You will experience a hands-on session with food textures, feeding aides and feeding techniques. You will learn about methods for alleviating swallowing problems and dealing with disruptive behaviour at meals. (Rocheleau) \$85
1 day - Tu. Nov 24, 09:00-16:00 - KEC West

Caring for Persons with a Terminal Illness (200727)

A unique opportunity for facility care aides and home support workers to learn about palliative care from a team of physician, nurse and social worker. You will learn: about your attitudes, beliefs and feelings about death; how to provide care that is sensitive to clients' and families' needs; how to listen and respond to a dying person's emotional needs; how to provide physical comfort; and what to do if death occurs. (This course is co-sponsored with the Continuing Care Division of the Vancouver Health Department and is for experienced home support workers and facility care aides who are fluent in English and understand basic blood and body fluid precautions.) (Fraser/Quick/Salton) \$60
1 eve - Fr. Oct 02, 18:15-21:00 and 1 day - Sa. Oct 03, 09:00-16:00 - KEC

Foot Care for the Elderly (200711)

Healthy feet are literally the foundation of mobility and independence. Designed for home support workers and facility care aides, this course covers theory relating to structure and function of the foot, common nail and skin conditions, preventive and palliative foot care, and foot care for clients with diabetes and peripheral vascular diseases. (Olson) \$85
1 day - Sa. Nov 07, 09:00-16:00 - KEC

For additional courses see Self-Improvement and Lifestyles section.

Childbirth Educators-Non-Certificate

Teaching Skills for Childbirth Educators (202504)

Persons already teaching childbirth education who wish to upgrade their skills may enrol in this course. \$305
5 day - Mo/Tu/Fr. Nov 02/03/06, 09:00-16:00 and We/Th. Nov 04/05, 09:00-13:00 - KEC West

For course information and registration phone 874-9923.

For additional courses see Self-Improvement and Lifestyles section.

Childbirth Educators CERTIFICATE PROGRAM

This Certificate Program is designed to prepare registrants to teach childbirth preparation classes. The three courses provide the knowledge and skills necessary to select appropriate content, develop lesson plans, use effective teaching techniques and manage the learning situation.

Participants should be eligible for RNABC registration or have a health or education background. Previous maternal-child experience is an asset.

Course Description

The Certificate Program consists of three (3) courses - two (2) independent (guided) study and one (1) part-time or full-time classroom course of 49 hours. Participants have one (1) year to complete Course I and two (2) years to complete the entire program for the Certificate Program. Courses I and II may be taken independently by persons already teaching childbirth education classes.

Course I - Core Content for Childbirth Educators (202502)

Guided study - 14 modules, 75 hours

Course II - Teaching Skills for Childbirth Educators (202504)

24 hours in classroom, 49 hours total, full-time. \$305
5 day - Mo/Tu/Fr. Nov 02/03/06, 09:00-16:00 AND We/Th. Nov 04/05, 09:00-13:00, KEC West

Course III - Practicum for Childbirth Educators (202501)

43 hours. Arranged on an individual basis.

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

For course information call 874-9923

Continuing Education for Dental Personnel

INSTRUCTORS

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

Liz Wilkes, BA, CDA, is a contract faculty member at Douglas College.

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 Faculty of Dentistry, UBC.

Carole McLeod, B.Ed., has been leading seminars on dental automation since 1981. She is co-designer and developer of dental software, hardware and management expertise of BC dental practices.

Radiography Update (203502)

Quality patient care and diagnosis can be dependent 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 (rubber).

This course is always popular, so register early. Lunch is not provided. (Davies/Wilkes) \$120
2 eve - We. Nov 18/25, 18:30-21:30 - CC, Dental Clinic

Effective Front Desk (203518)

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) \$50
1 eve - Tu. Oct 06, 19:00-21:30 - CC, Room 820

Computereze I (203410)

Computer familiarization course specifically for dentists, dental hygienists, dental assistants and receptionists. It is designed to provide participants with information and experience to understand the office computer system and its significance, specifically for the dental office. (McLeod) \$70
1 mng - Sa. Nov 07, 09:00-12:30 - CC, Room 529

Gerontology

CERTIFICATE PROGRAM

This part-time Certificate Program provides an opportunity for Registered Nurses and Registered Psychiatric Nurses to acquire a unique combination of knowledge and skills which is fundamental in the provision of quality nursing care for older adults in community, acute care or long term care settings.

Program Coordinator: Grace Hodgins
Senior Program Coordinator: Sheila Stickney

INSTRUCTORS

Barbra Berry, RN, BScN, MA (Candidate), is a workshop leader and consultant to seniors' groups and non-profit organizations in program development and evaluations. She has extensive experience in community health nursing and adult education. Her recent research work enabled her to develop expertise in fieldwork strategies, qualitative methods and participatory evaluation with seniors' groups working on health promotion projects.

Barbara Dechant, BSc. (Pharm.), RPH, is a long term care clinical pharmacy consultant. She has been involved in long term care and extended care pharmacology in hospital and community settings since 1981 and has taught courses at many centres throughout BC.

Monica Mogg, RN, BA (Soc.) MA (Women's Studies), is a community mental health nurse with a wealth of knowledge about multicultural health issues. Along with several years' experience as a college instructor, she is a Vancouver Multicultural Society board member and is currently an active committee member with the Vancouver Society of Immigrant Women.

Prerequisites

- Current registration with the RNABC as an RN or RPN
- Current BCLS
- One year of nursing practice within the past three years

Certificate Requirements

- Participants must successfully complete:
 - Six 36-hour courses (Introduction to Gerontology; Health and Health Problems in Later Life; Communications; Introduction to Gerontological Nursing; Nursing Practice I; and Nursing Practice II)
 - A 122.5 hour Practicum
 - A 12-hour elective

Evaluation

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

Course Fees

36 hours - \$225; Practicum - \$225

Information Session

For more information attend the following meeting:
1 eve - Tu. Aug 25, 19:30-20:30 - KEC West

Length of Program

One to two courses per term: Five terms - 18 months. The program must be completed in two (2) years.

Application

Contact the program assistant at 874-9923 for brochure and application form. Qualified students are accepted in order of receipt of application.

Courses offered this term

(Open only to Certificate Program students who have met entry requirement):

Introduction to Gerontology (203601)

An overview of the field of gerontology and demographic trends in Canada. Participants examine issues related to health and social service provision in an aging population. Emphasis is placed on distinguishing facts from myths in relation to aging and older people, and on using theory and research to gain a holistic understanding of the aging process. (Berry) \$225
6 day - We. Sep 23, 09:00-16:00 - KEC West

Electives offered this term

(Open to Certificate Program students and other health professionals.)

Issues and Needs in Multicultural Health Care (200725)

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescent, women and seniors, in health assessment. (Mogg) \$85
1 day - Mo. Nov 09, 09:00-16:00 - KEC West

Differing Health Care Needs of Ethnic Groups (200728)

Survey the realities and health care needs of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge, plus an overview of what it takes to provide culturally sensitive health care, will prepare you to work more effectively with multi-ethnic populations in community or institutional settings. Drawing on a wealth of knowledge and experience in cross cultural health care, instructor Monica Mogg will help you learn how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) \$85
1 day - Mo. Nov 23, 09:00-16:00 - KEC West

Series - Medications and Gerontology: Principles of Medication Use with Older Adults (200718; Medications for Psychological and Neurological Disorders (202777); Medications for Treatment of Chronic Pain (202775)

Older adults, particularly older women, have been identified as a group at high risk for adverse drug reactions and over-medication. Update your knowledge about safe and effective drug therapy with older adults. Take the introductory course first; it covers essential information about how drugs are handled in the body, how aging affects this process, and the significance of adverse drug reactions in the older adult. Then, take subsequent courses for an in-depth look at prescription and non-prescription drug therapy for specific health problems and diseases affecting older adults. (Dechant) Courses may be taken individually.

Principles of Medication Use with Older Adults (200718) \$45

1 eve - Th. Nov 19, 18:30-21:30 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$85
2 eve - Th. Nov 26, Dec 03, 18:30-21:30 - KEC West
Medications for Treatment of Chronic Pain (202775) \$45
1 eve - Th. Dec 10, 18:30-21:30 - KEC West

Nursing Management

CERTIFICATE PROGRAM

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.

Nursing Management Certificate Program (202801)

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 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. \$375. Part-time format
3 day - Sa. Sep 19, Oct 24, Dec 12, 09:00-16:00
AND 9 eve - We. Sep 23/30, Oct 07/14/28, Nov 04/18/25, Dec 02, 18:30-21:30 - KEC West

Program Coordinator: Grace Hodgins

Sterile Supply Aide

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. (Stickney) \$250
Ongoing registration - For further information call 874-9923.

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.

NOTE: Foodsafe - Level II (Advanced) is currently under revision and is not being offered at this time.

Certification

Students who successfully complete Level I 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 443-8380.

Foodsafe - Level I (Basic) (250201)

Designed for kitchen staff and dining room attendants. Explore micro-biology - foodborne illnesses - personal hygiene and health - serving and dispensing - food protection and preparation - receiving and storing food safely - warewashing and storage methods. \$65

1 day - Sa. Sep 19, 09:00-18:00 - CC
1 day - Sa. Sep 26, 09:00-18:00 - CC
1 day - Sa. Oct 03, 09:00-18:00 - CC
1 day - Sa. Oct 17, 09:00-18:00 - CC

Foodsafe - 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. NOTE: Students must speak English. Class limited to fifteen. \$65
4 eve - Th. Sep 17, 18:30-21:30 - CC
4 eve - Th. Oct 15, 18:30-21:30 - CC

Self-Improvement & Lifestyles

R. Boychuk, BA, MA, works with couples and groups in private practice, specializing in communication skills, inner and inter-personal conflict, and self-esteem. He leads workshops throughout BC and is a trainer/coach in the Conflict Resolution program at the Justice Institute.

B. Coleman has degrees in Theatre, Education and Speech.

K. Dornan is a human development consultant who specializes in assisting people to define and accomplish personal vision. Her own commitment to excellence makes her workshops a stimulating and enriching learning experience.

L. 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. Lynne's research interests have recently involved her in a Canada-wide study on aging.

L. Green, BA, MA (Couns. Psych.). Larry has 21 years of experience as an instructor, family therapist, psychotherapist and treatment coordinator. He is currently an EAP counsellor/

coordinator for Interlock and maintains a private practice. Larry is married and has four children; he sculpts clay when tired of distractions. He has himself overcome Panic Disorder and has helped others through the same process.

C. Heffernan is President of Potentia Plus Inc., a human resource company. Self-esteem being her main mission, she also teaches listening skills, leadership skills and personality styles and is a certified consultant with Performax International. She taught a communications course at the University of Calgary for five semesters and is a graduate of the Self-Esteem Institute in Cincinnati, Ohio.

K. Landry, RN, BScN, is a college instructor and educational consultant in the private sector. Along with a practical knowledge of how to achieve wellness, Kathy brings to her workshops the vitality and experience of a person committed to positive living.

M. Murray, BA, MSW, has worked with groups in a variety of community organizations for several years. Her depth of knowledge and experience as a group facilitator enable her to emphasize the practical and applied side of group work.

T. 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.

S. Usmiani, BA, MA (Couns. Psych.) 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.

These courses will be of interest to the general public.

Pre-registration is required for all courses.

Creative Visualization (102871)

Creative visualization is a practical, easily learned skill. Anyone can do it. Learn to design and implement visualizations that reduce stress, build confidence and create new ways to solve problems, achieve goals and make decisions. Topics to be examined are: techniques to aid healing/teach a skill; techniques to consciously achieve desired personal goals, weight loss, business objective, personal relationship, etc.; techniques to receive higher wisdom and inner guidance. Wear warm, comfortable clothing. (Loher) \$128.40 (Includes GST)
1 day - Sa. Oct 17, 09:00-16:00 - Lan

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

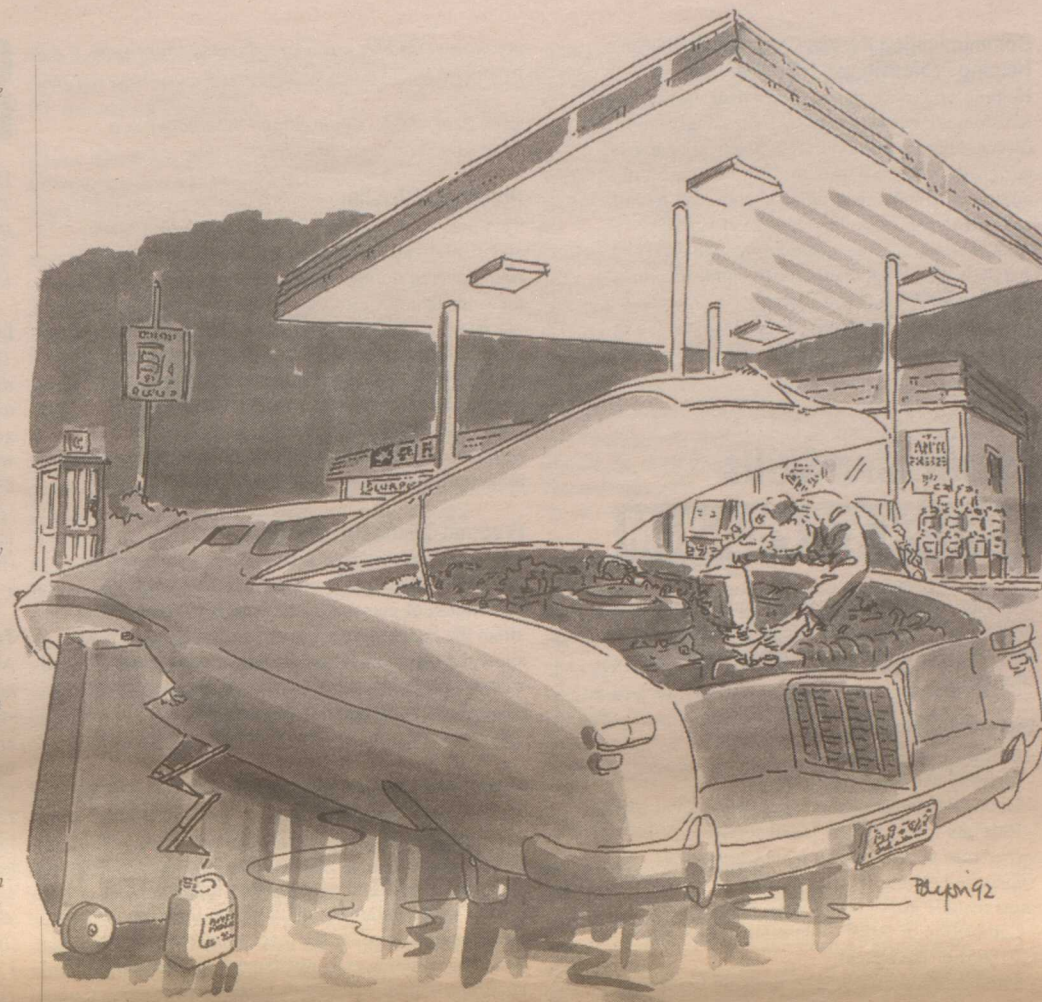
How much more could you enjoy your life and relationships if . . . how far could you advance in your career if . . . you eliminated one or two counter-productive behaviours that block you, "procrastination, disorganization, avoiding conflict, over-reacting emotionally, negative self talk" and so on. This course is the nuts and bolts of the why's and how to's of personal and professional change. You will have higher self esteem; you'll get more done with less effort. (Loher) \$80.25 (Includes GST)
6 eve - We. Oct 14, 19:00-21:30 - Lan

Mastering Meditation (503409)

Learn meditation for peaceful and dynamic living. Each week you will learn new techniques to cover related topics. (Runkel) \$26.75 (Includes GST)
4 eve - Tu. Sep 22, 20:15-21:15 - Lan

Vocal Fitness for Speaking (104008)

A practical course that identifies the strengths and weaknesses of your speaking voice and through vocal exercises and experiences helps you to



improve the basics of good speaking. We focus on relaxation, alignment, breathing, centring, resonance, projection and articulation so you can avoid the problems of throat tension, poor breath support, fade-out, breathlessness, whiny tone, nasality and mumbling. It is a fun opportunity to shape up your voice. Comfortable casual or exercise clothing is essential. (Coleman) \$107 (Includes GST)
5 eve - Tu. Nov 03, 19:00-21:00 - CC

Effective Oral Communications (104546)

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) \$192.50 (Includes GST)
8 eve - We. Sep 23, 18:30-21:30 - Lan

The Art of Conversation (503452)

Enrol now and meet new friends, be comfortable in large groups even when alone! Recognize possible irritating voice tones, opinions and mannerisms. Learn helpful hints in memorizing, showing animation and overcoming boredom. Learn to save grace in difficult situations and overcome self consciousness. (Smith) \$85.60 (Includes GST)
8 eve - We. Sep 23, 19:30-21:30 - Lan

Assertiveness Training I (202715)

Assertion is an essential component of communication and interpersonal relationships. Counsellor, Randy Boychuk, will help you learn methods for effectively expressing your thoughts, feelings, opinions and beliefs to others. Learn to be assertive in situations of strong emotion. Practise assertive strategies which can lead to positive changes in your life and work. (Boychuk) \$90
1 day - Mo. Dec 14, 09:00-15:00 - KEC West

Conflict Resolution (202802)

This course combines theory with practice to help you manage conflict in the workplace and deal effectively with tension and anger. Learn to recognize the positive functions of conflict and view it as a normal part of everyday life and work. Become aware of your own reactions and approaches to conflict and broaden your conflict resolution options. Course emphasizes practice using a variety of communication techniques to resolve conflicts more successfully. (Boychuk) \$90
1 day - Tu. Dec 15, 09:00-15:00 - KEC West

Assertiveness Training II (202779)

Master assertion skills in this practice-focused workshop. Using techniques of role play, observation, and individualized feedback, instructor Randy Boychuk helps you increase your confidence in using assertion skills in situations that challenge you. Video feedback component. Intended for those who have completed a basic assertiveness training workshop. (Boychuk) \$90
1 day - We. Dec 16, 09:00-15:00 - KEC West

Humour, Optimism and Wellness: Positive Concepts for Living (201035)

Explore the role of humour and optimism in everyday living and understand the importance of humour in self-healing. "Learned optimism" and "choosing wellness" are key topics in this interactive workshop. Instructor and wellness advocate, Kathy Landry, introduces a framework for proactive, holistic self-management and provides a basis for life change. (Landry) \$85
1 day - Sa. Nov 21, 09:00-16:00 - KEC

Rebuilding Body Image (201050)

Body image is a core component of self-image and self-worth. Examine the ways in which body image affects your life: in relationships, work performance and family life. Through discussion, small group activities and in-class exercises, counselling psychologist Sonia Usmiani will help you set up a process for moving toward a healthy and affirming body image. (Usmiani) \$85
1 day - Sa. Nov 14, 09:00-16:00 - KEC

Performance Anxiety: Paralyzing Fear When One is the Focus of Attention (201043)

Understand the roots of your anxiety when giving presentations, public speaking, during performance appraisals or job interview, asking questions in class, performing skills in game conditions, and when interacting with members of the opposite sex. Develop personalized coping strategies for overcoming performance anxiety, and experience satisfaction and enjoyment in previously-feared activities. Learn short term strategies to enhance your sense of control. (Green) \$85
2 eve - We. Oct 07/14, 18:30-21:30 - 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 sufferers of panic disorders and their partners/spouses. Family therapist and instructor, Larry Green, has himself overcome panic disorder and has helped numerous others through the same process. You will appreciate his sensitivity and approach in teaching you how to reduce your symptoms and sense of alienation. You will learn methods for working with confidence on day-to-day experiences. You are invited to phone and talk with us to find out if this course is right for you. (Green) \$85
2 eve - We. Nov 18/25, 18:30-21:30 - KEC

Improve Your Personal Power (200730)

Carol-Lee Heffernan, the "Raisin Lady," has drawn rave reviews across Canada and in the US for this humorous and dynamic seminar on "raisin" self-esteem. Learn how to invest in self-esteem, self-awareness, listening and open communication. Pursue greater personal power and harmony in day-to-day living. (Heffernan) \$85
1 day - Sa. Nov 07, 09:00-16:00 - KEC

Discover and Channel Personal Excellence (201049)

Are you tired of being average? Are you just plain tired? Human development consultant, Kim Dornan, creates an atmosphere of encouragement and inspiration while teaching you how to engineer the basis of your own motivation and life achievement. Clarify your life priorities and access the resources that you have at your disposal. Focus your life direction and expectations by designing a personalized system of accomplishment that works for you. (Dornan) \$85
1 day - Sa. Oct 17, 09:00-16:00 - CC

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

For additional courses see Professional and Allied Health Care section.

HUMAN & SOCIAL SERVICES

Counselling Skills

Counselling Skills Non-Certificate

INSTRUCTORS

Tamara Adilman, (M.Ed., Counselling Psychology), is a counsellor with North Shore Family Services.

Nathan Krakow, (M.A., Counselling Psychology, Ph.D. Candidate), is a counsellor with a background in individual, couples, and family work in a variety of settings.

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

David Miller, (M.A., Counselling Psychology), is a counsellor in an alcohol and drug clinic.

Ginette Proulx, (M.Ed., Counselling Psychology), is a counsellor with a background in couples work and EAP referrals.

Susan Rungta, (M.A., Counselling Psychology), is a counsellor with a background in multicultural counselling, vocational counselling, and EAP referrals.

Basic Counselling Skills - Level I (101805)

This course is designed to introduce individuals to the listening skills that form the foundation of counselling. It will be of particular interest to volunteers and staff in the helping professions. You will practise beginning phase helping skills, which include attending, empathy, summarizing, and concreteness. You will participate in counselling interviews as both a helper and a client. This process will require self-disclosure and self-exploration. You can expect to spend three hours per week completing reading and written assignments. This course is a prerequisite for those applying to the Counselling Skills Certificate Program and to the Substance Abuse Program. Text: "Counselling Skills for Social Service Workers," Bob Shebib. (\$27 at CC Bookstore) \$225
12 eve - Mo. Sep 14, 19:00-22:00 - CC (Proulx) (No class Oct 12)
12 eve - Tu. Sep 15, 19:00-22:00 - CC (Miller)
12 eve - We. Sep 16, 19:00-22:00 - CC (Krakow) (No class Nov 11)
12 mng - Fr. Sep 18, 09:30-12:30 - KEC (Rungta)
12 mng - Sa. Sep 19, 09:30-12:30 - CC (Adilman) (No class Oct 10)

Basic Counselling Skills - Level II (101806)

This course is designed for individuals who have completed Basic Counselling Skills - Level I, or those who have completed the equivalent elsewhere. You will review beginning phase helping skills. You will be introduced to and practise the helping skills of the action phase, which include advanced empathy, confrontation, immediacy, helper self-disclosure, problem-solving and goal setting. You will participate in counselling interviews as both a helper and a client. You can expect to spend three hours per week completing reading and written assignments. Prerequisite: Basic Counselling I (101805) Text: "Counselling Skills for Social Service Workers," Bob Shebib (\$27 - CC Bookstore) \$150
8 eve - Th. Sep 17, 19:00-22:00 - CC (Zettl)

Communicating Across Cultures: Skills for Helping Professionals (101807)

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. (Margolis) \$107 (Includes GST)
2 day - Sa. Oct 17/24, 09:30-16:30 - KEC

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. (Volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
- Completion of Basic Counselling Skills courses (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 - \$75, 36 hours - \$225, Practicum - \$175

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: September 1992, January 1993, April 1993

Information Meetings

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

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

INSTRUCTORS

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

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

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

Joe Rosen, (M.S.W.), is a social worker in private practice.

Lynn Zettl, (M.A., Counselling Psychology), is a counsellor in private practice.

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. (Rosen) \$165

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. Oct 17, Su. Oct 18, 09:30-16:30 - KEC

Introduction to Counselling (101830)

This course is an overview of the counselling field in terms of theory and practice. Content areas will include discussion of: the major theories of counselling and their contributions to the field as well as their limitations; the different implications these theories have for the practice of counselling, including differences in assessment, in counselling goals and techniques; and in application to particular populations; ethical issues in counselling. The intent of this course is to allow the participants to begin to formulate their own beliefs and approaches to counselling. (Zettl) \$225
12 eve - We. Sep 16, 19:00-22:00 - KEC

Group Counselling Skills (101832)

This course examines the knowledge and skills which are required when counselling in a group setting. Content will include: identifying types of groups; understanding group effectiveness; understanding group structure and organization; selection of group members; explaining roles and responsibilities of group leader, understanding stages of group development; understanding and dealing with group and individual needs during all stages of development; evaluating change. An exploration of legal and ethical issues, particularly competence, will also be included. This course will emphasize an experiential learning approach. (Dadson, Rose) \$225
12 eve - We. Sep 16, 19:00-22:00 - KEC

Family Counselling Skills (101833)

This course examines the knowledge and skills which are required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, explaining the indications for using a family systems approach; understanding the impact of the extended family; the process of a family systems assessment; formulating goals; an introduction to appropriate strategies and techniques for use with families. An exploration of appropriate counsellor expectations, counsellor competency, consultations, legal/ethical issues, and the importance of record keeping, will also be included. (Pierce) \$225
12 eve - We. Sep 16, 19:00-22:00 - KEC

Court Interpreting

David G. Reed is former Director of the School for Translators, College Universitaire de Saint-Boniface, Winnipeg, and Associate Professor, Centre de Traduction et de terminologie juridique, Universite de Moncton.

Legal Translation (150124)

This course will deal with the intricacies of legal translation in Canada. With emphasis on written translation, of and towards any language, some general principles of translation will be exposed, as well as techniques that allow as smooth as possible the translation from one legal system to the other, while still respecting the essence of both the language and the legal system one works in. \$44.94 (Includes GST)
1 mng - Nov 14, 09:30-12:30 - Lan

Terminological Research (150125)

All court interpreters must prepare themselves before appearing in court so that they have a sufficient knowledge of the terminology they are expected to use while interpreting. Without reference to any specific language, besides the language students are trained, as well as, of course, English, this course will give basic guidance in helping the court interpreter to find the legal terminology as well as other terminologies that are required for each case. General principles of terminological research will be described. \$44.94 (Includes GST)
1 mng - Feb 07, 09:30-12:30 - Lan

Court Interpreting

CERTIFICATE PROGRAM

Program Coordinator

Silvana E. Carr, Ph.D., has been the coordinator of the Court Interpreting Program at VCC since 1982.

INSTRUCTORS

Silvana E. Carr, Ph.D., instructs the Professional Orientation to Interpreting component in the Court Interpreting Certificate Program. She also lectured in Italian at UBC for many years.

John L. Perry is a barrister and solicitor. He instructs the Law component of the Court Interpreting Certificate Program at VCC.

Individual bilingual instructors with extensive language skills will instruct in each of the various language combinations selected. The language combinations are determined by the suitability of applicants and the needs of the courts and community.

Become an accredited interpreter. Make possible effective communication between parties unable to communicate directly because of language barriers. 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. Established in 1979, this part-time program enables bilingual persons to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs.

The Certificate from this program is recognized as proof of accreditation by the Ministry of the Attorney General, Court Services, in its recently announced accreditation policy. \$695 (textbooks included)
48 eve - Tu/Th. Oct 06-Apr 08, 19:00-22:00 - Lan

The Court Interpreting Certificate Program is composed of the following components listed below:

Professional Orientation to Interpreting Skills (150118)

This component is designed to develop oral/aural skills, memory, interpreter skills, and terminology research. Seminars on professional ethics, communication techniques, resume preparation.

Bilingual Interpretation (150119)

Sight translation and consecutive interpretation practice using legal and other texts; development of bilingual terminologies, introductions to simultaneous interpretation (in sessions for each language of specialty).

Law for Court Interpreters (150120)

Discussion of legal aspects of court interpreting, and the role of the interpreter in the legal system. Introduction to the Canadian and BC court system and the principles of law, court procedures and terminologies.

Eligibility

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

Application Deadline

Sep 05, 1992. Applications accepted from speakers of Vietnamese, Punjabi, Mandarin, Persian, Spanish, as well as other languages. Please note: Classes in certain language combinations fill up quickly and may be closed prior to application deadline. Late applications will be considered subject to space availability. For more information call 324-5322.

Early Childhood Education

Living & Working with Young Children

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

INSTRUCTORS

Isolde Hager Descantes is well respected in the community for her expertise in family daycare. She is currently an Outreach Coordinator for the Vancouver Family Daycare Support Program located at Collingwood Neighbourhood House. In addition Isolde currently facilitates as Director of Education for Western Canada Family Daycare Association.

Kate Dubois is an early childhood educator with a wealth of experience and is currently operating a family daycare. She is currently a Director on the Board of Education for Western Canada Family Daycare Association.

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

Veda Hotel has a Masters degree in Counselling and Psychology and is currently a counsellor at an elementary school.

Barbara Karmazyn, B.A., is a fine and performing arts educator who has worked with preschool children over the past eight years. Her focus is on art, movement and drama.

Judy Labrin is a family daycare educator who currently operates a family daycare in her home on the east side of Vancouver.

Louise Martinson has a Masters degree in Counselling and Psychology and is currently a counsellor at a junior secondary school.

Pat Mason is a long-experienced early childhood educator with particular expertise in the area of special needs care. She brings a variety of experiences with her in her role of educator. Currently Pat is offering a model of respite care with a particular emphasis on the special needs child.

Pam Mountford is a long-experienced family daycare educator, well respected in the community for her knowledge and experience in this area. She currently operates a school age program from her home in addition to being the Chairperson on the Western Canada Family Daycare Association.

Maria Ressel is an educator who has had experience in early childhood as well as primary school settings. Recently she delivered the family daycare program to Spanish-speaking caregivers in their first language.

Musical Fun for Preschoolers (151505)

Are you tired of singing the same old songs? Do you wish you had a broader range of songs, theme-related finger play and chants? This workshop is specially designed for family daycare providers and will offer a wide selection of new ideas. Join the magic circle and discover what circle time is, how to settle the children, and enjoy making your own musical instrument. (Dubois) \$20
1 mng - Sa. Sep 26, 09:00-12:00 - Lan

Paint and Dough It (151498)

Come join in the fun adventure of a hands into "paint and dough it" workshop. This session will give you lots of new, exciting, inexpensive, and easy-to-clean-up art ideas. Also included are recipes for many varied doughs and clay that you can make from simple ingredients found in your kitchen cupboards. (Dubois) \$20
1 aft - Sa. Sep 26, 13:00-16:00 - Lan

Creative Art: Creative Kids (151438)

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

Understanding Children's Reaction to Separation and/or Divorce (151509)

Children suffer when their parents separate and/or divorce. This workshop will help you as a parent or caregiver to understand the reactions of children and will explore ways you can help them through this difficult time. (Martinson/Hotel) \$25
2 eve - Th. Oct 22/29, 19:00-21:00 - Lan

Children With Special Needs in the Family Daycare Setting (151456)

This session will address the needs of the child, the family and the daycare home in developing an integrated program for children with special needs. Topics for the session will include "who" is defined as having special needs; "how" to plan for a smooth transition period; "where" to find useful resources; "what" kind of funding assistance may be available, and "how" the family daycare can play a vital role in providing quality care. (Mason) \$20
1 day - Sa. Oct 24, 09:30-12:30 - Lan

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

Children and adults alike love stories! This workshop will provide simple and successful methods to add magic to story time. A specialist in

dance and drama for young children, Barbara Karmazyan will offer practical methods for reading and making up stories. You will also have the opportunity to experiment with old favourites, in addition to creating your own stores. (Karmazyn) \$20
1 eve - Th. Oct 29, 19:00-22:00 - Lan

Time and Stress Management (151510)

How many hats do you wear? Where does your time go? Does the echo of not enough hours in the day sound familiar? Do you feel overwhelmed by your multiple responsibilities as caregiver, mother, cook, social director, chauffeur, partner, career woman and bookkeeper? There is help! Personal time management can help you cope more effectively and, at the same time, reduce your stress. (Mountford) \$25
2 eve - Th. Nov 05/12, 19:00-21:30 - Lan

Big Books I (151458)

This session will introduce you to BIG BOOKS and their role in providing an easy, enjoyable entry into the world of reading. Join this "hands on" evening and begin your own collection of big books! You will receive one big book and have the opportunity to create one of your own. Please bring a pencil, ruler, and eraser. At the session a \$5 fee will be collected to cover the cost of materials. (Mountford) \$20
1 eve - Tu. Nov 17, 19:00-22:00 - Lan

Recycle Crafts (151480)

Get ready for those cosy winter days and extra special days with some new craft ideas! You will create imaginative items and musical instruments using recyclable materials such as plastic, cardboard tubes and other fun junk! This session is ideal for those working with children between the ages of 3 - 7 years. (Dubois) \$20
1 mng - Sa. Nov 21, 09:00-12:00 - Lan

Exploring Nature in Winter (151495)

Delight your children, your co-workers and yourself with fun and adventurous wintertime things. This special day will provide you with a variety of simple crafts, activities, and natural science experiments suitable for winter days and a potpourri of interesting things to do with the wintertime blues. (Dubois) \$20
1 aft - Sa. Nov 21, 13:00-16:00 - Lan

Prop Boxes (151493)

Come join the fun! Experience prop box play and learn how to extend play activities by providing never-ending learning materials and opportunities that store easily in a box. (Mountford) \$20
1 eve - Tu. Nov 24, 19:00-22:00 - Lan

Early Childhood Education

CERTIFICATE PROGRAMS

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

INSTRUCTORS

Isolde Descantes is a long-experienced family daycare educator and is well respected in the community for her expertise in this area. She currently works with the Vancouver Family Daycare Support Program.

Judy Labrin is a family daycare educator who currently operates a family daycare in her own home.

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

Maria Ressel has had experience in early childhood as well as primary school settings. She recently piloted an innovative training program which offered knowledge and skills to Spanish-speaking women in their first language.

A. Early Childhood Education Level I

This 2-year provincially certified program prepares graduates to work as supervisors in nursery school and day-care centres for 3 to 5 year old children. Please note: This program is FULL for this coming term. Applications are now being accepted for September 1993.

B. Infant-Toddler Supervisor Training

This 1-year program prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day-care settings. Applications for September 1992 will be accepted until September 9.

C. Administration of Early Childhood Services

This new, 1-year program will provide qualified ECE graduates with the specialized skills and knowledge to effectively manage and administer programs for young children. Applications will be accepted until September 9. Please call for further details.

D. Advanced Studies in Early Childhood Education

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

E. Family Day-Care

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

This term, the following courses are offered:

Prerequisite: Introduction to Family Day-Care (103801)

This 20-hour course provides a basic introduction to a variety of issues related to operating a family daycare in a home environment. Community Care Facilities recommends this course as part of the licensing process. Please note this course meets four evenings AND two Saturdays. ((Hager-Descantes/ Labrin/Ressel) \$85
4 eve - We. Sep 16-Oct 07, 19:00-22:00 - Lan
AND 2 day - Sa. Sep 19, Oct 03, 09:30-14:30 - Off campus
OR
4 eve - Mo. Oct 19-Nov 09, 19:00-21:30 - Lan
AND 2 day - Sa. Oct 24, Nov 14, 09:30-14:30 - Off campus

Core Course I

Exploring Children's Development (103802)

This course examines developmental stages, issues and milestones in the lives of young children and suggests strategies for promoting healthy growth and development. (Mason) \$85
6 eve - We. Oct 21/28, Nov 04/18/25, Dec 02, 19:00-21:30 - Lan
1 day - Sa. Nov 28, 09:30-14:30 - Lan

F. School Age Child Care

INSTRUCTORS

Susan Huffman Coe holds an Early Childhood Educators diploma from Capilano College and a Bachelor's degree in General Studies from SFU.

With 18 years of experience in the child care field, Susan has much to offer as the operator and administrator of a school age child care centre.

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

This certificate program is designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres or leadership, service and church groups. The program consists of 150 hours of instruction divided between the prerequisite course, 5 core courses and a variety of electives. In order to register in this certificate program, applicants must successfully complete the 18 hour prerequisite course entitled Introduction to School Age Child Care. Core courses are:

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

Introduction to School Age Child Care (150697)

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

4 eve - We. Sep 30-Oct 21, 19:00-22:00 - Lan
AND 1 day - Sa. Oct 24, 09:30-14:30 - Lan

This term the following core course will be offered:

Working With 5-Year-Olds (150655)

This course focuses on the physical, intellectual, emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. This course meets 6 evenings AND 1 Saturday. (Huffman Coe) \$85

6 eve - We. Oct 28, 19:00-22:00 - Lan

1 day - Sa. Nov 28, 09:30-14:30 - Lan

Substance Abuse

Workshop

INSTRUCTORS

Denise Hall, (M.A. Candidate), is a counsellor at PEAK house, a residential, family-oriented treatment program for substance abusing adolescents. She has extensive experience as a clinician and as a trainer.

Colin Sanders, (M.A., Cultural Anthropology), teaches in the VCC Substance Abuse Certificate Program. Through Metanoia Consulting, he presents workshops at several agencies and institutions in BC. He is currently Clinical Supervisor at PEAK House.

Garth Thompson, (M.S.W.), is a family counsellor with White Rock Community Services. He teaches in the VCC Substance Abuse Certificate Program and has a background in substance abuse counselling.

Post Modern Thinking and Substance Abuse Therapy (200140)

This two-day workshop focuses on new directions in the practice of substance abuse therapy. It is meant to challenge and entice practitioners who deal with substance abusing clients directly or indirectly, and who already have a working understanding of the etiological and rehabilitative issues in the field.

Day I will examine post-modern thinking in clinical practice, such as the self is a social construct rather than tied to traditional personality theory, and therapy is "liberation" rather than "subjugation." Based on these ideas, clinicians such as Michael White, David Epton, Steve de Shazer, and Rachael T. Hare-Mustin, have developed therapies that are "solution-based," rather than "problem-saturated."

Day II will focus on the practical application of the ideas of White et al to substance abuse therapy. Through the use of case presentation, role plays, and analysis, the use of solution-based techniques, such as "externalization," "exceptions," and "reflecting teams," will be demonstrated. The impact of feminist family therapy in this context will also be discussed. (Sanders/Thompson/Hall) \$137.75 (Includes GST)

2 day - Fr/Sa. Oct 30/31, 09:30-16:30 - KEC

Substance Abuse CERTIFICATE PROGRAM

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

Applicants may already be employed in the substance abuse field, or may be seeking to enter this field, or may possess developed skills, knowledge or experience in a more general counselling area and now seek a very specific focus in substance abuse.

Emphasis will be placed on providing fundamental knowledge and skills about alcohol and drug dependency and applying assessment, referral and counselling skills to working with substance abuse clients. Vancouver Community College, Continuing Education Basic Counselling Skills - Level I (101805) course is a prerequisite.

Entry Requirements

1. Successful completion of Grade 12 or equivalent
2. Good knowledge of English, both oral and written
3. Relevant experience in social services. (Volunteer experience is credited, providing it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
4. Satisfactory documented completion of Vancouver Community College Basic Counselling Skills - Level I (101805) - See Counselling Skills Non-Certificate Program
5. Three (3) years of successful recovery for those candidates affected by chemical dependency
6. Maturity and emotional stability
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. Courses are offered in the evening, once a week and vary in length.

Introduction to Substance Abuse (200112) - 27 hours

Drugs and Human Behaviour (200127) - 15 hours
Individual Counselling Skills for Alcohol and Drug Addition (200115) - 36 hours

Group Counselling Skills for Alcohol and Drug Addition (200116) - 36 hours

Family Counselling Skills for Alcohol and Drug Addition (200117) - 36 hours

Assessment, Referral and Community Resources for Drug Addition (200126) - 36 hours

Practicum (200119) - 60 hours

Course Fees

27 hours - \$175; 15 hours - \$100; 36 hours - \$225; Practicum - \$200

Information Session

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

Evaluation

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

Length of Program

Five terms - 18 months. Practicum 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.

Next intake date: January 1993

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

INSTRUCTOR

Celesta Wilson, (M.A., Counselling Psychology), is a counsellor at PACIFICA, a residential centre for the treatment of substance abuse.

Individual Counselling in Substance Abuse (200115)

This course examines the knowledge and skills needed when counselling, on a one-to-one basis, clients who are affected by substance abuse. Content areas will include: a review of the phases of the counselling process, and how counselling addresses the needs of clients in early, middle, and late-stage rehabilitation; practising counselling skills in all phases of the helping relationship; the importance of the client-counsellor relationship; the impact of counsellor self-awareness, particularly of counter-transference and boundary issues; working with substance abuse clients within the "Transtheoretic Model" of change; ethical issues. (Hall) \$225

12 eve - Tu. Sep 15, 18:30-21:30 - CC

12 eve - Th. Sep 17, 18:30-21:30 - CC

Family Counselling Skills for Substance Abuse (200117)

This course examines the knowledge and skills necessary when working with the family of the substance abuser. Content will include: understanding the family as a system; the role of substance abuse in this system; the process of a family systems assessment; formulating goals, strategies, and techniques; legal and ethical issues. (Wilson) \$225

12 eve - We. Sep 16, 18:30-21:30 - CC (No class Nov 11)

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. Text required. (Demers) \$225

24 eve - Tu/Th. Sep 22, 18:30-20:30 - Lan

Upper Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. (Ferera) \$225

24 eve - Mo/We. Sep 21, 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. (Ferera/Strayski) \$225

24 eve - Mo/We. Sep 21, 18:00-20:00 - Lan (Ferera)

24 eve - Tu/Th. Sep 22, 18:30-20:30 - Lan (Strayski)

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,

INSTRUCTORS

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

David Bouvier, B.A., M.A., has taught in Britain, the United States and Canada for 15 years.

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

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

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

Debbie Freiman, B.A., M.Ed., has taught for 12 years.

Sharon Scott, B.A., P.D.P., has been teaching ESL to adults for the past four years.

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

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

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

Luci Tenisci, B.A., B.Ed., has taught English, French, Italian and Spanish to adults and teenagers in Canada and the US.

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. Sep 21, 18:30-20:30 - 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. Sep 21, 18:30-20:30 - Lan

Conversational Skills Improvement I for Advanced ESL Speakers (103004)

Accuracy in speech is an important asset for advancement 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. (Tenisci/Smith) \$145

12 eve - We. Sep 23, 18:30-20:30 - Lan (Tenisci)

12 eve - Th. Sep 24, 18:30-20:30 - Lan (Smith)

Conversational Skills Improvement II (103005)

For students who have already taken Conversational Skills I or already speak English fluently but lack confidence in their oral skills. Included in the course will be idioms, two-word verbs, pronunciation, and functional conversation. The course concentrates on oral skills. (Scott) \$145

12 eve - Th. Sep 24, 18:30-20:30 - 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 want to expand their 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.

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 - We. Sep 23, 18:30-21:30 - Lan

English Writing Skills Improvement I (103007)

Learn to write fluently, skillfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. (Buntun/Bobenick) \$145

12 eve - Tu. Sep 22, 18:30-20:30 - Lan (Bobenick)

12 eve - We. Sep 23, 18:30-20:30 - Lan (Buntun)

TOEFL Preparation (103020)

The ten areas diagnosed as the greatest problem areas in English understanding and communication will be the focus. Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. Study strategies will also be discussed. While the course is open to students from an intermediate level and up, a certain level of competency is assumed. Required text: "Building Skills for the TOEFL." Saturday class will have a 1/2 hour lunch break. (Demers) \$225

12 day - Sa. Sep 19, 09:30-14:00 - Lan

24 eve - Mo/We. Sep 21, 18:30-20:30 - Lan

English Upgrading & Composition Writing (103021)

Designed for students at the post-secondary level who require additional training in the fundamental skill of composition writing in order to write the LPI. Students wishing to register for the course must complete one of the following requirements: a) must have previously attained at least a level 3 on the LPI and provide a photocopy of the score; b) must write a diagnostic test the first night of class and obtain a reasonable score in order to continue the course. Students who have attained a level 3 must bring their LPI score to the first night of class. Students whose score is too low for this course will have their money refunded and be advised of other options for ESL and native speakers. Text required. (Bouvier) \$300

17 eve - Tu/Th. Sep 17, 18:30-21:30 - Lan (Please note that September 17 class will begin on a Thursday)

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

Conversational Skills Improvement I for Advanced ESL Speakers (103004)

Accuracy in speech is an important asset for advancement 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. (Tenisci/Smith) \$145

12 eve - We. Sep 23, 18:30-20:30 - Lan (Tenisci)

12 eve - Th. Sep 24, 18:30-20:30 - Lan (Smith)

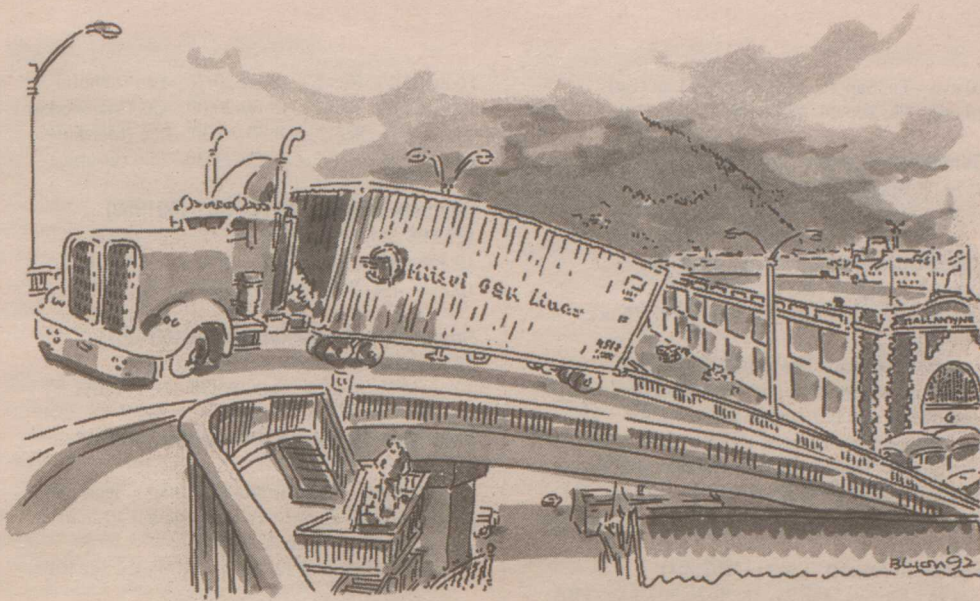
Conversational Skills Improvement II (103005)

For students who have already taken Conversational Skills I or already speak English fluently but lack confidence in their oral skills. Included in the course will be idioms, two-word verbs, pronunciation, and functional conversation. The course concentrates on oral skills. (Scott) \$145

12 eve - Th. Sep 24, 18:30-20:30 - 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 want to expand their skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feed-back by the instructor.



Limited Enrolment. Required text: "Clear Speech." (Strayski/Smith) \$200

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

12 eve - Tu. Sep 22, 18:30-21:30 - Lan (Smith)

Chinese Language (Mandarin) & Arts for Children & Adults

All courses will be taught by qualified and experienced instructors from the Vancouver First Mandarin School.

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

Children's Classes

- 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, 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 or 13:30-14:30.
- Each course has 16 sessions. The next term for children's classes runs from September 12, 1992 to January 30, 1993.

Preregistration

Preregistration will be held at KEC on Saturday, August 22 and August 29, 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)
Children's Choir (505719) Age under 14

Arts

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

Kung Fu (505712)

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

Chinese Painting (505713)

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

Mathematics (505714)

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

Cartoon Comics and Design (Age under 14) (505715)

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

Children's Choir (505719)

16 aft - Sa. Sep 12, 12:30-13:30 - KEC

Adult Classes

The next term for adult classes runs from September 26, 1992 to December 5, 1992. No previous experience is required. All adult classes run 10 sessions.

Conversation for Adults (505716)

Emphasis is on Mandarin conversation. \$123.05 (Includes GST)
10 mng - Sa. Sep 26, 10:00-12:00 - KEC

Mandarin for Adults (505709)

Emphasis is on reading, writing and conversation. \$123.05 (Includes GST)
10 mng - Sa. Sep 26, 10:00-12:00 - KEC

Modern Languages

Learn the language of your choice in a relaxed, informal atmosphere. All courses emphasize the acquisition of conversational skills that will prepare you for travelling or doing business.

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

Our instructors are native speakers experienced in teaching students to acquire useful language skills as quickly as possible by using a lively interactive approach.

Note

Some courses may require the purchase of a book and/or cassette. These will be available at the campus bookstore.

Level 1

Introductory course for students with no previous knowledge of the language. This course will give you the ability to engage in simple conversations dealing with matters of everyday interest. By the

end of this course the students will be able to introduce themselves to others, ask for things, express likes and dislikes, order a meal, ask for directions and talk about their future plans.

Level 2

This course will develop your fluency in the language and enhance your understanding of its formal structure. By the end of this course the students will be able to express themselves in the past tense and speak in a more sophisticated way.

Level 3

The student at this level will be able to enrich his/her language by learning idioms and more advanced grammar points. Magazine articles, native speakers and presentations will promote discussions and class interaction.

The focus of all levels is on conversation, but reading, writing and listening are also important components.

Placement

In the first half hour of the first class, there will be a placement interview for all students to determine their level. This placement interview will make sure the student is registered in the right level. If not, the instructor will direct him/her to the appropriate level.

For individuals taking the VCC travel tours, special language workshops can be organized for a nominal fee. For information on travel educational programs see Travel Educational Tours section.

Course Cancellation and Adjustment

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

Please note

The College is closed for two statutory holidays on Monday, October 12 and Thursday, November 11. Please note classes are held at Langara or City Centre. City Centre starting times are earlier.

Course Cancellation and Adjustment

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

Inquiries: 324-5322 or 44

German

Joe 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

Mark Masuda, from Japan, has taught at VCC Continuing Education for the last four years and has developed good techniques and materials to offer his class an opportunity to experience different aspects of the language.

Masahiko Nakata received his 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 five years.

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.

Mandarin

Xianzhao Huang comes from Beijing, 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.

Portuguese

Maria Catao is a teacher from Portugal with experience in teaching a second language. Although her focus is on Portuguese from Portugal, she also introduces Brazilian expressions and pronunciation.

Russian

Marina Kaplun comes from Russia with a Masters degree in Mechanical Engineering. She was head of the Engineering Department in Moscow and a Russian language instructor.

Spanish

Gladys Ballen is from Colombia and has extensive experience in teaching business Spanish for various Canadian companies.

Doris de Ruiz is originally from Colombia. She is a teacher and a psychologist. Doris has been teaching for VCC for the last ten years.

Martha Miszkurka received her teaching education in her homeland, Mexico. She has experience in teaching English and Spanish as a Second Language in Mexico and Canada.

Jaime Osorno is also from Colombia and has been teaching Spanish as a second language for VCC for four years.

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.

Thai

Jim and Pontip Placzek team teach. Pontip is originally from Thailand. Jim has a degree in Asian studies. Each has taught Thai for many years. Together they have written a beginner's book for the Thai language.

Cantonese Conversation Level I (501903)
\$123.05 (Includes GST)

10 eve - Tu. Sep 22, 18:30-20:30 - Lan (Lu)
10 eve - Th. Sep 24, 18:00-20:00 - CC (Ip)

Cantonese Conversation Level II (501904)
\$123.05 (Includes GST)
10 eve - Tu. Sep 22, 18:00-20:00 - CC (Ip)

Czech Conversation Level I (502008)
\$123.05 (Includes GST)
10 eve - Th. Sep 24, 18:00-20:00 - CC (Hynek)

French in Action: The Capretz Method
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. 40-hour program - \$230 each

French in Action - Level I (502001)
20 eve - Mo/We. Sep 21, 18:30-20:30 - Lan (TBA)

French in Action - Level II (502002)
20 eve - Mo/We. Sep 21, 18:00-20:00 - CC (Visscher)

French Conversation Level I (501913)
\$115
10 eve - Tu. Sep 22, 18:30-20:30 - Lan (Hassaine)
10 mng - Sa. Sep 26, 09:30-11:30 - Lan (TBA)

French Conversation Level II (501914)
\$115
10 mng - Sa. Sep 26, 09:30-11:30 - Lan (Hassaine)

German Conversation Level I (501919)
\$123.05 (Includes GST)
10 eve - Mo. Sep 21, 18:30-20:30 - Lan (Rommel)

German Conversation Level II (501920)
\$123.05 (Includes GST)
10 mng - Sa. Sep 26, 09:30-11:30 - Lan (TBA)

Italian Conversation Level I (501923)
\$123.05 (Includes GST)
10 eve - Tu. Sep 22, 18:30-20:30 - Lan (Visscher)
10 mng - Sa. Sep 26, 09:30-11:30 - Lan (TBA)

Italian Conversation Level II (501924)
\$123.05 (Includes GST)
10 mng - Sa. Sep 26, 09:30-11:30 - Lan (Visscher)

Japanese Conversation Level I (501926)
25-hour course. \$155.15 (Includes GST)
10 eve - Mo. Sep 21, 19:00-21:30 - Lan (Nakata)
10 eve - Mo. Sep 21, 18:00-20:30 - CC (Masuda)
10 eve - We. Sep 23, 19:00-21:30 - Lan (Wong)
10 eve - Th. Sep 24, 19:00-21:30 - Lan (Nakata)
10 mng - Sa. Sep 26, 09:30-12:00 - Lan (Tsukioka)

Japanese Conversation Level II (501927)
25-hour course. \$155.15 (Includes GST)
10 eve - Th. Sep 24, 18:00-20:30 - CC (Isobe)
10 eve - Th. Sep 24, 19:00-21:30 - Lan (Masuda)

Japanese Conversation Level III (501928)
25-hour course. \$155.15 (Includes GST)
10 mng - Sa. Sep 26, 09:30-12:00 - Lan (Nakata)

Mandarin Conversation Level I (501937)
20-hour course. \$123.05 (Includes GST)
10 eve - Mo. Sep 21, 18:30-20:30 - Lan (Huang)
10 eve - Mo. Sep 21, 18:00-20:00 - CC (Shao)

Mandarin Conversation Level II (501938)
\$123.05 (Includes GST)
10 eve - Tu. Sep 22, 18:00-20:00 - CC (Huang)

Portuguese Conversation Level I (501945)
\$123.05 (Includes GST)
10 eve - Th. Sep 24, 18:30-20:30 - Lan (Catao)

Business Russian Level I (501936)
\$123.05 (Includes GST)
10 eve - Mo. Sep 21, 18:00-20:00 - CC (Kaplun)

Spanish Conversation Level I (501949)
\$123.05 (Includes GST)
10 eve - Mo. Sep 21, 18:00-20:00 - CC (Schulz)

10 eve - We. Sep 23, 18:30-20:30 - Lan (Schulz)
10 eve - We. Sep 23, 18:00-20:00 - CC (Miszkurka)
10 eve - Th. Sep 24, 18:30-20:30 - Lan (Miszkurka)
10 mng - Sa. Sep 26, 09:30-11:30 - Lan (Osorno)

Spanish Conversation Level II (501950)
\$123.05 (Includes GST)
10 eve - Mo. Sep 21, 18:00-20:00 - CC (Ballen)
10 eve - We. Sep 23, 18:00-20:00 - CC (TBA)

Spanish Conversation Level III (501951)
25-hour course. \$155.15 (Includes GST)
10 eve - Th. Sep 24, 19:00-21:30 - Lan (TBA)

Fast Track Spanish Conversation - Level I (501992)
An intensive course for those wishing to learn the language more quickly. Beginner level. 40-hour course. \$246.10 (Includes GST)
20 eve - Tu/Th. Sep 22, 18:00-20:00 - CC (de Ruiz)

Thai Conversation Level I (501990)
25-hour course. \$155.15 (Includes GST)
10 eve - We. Sep 23, 19:00-21:30 - Lan (Placzek)

LEISURE, RECREATION & TRAVEL

Natural History Courses

For information and booking call Eve Katan at 871-7069

Natural History for Walkers and Hikers (502805)

From sea's shore to mountain tops - discover the diversity of BC's life zones. This course is invaluable for outdoorsmen and serves as an introduction to key natural history areas in southwestern BC. Learn about the landforms, life histories of common plants and animals and their ecological associations. Course is taught by experienced biologists through illustrated lectures, guided field trips to Cypress and Lighthouse park, Fraser River delta and a live-animal lab. Dick Cannings, Rob Butler, Nancy Baron, Marja de Jong Westman. \$98.44 (Includes GST)
Tuesdays: Sep 29, Oct 06/13/20/27
Field Trips: Saturdays, Oct 03/17/24

Carmanah Valley (502837)

The Carmanah Valley is revered worldwide for its expanse of old-growth coastal forest. Growing undisturbed for perhaps 800 years, this forest is home to many of Canada's tallest and most massive Sitka Spruce. You'll hike into the valley with naturalist Alison Watt and enjoy accommodation at the Mesachie Lake Research Station. Chartered van, ferry costs and accommodation included. \$267 (subject to change) (Includes GST)
Field Weekend: Sep 24/25

Whistler Mountain/Garibaldi (502854)

This mountain wilderness boasts dense forests of Douglas and alpine firs, red and yellow cedar, mountain hemlock and white bark pine. Within its forests and among its volcanic rocks live marmots, squirrels, ptarmigans, jays and golden eagles. In the Fall, migrant hawks and falcons can be sighted along the mountain ridges. Wildlife biologist, Martin Gebauer. \$74.90 (Includes GST)
Orientation Lecture: Thursday, Sep 17; 19:30-21:30
Field Trip: Saturday, Sep 19

Okanagan Natural History Weekend (502807)

With big-horn sheep biologist, Dr. David Shackelton and naturalist/birder Frank Metcalf you'll discover some of the Okanagan Valley's unique Fall offerings --- mountain goats at Keremeos, big-horn sheep in the Vaseux Lake hills, thousands of migratory waterfowl on the lakes and to top it off ... an evening of hooting for owls. \$96.30 (Includes GST)
Orientation Lecture: Wednesday, Nov 04; 19:30-21:30
Trip: Nov 07/08/09

Bald Eagles (502855)

In January, bald eagles congregate along the Squamish River to feast on the spawning salmon. They migrate here from distances as far away as Alaska and reach numbers in the thousands. A lone bald eagle is always a spectacular sight. Just imagine seeing 2500 in a day. Join ornithologist Alice Cassidy on this fascinating day trip. \$64.20 (Includes GST)
Lecture: Wednesday, Jan 13; 19:30-21:30
Field Trip: Saturday, Jan 16; all day

Travel Study Programs

For information and booking call Great Expeditions 263-1476

Kenya and Tanzania

East Africa is justly world famous for its stunning landscapes and wildlife spectacles. In Kenya the tour visits the famous Treetops Lodge, the Samburu Game Reserve, and the top birding locations of lakes Baringo, Nakuru and Naivasha where many of Kenya's over 1200 species of birds will be sighted. In Tanzania the tour visits Lake Manyara, Serengeti National Park, where our trip coincides with the calving period of the immense herds of wildebeest and other game which have made the park world famous; Olduvai Gorge, where the Leakey family made their important discoveries of early man, and Ngorongoro Crater with its spectacular vistas and concentrations of game and birds. After returning to Kenya we will relax on the sandy beaches of the Indian Ocean at Mombassa before returning home. \$5425 (includes tax deductible tuition fee)
Feb 6-28, 1993

Leader: Dick Cannings, naturalist and birder, Cowan Vertebrate Museum, UBC

Natural History and Prehistory of Arizona

Arizona has a combination of spectacular scenery, fascinating prehistory and natural diversity unmatched in North America. This tour takes us from the Grand Canyon in the north to the Santa Rita mountains in the south, including beautiful Oak Creek Canyon, prehistoric cliff-dwellings at Canyon de Chelly, Montezuma's Castle and Walnut Creek, petrified forests, extinct volcanoes, saguaro cactus deserts near Tucson, the Arizona Sonora Desert Museum, and the essentially Mexican flora and fauna of Madera Canyon. \$1995 (includes tax deductible tuition fee)
April 09-19, 1993
Leaders: Dick Cannings, naturalist and birder, Cowan Vertebrate Museum, UBC and anthropologist, Margaret Holm.

Southern Alberta

Discover some of Canada's natural richness by exploring southern Alberta's important natural history areas. Waterton Lakes Park - where the dry rolling hills of the prairies soar to icy peaks nearly 3000m high ... Dinosaur Provincial Park - renowned for its concentrations of dinosaur bones ... Cypress Hills - rising 600m above the prairies, they are a "humid island" of pine, spruce, aspen and balsam forests ... Bow River - draining alpine ice fields, tundra and semi-arid shortgrass prairie, it's known for terrific birding spots ... Pakwoki Lake - has as extensive marshland habitat for cormorants, black-crowned night herons, marsh wrens and at time the rare snowy egret and white-faced ibis.

May - June 1993

Leader: Martin Gebauer, wildlife biologist and naturalist with experience with the Canadian Wildlife Service.

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!
Dates: November 19-December 11, 1992
Cost: \$5895 (includes tax deductible tuition - \$950)
Leader: Biologist, Dr. Keith Wade, specialist in tropical rainforest ecology.

Tours in planning include a natural history trip to Trinidad and Tobago in November 1993 with naturalist Nancy Baron.

Recreation

INSTRUCTORS

Diana Bouvier is a long-time student of Tai Qi Chuan. She studied Jin Shin Do with Patricia Novotny and with Iona Teegarden, the founder of the system. She learned Shiatsu technique from Dr. Minoru Sumimoto, and is currently in advanced Qi Gong studies with Grand Master Peng Jiu Ling. Before turning to Oriental Medicine, Diana qualified as a Registered Medical Laboratory Technologist with training at BCIT and St. Paul's Hospital. She is a certified practitioner member of both the American Oriental Bodywork Therapy Association (AOBTA) and the Shiatsu and Oriental Therapies Society of BC (SOTES).

Charles Rummel is president of the Hot Spring Association of Canada as well as a member of the BC Geothermal Council.

Yang Zhang began to study dance in China at age 12. He became principal dancer of the Jiang Xi provincial dance company where he remained principal dancer for 20 years. Mr. Zhang excels in Chinese classical and modern dance and is the recipient of many awards. He is presently a guest choreographer at the Vancouver Goh Ballet.

Oriental Bodywork (504044)

A friendly, practical, hands-on introduction, this course will demonstrate basic Japanese derived Jin Shin and Shiatsu massage techniques, as well as introduce some elementary Chinese style Qi Gong healing exercises. Some basic theory will be provided to illustrate the unified holistic outlook of Traditional Oriental Medicine underlying all these methods. Students will learn useful and effective ways to relieve stress and improve health. This course is suitable for all ages. Please wear loose, comfortable clothing. (Bouvier) \$107 (Includes GST)
8 eve - Tu. Oct 13, 19:00-21:00 - Lan

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 swim suit or shorts to the lesson. (Kodet) \$37.45 (Includes GST)
1 day - Sa. Oct 17, 09:00-15:00 - Lan

Great Soaks! Discover Hot Springs of BC (504046)

British Columbia is blessed with over 100 hot springs --- many relatively unknown. Learn: where they are, how to plan a hot spring holiday and what you'll discover when you arrive. Besides the distinctive mineral characteristics and therapeutic benefits of these springs, you will find that there are rare orchids, tropical insects and unique mushroom species existing there. (Rummel) \$66.34 (Includes GST)
4 eve - Tu. Oct 06, 19:00-21:30 - Lan

Classical Chinese Dance (504045)

Classical Chinese Dance taught in an interesting and creative way, enabling the participants to appreciate the art of music and dance. This beginners' course provides fundamental training to improve body coordination, balance and flexibility. Students will learn basic steps and combinations of Chinese Classical Dance including performance techniques. Activities include fan dance, traditional dance, and some modern dance exercises. Slippers and tights preferred. (Zhang) \$107 (Includes GST)
10 mng - Sa. Sep 26, 10:00-11:30 - Lan

Skiiing - Advanced Notice

If skiing and travel is what you would like, join the Vancouver Community College Ski Club for a fun-filled time on the slopes this winter. Cross country and downhill ski packages will be organized for local lessons or weekend forays further afield, depending on which mountains you want to go to. Please let us know by October 1, 1992 by phone or fax whether you and your friends will be joining us. Look for further details in our Winter flyer. For information call VCC Continuing Education Division at 871-7065 or fax Attention: Vancouver Community College Ski Club 871-7300.

Sailing

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.

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.

British Virgin Islands Caribbean Sail-Training Tour/Canadian Yachting Association Certification

Ten days in paradise, where the sun always shines. The warm trade winds are gently blowing. The water and air temperatures are in the '80s. Safe, comfortable and 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 \$2245 approx. (No Air \$1445 approx.)
Trip No. 1 - Nov 04-13, 1992
Trip No. 2 - Nov 14-23, 1992

Information Video Night: Sep 16, or Friday, Sep 25, 19:00-21:00 - KEC, Room 4043
Call for details, Marcus Kerry, Sail-Train International Inc. at 731-1023.

Sailing Howe Sound/Canadian Yachting Association (CYA) Certificate Course (502818)

This three-day adventure offers a unique opportunity to escape; acquiring sailing instruction amidst the beauty and solitude of Howe Sound. A comfortable hike is offered, exploring the coast forest on Gambier Island. Observe marine life while cruising in protected waters, aboard a comfortable yacht. All sailing instruction is provided by an advanced CYA instructor. Course covers: manoeuvring under sail and power, basic navigation and other seamanship skills to complete the CYA Learn to Cruise standard. Class is limited. Pre-registration required. (Kerry) \$295
Sep 05/06/07 - Labour Day
Or alternative dates available
For more information please call Marcus Kerry, Sail Train International at 731-1023.

Self Defence

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.

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) \$53.50 (Includes GST)
2 day - Sa. Oct 24, 09:30-13:00 - 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) \$53.50 (Includes GST)
2 day - Sa. Nov 07, 09:30-13:00 - KEC

Travel Courses

INSTRUCTORS

Chris Boycott and Norman Bruce. Adventures Abroad, have been leading tours for many years to destinations such as Egypt, Turkey, Morocco, Yugoslavia, Greece, Syria, Jordan and Algeria. They are well-known around Vancouver for their colourful slide shows and they have travelled to places such as Russia, SE Asia, New Zealand and Europe.

Norman Bruce has a BSc degree in Zoology and a post-graduate diploma in Business Studies. He had travelled extensively in Western and Eastern Europe and Turkey as well as spending six months travelling in India before starting to lead tours professionally in 1986. In 1988 Norman was honoured to be elected a Fellow of the Royal Geographical Society of London.

Guatemala, Belize and Costa Rica (504646)

These unique countries straddle the narrow land bridge between the Caribbean and the Pacific Ocean. They contain ruins of ancient civilizations, fascinating Indian markets, active volcanoes, glorious coral reefs and unique wildlife sanctuaries. Come and explore with us! (Boycott/Bruce) \$10.70 (Includes GST)
1 day - Sa. Nov 21, 10:00-12:00 - Lan

Turkey and Greece (504648)

This travel lecture, illustrated with slides, takes us to the historical islands of Crete, Santorini and Rhodes;

the romantic islands of Naxos and Paros; the historic city of Athens; and the classical sites of the mainland. Join us for renowned historical sites, brilliant sapphire blue seas, warm beaches and spectacular sunsets. \$10.70 (Includes GST)
1 day - Sa. Nov 28, 09:30-12:00 - Lan

Egypt and Morocco (504622)

(Bruce) \$10.70 (Includes GST)
1 mng - Sa. Oct 17, 09:30-12:00 - Lan

Splendors of Greece (504636)

For many centuries Greece and its many islands have enchanted travellers with its seductive beauty. This archaeology and art-oriented class is for armchair travellers or those planning a trip. It will include northern (Macedonia) Greece to explore the legacy of Alexander the Great, then travel to Meteora, Delphi, Petras, Olympia, Mycenae and many other exciting places in the Peloponnese. Next, classical Athens. Lastly, we go island hopping to some of those magical Greek Isles. Illustrated with slides, music and travel tips by an experienced tour manager. \$10.70 (Includes GST) (Storey)
1 day - Sa. Oct 24, 13:00-16:00 - Lan

Travel Study Programs

This year, VCC - Continuing Education Division is offering the largest travel study program ever. With more than 20 destinations, many with multiple departures, we are offering stimulating educational tours for the general public, designed by experts. Experienced tour leaders are selected for their ability to communicate and share their enthusiasm as well as their knowledge and expertise.

London Theatre Tour

February 25 - March 06, 1993; November 4-13, 1993
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: \$2000 approximately. Book early.
For information, please call: John Parker, escort - 594-1832; Barbara Broadbent, Banner Travel - 261-0226; Wayne Deele, VCC-CE - 871-7065.

Highlights of Central Europe

May 13-28, 1993 - 16 days
Experience history in the making. This 16-day tour is designed to take you from Frankfurt over land to Berlin, Warsaw, Krakow, Budapest, Vienna, and back through the rich farmlands of Moravia and Bohemia, completing the journey again in Frankfurt. Included are first class hotels, transfers, tour director, deluxe coach, meals and educational tax deduction.
Price: \$2100 plus air
Call Wayne Deele, VCC-CE at 871-7065 or Barbara Broadbent, Banner Travel - 261-0226.

Turkey (Western)

Sep 06-27 (3 weeks)
Sep 13 - Oct 04 (3 weeks)
Sep 20 - Oct 11 (3 weeks)
Sep 27 - Oct 18 (3 weeks)
Oct 04-25 (3 weeks)
Often called the "crossroads of world civilizations," Turkey is a mysterious land of geological wonders, beautifully preserved Greek and Roman ruins, lovely beaches and friendly people. Note that this

trip can be taken on its own as a three-week tour or combined with Eastern Turkey to make a five-week tour of Western, Central and Eastern Turkey. Price: \$2475 without international flights, \$3775 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Turkey (Eastern)

Sep 06-27 (3 weeks)
Sep 13 - Oct 04 (3 weeks)
Sep 20 - Oct 11 (3 weeks)
Here is a land quite different from Western Turkey. This mysterious region is the cradle of such civilizations as the Armenians, the Commagenes and the might Hittite empire. Note that this trip can be taken on its own as a 3-week tour or combined with Turkey (Western) to make a 5-week tour of Western, Central and Eastern Turkey. Price: \$2475 without international flights, \$3775 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Green Isles

Sep 06-20 (2 weeks)
Sep 13-27 (2 weeks)
Sep 13-26 (3 weeks)
Sep 13 - Oct 03 (3 weeks)
"Greece is the land of gods, home to mythology, ancient civilizations and the cradle of western democracy." It is a land of picturesque islands surrounded by brilliant sapphire blue seas, warm beaches and spectacular orange sunsets. The 2-week trips include Athens, Santorini and Crete. The 3-week trips include these places plus the islands of Naxos and Amorgos. Price: 2 weeks - \$999 without international flights, \$2230 with flights from Vancouver. 3 weeks - \$1600 without international flights, \$2830 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Egypt

Oct 24-Nov 07 (2 weeks)
Nov 07-21 (2 weeks)
Dec 19, 1992 - Jan 02, 1993 (2 weeks)
The Nile, Africa's great artery and Egypt's very lifeblood, leads us back to the dawn of one of the greatest civilizations the world has ever known. This is the story of the Pharaohs' Golden Age. Highlights include the Pyramids, Tutankhamen's treasures, and Abu Simbel. This tour can include a 3-day Nile cruise. Price: Without cruise - \$1850 without international flights, \$3150 with flights from Vancouver. With Nile Cruise - \$2050 without international flights, \$3350 with flights from Vancouver. NOTE: There is a \$100 surcharge on the Christmas tours. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Morocco

Oct 17 - Nov 03
Dec 20, 1992 - Jan 03, 1993
With its blend of Africa and Arabia, medieval crafts and culture, there are few more exciting countries to visit than Morocco. We will see fabled Casablanca, romantic Marrakesh, the Sahara Desert and the imperial city of Fes. We travel through the snow-capped Atlas mountains to visit friendly Berber villages. Price: \$2200 without international flights, \$3300 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Jordan/Syria

Nov 05-25 (3 weeks)
Through this fertile crescent roamed Greeks, Egyptians, Phoenicians, Romans, Nabateans, Arabs and Crusaders. In their wake they have left rose red Petra, wonderful Roman sites such as Palmyra and

Jerash, hilltop castles such as Crak des Chevaliers and the great cities of Aleppo and Damascus. Price: \$2500 without international flights, \$3900 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Yemen

Oct 20 - Nov 05 (2½ weeks)
Sited on the southern tip of the Arabian Peninsula, Yemen is a country of magnificent mountain scenery, unique architecture and gracious, honest people. Yemen is often called "Green Arabia" because of its lush fields. This is the ancient land where the Queen of Sheba ruled. Price: \$2275 without international flights, \$3775 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Indonesia

Sep 18 - Oct 12 (3½ weeks)
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. Price: \$2600 without international flights, \$3900 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Kenya

Nov 11 - Dec 02 (3 weeks)
Kenya is a country of breathtaking beauty. Discover tremendous diversity: the forests, open savannahs, lakes and mountains. The variety and sheer numbers of big game make this the ultimate safari. Price: \$3650 without international flights, \$5550 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

South Africa

Oct 20 - Nov 12 (3½ weeks)
South Africa is blessed with some of the most spectacular scenery on our planet. This tour gives you a glimpse of the rich variety of flowers, animals and landscapes from the High Veld to Cape Town. We also visit Victoria Falls in Zimbabwe. Price: \$4150 without international flights, \$5950 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Guatemala, Belize and the Yukatan

Oct 26 - Nov 12 (2½ weeks)
We travel through the world of the ancient Maya, from the great temples of Tikal, Chichen Itza and Uxmal via volcanoes and coral reefs to Indian villages and markets. Price: \$2570 without international flights, \$3270 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Costa Rica

Oct 19 - Nov 02 (2 weeks)
Dec 19, 1992 - Jan 01, 1993 (2 weeks)
Lush Caribbean coastal forests are home to many of the area's great numbers of orchids, birds and animals. Sloths are often spotted in the trees and on the beaches giant sea turtles annually return to lay their eggs. Price: \$1580 without international flights, \$2380 with flights from Vancouver. NOTE: There is a \$200 surcharge on the Christmas trip. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Costa Rica and Guatemala

Dec 19, 1992 - Jan 01, 1993 (2 weeks)
On this trip we explore the lush jungles and beautiful beaches of Costa Rica as well as the traditional villages and ancient ruins of Guatemala. Price: \$2200 without international flights, \$3100 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Thailand, Malaysia and Singapore

Oct 09-26 (2½ weeks)
Dec 18, 1992 - Jan 04, 1993 (2½ weeks)
We journey from the sophistication of Singapore through the wildlife parks and beaches of Malaysia to the temples and hill tribes of Thailand. Price: \$1400 without international flights, \$2600 with flights from Vancouver. NOTE: There is a \$100 surcharge on the Christmas trip. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Best of the Mexican Riviera - Cruise and Learn

Nov 20-27, 1992
For a quick getaway, try our 7-day Mexican Riviera cruises between Acapulco and Los Angeles. Lots of fun, lots of festivities or just relax. Explore the beaches and mountains of the charming ports of Puerto Vallarta, Cabo San Lucas, Zihuatanejo Mazatlan and Acapulco. An overnight onboard in Acapulco is included. Price includes: choice of optional onboard courses in:
- Creative Writing/Travel Writing
- Spanish Conversation Level I
- Financial Planning - Retirement Planning
- Airfare Vancouver to Acapulco and Los Angeles to Vancouver (also available from other specified gateway cities)
- Round trip transfers airport/ship, including luggage handling, when arriving and departing on cruise days
Price: From \$1459 CDN (Sharing) - early booking discount, Special third person rate \$1019. Port taxes \$108 per person extra.
For information, please call Barbara Broadbent, Banner Travel - 261-0226; Wayne Decle, VCC-CE - 871-7065

A Novel Approach to Mystery

Mar 26 - Apr 09, 1993
A mysterious gentleman with an Eastern European accent casually asks you if you have ever visited Budapest . . . A glamorous American society lady inquires if you know the whereabouts of her missing husband . . . Fellow guests relaxing in the peaceful Gloucestershire countryside? Or is something more sinister afoot? All is certainly not what it seems on a "whodunnit" murder mystery weekend. Mysterious characters and strange happenings will surround you as the curtain rises on yet another tangled web of events that will end in . . . MURDER. So dust off your deerstalker and indulge in a little light-hearted investigation with a group of fellow detectives. Who knows, you may even be the first to discover . . . "Whodunnit." This weekend is the highlight of a special 15-day group departure to explore the haunts of mystery novelists in England. Price: \$2400 plus airfare. Price includes: private deluxe motorcoach while touring, comprehensive sightseeing as outlined, escort from Vancouver, pre-tour get-togethers to discuss places to be visited and their literary associations, 13 nights accommodation with private facilities (including VAT and service), all breakfasts and most dinners (or lunches), 3-day London Transport Pass, tips to coach driver and local guides, educational income tax receipt from VCC for a portion of the cost of the trip. Escort: Roy Stokes, author, broadcaster and lecturer on English mystery and detective stories; formerly Director of the School of Library, Archival and Information Studies at UBC. For more information please call Wayne Decle, VCC-CE, 871-7065 or Barbara Broadbent, Banner Travel - 260-0226.

Splendors of Greece

May 1993 (3 weeks)
Greece's siren-song beckons us to her idyllic shores. Magic is a quality which Greece still has in abundance. If you've been there before, this visit will show you much more than the standard tour and at a relaxed pace. This Travel-and-Learn tour starts with the legacy of Alexander the Great in Macedonia Greece (Vergina, Pella, Thessaloniki, Dion, Philippi and Kavala). Next the cliff-top monasteries of Meteora, the unvisited western Epirus area, mystical Delphi, famous Olympia, Nestor's ancient palace at Pylos, the Methoni fortress, ancient Sparta and Mystra. Then enjoy a few days at the romantic Kalamata Bay resort. Next is Argos, Nauplia, Mycenia (home of the heroes of Troy), Epidaurus, Corinth and other important sites steeped in history and romance. Final days are spent exploring more than the usual sights of classical Athens. Optional extension, a visit to Santorini and Rhodes. Many other possible options such as a cruise among or a stay on one of the beautiful Greek Islands. Cost: \$4200 approx. Income tax receipts will be issued. Tour Leaders: Karin Storey, B.Ed., M.A. Art Historian. George Storey, P.Eng., tour manager. Karin and George have led many successful tours to the Mediterranean rim countries. A very experienced couple, well known and highly respected. For detailed brochure (ready in October) call Tour Leaders at 922-0689 or Wayne Decle, VCC-CE - 871-7065.

Students planning to travel with VCC Continuing Education educational tours are encouraged to refer to the Languages section.

Capilano College Educational Travel Tours Information: Capilano College, Joy Smith - 984-4907

Summer Workshops in France '93

Paul and Babette Deggan's Centre for the Arts at Montaigne-le-Blanc since 1980. Enjoy Painting and Drawing and/or French Language Workshops in a medieval hill village overlooking valleys rich in orchards, vineyards and fields of giant sunflowers. July or August; approximately \$1700

International Elderhostel

Workshops in Painting/Drawing and French Language at the Centre for the Arts at Montaigne-le-Blanc (see Summer Workshops in France above) June or September. (Elderhostel is designed for the over-sixties, companions may be 50 and over.)

NON-PROFIT, VOLUNTARY & FUNDRAISING SECTOR

Workshops

INSTRUCTORS

Judy Liefshultz, is a fundraising consultant for charities across BC, including Knowledge Network, BC Society of Transition Houses, BC Association of Specialized Victim Assistance Program, and Osteoporosis Society of BC. She teaches fundraising in community colleges and conducts seminars in fundraising and organizational development for non-profits and charities across Canada. She thinks fundraising is fun!

Norma-Jean McLaren, M.A., is a consultant with "42nd Street Consulting" which specializes in cross cultural relations and community development.

Christopher Richardson is a chartered accountant and a charitable giving and planned giving consultant.

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. Limited to 18 participants. Classes are held at Volunteer Vancouver, #301-3102 Main Street, Vancouver. (Various facilitators) \$150
8 eve - Tu, Sep 15, 18:00-20:30 - VV

For detailed outline and registration call 871-7070. For more information call Roy Crowe, 875-9144.

Board Development Skills - Part 1 (101623)

The Volunteer Leadership Development Program, "Boardwalk" is sponsored by the United Way and Volunteer Vancouver in cooperation with Continuing Education, Vancouver Community College. 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. Location of workshops is at Suite 301 - 3102 Main Street, at Volunteer Vancouver. (Various Facilitators) \$80
4 eve - We, Sep 23, 18:00-21:00 - VV

For workshop details call Cheryl Milton at 875-9144. To register call 871-7070. Registrations accepted up to one week before the workshop.

Fundraising That Works (101308)

This course is designed for board members, volunteers, and staff who want to learn new fundraising techniques. Fundraisers whose present methods and sources are not meeting today's needs will be happy to know successful fundraising is not magic. It's just good management! Participants will leave with clear definitions of service, concrete annual and three-year objectives, and the need in the community stated in language the public can understand. Budgeting and presentation methods, as well as current information on funding trends, will be discussed. Please bring budget and program information, your service statistics and information on fundraising methods you have used in the past. You will leave with a new set of tools for solving your funding crisis before it begins! Handouts and coffee/juice included. (Liefshultz) \$128.40 (Includes GST)
2 day - Fr/Sa, Sep 25/26, 09:30-16:30 - KEC

Proposal Writing for Today's Fundraiser (101310)

This course will provide non-profit and other fundraisers with specific techniques for writing proposals. Learn how to expedite your proposal process and improve your presentation of programs and budgets. Please bring examples of proposals, annual reports and other PR materials. Participants will leave with a completed proposal summary. (Liefshultz) \$133.75 (Includes GST)
2 day - Fr/Sa, Oct 23/24, 09:30-16:30 - KEC

Planned Giving - An Introduction to the Final Frontier for All Development Offices (101283)

This course is intended for development directors and staff, executive directors and senior volunteers interested in including or fine-tuning a planned giving element in their integrated development activities. Participants will leave the course with a clear overview of the administrative, marketing, technical and ethical aspects of Planned Giving. (Richardson) \$133.75 (Includes GST)
4 eve - We, Sep 23/30, Oct 07/14, 18:30-21:30 - CC

Meeting the Challenge of Cultural Diversity in Volunteer Programs (101417)

How does the Lower Mainland's increasing cultural diversity impact on volunteer programs? How can voluntary organizations access our various ethno-cultural communities? Do non-profit organizations need to change to meet the changing needs of our society? This one-day workshop is designed to allow managers of volunteer programs to explore these issues as they affect our personal and our work lives. You will plan strategies which will help you respond to changes in the make-up of the community. (McLaren) \$64.20 (Includes GST)
1 day - Fr, Nov 27, 09:00-16:00 - KEC, Room 5025

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



Approaches Part I (101306)

Spring Term 1993

Overview of Non-Profit Management (101201)
Strategic Management of Fundraising Campaigns (101302)

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: Anne Cochran

Information Meetings for Fall Admission to Non-Profit/Voluntary Sector Programs, King Edward Campus, Room 4043
We, Sep 02, 12:00-13:00 - KEC Room 4043
Tu, Sep 08, 17:30-18:30 - KEC, Room 4043

Fall 1992 courses

INSTRUCTORS

Georgiana Evans is the Director of Fundraising at Kinsmen Rehabilitation Foundation.

Barbara Grantham is Director of Development at BC Children's Hospital

Christopher Richardson is a chartered accountant and a charitable giving/planned giving consultant.

Maire Watson is the Administrator of Grace Hospital Foundation.

Marilyn Wright is the Director of Development at BCIT.

Overview of Fundraising Management (101301)

This is the required introductory course for students entering the Fundraising Certificate. You will examine the role of the fundraiser and the field of fundraising. Emphasis is placed on the position, job responsibilities, work relationships and professional development of the fundraiser. Issues confronting you and the importance of Philanthropy in Canada are explored. Student manual included in course fee. (Wright) \$105
3 sessions - Tu, Sep 22/29, 18:30-21:30, Sa, Oct 17, 09:00-16:00 - CC

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 25. (Grantham) \$140
4 sessions - Sa, Sep 26/Oct 03, 09:00-16:00, Mo, Sep 28/Oct 05, 19:00-22:00 - KEC

Fundraising Approaches - Part II (101307)

This course surveys a broad spectrum of fundraising approaches. Topics include direct mail planning, design and follow-up; telemarketing organization and preconditions; the risks and rewards of special events fundraising; corporate sponsorship in detail; planned giving campaigns and other common techniques. Fundraising Approaches Part I is recommended as the introduction to this course. Contact the coordinator before registering if you have not completed Part I. (Watson) \$220
10 eve - Mo, Sep 28, 19:00-22:00 - CC, No class Mo, Oct 12

Applied Marketing for Fundraisers (101304)

This course presents the concepts of marketing as they apply to fundraising activities. Topics include an introduction to non-profit marketing, the importance of having a donor orientation, competitive marketing planning, the elements of a marketing plan, communication strategies, audits and implementing the marketing process. Course manual included in fee. (Evans) \$260
12 eve - Th, Sep 24, 19:00-22:00 - CC

Information and Financial Management for Fundraisers (101305)

This course provides a framework for understanding a variety of information management tools, including the use of computers in fundraising. Basic financial management of restricted funds, grants, gifts, pledges and other fundraising techniques is explored. Reporting and evaluating systems are described and a practice audit included in class activities. Course manual included in course fee. (Richardson) \$105
2 day - Fr, Oct 16/30, 09:00-16:00 - KEC

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 term. Priority registration is given to full certificate students.

Application Procedure

1. Submit application form.
2. Participate in an interview.
3. Registration follows acceptance to program.

Evaluation

Students will be evaluated on the basis of participation and assignments. A minimum of 80 percent attendance is required to successfully complete each course.

Advisory Committee

A committee composed of staff and volunteers in the non-profit community advises on the course content and directions.

Program Coordinator: Anne Cochran

Information Meetings for Fall admission to Non-Profit/Fundraising/Voluntary Sector Certificate Programs:

We. Sep 02, 12:00-13:00 - KEC, Room 4043
Tu. Sep 08, 17:30-18:30 - KEC, Room 4043

INSTRUCTORS

Rob Goodall is the Manager of Education Services at BC Health Services. He has been delivering management supervisory training for the health care and non-profit sector for several years.

Barbara Grantham is the Director of Development, BC Children's Hospital. Her previous position was Executive Director, Canadian Mental Health Association, BC Division.

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.

Bob Logelin is the Director of Vocational Services, Vancouver-Richmond Association for Mentally Handicapped People.

Fall 1992 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 25. (Grantham) \$140
4 sessions - Sa. Sep 26/Oct 03, 09:00-16:00, Mo. Sep 28/Oct 05, 19:00-22:00 - KEC

Human Resources Management (101203)

You will examine basic management theory as it applies to human behaviour issues and challenges that typically face managers in non-profits. Skills and strategies for effectively channelling the

energies of groups and individuals are studied. Essential office support systems and procedures will be covered. Textbook: On Becoming a Leader, Warren Bennis. (Logelin) \$240
12 eve - Tu. Sep 22, 19:00-22:00 - KEC

Time/Stress Management (101234)

The purpose of this course is to provide you with methods which are helpful in managing your time effectively and dealing with daily work stresses. Goal setting, paperwork, interruptions, assertive communications, decision-making and negotiation skills are some of the topics covered. Students will be required to do a short assignment prior to the course. ** Please register in advance. (Goodall) \$60
1 day - Fr. Nov 27, 09:00-16:00 - KEC

Government Relations and Lobbying for Community Groups (101214)

This course focuses on the skills required by community groups to approach government to change legislation, policy, programs, 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. (Lapp) \$100
2 day - Sa. Oct 17, Fr. Oct 30, 09:00-16:00 - KEC

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, preferably in Volunteer Management

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.

Workshop Titles

An Overview of Volunteer Management (101408)
Planning and Evaluating Volunteer Programs (101409)
Working with Volunteers - Communication Skills (101404)
Motivating and Recruiting Volunteers (101413)
Interviewing and Supporting Volunteers (101414)
Working with Volunteers - Leadership and Group Skills (101406)
Training (101411)
Training/Presentation Practice (101412)
Administrative Effectiveness (101402)
Financial Management/Resource Development (101405)
Marketing/Public Relations (101403)
Time/Stress Management (101415)

Internship (101416)

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

Information Meetings for Fall admissions to Non-Profit/Voluntary Sector Programs - KEC, Room 4043
We. Sep 02, 12:00-13:00
Tu. Sep 08, 17:30-18:30

INSTRUCTORS FOR FALL WORKSHOPS

Josie Chuback is Manager of Recreation for the District of Maple Ridge.

Nancy McPhee is a program planner for Conflict Resolution Training at the Justice Institute of BC.

Rosemary Ravensley is Director of Volunteers and Regional Resources for the Heart and Stroke Foundation of BC and the Yukon.

Fall Workshops

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

This workshop provides an overview of the administration of volunteer programs. Topics include: roles, responsibilities and issues facing coordinators of volunteers as well as the basic structure and functioning of non-profit organizations. (Chuback)
We. Sep 23, 09:00-16:00 - KEC

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

This workshop provides a practical approach to planning and evaluating volunteer programs. A systematic planning model is described and applied to specific volunteer programs. (Chuback)
We. Oct 14, 09:00-16:00 - KEC

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

This workshop provides an understanding of the importance of effective oral communication skills in the volunteer setting. An introduction to conflict resolution is also included. (McPhee)
We. Nov 04, 09:00-16:00 - KEC

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

This workshop focuses on understanding the motivation and recruitment challenges faced by coordinators of volunteers. Topics include: the volunteer cycle, motivation theory, common motivational problems and strategies, job descriptions and recruiting strategies. (Rawnsley)
We. Nov 25, 09:00-16:00 - KEC

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

This workshop focuses on: 1) understanding and practising the interviewing process and 2) identifying strategies for supporting and challenging volunteers. (Rawnsley)
We. Dec 02, 09:00-16:00 - KEC

REAL ESTATE, LAW & FINANCIAL PLANNING

Building Construction, Renovations & Home Repair

INSTRUCTORS

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.

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.

Peggy Waterton - Budget planner and personal money management consultant.

Douglas Hodgins, BA, B.Comm, CFP, is a registered financial planner and principal of the financial planning firm, Hodgins, Leard Proteau & Associates Ltd. Don has taught personal financial planning at VCC since 1983.

Don Proteau is a registered financial planner and principal of the financial planning firm Hodgins Leard Proteau & Associates Ltd. Don has a Bachelor of Commerce from UBC and is also a chartered financial planner with ten years' experience in the financial planning industry.

Basic Plumbing Techniques (500401)

A reliable plumbing supply is often taken for granted. Find out what to look for in the supply and drain-waste-vent systems. Examine various problem situations and learn how to handle them. Includes a look at the various materials in use today. (Best) \$53.50 (Includes GST)
1 day - Sa. Oct 24, 09:00-12:00 - KEC

Electricity - What to Look For (500406)

A safe, adequately-sized electrical system is often not found in an older home. Learn how to assess and understand house wiring and recognize potential hazards and how to replace outlets, switches and plugs. Includes a section on small appliance repairs. (Best) \$53.50 (Includes GST)
1 day - Sa. Oct 31, 09:00-12:00 - KEC

Building Construction Estimating (050201)

Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field. (Wilkinson) \$160.50 (Includes GST)
8 eve - We. Oct 14, 18:30-21:30 - CC

Doors, Floors, Walls and Ceilings (500404)

Learn weather stripping, latches, deadbolts, doorbells and buzzers. Also included will be information on flooring, carpet and tiles (vinyl, asphalt and clay). (Best) \$53.50 (Includes GST)
1 day - Sa. Nov 07, 09:00-12:00 - KEC

Do We Paint or Paper? (500403)

Course explores estimation, preparation and application including information on panelling and patching cracks and holes in plaster and gyproc. (Best) \$53.50 (Includes GST)
1 day - Sa. Nov 14, 09:00-12:00 - KEC

Water . . . Problems and Cures (500407)

Water penetration causes more damage to the average home than all other damage causes combined. Learn how to look for potential trouble areas and how to examine roofs, gutters and drains, including flashing on skylights, chimneys and vents. Includes a section on concrete repair and a look at insulation and vapour barriers. (Best) \$53.50 (Includes GST)
1 day - Sa. Nov 21, 09:00-12:00 - KEC

Financial Planning & Investment

INSTRUCTORS

Douglas Hodgins, BA, B.Comm, CFP, is a registered financial planner and principal of the financial planning firm, Hodgins, Leard Proteau & Associates Ltd. Don has taught personal financial planning at VCC since 1983.

Don Proteau is a registered financial planner and principal of the financial planning firm Hodgins Leard Proteau & Associates Ltd. Don has a Bachelor of Commerce from UBC and is also a chartered financial planner with ten years' experience in the financial planning industry.

Peggy Waterton - Budget planner and personal money management consultant.

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. Oct 24, 09:30-15:30 - KEC

Personal Financial Planning

Examines the role of various investment vehicles in meeting financial goals. You develop your own financial plan based on your unique objectives and circumstances. Other topics include: taxation, investment returns, insurance needs, stocks, bonds, mutual funds and limited partnerships. Upon completion of the course you will know which strategies and investments are right for you. (120 page workbook included). \$125 (Includes GST) (\$35 (Includes GST) for spouse or guest if they share the same financial plan and workbook.
3 eve - Th. Sep 17/21, Oct 01, 18:30-22:00 - Arbutus Club, 4226 Arbutus Street
3 eve - Th. Nov 05/12/19, 18:30-22:00 - Arbutus Club, 4226 Arbutus Street

For registration or further information please call VCC CE registration - 688-7607.

Law

INSTRUCTOR

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

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 - We. Oct 14, 19:00-22:00 - KEC

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 legal professionals 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:

Fall 1992
Tu/Th. Sep 08-Apr 15, 18:00-21:00

Winter 1993
Tu/Th. Jan 19-Aug 26, 18:00-21:00

Legal Assistant Certificate Programs "Information Night"

Please join us for a "Drop In" evening to learn about these programs. Instructors will be available to answer questions.
1 eve - We. Nov 04, 17:30-19:00 - CC (Room 237)

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 will also be required to attend a personal interview with both the Program Coordinator and 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 may be allowed in this regard.

Certification

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

Location

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

Fees

The fee for the program is \$1295 (payable in three instalments) for students entering in September 1992. All applications and the first instalment must be submitted ten working days before the program start date.

Registration and Information

Registration may be completed by credit card (MasterCard or VISA) or by cheque, by 1) telephoning 443-8380 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 443-8380, 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. A Certificate Program in Real Estate Development is also offered.

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).

Vancouver Community College, Continuing Education Division also has a new program in Real Estate Development. This program is designed specifically to offer professional development education to persons employed in development and development-related occupations. This may include novice developers, realtors, architects, lawyers or any professional interested in the real estate development process and the development industry.

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 (443-8388)
Property Management Certificate Program - Chuck Dunn (324-5511)
Non-certificate real estate courses - Wayne Declé (871-7065)
Real Estate Development Certificate Program - Brian Pink (443-8388)

Real Estate - Information Night Learn about

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

Please drop by to see us on Wednesday evening, September 02, 1992, from 17:00-19:30 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

Main Foyer, City Centre Campus, 250 West Pender Street, Vancouver, BC, 443-8380

Time

Wednesday, September 02, 17:00-19:30, Main Foyer (Dusmuir and Hamilton Street Entrance), City Centre

Real Estate Courses

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, B.A., CPRPM, is a property management consultant specializing in residential and commercial properties. Sharon has extensive teaching experience.

Managing Your Rental Property (109009)

Intended for owners of rental houses, condominiums, secondary suites and apartment buildings, this course will provide a practical overview of the main issues involved in tenant relations. Specific topics include: screening and selecting tenants; tenancy agreements; dispute resolution; evictions and the Residential Tenancy Act. NOTE: Students who would prefer a more extensive course on this subject should consider Law and Tenant Relations (109001), listed under the Building Manager Certificate Program. (Kelly) \$60
1 day - Sa. Sep 26, 09:00-15:30 - CC

Real Estate Investment Strategies (109012)

A concentrated course in residential real estate investment. This course is designed for those who wish to purchase real estate as an investment, as well as for home buyers, who wish to protect and enhance the life savings invested in their chosen homes. Whether you are investing in a house, duplex, condominium or apartment building, you will learn successful strategies for wise and profitable investment. You will have a step-by-step plan to accomplish your personal investment goals. (Gray) \$125
1 day - Sa. Sep 26, 09:00-16:00 - CC

Investing in Recreational and Vacation Property (109014)

This seminar will give participants a foundation of real estate knowledge for the prudent purchase of recreational/vacation property. Specific topics include: types of properties; how to identify property bargains; how to find listed and unlisted properties; features of the property to thoroughly investigate; buying in the US; buying or leasing Crown land; buying with others; negotiating the deal; legal, financial and tax aspects; and pitfalls to avoid. (Gray) \$125
1 day - Sa. Oct 17, 09:00-16:00 - CC

Buying a Condominium (500701)

Introduces new buyers to the financial and legal structures of a condominium (strata) corporation --- how are by-laws enacted, who controls the corporation, what are an owner's rights, duties and obligations, and how to distinguish the good condominiums from the poor ones. (Kelly) \$32.10 (Includes GST)
1 mng - Sa. Oct 24, 10:00-14:00 - KEC

Condominium Operation and Management (500702)

Have you recently become a Strata Council member? Are you wondering about your duties, responsibilities and liabilities? Are you finding it difficult to understand the Condominium Act? If so, this course is designed to resolve your questions. Bring your Condominium Act with you. (Kelly) \$32.10 (Includes GST)
1 mng - Sa. Nov 21, 10:00-14:00 - KEC

Real Estate Development

CERTIFICATE PROGRAM

Description

The Real Estate Development Program is intended to provide students with a practical understanding of the principles and practices which characterize the real estate development business. The student will gain a foundation of applicable real estate development knowledge, upon which he or she can build through professional experience.

INSTRUCTORS

Jeffrey Simpson, B.A. (Econ), R.I.(B.C.), CLP is a development consultant with his own firm and immediate past president of the Real Estate Institute of Canada (Greater Vancouver Chapter). He has lectured in the Urban Land Economics Diploma Programme 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.

Blair Norton, M.A. (Econ) is president of Norton Capital, a Vancouver based real estate consulting and investment firm. He has directed the acquisition and syndication of numerous Vancouver commercial properties. Mr. Norton was formerly Vice President of Nesbitt Thompson (Corporate Finance), located in Toronto. Mr. Norton has held teaching positions at UBC and BCIT.

Thomas Knight, B.A. (Urban Geography) is a development consultant with a major Vancouver firm. A former manager (Development Services) for Marathon Realty and development officer for the municipality of Surrey, Mr. Knight has extensive experience in the development approval process. He has five years' teaching experience in land development.

For Whom?

The program will be of interest to a broad range of persons employed in development and development-related careers. This may include novice developers, builders, realtors, lenders, architects, lawyers, civil servants or any professional interested in the real estate development process and the development business.

Entry Requirements

The Real Estate Development Program is designed to be flexible in meeting a variety of educational backgrounds and career needs and therefore has no entrance application procedure.

Students may enroll in any individual course, subject to specific prerequisites which may exist for individual courses. Completion of the Language Proficiency Index (LPI) Exam is required for all Business Administration courses taken as part of the Real Estate Development Program. There is no prerequisite for Introduction to Real Estate Development (109201).

Certificate Requirements

Students who wish to earn the Real Estate Development Certificate must successfully complete thirteen (13) courses in no more than six (6) years. A minimum grade of 60 percent must be achieved in all program courses in order to qualify for the Real Estate Development Certificate. Advance credit may be given for courses taken at other academic institutions.

Students may apply for the Program Certificate upon successful completion of all required courses.

Required Courses

Students are required to complete the following courses in order to earn the Program Certificate. Non-Certificate students may enroll in any individual course.

Core Development Courses

Introduction to Real Estate Development
Real Estate Development Finance
The Public Approval Process for Real Estate Development
Applied Real Estate Development

Additional Required Courses

Real Estate Law 1325
Real Estate Marketing 1420
Real Estate Appraisal, Part I
Real Estate Appraisal, Part II
Property Management 1415
Accounting 1115
Communications 1118

Plus TWO of the following

Real Estate Investment Analysis 1535
Business Ethics 1000
Computer Applications in Business 2000
Macro Economics 221
Micro Economics 220

Transfer Credit

Transfer credit for previously completed courses will be considered for Accounting 1115, Communications 1118, Economics 220 and Economics 221 where students have received a grade higher than 65 percent. Students with a current real estate sales licence will be exempt from Real Estate Marketing 1420 only.

Economics 220 and 221 must be taken through one of the community colleges, as they are university credit courses. They are available at VCC Langara Campus.

Advisory Committee

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

Core Courses 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 offered through VCC. (Simpson/Norton) \$275
13 eve - Tu. Sep 15, 19:00-22:00 - CC
13 eve - Th. Sep 17, 19:00-22:00 - CC
13 mng - Sa. Sep 19, 09:00-12:00 - CC

Real Estate Development Finance (109202)

An introductory course in real estate development finance. Instruction will focus on the methods of calculation commonly used to determine the financial feasibility of a development project, with emphasis on the practical aspects of arranging financing. Topics include: basic finance mathematics, commercial mortgage underwriting, return on investment analysis, construction financing, equity financing and sources of capital. (Norton) \$175
6 eve - We. Sep 23, 19:00-22:00 - CC

Public Approval Process for Real Estate Development (109203)

A practical course which examines the development approval process for selected municipalities and the City of Vancouver. Topics include: the nature of planning; Acts and Bylaws which govern the development process; development applications; the role of planning departments and related boards and committees; and common pitfalls within the process. Emphasis will be placed on ways to maximize development opportunities, minimize costs and provide for a quality development. (Knight) \$175
6 eve - Th. Sep 24, 19:00-22:00 - CC

Applied Real Estate Development (109204)

This seminar style course is designed for the advanced level student in the Real Estate Development Program. Through the use of case studies, guided discussion and guest presentations by veteran developers, participants will analyze each step in the development process. The purpose is to explore the critical planning and analysis which underlies the art of decision-making as applied to development projects. At the conclusion of the course, each participant will be required to submit a complete development proposal for a selected site. Prerequisites: Introduction to Real Estate Development (109201), Real Estate Development Finance (109202) and The Public Approval Process for Real Estate Development (109203). TBA (To be introduced in 1993)

Additional Courses

For descriptions and scheduling of additional required courses and electives, please refer to course listings under the Property Management Certificate Program in this flyer.

Information and Registration

For registration and general information, phone Continuing Education at 443-8380.

For course counselling, phone Brian Pink at 443-8388.

NOTE: An information Night will be held for all Continuing Education Real Estate Programs on Wednesday, September 02, 1992, from 17:00-19:30

at the City Centre Campus (in the Main Foyer), 250 West Pender Street, Vancouver.

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 registration call 443-8380. For course advisory information call Brian Pink at 443-8388.

The entire program (four courses) costs \$650.

Entry Requirements

Completion of grade 12 is not necessary, but students must possess reasonably good oral, reading and writing skills. Good manual dexterity is highly preferred.

Certificate Requirements

The Certificate Program consists of four courses: Law and Tenant Relations, Building Maintenance and Cost Control, Building Service Management and Building Service Worker - Level I. 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.

Students who do not wish to take Building Service Management (250404) may contact the Program Coordinator (443-8388) for advice on alternative supervisory courses which can fulfil certificate requirements.

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. Sep 29, 19:00-21:30 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family

properties. Learn 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 - We. Oct 07, 19:00-22:00 - CC

Building Service Management (250404)

Intended for building supervisors and others who wish to advance in the building service field, this course will explore basic supervisory and building management skills including purchasing, budgeting, inventory control, scheduling and motivation of staff. Floor types and the care of powered equipment will also be covered. (Neuls) \$170
10 eve - Th. Sep 24, 18:30-21:30 - CC

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. Students will gain a foundation of building service knowledge, to help improve professional practice. \$170
5 day - Sa. Sep 26, 09:00-16:00 - CC
5 day - Sa. Nov 14, 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.

For information call Program Coordinator, Chuck Dunn at 324-5511.
For registration call 324-5322.

Non-Certificate students may enrol in any course without meeting certificate requirements except Appraisal 1118, Part 2; Real Estate Investment Analysis 1535; and Real Estate Marketing 1420, which require prerequisite courses.

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

The Language Proficiency Index (LPI) exam is now mandatory for all NEW students registering in any Property Management course listed below, and for all returning students registering for Communications 1118, Accounting 1115, Business Ethics 1000, and Computer Applications in Business 2000.

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.

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 about the PAMA designation 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.

Fall Term 1992

INSTRUCTORS

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

Oren Breitman, LL.B. is a practicing lawyer in the real estate field.

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

Chris Dumfries, AACI, is a practising real estate appraiser and consultant 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.

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

Sharon Kelly is a property management consultant specializing in residential and commercial properties and has extensive instructional experience.



Barrie Martin, CGA, Senior Auditor, Revenue Canada, has 14 years' teaching experience at VCC.

P. Read, CPM, is a consultant in asset management, specifically in commercial and shopping centre properties with over 35 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 Whitley, 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.'

LPI Exam (102055)

Language Proficiency Index (LPI) Exam. The fee for this course is non-refundable. \$32
NOTE: Students must register through UBC direct for the following three dates. Please call 324-5214 for information on this.
1 mng - Th. Aug 27, 09:00
1 eve - Th. Aug 27, 19:00
1 mng - We. Sep 02, 09:00
NOTE: Students may register through Continuing Education for the following three dates.
1 eve - We. Sep 02, 18:30
1 eve - Th. Sep 03, 18:30
1 eve - We. Sep 09, 18:30

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. (Kelly) \$275
13 eve - We. Sep 09, 18:00-21:00 - CC, No class Nov 11
13 eve - Th. Sep 10, 18:30-21:30 - Lan

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. Sep 14, 18:00-21:00 - CC, No class Oct 12

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. (Read) \$275
13 eve - Th. Sep 10, 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. (Breitman) \$275
13 eve - We. Sep 09, 18:30-21:30 - Lan, No class Nov 11

Real Estate Appraisal 1118 - Part 2 (109106)

More focus on building construction. In-depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. Note: Prerequisite - Successful completion of Appraisal Part 1.
Course not offered this term

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. (Dybvig) \$275
13 eve - Mo. Sep 14, 18:30-21:30 - Lan, No class Oct 12

Real Estate Marketing 1420 (109109)

This course will focus on the Real Estate Act and code of ethics, mortgage law and financing, and other topics related to the sale and management of real estate. NOTE: 1) Successful completion of this course and the other eleven (11) courses in the Certificate Program will allow the student to challenge the salesman's prelicensing examination to obtain real estate license. 2) PREREQUISITE for this course is a pass grade in Appraisal 1118, Part 1 and 2, Property Management 1415, Real Estate Law 1325. (Dunn) \$275
13 eve - Th. Sep 10, 18:30-21:30 - Lan

Real Estate Investment Analysis for Property Management 1535 (109110)

An introduction to the basic fundamentals of investment analysis as they apply to real estate. Topics include nature of investments, business mathematics, mortgage equity concept, taxation, discounted cash flow concepts and feasibility studies.

This course will be offered in the Winter 1993 term

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. (TBA) \$200
13 eve - Tu. Sep 15, 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 eve - Mo. Sep 14, 18:30-21:30 - Lan (Brimm, D)
13 eve - Tu. Sep 15, 18:30-21:30 - Lan (Wadsworth)

13 eve - We. Sep 16, 18:30-21:30 - Lan (Badley).
No class Nov 11
13 eve - Th. Sep 17, 19:00-22:00 - Lan (Badley)
13 mng - Sa. Sep 19, 10:00-13:00 - Lan (Brimm, T)

Note: To Accounting Students

There will be common midterm and final exams for Accounting 1115 and 2215.
Mid-term exam for all classes of Accounting 1115 and 2215 will be Sa. Oct 31, 10:00-13:00.
Final exam for all classes of Accounting 1115 and 2215 will be Sa. Dec 12, 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. Sep 15, 18:30-21:30 - CC
13 eve - We. Sep 16, 18:30-21:30 - CC
10 mng - Sa. Sep 19, 09:00-13:00 - Lan

Communications 1118 (102016)

This course is designed to prepare students to compose business correspondence. Training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes and employment correspondence. Pre-requisite: Successful completion of the LPI Exam. (TBA) \$200
13 eve - We. Sep 16, 18:30-21:30 - Lan

TEACHER TRAINING

Teaching English as a Second Language CERTIFICATE PROGRAM

The TESL Certificate Program is a teacher training program 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. Applicants may be planning to teach overseas or at post secondary educational institutions, community agencies or international schools in Canada.

The TESL Certificate Program is three hundred ten (310) hours in length and consists of a prerequisite course, seven core courses, thirty hours of electives and a teaching internship. Courses are offered on a part-time basis on week days/weekends and evenings. Most applicants complete the course requirements within eighteen (18) months. On successful completion of all of the course requirements, participants receive the Vancouver Community College Certificate in Teaching English as a Second Language. A comprehensive information guide may be obtained by phoning 871-7070.

Entry requirements

- 1) An undergraduate university degree.
- 2) Successful completion of An Overview of Teaching ESL (150802) or an equivalent TESL methodology university course.
- 3) A standard of written and spoken English equivalent to that of an educated native English speaker. English as a Second Language speakers may be asked to submit their score on the Cambridge Certificate of Proficiency in English. A grade of B on the Cambridge Certificate of Proficiency in English is required for admission into the TESL Certificate Program.
- 4) A successful interview with a member of staff.

TESL Program Coordinator

Jennifer House - B.A., B.Ed. M.Ed. Jennifer is an experienced ESL instructor, has taught at UBC and at VCC since 1973. She is interested in teacher training, community-based ESL classes, ESL tutor training programs and has written many ESL publications. Teaches the TESL Prerequisite Course, An Overview of Teaching English as a Second Language, and the TESL Internship.

INSTRUCTORS

Carolyn Chang, B.A., TESL Certificate (Vancouver Community College). Carolyn has been teaching ESL since 1987. She has taught at VCC, MOSAIC and the Canada Language Centre. Her special areas of interest include teaching pronunciation, teacher training and curriculum. Teaches the TESL Certificate Core Course, Teaching Pronunciation.

Chris Clark, B.A., TESL Certificate (Vancouver Community College). Chris is an instructor 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. Teaches the TESL Core Certificate Course, Teaching Listening and Speaking, and the TESL Elective Course, Using Video in the ESL Classroom.

Fran Garner, B.Rec.Ed., M.Ed. Fran has taught at VCC since 1981. She has taught at all language levels and her special areas of interest include graphic arts and resource development for the ESL classroom. Teaches the TESL Elective Course, Creative Arts in the ESL Classroom.

Barbara Gerber, B.Sc., M.Ed. Barbara has been teaching ESL at VCC since 1974. She has created materials and techniques for grammar instruction, and has developed and implemented the Oral Interview Assessment Test at VCC. Teaches the TESL Certificate Core Course, Teaching Grammar, and the TESL Elective Courses, Testing in ESL, Teaching ESL Using Poetry, and Teaching ESL Using Storytelling.

Arlene Howard - B.Ed. 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 has presented workshops at TEAL and TESOL Conferences. Teaches the TESL Prerequisite Course, An Overview of Teaching English as a Second Language.

Marion Lovelace, B.A., B.Ed., TESL Certificate (Vancouver Community College). M.Ed. Marion is presently teaching in the ESL College Preparatory Department at VCC and has published poetry in several anthologies. Teaches the TESL Certificate Core Course, Teaching English for Academic Purposes.

Janet Massaro, B.A., TESL Certificate (Vancouver Community College). Janet has been teaching ESL/EFL since 1987. She has taught EFL at the Language Training Research Centre and the Woon Am Language Institute in Seoul, Korea, and is currently teaching an adult ESL literacy class in the Settlement Language Program at the Immigrant Services Society. Teaches the TESL Elective Course, Teaching Adult ESL Literacy in a Multi-Level Class.

Maureen Nurse, B.A., U.C., Professional Teaching Certificate. 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. Teaches the TESL Elective Courses, Teaching ESL From an Intercultural Perspective, and Tutoring Advanced Level ESL Students.

Michael Pidgeon, B.A., M.A., TESL Certificate (Vancouver Community College). Michael has taught English and Linguistics at the university level since 1973 and is presently teaching in the ESL - College Preparatory Department at VCC. Teaches the TESL Certificate Core Courses, Teaching Pronunciation, and Teaching English for Academic Purposes, and the TESL Elective Courses, An Introduction to Linguistics for ESL Instructors, and A Review of Basic Grammar.

Carla Pitton, B.Ed. Carla 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 has written "Find Out." Teaches the TESL Prerequisite Course, An Overview of Teaching English as a Second Language.

Michael Plumb, M.A., RSA TEFLA Diploma. Michael has taught EFL classes in England, Libya, Japan, France, and Kuwait since 1975. He has taught ESL at VCC and UBC. His special areas of interest include teaching English for Special Purposes, teaching English as a Foreign Language, and resource development in the areas of audio video materials and the language laboratory. Teaches the TESL Certificate Core Course, Grammar Review.

Nan Poliakoff, B.A., M.A. Nan has taught ESL since 1982 and is currently teaching writing in all the departments in the ESL Division at VCC. She has been an executive member of the BC TEAL Association and has presented workshops at TEAL, TESL Canada, Tri-TESOL and TESOL conferences. Teaches the TESL Certificate Core Course, Teaching Writing.

Sandra Price-Hosie, B.A., Journalism Diploma (Vancouver Community College), TESL Certificate (Vancouver Community College). Sandra is an experienced ESL literacy instructor and is currently teaching an adult ESL literacy class in the Settlement Language Program at the Immigrant Service Society. Teaches the TESL Elective Course, Teaching Adult ESL Literacy in a Multi-Level Class.

Myrna Rabinowitz, B.A. Myrna is an experienced ESL instructor and tutor trainer at VCC and has written many publications for the ESL field. Teaches the TESL Prerequisite Course, An Overview of Teaching English as a Second Language, and the TESL Elective Course, Using Jazz Chants and Music to Teach ESL.

Maureen Sawkins, B.A., M.A. Maureen has taught at VCC since 1975. She has been Advanced Level Coordinator in the English Language Skills Department and her special areas of interest include teaching reading, advanced level ESL students, and small group work. Maureen teaches the TESL Prerequisite Course, An Overview of Teaching English as a Second Language.

Richard Sim, B.Ed. Richard has taught ESL since 1986, and has extensive experience teaching immigrant and international students. He prefers the challenge of teaching all levels. Richard has presented workshops in the Outreach Department at VCC, and at the TEAL and TESOL Conferences. Teaches the TESL Elective Courses, Integrative Techniques - Maximize Your Materials, and Interactive Activities - Get Your Students Talking.

Tony Souza, B.A., M.A. Tony has taught ESL at Capilano College and at VCC since 1982. He has been an executive member of the BC TEAL Association and is currently teaching the Intensive Reading Course in the English Language Skills Department at VCC. Teaches the TESL Certificate Core Course, Teaching Reading.

Jayeson Van Bryce, B.A., Teaching Certificate, TESL Certificate (Vancouver Community College). Jayeson taught at the secondary level in the public school system for ten years and is currently an ESL

instructor in the ESL Outreach Department at VCC. Jayeson is Assistant Program Coordinator for the TESL Certificate Program. He teaches the TESL Certificate Core Course, Teaching Pronunciation.

Colleen van Winkel, B.A., Teaching Certificate, has had 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 the TEAL and TESOL Conferences. Teaches the TESL Elective Courses, Teaching ESL Students at the Beginners' Level, and the ESL Tutor Training Workshop.

Prerequisite Course

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. Topics include teaching oral skills, writing skills, reading skills, dialogues, role plays, pronunciation, oral testing, and lesson planning. \$195
10 eve - Tu. Sep 08, 19:00-22:00 - KEC (Sawkins)
6 sessions - Sa/Sa. Sep 12/13, Oct 17/18, Nov 19/20, 09:00-12:00 - KEC (Howard) *15:00*
5 day - Th/Fr/Tu/We/Th. Oct 08/09/13/14/15, 09:00-16:00 - KEC (Pitton)

Refund Policy

Students are requested to refer to information regarding withdrawals, refunds, and course cancellations provided in the VCC Continuing Education flyer. Requests for refunds for courses of five sessions or less require a minimum of 48 hours notice before the start of course date. Refunds are subject to an administrative charge of 20 percent of course fees or a minimum of \$10.

TESL Certificate Core Courses Offered in the Fall Term (1992)

The TESL Certificate core courses should be taken in the order recommended in the TESL Information Guide. Students must have completed three of the first four core courses - Grammar Review, Teaching Grammar, Teaching Pronunciation, and Teaching Listening and Speaking prior to taking Teaching Writing, and Teaching Reading. The fourth core course may be taken with one or both of the following core courses - Teaching Reading, and Teaching Writing. Teaching English for Academic Purposes must be taken last as it builds on the other six core courses. Three core courses may be taken per term. Students wishing to take more than three core courses per term must have permission from the program coordinator. Please note, students are not permitted to register in the TESL Certificate core courses before 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. (Plumb) \$255
11 sessions - Sa. Oct 03/17/24/31, Nov 07/14/21/28, Dec 05/12, 09:30-12:30, We. Dec 16, 19:00-22:00 - KEC

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. Sep 19/20/26/27, 09:00-16:00 - KEC

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. \$255

10 eve - Fr. Sep 11, 18:30-21:30 - KEC (Van Bryce/Pidgeon)
9 sessions - Tu. Sep 22/29, Oct 06/13/20/27, Nov 03/10, 19:00-22:00, Sa. Nov 21, 09:30-16:30 - (Chang)

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) \$305
6 day - Sa. Oct 17/24/31, Nov 14/21/28, 09:00-16:00 - KEC
6 day - Sep 24/25/28/29, Oct 01/02, 09:00-16:00 - KEC

Teaching Reading (150818)

This course provides students with an understanding of the methodology and instructional techniques used to teach reading in an ESL class, as well as a working knowledge of the instructional tools necessary to develop a reading program for an ESL class. (Souza) \$255
10 eve - Th. Sep 17, 19:00-22:00 - KEC

Teaching Writing (150813)

This course provides an overview of writing, focusing primarily on the techniques used in the process approach to teaching writing in the adult ESL classroom. TESL students will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing student writing. (Poliakoff) \$280
11 mng - Fr. Sep 11, 09:30-12:30 - KEC

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. (Lovelace/Pidgeon) \$255
2 day - Sa. Oct 17, 09:00-16:00, Sa. Nov 28, 09:00-12:00 - KEC
7 eve - Tu. Oct 13/20/27, Nov 03/10/17/24, 19:00-22:00 - KEC

TESL Internship

TESL Internship (150824)

The TESL Internship is a thirty-five (35) hour course. It consists of ten (10) hours of compulsory workshops and twenty-five (25) hours of practice teaching in an ESL classroom. (House) \$390
Internship Workshops - Sa. Sep 12, 09:00-16:00, Su. Sep 13, 09:30-12:00, We. Sep 16, 19:00-22:00, OR Th. Sep 17, 19:00-22:00 - KEC
Internship Placement - Oct 5 - Nov 26

TESL Electives

The following elective courses have been developed for teachers currently working in the field of English as a Second Language instruction, as well as students registered in the TESL Certificate Program. Thirty hours of TESL elective courses are needed to fulfill the 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 the information provided in this flyer regarding withdrawals, refunds and course cancellations. Requests for refunds for courses of five sessions or less require a minimum of 48 hours notice before the start of course date. Refunds are subject to an administrative charge of 20 percent of the course fee or a minimum of \$10.

Using Jazz Chants and Songs to Teach ESL (150831)

Learn how to make your ESL classroom come alive with music and jazz chants. This elective will present methods and techniques for developing and using jazz chants and music to teach ESL. It is recommended that participants bring a tape recorder and blank tape cassettes to this workshop. (Rabinowitz) \$50
1 day - Sa. Dec 05, 09:00-16:00 - KEC

Teaching ESL Using Storytelling (150838)

This workshop will explore a variety of techniques for teaching storytelling in the ESL classroom. Learn techniques for eliciting stories from your ESL students. (Gerber) \$50
1 day - Fr. Oct 16, 09:00-16:00 - KEC

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) \$60
1 day - Sa. Nov 07, 09:00-17:00 - KEC

Teaching ESL Literacy in a Multi-Level Class (150825)

This participant-centred workshop will focus on teaching adult ESL literacy students within the framework of a multi-level class. Topics will include instructional approaches, teaching techniques, lesson planning, teaching materials and resources. Samples of lesson plans and teaching ideas will be provided for all workshop participants. It is advisable that participants have volunteer or teaching experience in an ESL literacy class. (Price-Hosie and Massaro) \$110
2 day - Sa/Su. Dec 12/13, 09:30-16:00 - KEC

Interactive Activities - Get Your Students Talking (150884)

Develop ways to foster communication in an ESL classroom. Participants will explore a variety of interactive activities through role-plays, discussions,

questions, games, vocabulary development, narrations, and other ways. This workshop will also look at ways to adapt various activities across the levels. (Sim) \$50
1 day - Sa. Nov 14, 09:00-16:00 - KEC

Integrative Techniques - Maximize Your Materials (150863)

Develop ways to get the most out of your teaching materials. Participants will explore a variety of integrative techniques which combine speaking, listening, reading, writing, and grammar. This workshop will be helpful for instructors teaching intermediate and advanced levels. (Sim) \$50
1 day - Sa. Oct 31, 09:00-16:00 - KEC

Creative Arts in the ESL Classroom (150862)

This three-hour workshop will be an exploration of teaching techniques derived from the arts that can be applied to the ESL classroom. (Garner) \$25
1 mng - Sa. Nov 28, 09:30-12:30 - KEC

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 in fostering tolerance, open-mindedness and sponsoring cultured conflict resolution in the classroom. Focus on techniques and materials that encourage an intercultural point of view in the Canadian context. (Nurse) \$120
5 eve - We. Oct 28, Nov 04/18/25, Dec 02, 19:00-22:00 - KEC

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4 Ways to Register

1. BY MAIL

Fill in the registration form on page 51 and send it with your cheque or charge card information.

Sorry, NO POSTDATED CHEQUES

Mail to:
Vancouver Community College
Continuing Education Division
1155 East Broadway
Box 24785, Station "F"
Vancouver, B.C.
V5N 5V2

2. BY PHONE

Charge to your Mastercard or Visa card

City Centre Campus 443-8380
King Edward Campus 871-7070
King Edward Campus West 874-9923
Langara Campus 324-5322

3. IN PERSON

Register at any of our three campuses.
Pay by cheque, cash or charge card.

4. BY FAX

Use the form on page 51 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, 09:00-
16:30

Gail Rochester
Acting Director
Continuing Education Division
Vancouver Community College
Box 24785, Station "F"
1155 E. Broadway
Vancouver, B.C.
V5N 5V2

FAX: 871-7300

Please submit all proposals by
September 30, 1992.

College's Harassment Policy

Vancouver Community College is committed to the principle that all members of the college community have the right to work and study in an environment which is free from harassment. The College does not condone and will not tolerate harassing behavior which may undermine the dignity, self-esteem, and productivity of any student(s) or employee(s).

The College considers any form of harassment of an individual involved in College activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offense which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion.

Students with Special Needs

Services for students with disabilities who are registered in C.E. Certificate Programs may be arranged through the VCC Coordinator of Services to Special Needs Students. Contact Terri Reid at 324-5509. Services include interpreting, note taking and brail.

City Centre, King Edward and Langara campuses and many other C.E. locations are wheelchair accessible and provide parking for the disabled. For further information, please call Gail Rochester at 871-7057.

Continuing Education Phone Numbers

City Centre Campus.....443-8383
King Edward Campus.....871-7070
King Edward Campus West...874-9923
Langara Campus.....324-5322

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 accommodation; and a welcoming atmosphere. Hosts are reimbursed.

Host families are required for the following programs:

S.E.L.P. Summer English Language Program is for students from Japan who require Homestay as part of their English language and cultural experience. The program runs July through August with students staying for three week periods. Families are required to accept two students per session.

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

Bursary Program- French-speaking students from Quebec studying English at VCC for 5 to 6 weeks in July and August. One student per family.

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.

Career & Information Nights

Please join us for the following free sessions:

COMPUTER INFORMATION NIGHT
Instructors from Computer Skills for the Workplace; Local Area Network and Oakridge Computer Center will be available to discuss these programs.
Wed., Sept. 2, 17:00-19:30
City Centre Campus, Main Foyer (Hamilton and Dunsmuir entrance), 250 West Pender Street.

COUNSELLING SKILLS CERTIFICATE PROGRAM
Mon., Oct. 19, 18:00-19:00,
King Edward Campus,
1155 East Broadway, Room 4043.

ENGLISH SKILLS IMPROVEMENT
Information sessions: Tues., Sept. 1 and Thurs. Sept. 10, 17:00-20:00,
Langara Campus, 100 W. 49th Avenue.

GERONTOLOGY CERTIFICATE PROGRAM-NURSING
Tues. Aug. 25, 19:30-20:30,
King Edward Campus West,
691 East Broadway.

LIFE PURPOSE: THE COURAGE TO BE HAPPY
Thur. Oct. 15, 19:00-21:30,
City Centre Campus, 250 W. Pender Street,
Call 874-9923

LEGAL ASSISTANT CERTIFICATE PROGRAM
Wed. Nov. 4, 17:30-19:00,
City Centre Campus,
250 W. Pender Street, Room 237.

NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM
FUND-RAISING MANAGEMENT CERTIFICATE PROGRAM
VOLUNTARY SECTOR CERTIFICATE PROGRAM
Wed. Sept. 2, 12:00-13:00,
King Edward Campus, 1155 E. Broadway, Room 4043.
Wed. Sept. 9, 17:30-18:30,
King Edward Campus,
1155 E. Broadway, Room 4043.

OFFICE ADMINISTRATION CERTIFICATE PROGRAM
Tues. Sept. 8, 17:00-18:30,
City Centre Campus,
250 W. Pender Street, Room 237.

REAL ESTATE PROGRAM
Wed. Sept. 2, 17:00-19:30,
City Centre Campus, Main Foyer
250 W. Pender Street. (Hamilton and Dunsmuir entrance)

SUBSTANCE ABUSE CERTIFICATE PROGRAM
Tues. Oct. 20, 18:00-19:00,
King Edward Campus,
1155 E. Broadway, Room 4043.

TELECOMMUNICATIONS MANAGEMENT CERTIFICATE PROGRAM
Thurs. Sept. 10, 17:00-18:30,
City Centre Campus,
250 W. Pender Street, Room 220.

Information Nights at City Centre

BUSINESS, REAL ESTATE & COMPUTERS

Please join us for a program "Information Night" at City Centre. Program co-ordinators and instructors will be available to answer your questions about the following programs:

Applied Business Skills
Business Administration
Essential Skills for Supervisors
Library Skills
Management Skills for Supervisors
Advanced Management Skills
Office Administration
Legal Assistant
Small Business
Training Skills
Telecommunications Management
Computers (Oakridge Campus)
Computer Skills for the Workplace
Local Area Network Administrator
Building Manager
Property Management
Real Estate Development

Time: Wednesday, September 2, 1992
from 4:30 to 7:30 p.m.

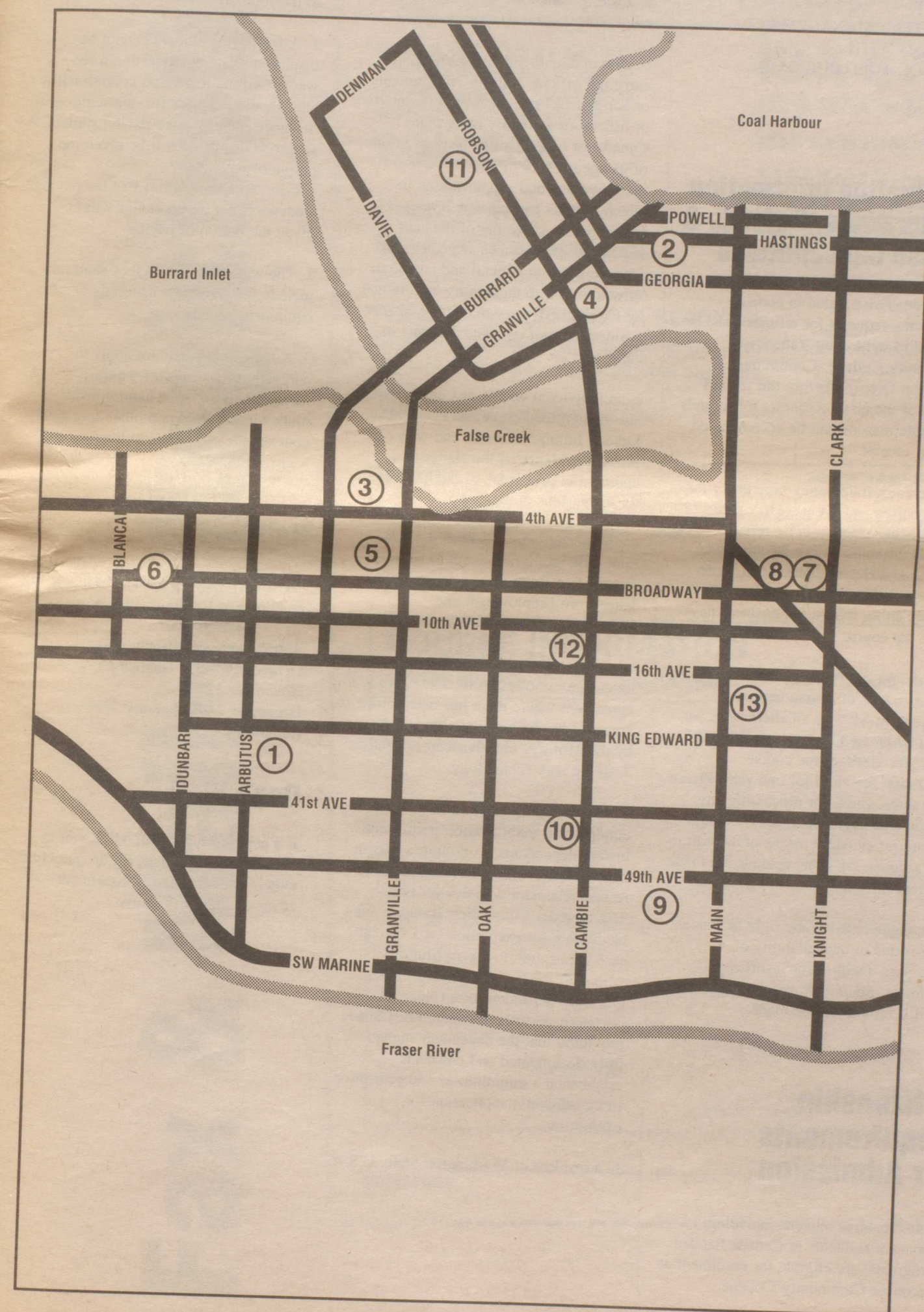
Place: Main Foyer (Hamilton and Dunsmuir Street entrance)
City Centre Campus,
250 West Pender Street, Vancouver

Phone: 443-8380

Refreshments will be served.

SEE YOU THERE!

VCC Continuing Education Locations



1. ARB- Arbutus Club, 4226 Arbutus St.
2. CC-City Centre, 250 W. Pender St.
3. CLW-Clothworks, 1717 West 4th St.
4. CMA- Society of Management Accountants of B.C. Education Centre, 814 Richards St.
5. DFG- Diane Farris Gallery, 1565 W. 7th Ave.
6. FP-Focal Point, 4474 W. 10th
7. KEC- King Edward Campus, 1155 E. Broadway
8. KEC/W- King Edward West, 691 E. Broadway
9. LAN-Langara Campus, 100 W. 49th Ave.
10. OAK-VCC Oakridge Shopping Centre (North Tower), Cambie and 41st.
11. ODH- O'Doul's Hotel, 1300 Robson St.
12. SPH- Sheraton Plaza 500, W. 12th at Cambie St.
13. VVC- Vancouver Volunteer Centre, #301-3102 Main Street

Earn a CERTIFICATE

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

Representatives of industry and the professions help plan these programs for adults who want to get a thorough background in a particular field but who do not want to undertake a degree program.

Each Certificate Program must meet the following criteria:

1. An established, sanctioned curriculum with a logical grouping of courses.
2. A Program Advisory Committee composed of members with expertise in that field.
3. A program based on an employer, outside agency or industry standard.
4. A formal procedure for evaluation.

APPLIED BUSINESS SKILLS
BUILDING MANAGER
BUSINESS ADMINISTRATION
CHILDBIRTH EDUCATORS
COMPUTER SKILLS FOR THE
WORKPLACE
COUNSELLING SKILLS
COURT INTERPRETING
EARLY CHILDHOOD
EDUCATION-LEVEL 1
EARLY CHILDHOOD
EDUCATION- ADVANCED STUDY
FAMILY DAYCARE
FASHION ARTS
FUND RAISING MANAGEMENT
GARMET CONSTRUCTION
GERONTOLOGY-NURSING
LEGAL ASSISTANT-
CONVEYANCING
CORPORATE
LITIGATION
LOCAL AREA
NETWORK ADMINISTRATOR
MANAGERS OF NON-PROFIT
AGENCIES
NURSING MANAGEMENT
OFFICE ADMINISTRATION
PATTERN MAKING
PROPERTY MANAGEMENT
REAL ESTATE DEVELOPMENT
STERILE SUPPLY
PROCESSING AIDE
SUBSTANCE ABUSE PROGRAM
TEACHING ENGLISH AS
A SECOND LANGUAGE

TEACHING ENGLISH AS A
FOREIGN LANGUAGE
TELECOMMUNICATIONS
MANAGEMENT
VISUAL ARTS-PHOTOGRAPHY
MAJOR
VOLUNTEER MANAGEMENT
WORKING WITH
SCHOOL AGED CHILDREN

Application Information Withdrawals, 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 Admission

Adult Canadian citizens including permanent residents in Canada (landed immigrants) are eligible for enrolment at Vancouver Community College.

By exception, those whose status in Canada falls within one or more of the

following categories may be considered for enrolment as though they were Canadian citizens or permanent residents in Canada, including:

- a. a foreign domestic worker with valid employment authorization permit:
- b. an individual who is in Canada to carry out official duties as a diplomatic or consular officer; or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs which gives his/her position, date of issuance and date of validity.
- c. an individual who is in Canada, who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.

d. any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.

e. a person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education, Training and Technology.

f. an individual with a valid full-time employment authorization permit and his/her dependents, excluding a person on a working holiday, authorization or a refugee claimant who has yet to be determined a Convention Refugee, may be eligible for exemption on a special case application to the institution.

g. a legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

h. a resident of Washington State, U.S.A.

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, wine courses and other specified courses. Please inquire at the time of registration.

Holidays

The Continuing Education Division will be closed on the following dates:

September 5-7/92 (inclusive)
October 10-12/92 (inclusive)
November 11/92
December 24/92-January 3/93 (inclusive)

Don't Wait

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

Fax & Mail-In Registration

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. V5N 5V2
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				
2	\$	NAME ON CARD		
3	<input type="checkbox"/> MONEY ORDER	CREDIT CARD ACCOUNT #		
4	<input type="checkbox"/> CHEQUE	START DATE	END DATE	
	<input type="checkbox"/> CREDIT			

SIGNATURE

DATE



PLEASE
RECYCLE



LANGARA
324-5322
100 West 49th

KING EDWARD
871-7070
1155 East Broadway

KING EDWARD WEST
874-9923
691 East Broadway

CITY CENTRE
443-8380
250 West Pender

