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CONTINUING EDUCATION

WINTER
1993

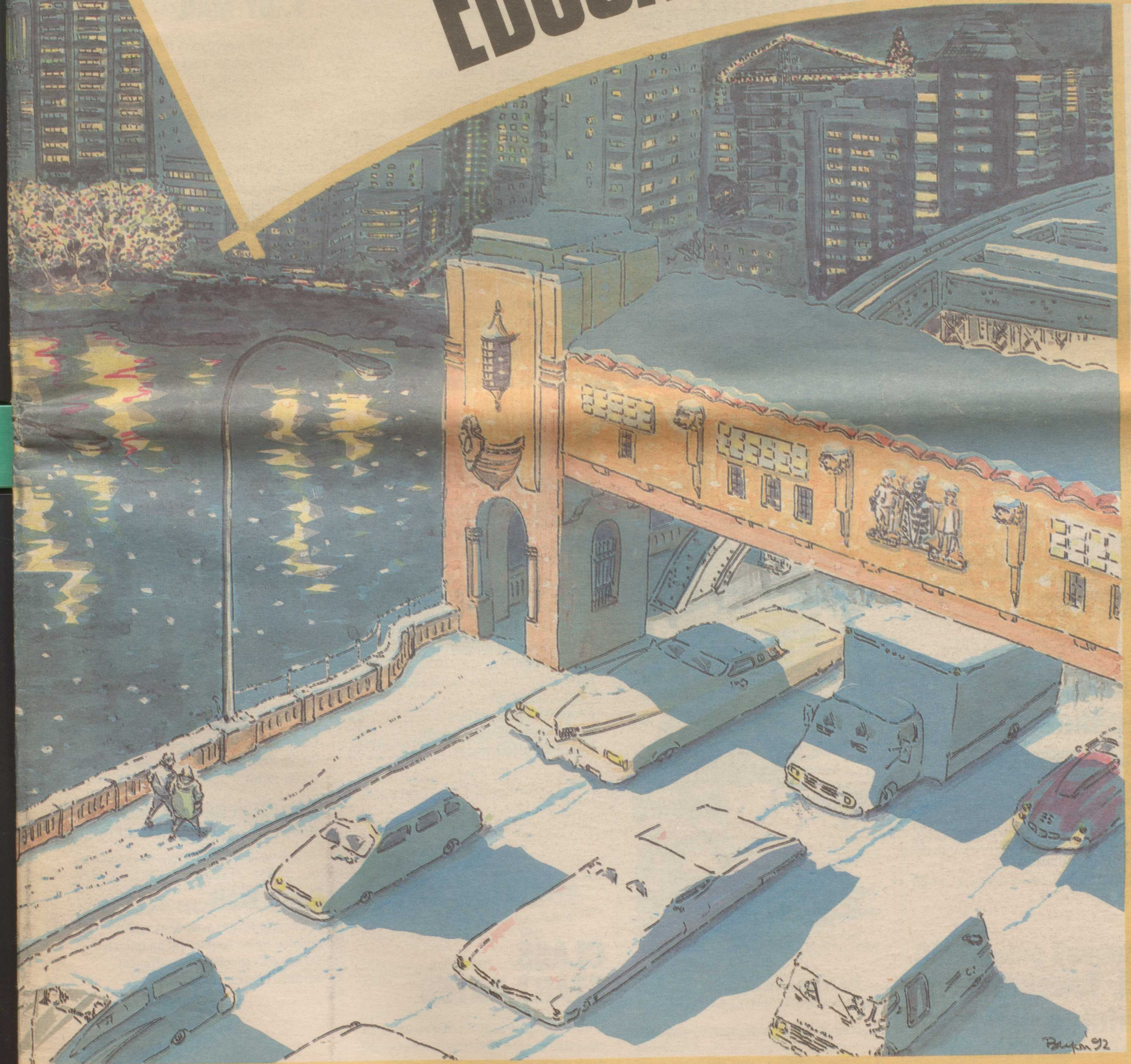


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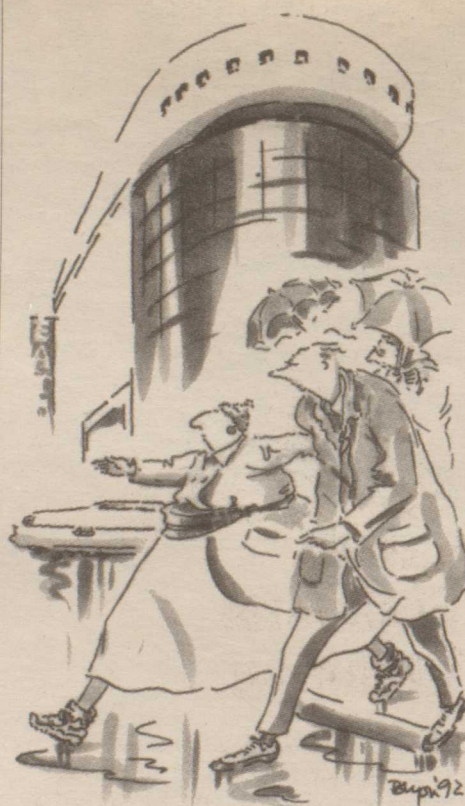
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Cover & Illustrations by Bernie Lyon, Continuing Education Instructor and Program Co-Ordinator.

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CLASS START DATES

Due to recent labour disputes, some class start dates may be changed from the dates stated in this flyer. Please check class start date when you register.

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

Arts & Science

Advertising, Anthropology, Comedy, Ecology, Film and Video, History, Interior Design, Journalism, Wine, Writing: WAYNE DECLE, 871-7065

Art: 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, 443-8383

Jewellery: MACIEK WALENTOWICZ, 443-8571

Music: TERRY SMITH, 871-7298

Photography: WALTER EVANS, 224-3636

Career, Business, Management & Training

Applied Business Skills: BRIAN COLE, 871-7062

Building Services: BRIAN PINK, 443-8388

Business Administration: GORDON CLOUGH, 324-5322

Business English, Office Administration: ANNE TOLLSTAM, 443-8383

Career and Employment: ANNE TOLLSTAM, 443-8383

Library Automation: BRIAN COLE, 871-7062

Management Skills and Training Skills: DANA GOEDBLOED, 871-7070

Small Business: PEGGY WROBETZ, 871-7427

Computers, Technology & Telecommunications

Computer Skills: CORNELIUS CONSTANTINESCU, 324-5322

Electronics: GARETH WILLIAMS, 443-8562

Gemmology: LINDA DEVINE, 443-8383

Oakridge Computer Centre: BRIAN PINK, 443-8388

Telecommunications: PEGGY WROBETZ, 871-7070

ESL Teacher Training

Teaching English as a Second Language: JENNIFER HOUSE, 871-7056

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: GRACE HODGINS, 874-9923; SHEILA STICKNEY, 874-9923.

Sterile Supply Aide: SHEILA STICKNEY, 874-9923.

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

Vancouver First Mandarin School, PHYLLIS LIAO, 871-7070.

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 COCHRANE, 871-7061.

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, 443-8383

Property Management: CHUCK DUNN, 324-5322

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

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.

Dates Closed

The Continuing Education Division will be closed the following dates:

December 24, 1992 to January 3, 1993 (inclusive)
April 9, 1993 to April 12, 1993 (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 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.

ADMINISTRATION OF EARLY
CHILDHOOD SERVICES
APPLIED BUSINESS SKILLS
BUILDING MANAGER RESIDENTIAL
BUSINESS ADMINISTRATION
CHILDBIRTH EDUCATORS
COMMUNITY BASED SOCIAL SERVICES
COMPUTER SKILLS FOR THE WORKPLACE
COUNSELLING SKILLS
COURT INTERPRETING
CUSTOMER CARE
EARLY CHILDHOOD
EDUCATION-LEVEL 1
EARLY CHILDHOOD EDUCATION
ADVANCED STUDY
FAMILY DAYCARE
FASHION ARTS
FASHION DESIGN
FLORAL DESIGN
FUND RAISING
GARMENT CONSTRUCTION
GERONTOLOGY-NURSING
INFANT-TODDLER SUPERVISORY PROGRAM
INTRAVENOUS THERAPY
LEGAL ASSISTANT-
CONVEYANCING
CORPORATE
LITIGATION
LOCAL AREA NETWORK ADMINISTRATOR
MANAGEMENT SKILLS FOR
CONTINUING CARE
MANAGERS OF NON-PROFIT AGENCIES
NURSING MANAGEMENT
OFFICE ADMINISTRATION
PATTERN MAKING
PROPERTY DEVELOPMENT
PROPERTY MANAGEMENT
SMALL BUSINESS MANAGEMENT
STERILE SUPPLY PROCESSING AIDE

SUBSTANCE ABUSE PROGRAM
TEACHING ENGLISH AS A SECOND
LANGUAGE
TELECOMMUNICATIONS MANAGEMENT
VISUAL ARTS-PHOTOGRAPHY MAJOR
VOLUNTEER MANAGEMENT
WORKING WITH SCHOOL AGED CHILDREN

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.

Career & Information Nights

Please join us for the following free sessions:

BRITISH VIRGIN ISLANDS

Free video night

Thursday, February 4, 7:00-9:30 p.m.
Room 4043, King Edward Campus

BUSINESS ADMINISTRATION

Wednesday, January 6, 5:00-7:30 p.m.
Main Foyer (Dunsmuir and Hamilton St. entrance) City Centre Campus

COMPUTERS

Wednesday, January 6, 5:00-7:30 p.m.
Main Foyer (Dunsmuir and Hamilton St. entrance) City Centre Campus

COUNSELLING SKILLS CERTIFICATE PROGRAM

Monday, January 18, 6:00-7:00 p.m.
Room 4043, King Edward Campus

FUNDRAISING MANAGEMENT CERTIFICATE PROGRAM and NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

Wednesday, January 6, 12:00-1:00 p.m.
Room 4043, King Edward Campus and

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 information in this flyer carefully as some courses require a certain skill or knowledge level. Some Certificate Programs do have entry requirements.

WHY DO YOU REQUIRE MY SOCIAL INSURANCE NUMBER?

Your S.I.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-

Thursday, January 14, 5:30-6:30 p.m.
Room 4043, King Edward Campus

HEALTH PROFESSIONS

Gerontology Certificate Program-
Nursing; Learning to Teach Program and
Nursing Management Certificate
Program.

Thursday, January 14, 7:30 p.m.
King Edward Campus West,
691 E. Broadway

OFFICE ADMINISTRATION CERTIFICATE PROGRAM

Thursday, January 8, 5:00-6:30 p.m.
Room 237, City Centre Campus

REAL ESTATE MANAGEMENT AND DEVELOPMENT PROGRAMS

Wednesday, January 6, 5:00-7:30 p.m.
Main Foyer (Dunsmuir and Hamilton
entrance) City Centre Campus

SUBSTANCE ABUSE CERTIFICATE PROGRAM

Tuesday, January 19, 6:00-7:00 p.m.
Room 4043, King Edward Campus

TELECOMMUNICATIONS MANAGEMENT CERTIFICATE PROGRAM

Tuesday, January 5, 5:00-6:30 p.m.
Room 237, City Centre Campus

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 TUITION 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.

ARTS & SCIENCE

Advertising & Public Relations

INSTRUCTOR

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.

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. (Thody) \$187.25 (Includes GST)
6 eve - Th. Feb 18, 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. (TBA) \$187.25 (Includes GST)
6 eve - We. Feb 17, 19:00-22:00 - Lan

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. (TBA) \$69.55 (Includes GST)
1 mng - Sa. Mar 06, 10:00-14:00 - Lan

Anthropology, History & Culture

INSTRUCTORS

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

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

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

Larry Smeets is an historian, practising lawyer and published writer. He has taught history at the University of Alberta and the University of Saskatchewan.

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. Feb 15, 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)
4 eve - Th. Feb 18, 18:30-21:00 - Lan

An Introduction to Northwest Coast Prehistory (505606)

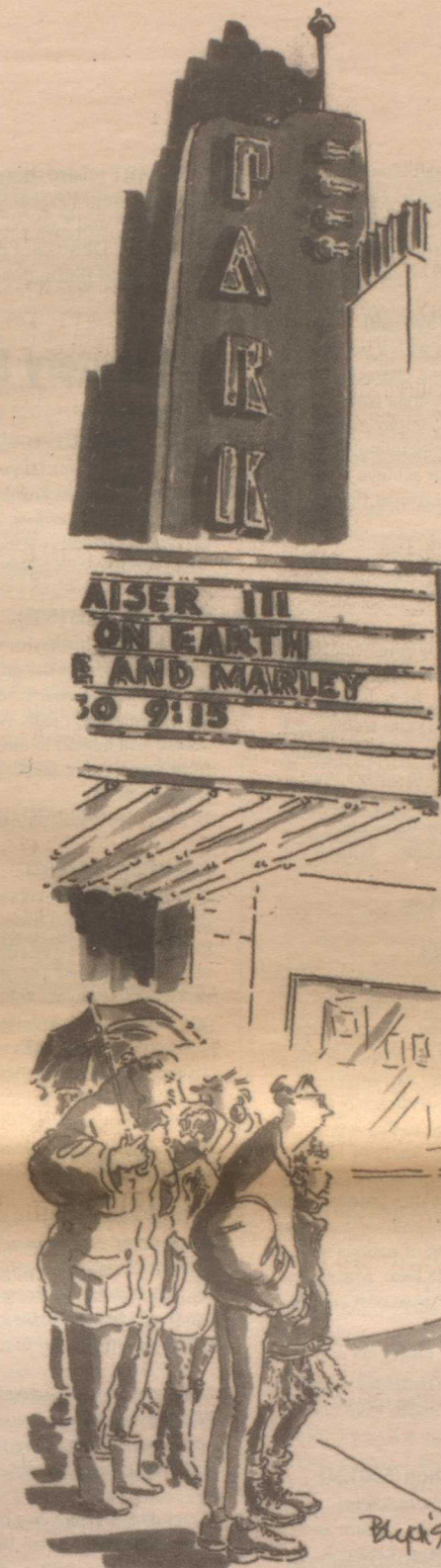
In this course we will start by examining how people first came to the Northwest Coast of North America. We will look at all periods of Northwest Coast prehistory, focusing on the Gulf of Georgia region. The field trip will include visiting several sites in the Vancouver area. Field trip at Museum of Anthropology Tu. Mar 30, (Pratt) \$107 (Includes GST)
5 eve - Tu. Mar 02, 19:00-21:00 - KEC

The Northwest Coast Native Art Tradition (505605)

Explore the rich heritage of Northwest Coast native art. Week one will focus on the prehistoric art of British Columbia. Week two will examine traditional artistic forms of coastal peoples including carving, basketry, weaving and costumes. Week three will explore the new art forms of this century, including silver and argillite carving, print making and sculpture. Week four will be a field trip to the UBC Museum of Anthropology. (Holm) \$107 (Includes GST)
4 eve - Mo. Mar 08, 19:00-21:00 - Lan

China - From the Bronze Age to the Present (503488)

Chinese civilization is almost as old as human civilization itself. Most highly-developed civilizations of the ancient world have crumbled or else been assimilated by other civilizations, while Chinese civilization has survived down to the present day. Learn about China's political, social, cultural, and economic development over a four millennia-long span of history. Learn about what is distinctive about China's evolution, and what China



shares in common with other countries. People with an interest in Chinese affairs, as well as business people who have dealings with people from Chinese backgrounds, will find this course particularly illuminating. (Smeets) \$101.65 (Includes GST)
6 eve - Th. Feb 18, 19:00-21:00 - Lan

Decline of Christianity (504107)

Explore the rapid disintegration of Christianity in western culture during this century. Various factors leading to the onset of secularity will be addressed, with particular attention paid to the North American experience. (Dardano) \$26.75 (Includes GST)
4 eve - Th. Feb 18, 19:00-21:00 - 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 exhibitions 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 Patrich Galleries.

Elliot Drobner has been teaching screen printing for 15 years. He operates a successful screen printing, textile dyeing business, 'Clothworks,' on 4th Avenue.

Gordon Finlay, BA, BArch., 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.

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. Jan 20, 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. Jan 20, 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. Jan 19, 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. Jan 21, 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. Jan 20, 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. Feb 13/20, 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. Jan 21, 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. Jan 21, 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. Jan 19, 19:00-21:30 - Lan

Special Painting Effects (500144)

The natural world continues to surprise us with its many wonders. Learn to recreate the many "effects" created by nature. The appearance of different skies, water reflections, trees, snow, sunshine and much more. Media such as pencil, pen and ink, watercolour and acrylics will be explored. Bring a pencil and paper to first class. (Kowallek) \$110
10 eve - Tu. Jan 19, 19:30-21:30 - Lan

Watercolour Level I (500112)

Learn to stretch paper, lay washes and use the exciting and challenging medium of watercolour. Beginners welcome. (Kowallek) \$110
10 mng - Sa. Jan 23, 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. (Kowallek) \$110
10 aft - Sa. Jan 23, 12:00-14:00 - 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. Jan 21, 19:00-21:00 - Lan

Decorative Painting - Level I (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$170
10 eve - Mo. Jan 25, 18:00-21:30 - Lan
10 eve - Tu. Jan 26, 18:00-21:30 - Lan

Decorative Pottery (500125)

Please note this course will be taught in Mandarin and Cantonese, with some English spoken. Learn the skills of handbuilding pottery, including coilwork, slabwork, pinch pots, texture studies and glazing. Works including: cup, vase, bowls, plate, wall platter, etc. Learn techniques to design your own projects. There will be one field trip to the potter's studio. Registration fee includes clay, glazes and firing. Beginners welcome. (Chan) \$155
8 eve - Fr. Jan 29, 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. Jan 19, 19:00-22:00 - Lan (plus 2 weekend workshops TBA)
8 eve - We. Jan 20, 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. Jan 24, 08:00-15:00 - CLW
1 day - Su. Feb 21, 08:00-15:00 - CLW
1 day - Su. Mar 28, 08:00-15:00 - CLW
1 day - Su. Apr 25, 08:00-15:00 - CLW

Designing and Writing Greeting Cards for Publications (102875)

The greeting card industry relies heavily on freelance talent. This professional workshop is for the artist or writer who has always wanted to have their ideas published. You will be introduced to the card marketplace, discuss what sells and why, and learn to develop successful card ideas using your unique talents. By the end of the course you will be able to create a presentation of your work designed to get noticed in the greeting card industry and increase your chances of getting published. (Axelrod) \$112.35 (Includes GST)
5 eve - Th. Feb 18, 19:00-21:00 - Lan

Other ART related courses can also be found in these sections: FASHION ARTS: Basic Fashion Illustration and Fashion Illustration Workshops
GRAPHIC DESIGN: Learn to Draw, Learning to Draw II, and Illustration for Graphic Design.

Art History & 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.

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. Jan 21, 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. Jan 20, 19:00-21:30 - 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. Feb 16, 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. Feb 15, 19:00-21:00 - Lan

Comedy Improvisation - Level I (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. Feb 15, 20:00-22:00 - Lan

Comedy Improvisation - Level II (102900)

This program picks up where Level I left off. It will focus on improvisation as a performance tool. A number of advanced improv games and structures will be introduced and focus will be given to creating a performer's attitude. Improvisational comedy relies more on listening and attentiveness than wit. This will become evident through the sessions in this program. Completion of Level I is necessary before entering this course. (McAteer) \$107 (Includes GST)
8 eve - Tu. Feb 16, 20:00-22:00 - Lan

Ecology

Ecological Economics (503487)

What is today known as "economics" arose at the time of the Industrial Revolution and largely serves the needs of industrial society. This discipline - called standard economics in this course - has been successful in accumulating wealth and promoting growth, but has also played a major role in bringing humanity to the verge of environmental destruction. This course briefly analyzes standard economics and its shortcomings, and then explores in-depth the possibilities of an economics based on sound ecological principles. Student participation is strongly encouraged. Small group discussions may be used to address the many unresolved issues brought to the fore by this young discipline. (Rotering) \$48.15 (Includes GST)
1 day - Sa. Feb 13, 10:00-16:00 - Lan

Fashion Arts

The Fashion Arts Program offers professional instruction in the following non-credit 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

Rosemary Crossley, NDD, ATD, is a knitwear designer and instructor. Trained in England, she taught Art and Knitting there, and knitted for Vogue Knitting Magazine. She has taught in Vancouver for eight years.

Edna Marie Olsen, BSN, MA, is a hat designer and instructor. Trained in Vancouver, she designs under her own label, producing original hats in her Gastown studio.

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

Fredericka Staiger, Fashion Arts Certificates, is currently completing the Jewellery Design Diploma and the Provincial Instructors Diploma 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.

Hand Knitting (050936)

Can you knit? Come and learn, or revise, the basic hand-knitting skills with an enthusiastic expert. You will study the fascinating history of knitting, learn about stitches and patterns, work on samples, and experiment with design ideas to create your own project. Bring to the first class: 4 mm needles, a ball of cheap 4-ply yarn, a notebook and pencil or pen. (Crossley) \$150
8 eve - Mo. Jan 18, 18:30-21:30 - CC
8 mng - Th. Jan 21, 09:00-12:00 - CC

Millinery - Level One (050937)

Hats are In! Learn the basic millinery skills from a professional designer in her studio. The course covers structured fabric hats, blocking and trimming both felts and straws. A "mad-hatter" or more "haute couture," you will have fun, learn a lot, and make at least two hats of your own design. Early registration is advised as only six students are accepted. All necessary materials may be purchased directly from the instructor. Bring to the first class: tape measure, scissors, needles, thread and dressmaker's extra long pins (Olsen) \$205
7 mng - Sa. Jan 16, 09:00-12:00 - EMS

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 - Tu. Jan 19, 09:00-12:00 - CC

Pattern Making for Menswear - Level One (050927)

For fashion students, designers and those interested in making their own patterns for menswear, the instructor will pass on his vast knowledge and experience in this field. This course covers the construction of the Block Patterns necessary for shirts, vests, pants and jeans, in preparation for making patterns for individual 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. Jan 16, 09:00-12:00 - CC

Dressmaking (050928)

Wish you could afford an exclusive wardrobe? Create the wardrobe of your choice, starting with a beautifully tailored blouse or two this season. Choose a crisp Swiss cotton or luscious Italian silk, or personalise your creation with soutache braid, lace trim, embroidery or piping. Be inspired! You will make a well-finished blouse with a professional fit and the number of garments made depends on your level of ability. Bring to the first class: metric fibreglass tape measure, a package of 1/4" elastic, 3-ring binder, pen or pencil. Optional: Your personal blouse pattern and fabric collection for discussion of appropriate fabric choices. Come prepared to be measured. (Sustersich) \$180
10 mng - We. Jan 20, 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 - Mo. Jan 18, 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. Jan 19, 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. Jan 18, 18:30-21:30 - CC

Fashion Arts

CERTIFICATE PROGRAM

If you are interested in entering the fashion industry, or are already in the industry and need to upgrade your skills, the Fashion Arts Certificate Program was designed for you. Providing a comprehensive training, on a part-time evening basis, the flexible timetable allows you to maintain your regular employment while completing your training. Successful from the start in 1986, 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 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. Planned by experienced educators, the Program is taught by experts in each subject.

INSTRUCTORS

Sally Hudson, NDD, ATD, is the Fashion Arts Coordinator at VCC, and has been involved in fashion education and the industry for over thirty years. A lecturer in fashion subjects at universities, polytechnics and colleges of Art and Design, she also designed and manufactured under her own label in England before becoming a Canadian and joining VCC in 1986. She graduated in Fashion at the West of England College of Art and in Education at Bristol University, England, 1954.

Lisa Gellert, AAS, is a freelance illustrator and textile designer. She has worked in the fashion industry and education in New York and Vancouver. She graduated Associate Applied Science, majoring in Fashion, at the Parsons School of Design, New York, 1985.

Sonya Milly, is a freelance costume, fashion and hair designer and instructor in Vancouver. Experienced at every level of the design process in each discipline, she is currently responsible for curriculum development at a school of hairdressing. She graduated in Fashion Arts at VCC, 1988; Provincial Instructors Diploma, 1991.

Evelyn May, BHE, is pattern maker for the House of Virani, Vancouver. She taught fashion subjects in BC secondary schools, developed a textile manual for a national fashion company and has designed and manufactured under her own label. She

graduated in Home Economics and Education at the University of British Columbia, 1980.

Gayle Ramsden, BHE, is the manager responsible for the operation of the computerized systems at Jax Fashions Inc., 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. She graduated in Home Economics at the University of Manitoba, 1981, Provincial Instructors Diploma, VCC, 1991.

Benoît 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. He graduated from the Institut des Arts Appliqués, 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. She graduated in Fashion Design, 1984, Fashion Arts Certificates, 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. She graduated in Civil Engineering at the University of British Columbia, 1980. She is an 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

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

Apply by June 30 for next entry in September 1993. For detailed brochure and application form, call the Continuing Education office at City Centre - 443-8380.

Film, Television, Theatre

The Business of Film & Television Production

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

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. Jan 19, 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 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 Lyssell 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. Jan 23, 09:00-12:00 - CC

Acting for Beginners (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 improvisation, timing and acting styles. (Farolen) \$102.72 (Includes GST)
2 day - Sa. Mar 27, 10:00-16:00 - Lan

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

A workshop covering all aspects of auditioning and interview procedures for film, television, theatre and related professional and amateur experiences. The day will include resumes, photos, on-camera techniques, cold-readings, agents and casting agents, access to resources, acting for auditions and NOT acting for auditions, monologues, and scenes, presentation of a character and presentation of yourself with confidence and integrity. Everyone must bring pencil/pen and notebook, and wear loose, comfortable clothing. (Lysell) \$58.55 (Includes GST)
1 day - Sa. Feb 20, 10:00-16:00 - Lan

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) \$256.80 (Includes GST)
10 eve - Mo. Feb 01, 19:00-22:00 - Lan

Floral Design CERTIFICATE PROGRAM

The purpose of this Program is to provide a comprehensive training to persons seeking entry to the floral industry and to upgrade the skills of those presently employed in industry who lack formalized training.

The student will learn the fundamental principles of good design and will become proficient in constructing common floral arrangements. They will understand and apply the more complex elements of design included in wedding, funeral and custom work. The student will become proficient in all aspects of customer service, in the use of wire services and in the services of wholesalers.

Course Content

Floral Design - Level I (250105)
Floral Design - Level II (250106)
Floral Design - Level III (250107)
Basic Flower Shop Procedures (250108)
Sales and Customer Relations (250109)

Entry Requirements

Prospective students must meet the following requirements:
a) Grade 12 completion or equivalent
b) Successful completion of a general English and mathematics assessment
c) Complete the application process and have a successful interview if required
d) Students requesting exemption from Floral Design - Level I will be required to successfully complete a basic floral design evaluation.

Apply by February 15 for next entry in April 1993. For detailed brochure and application form, call the Continuing Education office at King Edward Campus - 871-7070.

INSTRUCTORS

Joyce Jackson, Program Coordinator, has 15 years' experience in the retail and wholesale floral industry and has her own sales and marketing business.

Bill Williams has over 30 years' experience in the floral industry, having owned three florist shops in Western Canada and worked for 5-1/2 years as the BC representative of Telefloral Canada Inc.

Floral Design - Level I (250105)

The student will learn to construct the five basic floral arrangements, including nose gay, one-sided triangle, 3D triangle, crescent and hogarth curve. They will learn the proper use of tools and equipment and the basic principles of floral design. Flower treatment and plant care fundamentals will be covered. The student will be introduced to basic business principles including the use of a pricing grid and the function of wire services. (Williams) \$530
20 eve - Mo/Tu. Jan 18, 18:30-21:30 - KEC

Basic Flower Shop Procedures (250108)

The student will learn the procedures that are specific to the day-to-day operation of a flower shop including the importance of computers in floral businesses, wire services, services of wholesalers, shop maintenance, health and safety considerations, ethical behaviour, and the importance of setting priorities. (Jackson) \$225
12 eve - Tu. Jan 19, 18:30-21:30 - KEC

Sales and Customer Relations (250109)

The student will develop skills in customer service including qualifying customer needs, selling to identified needs and handling customer complaints. The student will also learn in-store and telephone sales techniques specific to the floral industry. Calculation of costs and the importance of in-store marketing and merchandising will also be covered. (Jackson) \$225
12 eve - We. Jan 20, 18:30-21:30 - KEC

Gemmology

Continuing Education offers the two-year part-time Canadian Gemmological Association Diploma course in Gemmology. The Canadian program is an affiliate of the world renowned British Gemmological Program and is recognized and respected internationally. Lectures and theory are combined with hands-on practical experience with all types of gemmological equipment. First and second year classes begin in September and run until June each year. For a complete program guide, call 443-8380.

For other related Gemmology courses please see: JEWELLERY.

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 five core courses which will provide you with over 135 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 graduated from Emily Carr College of Art and Design with honours in drawing and ceramics. She has been working as a professional 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. She is currently teaching graphic design at Langara as part of the Art in Merchandising Program.

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 Airlie, Virginia (2 years). He has worked in the printing industry for 18 years and is currently the Marketing and Production Manager at Ultratech Printing.

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.

Judy Pearson is a graduate of the Alberta College of Art as well as the Fashion Arts Program at VCC. She spent eight years as Art and Creative Director at Palmer Jarvis Advertising in Calgary, and is currently freelancing and teaching marketing and advertising courses.

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 desktop publishing instructor at McKay Technical Institute.

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. Jan 19, 18:00-21:00 - CC
9 mng - Sa. Jan 23, 10:00-13:00 - CC

Designing for Advertising - An Introduction (050435)

This course offers a hands-on workshop opportunity to design and create comprehensive pieces of media advertising. Each evening explore a different aspect of advertising. Topics include magazine and newspaper advertising, ad design, outdoor advertising, brochures and direct mail, television storyboards and annual reports. There will also be an in-depth look at art direction and portfolio development. Students will work on several mini-projects aimed at expanding portfolio impact. (Pearson) \$110
8 eve - Mo. Jan 18, 19:00-22:00 - CC

Printing and Production Techniques - Intermediate Graphic Design (050409)

For photographers and designers wishing to expand their knowledge in graphic design by studying lettering, design layout and the theory of printing. Emphasis is on the actual printing process as it relates to graphics. This is a course with emphasis on graphic theory. (McGuinness/Lewis) \$140
10 eve - Tu. Jan 19, 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 \$70. (Morrison) \$120
8 eve - We. Jan 20, 19:00-22:00 - CC

Advanced Layout and Design (050429)

Beyond the fundamentals, this hands-on course is for those who wish to improve their design and visualization skills. Learn how to create more powerful, better quality layouts. Felt pen rendering techniques will be developed through exploration of colour, composition, typography and design. Class projects include ad design and rendering a TV story board. Please bring pencils and paper to first class. (Kirkaldy) \$110
8 eve - Th. Jan 21, 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. Jan 20, 19:00-22:00 - 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. Feb 11, 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. Jan 19, 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. Jan 20, 19:00-22:00 - CC

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

Learning to Draw II (050428)

For those with previous drawing experience and eager to develop their skills, "Learning to Draw II" provides challenging exercises designed to open your creative process. Bring med-large sketch book and 5B-6B pencils/charcoal/conté chalks to first class. (Dewar) \$105
8 eve - Tu. Jan 19, 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. Jan 21, 19:00-22:00 - CC

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

Interior Design

Introduction to Residential Interior Design - Part I (504201)

Learn personal expression in functional interiors. Topics include space planning, scaled layouts, the history and development of design, style planning and colour theory. Find practical solutions for your residential design projects. (TBA) \$123.05 (Includes GST)
5 eve - Tu. Feb 01, 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. (TBA) \$123.05 (Includes GST)
5 eve - Tu. Mar 09, 19:00-22:00 - KEC

Jewellery

INSTRUCTORS

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

Peter Thompson was trained under a master Goldsmith in England. He has worked in Vancouver for the last 15 years in his own studio.

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/Thompson) \$190
10 eve - Mo. Jan 18, 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). Prerequisite: Successful completion of Metal Techniques I or equivalent. (Bebel) \$190
10 eve - Th. Jan 21, 18:00-21:00 - CC

Advanced Jewellery Workshops (051102)

Further explore and develop various techniques and approaches learned in Metal Techniques classes. Practical experience on more advanced and complicated projects will be encouraged. (Additional costs approximately \$100-\$150). Prerequisite: Successful completion of Metal Techniques II or equivalent. (Bebel) \$350
10 day - Sa. Jan 23, 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) \$190
10 eve - Th. Jan 21, 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). Prerequisite: Successful completion of Metal Techniques or equivalent. (Bebel) \$190
10 eve - We. Jan 20, 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) \$190
10 eve - Tu. Jan 19, 18:00-21:00 - CC



Journalism

INSTRUCTORS

Rick Ouston is an award-winning journalist who has worked as a reporter, broadcaster, editor and producer. He's appeared in newspapers, television, radio, magazines and books.

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.

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. (Ouston) \$176.55 (Includes GST)
9 eve - Tu. Feb 02, 19:00-21:30 - Lan
9 eve - Th. Feb 04, 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. Mar 06/07, 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) \$69.55 (Includes GST)
1 day - Sa. Feb 06, 10:00-15:00 - Lan

For other related courses see ADVERTISING AND PUBLIC RELATIONS section.

Music

MUSIC PROGRAM FACULTY

Terry Smith, Program Coordinator. Terry 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.

Lauri Lyster, Piano. Lauri 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 Sweetlink Conservatory for two years. Since his return to Vancouver he has been active as performer, as a member of the Panorma Trio and as a teacher both at VCC and Malaspina College.

Greg Reid, Business/Computers. Greg 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.

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. Jan 18, 18:00-19:00 - KEC
10 eve - Mo. Jan 18, 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. Jan 18, 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. Jan 20, 18:00-19:00 - KEC
10 eve - We. Jan 20, 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. Jan 20, 20:00-21:00 - KEC
10 eve - We. Jan 20, 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. Jan 18, 18:00-19:00 - 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. Jan 18, 19:00-20:00 - 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. Jan 20, 18:00-20:00 - KEC

Guitar: Intermediate (502508)

Have you had a few lessons in the past, or are you a self-taught player stuck at a certain level? This class will help you learn to use the wide range of materials available to improve your technique and

musicality. The course includes theory, note reading, solo techniques, ensemble playing, and insights into various styles from classical to contemporary. An excellent opportunity to meet other guitarists and improve your playing. (MacDermot) \$90.95 (Includes GST)
10 eve - We. Jan 20, 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. Jan 19, 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. Jan 20, 19:00-20:00 - KEC

Jazz and Blues Jam Workshop (502543)

An opportunity to meet and play with other guitarists 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. Jan 20, 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. Jan 20, 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. Jan 20, 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. Jan 21, 18:00-20:00 - KEC

Musical Background for Singers - Part I (102626)

An exciting group of five 2-hour workshops presented by specialists in their fields. These courses have been designed to provide singers with a more complete background to their art. A different topic will be covered each week. Topics include: Vocal Anatomy and Technique, History of Opera, Italian Diction, Stage Movement, Staging Arias from Marriage of Figaro. Active participants will be selected for some clinics. For further information call 871-7298 to receive a brochure with full details

on each clinic. (Brauner) \$123.05 (Includes GST)
5 eve - Mo. Jan 25, 19:00-21:00 - KEC

Musical Background for Singers - Part II (102627)

A continuation of the series of workshops listed above. Topics covered during the second round will include: History of Song, English and North American Diction, The Art of the Accompanist, German Diction, and Repertoire. Call 871-7298 for a brochure with full details on each clinic. (Brauner) \$123.05 (Includes GST)
5 eve - Mo. Mar 08, 19:00-21:00 - KEC

Note

Clinic topics listed for Musical Background sessions may be changed from one session to the other, depending on the availability of the clinicians. Please check the brochure to confirm details.

Invited clinicians include David Astor, Donald G. Brown, Harold Brown, Henry Ewert, Phyllis Mailing, David Meek, Dr. Robert Morris, Margarita Noye, and Rena Sharon.

Ensembles

Stage Band: Intermediate (502526)

By popular demand we are offering a 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. Jan 23, 12:30-14:30 - KEC

Stage Band: Advanced (502527)

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. Jan 23, 10:00-12:00 - KEC

Note

Registration for both stage bands will take place one week in advance, on Saturday, January 16. 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. Jan 18, 20:30-22:30 - KEC

Vocal Jazz Ensemble: Beginner (502523)

This ensemble is designed for the singer who would like to experience vocal jazz. Some previous choral experience is helpful, but not mandatory; ability to sight-sing will improve during the course. Topics covered will be through the repertoire sung: jazz style, improvisation, stylizing a ballad, movement for performance. Correct vocal production will be stressed at all times with good warm-up techniques being used. Some rehearsals will be with sound system. An ideal course for directors wishing instruction in vocal jazz techniques. A small music deposit will be collected on the first evening. (Warren) \$107 (Includes GST)
10 eve - We. Jan 20, 18:00-20:00 - KEC

Vocal Jazz Ensemble: Advanced (502524)

This group will function as a rehearsal group with the emphasis on advanced repertoire. Jazz styles, improvisation and some solo work will be included.

Performing opportunities will be explored. Students must have previous vocal jazz experience and the permission of the instructor. Grads - recent and not-so-recent - of high school jazz programs are particularly welcome! Some rehearsals will be with sound system. A small music deposit will be collected on the first evening. (Warren) \$107 (Includes GST)
10 eve - We. Jan 20, 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.

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

Commercial Music

MIDI Music I (102604)

This introductory course provides an overview of music creation with MIDI by exploring how many different MIDI devices such as keyboards, drum machines, samplers and other sound modules can properly be connected to computers and sequencers. Learn how to set up your own MIDI systems and discover what pieces of equipment are necessary and cost effective. Get hands-on experience with keyboard controllers, computers and sound modules using the sequencer program for the Mac, 'Deluxe Recorder.' No previous experience required. (Reid) \$100
10 eve - Th. Jan 21, 18:00-20:00 - KEC

MIDI Music II (102605)

An intermediate course for musicians interested in creating music with MIDI keyboards, sound modules and computers. "Deluxe Recorder" and Macintosh computers are extensively used to compose your own music. Study the fascinating means through which MIDI communicates information and learn how to evaluate the performance abilities of all kinds of MIDI devices using the MIDI implementation chart. MIDI Music I is recommended as a prerequisite. (Reid) \$100
10 eve - Th. Jan 21, 20:00-22:00 - KEC

MIDI Smorgasbord (102628)

Investigate two more sequencing packages utilizing the Atari 1040 ST computer and the IBM (or compatibles). "Textures for the PC and Smpte Tracks" for the Atari will be explored as all course participants have the opportunity to write and create music with professional MIDI equipment. Discover how to custom design your own MIDI workstation to create high quality recordings and demos using a variety of synths, samplers, sound modules and drum machines. MIDI Music I and II are recommended as prerequisites. Students who were previously enrolled in MIDI Applications I and II are also welcome. (Reid) \$100
10 eve - Tu. Jan 19, 18:00-20:00 - KEC

Live Sound Engineering (102606)

Become proficient with sound equipment. This course explains how PAs and other sound equipment are set up and operated. Learn how to use microphones, consoles, equalizers, compressors, digital reverbs, power amps, monitors and speakers to get the most out of a sound system. Important troubleshooting tips and easy repairs to keep a system running properly will be included. This is a hands-on course; be sure to wear your jeans. (Reid) \$100
10 eve - Mo. Jan 18, 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; the roles of music publishers; performance rights organizations. A complete look at how royalty payments are structured, as well as record company contracts and payments to artists will be included. 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 - Mo. Jan 18, 18:00-20:00 - 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 may be required to have an interview and show a portfolio of their work. Students wishing entry into basic courses do not require an interview.

Certificate Requirements

Satisfactory completion of approximately 540 hours of instruction.

Application/Registration

Registration will take place from 10:00-16:00, Monday through Saturday, starting January 4, 1993.

Registration may be done either by phone using a VISA/MasterCard or in person with cash, cheque, or VISA/MasterCard.

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

For those unable to register during the day, we have evening registration Tuesday, January 05 or Wednesday, January 06 from 18:30-20:00.

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

For information please contact Focal Point ONLY at 224-3636.

INSTRUCTORS

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

Doug Brons, 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.

Susan Hayes, BFA, MFA - Commercial photographer specializing in brochure designs and slide presentations.

Mary Jensen, BA, PPOC - 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 a large daily newspaper.

Andrew Tripp - Commercial photographer, specializing in people photography.

Jeff Weddell - Commercial freelance photographer who specializes in people.

Basic Photography (300101)

Learn to take good pictures in a variety of situations. 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 and night photography. Black and white film processing and printing techniques will also be covered. Prerequisite: None. (TBA/Hayes) \$205
10 eve - Mo. Jan 18, 19:00-22:00 - FP
10 aft - Tu. Jan 19, 12:30-15:30 - FP
10 eve - Tu. Jan 19, 19:00-22:00 - FP
10 eve - Fr. Jan 22, 19:00-22:00 - FP

Intermediate Photography (300103)

Improve your knowledge of camera operation while learning compositional and lighting techniques. Learn basic studio lighting techniques for both portraiture and still life, and learn how to get the most out of available light. Students will gain hands-on experience with lighting equipment through shooting sessions with professional models. Good technical and compositional techniques are stressed throughout the course. Prerequisite: Basic Photography or equivalent. (Brons/Weddell) \$215
10 eve - Mo. Jan 18, 19:00-22:00 - FP
10 aft - Tu. Jan 19, 12:30-15:30 - FP
10 eve - Tu. Jan 19, 19:00-22:00 - FP
10 eve - Fr. Jan 22, 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. Prerequisite: Intermediate Photography or equivalent. (Osadchuk) \$250
10 mng - Sa. Jan 23, 10:00-13:00 - FP

Basic Darkroom (300102)

Through lectures, demonstrations and hands-on experience, 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. Prerequisite: None. (Weddell/Tripp) \$205
10 aft - We. Jan 20, 12:30-15:30 - FP
10 eve - We. Jan 20, 19:00-22:00 - FP
10 mng - Sa. Jan 23, 10:00-13:00 - FP
10 aft - Sa. Jan 23, 14:00-17:00 - FP

Practical Darkroom (300104)

Learn fine quality black and white photographic printmaking through practical applications of various techniques, including individualized teacher instruction. Bleaching and toning procedures are also covered. Prerequisite: Basic Darkroom or equivalent. (Tripp) \$215
10 aft - Th. Jan 21, 12:30-15:30 - FP
10 eve - Th. Jan 21, 19:00-22:00 - FP

Practical Lighting (300122)

Learn advanced fundamentals of lighting as it applies to people and still-life. Examined are equipment selection and shooting techniques. There are several practical shooting sessions in and out of the studio, some sessions with models. Learn to recognize the potential of lighting, use it in a way that suits the needs of the subject and treat each set as a completely fresh situation. Prerequisite: Intermediate Photography or equivalent. (Brons) \$250
10 eve - Th. Jan 21, 19:00-22:00 - FP
10 mng - Sa. Jan 23, 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 many demonstrations and practical shooting sessions. Prerequisite: Practical Lighting or equivalent. (O'Brien-Bell) \$250
10 aft - Sa. Jan 23, 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. Prerequisite: None. (Jensen) \$250
10 eve - Tu. Jan 19, 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. Prerequisite: Intermediate Photography or equivalent. (O'Brien-Bell) \$225
10 eve - We. Jan 20, 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. Prerequisite: Business Practices or equivalent. (O'Brien-Bell) \$225
10 eve - Th. Jan 21, 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. Prerequisite: Intermediate Photography or equivalent. (O'Brien-Bell) \$250
10 mng - Sa. Jan 23, 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." Prerequisite: Intermediate Photography or equivalent. (Brons) \$150
5 aft - Sa. Jan 23, 14:00-17:00 - 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 results from them. Basic colour theory, the colour wheel, colour filtration and colour correction will be covered as well as the principles of both C-41 and E-6 processing. You will tour a custom processing lab and see how they operate. Common problems from both the lab's and customer's point of view will be discussed.

Prerequisite: None. (Bernaerdt) \$150
4 aft - Sa. Jan 23, 14:00-17:00 - FP

Commercial Photography (300116)

This course will give students practical experience in the field of commercial photography with emphasis placed on advertising. Students will be given assignments each stage of which will be guided by the instructor assuming the role of an art director/client. Topics will include: working with clients, art director and models, composing layouts and getting the most of photographic equipment and lighting. Prerequisite: Intermediate Photography or equivalent. (Brons) \$250
10 eve - We. Jan 20, 19:00-22:00 - FP

Composition and Design (300143)

This course will help the student to become a better photographer. Through exploration and application, the student will practise the fundamentals of composition and design. Starting with pictorial structure, balance, movement and contrast, and advancing to controlled reading, colour theory and colour relationships. Prerequisite: Intermediate Photography or equivalent. (Carter) \$250
10 eve - Mo. Jan 18, 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. Jan 25, 19:30-21:30 - KEC

Food and Wine - What a Match (505226)

There will be some wines that don't go with food. We will attempt to answer those obvious questions and show the sensations. This seminar will allow the interchange and analysis of the rights and wrongs of food and wine. There will be a number of wines that will be paired up with the right and wrong foods. This type of seminar was made famous by Barbara Lang Food Consultant at Inglenook Winery in the Napa Valley. \$28 (Includes GST)
1 eve - Fr. Feb 22, 19:30-21:30 - KEC

Writing Program

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

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

Evaluation

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

INSTRUCTORS

Wayne Deele - English Literature and Creative Writing; presently works as a program developer and instructor at VCC, Continuing Education Division.

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.

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 paperback 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.

Writing Skills Workshop (102811)

Explore the fundamentals of writing: clear thesis, coherent structure and clean, appropriate sentencing. You approach the writing tasks in stages - taking notes, writing and revising - 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 - We. Feb 03, 19:00-21:30 - Lan (Janoff)
6 eve - Th. Feb 04, 18:30-21:00 - CC (Janoff)
6 eve - Mo. Feb 15, 19:00-21:30 - Lan (Rupp)
6 eve - Tu. Feb 16, 19:00-21:30 - Lan (Preston)
6 eve - We. Mar 17, 19:00-21:30 - Lan (Janoff)

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) \$115

6 eve - Th. Mar 18, 18:30-21:00 - CC

Creative Writing I - An Introduction (102802)

Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of concentration will be the short story, poetry and journal writing and keeping. (Deele) \$115

6 eve - Mo. Feb 15, 19:00-21:30 - Lan
6 eve - We. Feb 17, 19:00-21:30 - Lan

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. Feb 13, 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 - Th. Feb 25, 19:30-22:00 - Lan

Writing for Magazines (102817)

This course is designed as a step-by-step introduction to writing for the freelance magazine market in Canada. Taught by John Lekich, an award-winning writer with ten years' experience in the field, it focuses on such topics as generating ideas, the process of writing and how to find the appropriate market. Tailored for the beginner, the only prerequisite is that you should enjoy writing. (Lekich) \$107 (Includes GST)

8 mng - Sa. Feb 13, 09:30-11:30 - 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. Feb 20, 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. Feb 21, 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. Feb 13, 10:00-12:30 - Lan

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. Mar 21, 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. Mar 20, 10:00-15:00 - Lan

Designing and Writing Greeting Cards for Publications (102875)

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

5 eve - Th. Feb 18, 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. Feb 07, 10:00-15:00 - Lan

Writers' 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. Feb 01, 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 may register through Continuing Education for the following three dates.

1 mng - Sa. Jan 09, 10:00

1 eve - Tu. Jan 12, 18:30

1 eve - We. Jan 13, 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. Jan 23, 09:00-16:00 - CC
5 Day - Sa. Feb 27, 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. Jan 21, 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. Jan 20, 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, 324-5322 (10:00-15:00)

Non-Certificate students may enroll in any course.

Certificate Requirements

Eight (8) courses completed successfully in no more than five (5) years. 15 terms, including one (1) core course: Communications 1115 or 1118

Entry Requirements

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, March 06, 10:00-13:00. Final exam for ALL classes of Accounting 1115 and 2215 will be Saturday, April 17, 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.

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, eight years as a community college instructor, 15½ years business experience.

Keven Fletcher, a valued management consultant offering his academic and experiential background in ethics with public private and professional associations.

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 Jayekumar, MSc, 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.

Marilyn Kerfoot, BED, BA LLB, practicing lawyer with seven years' experience.

Carole Kowel, a results-oriented professional with over 20 years' experience ranging from manufacturing administration, accounting, marketing, human resources training and development.

Christophir Mahden, B. Commerce, CA, many years' teaching experience with VCC.

Marjorie Mapleton, 20 years of professional credit management experience, more than half at the corporate level. Has taught for BCIT and George Brown College.

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

Bob Morris, MA, BA, Psychology/English, over 25 years' experience in the communications industry, ranging from corporate strategic planning to direct broadcast and education.

Eric Murray, MBA, BA, Teachers Diploma, four years as Communications instructor with considerable experience in both public and private sectors.

Bev Stevens, BA Psychology, over ten years' experience in career management, human resources and training. Worked in public, private and non-profit sectors.

Ken Tollstam, B.Commerce, CA, over seven years' teaching experience on micro computers using Lotus, DOS, dBase and word processing software.

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

Katherine Wellman, QC Counsel for Saskatchewan Power Corp, nine years' teaching for University of Regina, College of Engineering. Member of BC Bar, currently in general law.

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. \$33

1 mng - Sa. Jan 09, 10:00
1 eve - Tu. Jan 12, 18:30
1 eve - We. Jan 13, 18:30

Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$200
13 mng - Sa. Jan 16, 10:00-13:00 - Lan (Brimm, T.)
- No class April 10
13 eve - Mo. Jan 18, 18:30-21:30 - Lan (Brimm, D.)
- No class April 12
13 eve - Tu. Jan 19, 18:30-21:30 - Lan (Wadsworth)
13 eve - We. Jan 20, 18:30-21:30 - Lan (Badley)

Accounting 2215 (102002)

Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, intercorporate investments, statements of changes in financial position and analysis of financial statements. 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. Jan 19, 18:30-21:30 - Lan (Badley)
13 eve - Th. Jan 21, 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. Proof of this letter grade must be provided at time of registration. (Martin) \$200
13 eve - Th. Jan 21, 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. Jan 21, 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. (Fletcher) \$200
13 eve - Tu. Jan 19, 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. (Kerfoot) \$200
13 eve - We. Jan 20, 19:00-22:00 - Lan

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. (Wellman) \$200
13 eve - Tu. Jan 19, 18:30-21:30 - 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. Jan 19, 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. (Stevens) \$220
13 eve - We. Jan 20, 18:30-21:30 - Lan

Communications 1115 (102007)

Improve your interpersonal skills. Develop the skills of clear speaking and active listening in a variety of work-related situations. Activities and assignments will require you to work in small groups to solve problems, work in pairs to interview for employment, and work individually to speak to a group. Prerequisite: Successful completion of the LPI exam. (Morris) \$200
13 eve - Tu. Jan 19, 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. (Murray) \$200
13 eve - We. Jan 20, 18:30-21:30 - Lan

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises, learn how various computer applications - word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. A knowledge of typing is highly recommended. (Tollstam) \$235
13 eve - Tu. Jan 19, 18:30-21:30 - CC
13 eve - We. Jan 20, 18:30-21:30 - CC
10 mng - Sa. Jan 23, 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. Jan 16, 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. Jan 21, 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. (Mapleton) \$200
13 eve - Tu. Jan 19, 18:30-21:30 - Lan

Personnel Management 1115 (102018)

Explore human and industrial relations with an emphasis on the various processes and techniques of establishing and maintaining efficient employee relations with high morale. Specifically, participants will study Human Rights Legislation, procedures and approaches to employee selection, development, evaluation performance and compensation as well as the issue of labour-management relations. (Brown) \$200
10 eve - We. Jan 20, 18:30-21:30 - Lan (Plus 3 Saturdays TBA)

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. (Kowel) \$200
13 eve - Tu. Jan 19, 18:30-21:30 - Lan

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. Jan 21, 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. (Kelly) \$200
13 eve - Tu. Jan 19, 18:30-21:30 - Lan

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, BPHE, 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. Mar 13 - Lan

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. Jan 23, 09:30-15:30 - Lan

Building a Powerful Vocabulary 1315 (104411)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of on-going study and give a large number of new words and meanings. Please bring a dictionary. - 6 hours (Rogers) \$60
1 day - Sa. Feb 06, 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. Feb 20, 09:30-15:30 - Lan

Effective Memo and Report Writing 1515 (104414)

Learn the standard formats for memoranda and reports, and review the modern and powerful language of business writing to get results. - 6 hours (Rogers) \$60
1 day - Sa. Mar 06, 09:30-15:30 - Lan

Career Planning & Change

INSTRUCTORS

Sandra Bradley, CRM has her own consulting business and has done consulting work since 1983. She was both a librarian and instructor at Mount Royal College and currently is a sessional instructor at UBC.

Shirley Coomber, an energetic lecturer, has a Master's degree in Education, has several years' experience in adult education and is affiliated with numerous professional associations.

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

Rosemarie Duesterwald, former owner/operator of a licensing school. She has ten years' experience as an insurance broker with major US insurance carriers as well as other outside sales experience.

Cheryl Stephens, BA, LLB, practised law in diverse settings before pursuing an alternative career path in legal education. Cheryl now specializes in law office in-house training and plain legal writing.

Sharyn Wikjord is certified in medical office assisting, hospital department management and a member of BCHAM and NAHAM. She is a lively and stimulating lecturer who has managed hospital Admitting Departments and physicians offices throughout Canada for the past 20 years. Her fine interpersonal, motivational and organizational skills have inspired MOAs to pursue the many opportunities available in the MOA profession.

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. Prerequisite: Successful completion of LPI Exam. For LPI Exam dates phone 324-5322. (Stevens) \$220
13 eve - We. Jan 20, 18:30-21:30 - Lan

Effective Job Search (104702)

Career decision making can be a difficult process and effective job search can be equally challenging. It requires researching potential employers, marketing your skills and abilities, networking and developing effective interview techniques. This seminar focuses on the strategies which assist you in reaching your career goals. - 6 hours (Coomber) \$65
1 day - Sa. Mar 13, 09:00-15:00 - CC

Interview Skills (104703)

Learn, practise and polish your interview skills at this workshop designed to help you prepare for your next job interview with greater knowledge and confidence. Subjects covered will include: types of interviews, how to prepare for oral and written questions, desirable personal qualities sought by interviewers, what to wear, how to express yourself clearly, calmly and effectively, plus listening and reflecting skills. Techniques utilized to facilitate learning will include: information sessions, confidence building exercises, role playing, video taping and visualization. (Swankey) \$65
2 eve - Mo. Jan 25/Feb 01, 18:30-21:30 - CC

Careers in Records and Information Management (104704)

Records Management is an emerging career area with opportunities existing in all types of organizations including both the private and public sector. Discover a career ladder with advancement from junior to senior levels. Explore the many opportunities available in this field. (Bradley) \$45
1 eve - Th. Jan 28, 18:30-21:30 - CC

Careers in Sales (104705)

Area you considering a career in sales? Have you seen ads that promise unlimited incomes, a relief from the "9 to 5" routine, on-the-job training and much more? Are you wondering if a sales career is for you, and if so, which type of sales? Spend an informative evening learning the difference between straight commission sales, outside sales, telemarketing, being a manufacturer's representative and other types of sales. (Duesterwald) \$45
1 eve - We. Jan 27, 18:30-21:30 - CC

Alternative Career Paths for Lawyers (104707)

Are you considering a job change within law or outside the profession? Look at alternative professions for lawyers and examine how other lawyers have resolved their career conflicts. Hear practical tips on how to prepare yourself for career transition and make a career move based on a sound plan of action. Do self-interview exercises to

discover your real talents and ambitions. (Stevens) \$65
1 day - Sa. Jan 30, 09:30-15:30 - CC

Careers - Medical Office Assisting (104708)

Are you an energetic individual who enjoys working with people and displays a keen interest in working as a support worker in the healthcare profession? Are you eager to become an integral part of a professional healthcare team by learning a varied amount of detail about medicine and people? Would you enjoy being the pulsating link to patients, physicians and other medical support staff by assisting as the "Jill or Jack of all trades" in the medical office or hospital office environment? Learn about the many and rewarding opportunities available in a three-hour seminar on medical office careers. (Wikjord) \$45
1 eve - Mo. Feb 01, 18:30-21:30 - CC

Careers in the Legal Profession for Non-Lawyers (104706)

In this course you will explore some of the career opportunities available in the legal profession for non-lawyers. Special emphasis will be placed on defining the roles of legal support staff - secretaries, legal assistants, paralegals and others. You will also discuss the opportunities existing in all types of related organizations. As we head towards the 21st century, job skills and technological changes redefine every profession. We will look at the role of legal support staff now as well as projections for the future. (Dean) \$45
1 eve - Tu. Mar 16, 18:30-21:30 - CC

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.

Jacqueline Bradshaw is Librarian/Analyst for the Electronic Library Network at the Open Learning Agency. She has several years' experience consulting with and training people in business, governments, and libraries in automation of information and library systems.

John Burgess is librarian and catalogueur for the technical services departments at both Vancouver Community College and Douglas College.

Susanne Lloyd works for International Library Systems and trains users throughout North America in cataloguing procedures and use of the ILS library software.

Annette Lorek works at Capilano College as reference librarian and instructor in the Information Technology program. Ms. Lorek also provides consulting and indexing services through her company, Infoplex Information Associates.

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

Sylvia Roberts has several years library and automation experience, including work for Columbia Library Systems. Recently she developed a Real Estate Bibliography project for the BC Library Association.

For information call 871-7070.

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 weeding, gifts, and inventory
- Acquisitions procedures including working with budgets, dealing with publishers and vendors, and verification and ordering
- Receiving monographs and serials
- Dealing with non-book 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 - Th. Jan 28, 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 catalogue record
- Machine readable catalogue records
- Filing rules
- Physical processing and mending
- Circulation procedures
- Interlibrary Loans procedures
- Conservation and disaster planning
Required text: Gorman, Michael, "Technical Services Today and Tomorrow."
(Bradshaw/Lloyd) \$195
Spring 1993
7 eve - Th. Apr 22, 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 word processing, spreadsheets, and database management.
2) On-line Technology: Introduction to communications protocol and search techniques for sources such as CAN/OLE and Dialog, use of electronic mail (Envoy), Internet, and searching of local on-line library catalogues.
3) Cataloguing: Introduction to derived cataloguing using Bibliofile and UTLAS CD-CATSS; basic introduction to MARC coding for derived cataloguing and input of original records.
4) Reference: Introduction to the use of CD-ROM reference sources, such as ERIC and MEDLINE.
5) Integrated Library Systems: Introduction to micro-computer based library systems, with emphasis on cataloguing and circulation use. (Bradshaw, Burgess, Mitter, Lorek) \$135
Winter 1993
5 eve - Tu. Jan 26, 18:30-21:30 - CC
Spring 1993
5 eve - Tu. Apr 27, 18:30-21:30 - CC

Word Processing, Spreadsheets and Databases in Libraries (106070)

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 word processing are;
 - 2) Recognize the types of library tasks application programs can help you accomplish;
 - 3) Use word processing to create memos, bibliographies, and simple notices;
 - 4) Use spreadsheets for statistical 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. (Roberts) \$175 (Includes all course materials and lab fees).
5 eve - Tu. Mar 02, 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.

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.
- For information on course dates, please call 871-7070.

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

Course Location

All courses in this series will be held at the Society of Management Accountants of B.C. (CMA) Education Centre, 814 Richards Street.

Course Fees

\$125 per day (Winter session). All materials are provided. Course fees are subject to change.

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten working 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 working 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, BA, 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. Jan 22, 09:00-16:30 - CMA

Communicating for Success (102838)

"Lack of Communication" is one of the most frequently cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or superiors, clear direct communication results in more productive interactions and effective actions of others. However, it can often be difficult to achieve. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes, and feelings, verbally and non-

verbally. At the completion of this one-day course, participants should be able to analyze their co-workers' communication patterns, respond more effectively, and speak with clarity to enhance the accuracy and speed of workplace communications. At the completion of this course, participants will:

- understand the communication process in organizations,
- have improved awareness of key problems in organizational communication
- understand the impact of perception on the communication process, and
- have analyzed communication styles in organizations, to assist in more effectively getting the job done. (Hunter)

1 day - Fr. Feb 05, 09:00-16:30 - CMA

Building and Coaching a Productive Team (102844)

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

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

The net result? Increased work productivity, improved work quality, and enhanced team morale. This one day practical workshop begins by reviewing the importance of teambuilding and the characteristics of an effective team. (Dixon)

1 day - Fr. Mar 19, 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. Mar 26, 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 lectures using the participants actual work experiences in groups of no more than 25 participants.

Certification

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

Winter 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 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 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 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?
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 working 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 working 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 selection, training and development and career planning. She is a graduate of the University of British Columbia with a Master of Arts degree in Counselling Psychology, concentrating in cross cultural counselling and career development. She has extensive experience conducting workshops on cross cultural issues in the work place.

In our changing environment, managing cultural diversity is good management. Recruiting, training and valuing the contributions of an increasingly diverse workforce is essential in today's workplace. Organizations that successfully utilize their diverse human resources will have a distinct competitive advantage.

Who should attend?

This program is for individuals in the public and private sectors who manage or supervise people of diverse cultural backgrounds.

What will you learn?

During this workshop you will:

- 1) Learn how cultural differences influence communication styles, behaviour and team interaction
- 2) Increase your own cultural self awareness
- 3) Develop positive strategies for managing diversity in your work place.

What is the format?

In this highly interactive one-day workshop, participants will explore the topic through the use of case studies, group work, and discussions. (Margolis) \$175

Winter 1993

1 day - Fr. Feb 19, 09:00-16:30 - CMA

For information call Program Coordinator - 871-7070.

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

Management Development

TRAINING INSTRUCTOR

Tom Swankey has been involved in communication, education and training since 1980 as a consultant and teacher. He currently provides communications training and consulting services to a variety of business, academic, and government organizations and individuals across Western Canada.

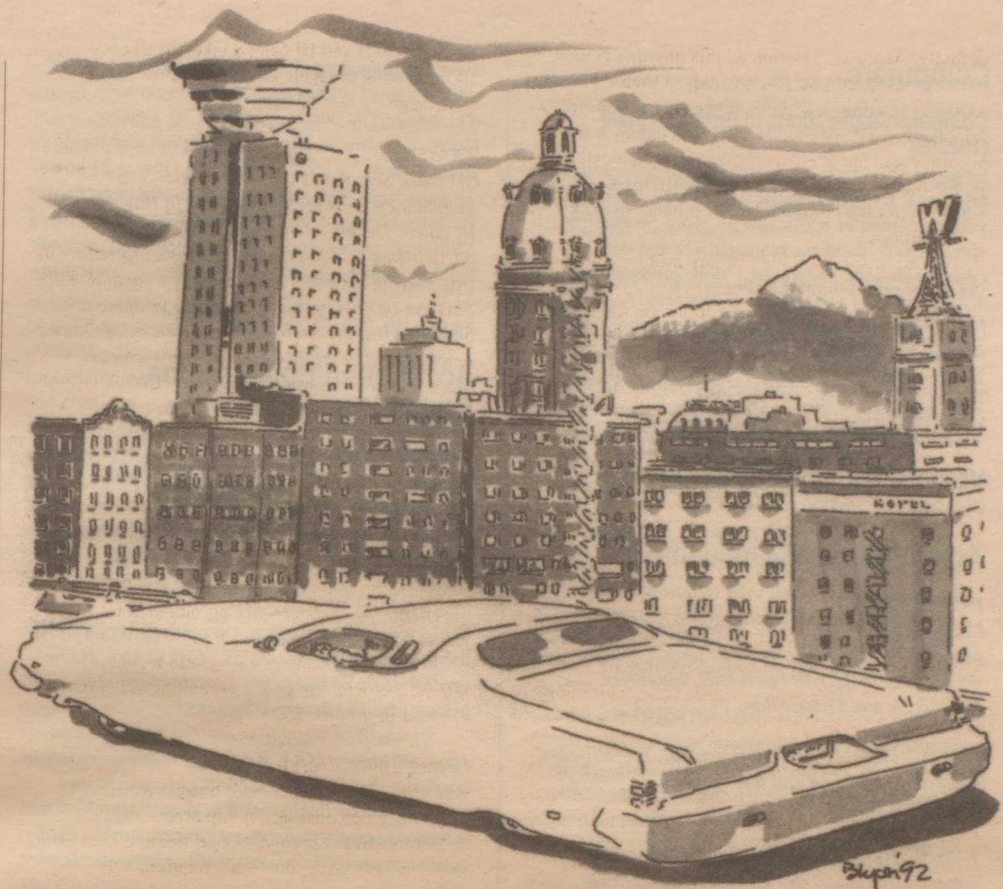
Presentation Skills (100108)

The ability to give dynamic, powerful, and exciting presentations is an essential element of your success. Strong presentation skills can assist you in many ways: explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as the master of ceremonies at a large gathering. In this highly-participative course, you will learn proven techniques to sell your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, and get the desired results. Topics covered will include: how to organize your presentation; the use of visual aids; the importance of non-verbal communication; communicating your ideas more effectively; and how to win approval from your audience. Participants will have the opportunity to make presentations and receive constructive feed-back in a supportive environment. (Swankey) \$145

1 day - Tu. Feb 23, 8:30-16:30 - CMA

Writing Skills for Managers (100107)

The quality of our written communication is critically important to both personal and corporate success. Fortunately, skilful writing is a learned craft. This course is for the manager or supervisor who needs to know how to prepare and edit effective documents such as reports, proposals, memorandums and press releases. You will learn



how to analyze and master the writing process.

Topics covered include:

- 1) The essential elements of a successful writing plan
 - 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 - Tu. Mar 23, 8:30 - 16:30 - CMA

For more information on these courses contact Program Coordinator at 871-7070.

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 (104503) - 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) - 30 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 - Th. Jan 08, 17:00-18:30 - CC (Room 237)

Winter Term 1993

Typing/Keyboarding

INSTRUCTORS

Natalie Makoroff, 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. Jan 18, 18:30-21:30 - CC
6 mng - Sa. Jan 23, 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 (Makoroff) \$80
6 eve - We. Jan 20, 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. Jan 19, 18:30-21:30 - CC
13 eve - We. Jan 20, 18:30-21:30 - CC
10 mng - Sa. Jan 23, 09:00-13:00 - Lan

Medical Office Billing II - 1415 (104520)

(See Medical Section for details)

Administrative/Management

INSTRUCTORS

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

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

Jannette Zimmerman, MEd. 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. Jan 18, 18:30-21:30 - CC

Office Automation II - 1215 (104503)

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

Supervisory/Management and Decision Making 1315 (104507)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered will be communication, decision making, leadership skills, the motivation process and managing for success as seen from a manager's perspective. Textbook, "Management Concepts and Applications" to be purchased from City Centre Bookstore prior to class. - 24 hours (Guenard) \$120
8 eve - We. Jan 20, 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. Jan 19, 18:30-21:30 - CC

Records Management 1615 (104509)

Records Management includes the development and execution of procedures and methods for the creation, maintenance and disposition of business records of all physical forms and content types. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information.

Records management affects all levels of systems and personnel within all types of business. Textbook to be purchased from City Centre Bookstore prior to class, "Information and Image Management," Ricks, Swafford & Gow. - 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. Jan 20, 18:30-21:30 - CC

Accounting/Bookkeeping/Budgeting

INSTRUCTORS

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

David Kolot, BA, BComm, currently Director of Administrative Services, VCC, City Centre. He has several years of budgeting experience in both private and public organizations.

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

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

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. Jan 19, 18:30-21:30 - CC

Introduction to Bookkeeping 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 Pacy Flashner. This text should be purchased from the City Centre Bookstore before the first class. - 24 hours (Shipman) \$130
8 eve - Tu. Jan 19, 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 (Kolot) \$95
5 eve - Mo. Jan 25, 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. Jan 21, 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, BPHE, 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.

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

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. Jan 30, 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. Feb 27, 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. - 7 hours (Rogers) \$75
2 mng - Sa. Mar 20/27, 09:00-12:30 - CC

Effective Oral Communications 1315 (104546)

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. Learning techniques utilized will include: information sessions, impromptu speaking, delivering prepared speeches, speech evaluation and audience analysis, creative visualization, role playing, acting, evaluation of thinking and learning styles, plus media relations exercises. The program is designed to extend the communication capabilities of every individual, and all sessions will be dynamic, highly participatory and creative. The goal of the learning process is for YOU to become more knowledgeable of interpersonal communication barriers and skills, plus be more confident and comfortable in the public forum, and thereby, become a more successful communicator with family, friends, colleagues, clients, and supervisors. - 18 hours (Swankey) \$160
6 eve - We. Jan 27, 18:30-21:30 - Lan

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, BPHE, 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.

Sharyn Wikjord, is certified in Medical Office Assisting, Hospital Departmental Management and a member of BCHAM and NAHAM. She is a lively and stimulating lecturer who has managed hospital Admitting Departments and physicians offices throughout Canada for the past 20 years. Her fine interpersonal, motivational and organizational skills have inspired MOAs to pursue the many opportunities available in the MOA profession.

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. Jan 19, 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
10 eve - We. Jan 20, 18:30-21:30 - Lan

Medical Office Procedures 1315 (104424)

Learn the skill involved in managing a medical office, maintaining doctors' records, scheduling appointments, handling medical and legal forms, making referrals, a study of body systems, laboratory procedures, classifications of drugs and routes of medication. Medical Office Assistant handbook to be purchased from Langara Bookstore. - 30 hours (Moe) \$105
10 eve - Th. Jan 21, 18:30-21:30 - Lan

Medical Office Billing I - Non Computerized 1415 (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). Students currently working with a non-computerized medical billing system may apply in writing for an exemption. - 12 hours (Mikulik) \$85
3 sessions - 1 day - Sa. Jan 23, 09:00-15:00 AND 2 mng - Sa. Jan 30/feb 06, 09:00-12:00 - Lan

Medical Office Billing II - Computerized 1515 (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
2 day - Sa. Feb 13/20, 09:30-15:30 - Computer Station, 2130 Burrard

Interpersonal Skills in the Medical Assisting Profession 1615 (104547)

This workshop provides the Medical Office Assistant with insight into the customer service requirements needed in the medical office or hospital environment. Learn how to coordinate your medical office duties in an efficient, effective and gracious manner while inspiring a feeling of trust and confidence with patients who may be ill, frightened or confused. Learn how to become a valuable team player with physicians, nurses and other medical support staff by providing correct information, ongoing support and handling a variety of pressures through professional management. - 6 hours (Wiljkord) \$55
1 day - Sa. Feb 27, 09:30-15:30 - Lan

Shorthand

INSTRUCTORS

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

Marie Moore-Stevens, BEd, 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 (Henderson) \$155
12 mng - Sa. Jan 23, 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. Mar 09, 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. Jan 19, 18:30-21:30 - Lan

Civil Litigation 1315 (104427)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case from Writ of Summons to trial, judgement and execution. - 9 hours (Dean) \$65
3 eve - Th. Jan 21/28, Feb 04, 18:30-21:30 - Lan

Corporate 1415 (104428)

Outlines the steps to incorporate a British Columbia company plus annual reports and filings, keeping of minute books and extra-provincial registrations. - 9 hours (Komorowska) \$65
3 eve - Tu. Jan 26/Feb 02/09, 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. Feb 16/23, Mar 02, 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. Feb 11/18/25, 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. Mar 18/25, Apr 01, 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 agencies will be covered. - 12 hours (Dean) \$70
4 eve - Mo. Mar 29, Apr 05/19/26, 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. Mar 15/22, 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. Mar 17/24/31, Apr 07, 18:30-21:30 - Lan

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

Small Business

For registration and general information phone 324-5322.
For detailed information call Peggy Worobetz at 871-7427.

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

How to Start a Business

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

How to Start a Business

All five courses \$315 (106038)

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

Week 1

How to Start a Business (106039)

Running your own business doesn't have to be just wishful thinking - it's all in the planning. Learn the 7 key steps to developing your successful new business. \$82
2 eve - Tu/Th. Jan 26/28, 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. Feb 02/04, 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. Feb 09/11, 19:00-22:00 - Lan

Week 4

Financial Statements - Forecasting and a Cash Budget (106043)

Both parts \$82
Part 1: Tuesday - Understanding Financial Statements
Making the right decisions depends on your knowledge of financial statements and how to read them and what to control.
Part 2: Thursday - Forecasting and Cash Budgeting
Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line.
2 eve - Tu/Th. Feb 16/18, 19:00-22:00 - Lan

Week 5

Financing and Business Strategy (106041)

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

weaknesses and build on your advantages. Learn to create a business character to stand out in the haze of competition.

2 eve - Tu/Th. Feb 23/25, 19:00-22:00 - Lan

Revenue Canada - Excise, Small Business Programs and VCC are pleased to offer the following ten-hour course:

Small Business and the GST (106108)

Designed and presented by Revenue Canada - Excise, Small Business Programs. This course will interest new entrepreneurs, GST registrants, bookkeepers and accountants. Topics include a detailed overview of GST, recovering the GST paid, completing the GST return, Quick Method for small business, and dealing with the department. Individual GST concerns may be addressed in the group or individually after each session. \$25
4 eve - We. Jan 27, 19:00-21:30 - CC

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 working 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 working 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 Program Coordinator, 871-7070.

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

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) \$252

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

To be offered in either Spring 1993 or Fall 1993

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

To be offered in either Spring 1993 or Fall 1993

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

To be offered in either Spring 1993 or Fall 1993

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 Program Coordinator, 871-7070.

COMPUTERS, TECHNOLOGY & 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 popular software available.

The computers at Oakridge Lab have 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 ten 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 seven 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 three 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
Introduction to DOS- 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 location the course you want is held. Call for directions, if necessary. 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.

Frank Kathwaroon has over three years' experience in teaching microcomputer courses.

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, January 06, 1993, 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 eve - Mo. Jan 18, 18:30-20:00 - Oak
1 mng - Su. Feb 28, 09:00-12:30 - Oak
1 aft - Su. Feb 28, 13:30-17:00 - Oak
1 eve - Mo. Mar 29, 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, word processing, and spreadsheets. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175
1 day - Mo. Jan 11, 09:00-17:00 - Oak
1 day - Sa. Jan 16, 09:00-17:00 - Oak
3 eve - Mo. Jan 25, 18:30-21:30 - Oak
1 day - Mo. Feb 8, 09:00-17:00 - Oak
1 day - Su. Feb 14, 09:00-17:00 - Oak
1 day - Tu. Mar 2, 09:00-17:00 - Oak
3 eve - Mo. Mar 8, 18:30-21:30 - Oak
1 day - Mo. Mar 22, 09:00-17:00 - Oak
1 day - Sa. Apr 3, 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. Taking Introduction to Microcomputers first would benefit those with little or no microcomputer experience. Some typing is required. Suitable for all versions of DOS. \$175
1 day - Su. Jan 10, 09:00-17:00 - Oak



1 day - Th. Jan 14, 09:00-17:00 - Oak
1 day - Mo. Jan 25, 09:00-17:00 - Oak
1 day - Su. Feb 7, 09:00-17:00 - Oak
1 day - Th. Feb 11, 09:00-17:00 - Oak
3 eve - Mo. Feb 15, 18:30-21:30 - Oak
1 day - Mo. Feb 22, 09:00-17:00 - Oak
1 day - Sa. Mar 6, 09:00-17:00 - Oak
1 day - Th. Mar 11, 09:00-17:00 - Oak
1 day - We. Mar 24, 09:00-17:00 - Oak
1 day - Th. Apr 1, 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 is highly recommended. \$175
1 day - We. Jan 20, 09:00-17:00 - Oak
1 day - Sa. Feb 13, 09:00-17:00 - Oak
1 day - Th. Feb 25, 09:00-17:00 - Oak
1 day - Th. Mar 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 or pull-down menus 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 have permission from the instructor. \$175
1 day - Th. Jan 21, 09:00-17:00 - Oak
1 day - Sa. Feb 20, 09:00-17:00 - Oak
1 day - Fr. Mar 12, 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 - Sa. Jan 9, 09:00-17:00 - Oak
1 day - Fr. Jan 15, 09:00-17:00 - Oak
1 day - We. Jan 27, 09:00-17:00 - Oak
1 day - Sa. Feb 6, 09:00-17:00 - Oak
1 day - Fr. Feb 12, 09:00-17:00 - Oak
1 day - We. Feb 24, 09:00-17:00 - Oak
1 day - Mo. Mar 8, 09:00-17:00 - Oak
1 day - Sa. Mar 13, 09:00-17:00 - Oak
1 day - Tu. Mar 23, 09:00-17:00 - Oak
1 day - Fr. Apr 2, 09:00-17:00 - Oak

Introduction to WordPerfect for Windows (101106)

Designed for new or inexperienced WordPerfect users, this course covers fundamental WordPerfect for Windows commands and concepts. Topics include: creating and editing text; moving around and saving, opening, closing, and printing documents. Students will explore various menus,

button bars and rulers. Also covered is selecting, formatting, cutting, copying and pasting text. Emphasis is placed on WordPerfect's use of codes. Students are also introduced to mouse skills, basic Windows fundamentals and problem resolution. If you are an experienced WordPerfect for DOS user, please see the description below for WordPerfect for Windows Upgrade. \$175
1 day - Su. Jan 17, 09:00-17:00 - Oak
1 day - Th. Feb 4, 09:00-17:00 - Oak
1 day - We. Mar 3, 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 - Tu. Jan 26, 09:00-17:00 - Oak
1 day - Sa. Feb 13, 09:00-17:00 - Oak
1 day - We. Mar 10, 09:00-17:00 - Oak

Intermediate WordPerfect (100735)

Now that you have mastered the WordPerfect basics, learn how to create newspaper and parallel columns and tables (including math calculations). Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect is essential. \$175
1 day - Sa. Jan 23, 09:00-17:00 - Oak
1 day - Tu. Feb 9, 09:00-17:00 - Oak
1 day - Sa. Feb 13, 09:00-17:00 - Oak
1 day - We. Mar 31, 09:00-17:00 - Oak

Intermediate WordPerfect for Windows (101108)

Now that you have mastered the WordPerfect for Windows basics, learn how to create newspaper and parallel columns and tables (including math calculations). Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect for Windows is essential. \$175
1 day - Th. Jan 14, 09:00-17:00 - Oak
1 day - We. Feb 10, 09:00-17:00 - Oak
1 day - We. Mar 17, 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 - Fr. Jan 22, 09:00-17:00 - Oak
1 day - Tu. Feb 23, 09:00-17:00 - Oak
1 day - Tu. Mar 16, 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 for Windows is essential. \$175
1 day - Sa. Feb 6, 09:00-17:00 - Oak
1 day - Th. Mar 18, 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 - Fr. Jan 15, 09:00-17:00 - Oak
1 day - We. Feb 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 except MS-WORD 5.5. \$175

1 day - Mo. Jan 18, 09:00-17:00 - Oak
1 day - Su. Feb 21, 09:00-17:00 - Oak

Introduction to WORD for WINDOWS (100796)

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

1 day - We. Jan 13, 09:00-17:00 - Oak
1 day - Sa. Jan 30, 09:00-17:00 - Oak
1 day - Mo. Feb 15, 09:00-17:00 - Oak
1 day - Sa. Feb 27, 09:00-17:00 - Oak
1 day - Mo. Mar 15, 09:00-17:00 - Oak
1 day - Sa. Apr 3, 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 except MS-WORD 5.5. \$175

1 day - Tu. Feb 2, 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 templates, styles, page numbers and running heads, creating and formatting tables, creating and editing newspaper columns and basic merges. \$175

1 day - Th. Jan 28, 09:00-17:00 - Oak

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

1 day - Fr. Mar 19, 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 except MS-WORD 5.5. \$175

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

Advanced MS-WORD for WINDOWS (101115)

Learn tables of contents, indexes, creating and running basic 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 merging commands. Experience with WORD for WINDOWS is essential. \$175

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

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

Introduction to MS-WORKS 2.0 (100790)

MS-WORKS is an integrated collection of 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 - Su. Jan 24, 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 more advanced DATABASE commands including multiple query conditions. \$175

1 day - Fr. Feb 5, 09:00-17:00 - Oak

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. Jan 9, 09:00-17:00 - Oak

1 day - We. Mar 17, 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 - Th. Feb 18, 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; and queries to select records. All commands are given through the Control Centre. \$175

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

1 day - We. Mar 3, 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 - Fr. Feb 19, 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. Jan 12, 09:00-17:00 - Oak

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

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

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

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

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

1 day - Tu. Apr 6, 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 - Tu. Jan 19, 09:00-17:00 - Oak

1 day - Su. Feb 7, 09:00-17:00 - Oak

1 day - Th. Mar 4, 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 - Tu. Jan 26, 09:00-17:00 - Oak

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

1 day - Fr. Mar 12, 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. Feb 3, 09:00-17:00 - Oak

1 day - Fr. Mar 19, 09:00-17:00 - Oak

Advanced Lotus - Macro Programming (100716)

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

1 day - Th. Jan 28, 09:00-17:00 - Oak

1 day - Sa. Mar 13, 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 - Tu. Jan 19, 09:00-17:00 - Oak

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

1 day - Th. Mar 4, 09:00-17:00 - Oak

1 day - Sa. Mar 20, 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 charts. 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 - Fr. Jan 29, 09:00-17:00 - Oak

1 day - Th. Feb 18, 09:00-17:00 - Oak

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

Introduction to MS-WORKS 2.0 (100790)

MS-WORKS is an integrated collection of 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 - Su. Jan 24, 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 more advanced DATABASE commands including multiple query conditions. \$175

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

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

1 day - Su. Mar 21, 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. Jan 29, 09:00-17:00 - Oak

1 day - Sa. Feb 27, 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 - Fr. Feb 5, 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 - Sa. Mar 20, 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 - Mo. Jan 18, 09:00-17:00 - Oak

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

1 day - Su. Mar 14, 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 will produce four final designs. Please note that this is a preparatory course and microcomputers are NOT used in this class. Students will require the following supplies at the first class: Beinfang Graphics 360 design layout pad 11" x 14", type scale ruler (6 + 12 pt. increments) and felt tip pens. This course is held at City Centre Campus, 250 West Pender Street. \$175

4 day - Sa. Jan 16-Feb 6, 09:00-16:00 - CC

Introduction to CorelDraw! (101103)

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

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

1 day - Su. Mar 7, 09:00-17:00 - Oak

1 day - Su. Apr 4, 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

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

Introduction to PageMaker 4.0 Desktop Publishing (100746)

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

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

1 day - Su. Feb 21, 09:00-17:00 - Oak

1 day - Su. Feb 27, 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

1 day - Su. Feb 28, 09:00-17:00 - 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. Mar 14, 09:00-17:00 - Oak

Advanced WordPerfect - Desktop Publishing (100747)

This course focuses on the creation of tables of contents, indexes, macros and style sheets. The use of WordPerfect as a desktop publisher is introduced. Topics include lines, boxes, and incorporating graphic images within a document. Experience with WordPerfect is essential. Suitable for students with version 5.0 or 5.1. \$175

1 day - Fr. Jan 22, 09:00-17:00 - Oak

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

1 day - Tu. Mar 16, 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. Jan 28, 09:00-17:00 - Oak

1 day - Sa. Mar 13, 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 - Fr. Jan 15, 09:00-17:00 - Oak

1 day - We. Feb 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 eve - Mo. Jan 18, 18:30-20:00 - Oak

1 mng - Su. Feb 28, 09:00-12:30 - Oak

1 aft - Su. Feb 28, 13:30-17:00 - Oak

1 eve - Mo. Mar 29, 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, word processing, and spreadsheets. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175

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

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

3 eve - Mo. Jan 25, 18:30-21:30 - Oak

1 day - Mo. Feb 8, 09:00-17:00 - Oak

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

1 day - Tu. Mar 2, 09:00-17:00 - Oak

3 eve - Mo. Mar 8, 18:30-21:30 - Oak

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

1 day - Sa. Apr 3, 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. Taking introduction to Microcomputers first would benefit those with little or no microcomputer experience. Some typing is required. Suitable for all versions of DOS. \$175

1 day - Su. Jan 10, 09:00-17:00 - Oak

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

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

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. Jan 15, 19:00-22:00 - Lan
5 mng - Su. Feb 28, 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. Jan 17, 09:00-12:00 - Lan
5 mng - Sa. Feb 27, 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. Jan 15, 19:00-22:00 - Lan
5 eve - We. Feb 24, 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. Jan 13, 19:00-22:00 - Lan
5 eve - Th. Feb 25, 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 eve - Th. Jan 14, 19:00-22:00 - Lan
5 eve - Fr. Jan 15, 19:00-22:00 - Lan
5 mng - Su. Jan 17, 09:00-12:00 - Lan
5 eve - Th. Feb 25, 19:00-22:00 - Lan
5 eve - Fr. Feb 26, 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. Jan 16, 09:00-12:00 - Lan
5 eve - Fr. Feb 26, 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 eve - We. Jan 13, 19:00-22:00 - Lan
5 eve - Th. Jan 14, 19:00-22:00 - Lan
5 mng - Su. Jan 17, 09:00-12:00 - Lan
5 eve - Mo. Feb 22, 19:00-22:00 - Lan
5 eve - Tu. Feb 23, 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. Jan 14, 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. Feb 23, 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. Jan 12, 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.

Credit 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 CSW12 or CSW12A; credit for this course may be obtained by taking the Challenge Test - see course "CSW51 - Challenge Test."

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 eve - Mo. Jan 11, 19:00-22:00 - Lan
5 eve - Tu. Jan 12, 19:00-22:00 - Lan
5 eve - Th. Jan 14, 19:00-22:00 - Lan
5 eve - Fr. Jan 15, 19:00-22:00 - Lan
5 mng - Sa. Jan 16, 09:00-12:00 - Lan
5 mng - Su. Jan 17, 09:00-12:00 - Lan
5 eve - Mo. Feb 22, 19:00-22:00 - Lan
5 eve - Tu. Feb 23, 19:00-22:00 - Lan
5 eve - We. Feb 24, 19:00-22:00 - Lan
5 eve - Fr. Feb 26, 19:00-22:00 - Lan
5 mng - Sa. Feb 27, 09:00-12:00 - Lan
5 mng - Su. Feb 28, 09:00-12:00 - Lan

CSW9 - DOS and Hard Disk Management (100509)

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

5 eve - Th. Jan 14, 19:00-22:00 - Lan
5 eve - Fr. Jan 15, 19:00-22:00 - Lan
5 mng - Su. Jan 17, 09:00-12:00 - Lan
5 eve - Th. Feb 25, 19:00-22:00 - Lan
5 eve - Fr. Feb 26, 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 eve - We. Jan 13, 19:00-22:00 - Lan
5 eve - Th. Jan 14, 19:00-22:00 - Lan
5 mng - Su. Jan 17, 09:00-12:00 - Lan
5 eve - Mo. Feb 22, 19:00-22:00 - Lan
5 eve - Tu. Feb 23, 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 eve - Tu. Jan 12, 19:00-22:00 - Lan
5 mng - Sa. Jan 16, 09:00-12:00 - Lan
5 eve - We. Feb 24, 19:00-22:00 - Lan
5 mng - Sa. Feb 27, 09:00-12:00 - Lan
5 mng - Su. Feb 28, 09:00-12:00 - 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. Jan 11, 19:00-22:00 - Lan
5 eve - Th. Feb 25, 19:00-22:00 - Lan

CSW51 - Challenge Test for CSW12A (100551)

For those with industry experience who wish to challenge the CSW12 and/or CSW12A course, the option exists to write the challenge test (2 or 3-hours respectively, includes 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 - Tu. Jan 07, 19:00-22:00 - Lan

1 eve - Th. Feb 18, 19:00-22:00 - Lan

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.

Howard (Bus) Sharp 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. Jan 19, 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. (Sharp) \$265

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

Build Your Own Robot (050701)

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

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

Basic Digital Electronics (050703)

Learn the fundamentals of digital electronic circuits. Logic gates and symbols will be covered, and practical circuits using logic gates and timers will be studied. Lab projects will enhance understanding of digital troubleshooting. You will be required to purchase some basic tools. Prerequisite: Introductory Electronics or equivalent. (Hein) \$265

20 eve - Tu/Th. Jan 19, 18:30-21:30 - CC

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 871-7427

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 Managing 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 Tu. Jan 05, 17:00-18:30 - CC, Room 237. Presentation: 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.

***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. Jan 12, 18:00-21:00 - CC

***Telecommunications Management I (Voice) (102201)**

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

12 eve - Th. Jan 14, 18:00-21:00 - CC

Telecommunications Management II (Voice) (102202)

This course is designed to expand upon the topics that were introduced in the Telecommunications Management I (Voice) program and to introduce and discuss enhanced telecommunication applications from the manager's perspective. Topics discussed during this session will include enhanced PBX hardware/software applications, enhanced

network design and network management, voice messaging/processing, ongoing telemanagement applications, voice/data integration, integrated building wire concepts and Integrated Services Digital Networks (ISDN). (Clark) \$270

12 eve - Th. Jan 14, 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 - We. Jan 13, 18:00-21:00 - CC

Managing the Integrated Office (102205)

Managing the Integrated Office provides the background necessary to utilize the technical overviews developed throughout the program in the modern office. The course provides a solid basis for understanding office automation and the impact of technology on human resources. The course examines many management concerns and decisions related to the person/machine interface. An overview of key elements of management issues and tools is discussed, with particular emphasis on the impact of technological change. (TBA) \$270

12 eve - Th. Jan 14, 18:00-21:00 - CC

***Challenge Examinations**

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

Students will have ONE opportunity to pass the examination.

Challenge Examination - Understanding Telecommunications (102207)

\$145
2 hrs - Th. Jan 07, 18:30-20:30 - KEC

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

\$145
2 hrs - Th. Jan 07, 18:30-20:30 - KEC

Challenge Examination - Data Communications (102209)

\$145
2 hrs - Th. Jan 07, 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) request 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 Seminars

For registration and general course information call 871-7070 For detailed course information call Peggy Worobetz at 871-7427

Tim Bramwell, President of Work Group Messaging and Communications, Inc. (a Vancouver-based messaging consulting company) has developed and will be presenting these seminars. Mr. Bramwell has extensive electronic mail/messaging experience with such companies as Microsoft Corporation, Rolls Royce, BC Trade and Development Corporation, several provincial ministries and US government departments. His participation with global standards bodies and membership in national and international trade organizations allows him to stay current with the latest E-Mail/messaging technology and management perspectives.

Electronic Messaging (102243)

These three seminars give you a complete look at electronic messaging from feasibility assessment to the future of electronic messaging. All three seminars (102243) \$850.65 (Includes GST) - saving of \$96.30

Seminar 1 Management and Legal Perspectives of Electronic Mail (102244)

Ever wonder how micro-computer based mail fits into your company? Find out how E-Mail works, how it connects to other E-Mail systems and what global messaging standards are being used. This seminar will show how E-Mail fits into your corporate environment, how your company can use electronic mail to communicate more effectively to individuals inside or outside your company. We'll talk about effective training techniques for your users and administrators, creating electronic mail-user and management policies and host-based right-sizing considerations (ie. Office Vision/VM or All-in-One) to network based electronic mail. \$315.65 (Includes GST)
1 day - Th. Jan 28, 08:30-16:30 - ODH (Wheelchair accessible)

Seminar 2 How to Choose the Best E-Mail System For You (102245)

This course examines the two industry-leading user-based electronic mail packages, Microsoft Mail for PC networks and CC: Mail (Division of Lotus). Emphasis will be given to configuration, directories and administration of the products. We'll also discuss right-sizing budgeting and planning and future office automation strategies using electronic mail as the common infrastructure. \$315.65 (Includes GST)
1 day - Th. Feb 11, 08:30-16:30 - ODH (Wheelchair accessible)

Seminar 3 Future of Messaging (102246)

In this last of a three-seminar series, we will discuss the future of electronic mail and messaging and how the creation of an electronic messaging infrastructure will lead to mail-enabled applications, intelligent forms routing and EDI/Electronic Commerce. The creating of a messaging infrastructure across countries and companies WILL affect your global competitiveness and how you do business. \$315.65 (Includes GST)
1 day - Th. Feb 25, 08:30-16:30 - ODH (Wheelchair accessible)

Note

- 1) Prices subject to change without notice
- 2) Special cancellation policy in effect
- 3) All seminars are non-credit and non-transferable to the Telecommunications Management Certificate Program

ESL 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 twenty (320) 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 - BA, BEd, MEd. 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. Jennifer teaches the TESL Prerequisite Course, An Overview of Teaching English as a Second Language, and the TESL Internship.

INSTRUCTORS

Eloise Carbone, BA, Teaching Certificate. Eloise has taught since 1966 and ESL since 1982. She is currently teaching Intensive Writing and Advanced Level ESL students at VCC. Her special areas of interest include cross culturalism in the ESL classroom and teaching writing using the process approach. She has presented workshops on writing and cross culturalism. Eloise teaches the TESL Certificate Core Course, Teaching Writing.

Carolyn Chang, BA, 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. Carolyn teaches the TESL Certificate Core Course, Teaching Pronunciation.

Joann Chernen, BA. Joann has been teaching ESL since 1981. She recently designed and taught a combined skills program at VCC. Joann has also taught at the YMCA Language Institute, the Language Institute of Japan and the Canada Language Centre where she was involved in curriculum design and teacher training. Joann has given numerous workshops and presentations on the subject of pronunciation. Joann teaches the TESL Certificate Core Course, Teaching Pronunciation.

Fran Garner, BRecEd, MEd. 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. Fran teaches the TESL Elective Course, Creative Arts in the ESL Classroom.

Barbara Gerber, BSc, MEd. 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. Barbara teaches the TESL Certificate Core Course, Teaching Grammar - Part One, and the TESL Elective Courses, Testing in ESL, Teaching ESL Using Poetry, and Teaching ESL Using Storytelling.

Barbara Gray-Richards, BA, BEd. MA. (English Language and Literature). Barbara has taught at VCC since 1971 and has been Department Head in the College Preparatory Department at VCC. Barbara teaches the TESL Certificate Core Course, Teaching English for Academic Purposes. She has written and published extensively in the area of English for academic purposes.

Arlene Howard - BEd. 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 the TEAL and TESOL Conferences. Arlene teaches the TESL Prerequisite Course, An Overview of Teaching English as a Second Language.

Felicia Klingenberg, MA, Diploma in Applied Linguistics, TESL Certificate (VCC). Felicia has been teaching ESL at VCC since 1985. Her special areas of interest include teaching writing using the process approach and teaching reading to advanced level ESL students. She has presented workshops at Mini-TEAL, TEAL and TESL Canada. Felicia teaches the TESL Certificate Core Course, Teaching Writing.

Nina Kozakiewicz, BA, MA, MEd. (Language Education). Nina has taught at VCC since 1973. She has taught all language levels. Nina is interested in the use of media in the ESL classroom. Nina co-produced the video and booklet, "What Do People Really Say?" Nina teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Mick Lawson, BEd, Cert. Ed., RSA TEFLA Diploma (International House). Mick has taught EFL since 1980 in France, Greece, Italy, Spain, London, Oman, and most recently in Japan. Mick organized and ran a teacher training course for both native and non-native teachers of English in Japan, and has taught at VCC and is currently teaching at Columbia College. Mick teaches the TESL Elective Course, Presenting and Practising New Language.

Grant Lovelock, BA, Teaching Certificate. Grant has taught EFL in Japan and is currently teaching at the Canada Language Centre. Special areas of interest include teaching communicative skills and the use of video to teach ESL. Grant teaches the TESL Certificate Core Course, Teaching Listening and Speaking.

Michael Pidgeon, BA, MA, TESL Certificate (Vancouver Community College). Michael has taught English and Linguistics at the university level

from 1970 to 1984. He is currently teaching in the College Preparatory Department at VCC. Michael teaches the TESL Certificate Core Courses, Teaching Grammar - Part Two, Teaching Pronunciation, and Teaching English for Academic Purposes, and the TESL Elective Course, An Introduction to Linguistics for ESL Instructors.

Carla Pitton, BEd. Carla is an experienced ESL instructor. She has taught at the Canada Language Centre, Royal Oak College, and is presently teaching in the ESL Vocational Department at VCC. Carla co-developed Card Games for Infinite Language and wrote "Find Out." Carla teaches the TESL Prerequisite Course, An Overview of Teaching English as a Second Language.

Myrna Rabinowitz, BA. Myrna is an experienced ESL instructor and tutor trainer at VCC and has written many publications for the ESL field. Myrna 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, BA, MEd. (Language Education). 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 strategies for small group work in ESL. Maureen teaches the TESL Prerequisite Course, An Overview of Teaching English as a Second Language.

Ann Sears, BEd, MEd. Ann has taught at VCC since 1987. She has taught "Arts in Society" at the Canadian International College and has also been involved in teacher training in the areas of poetry, developmental drama and graphics. She is specifically interested in using an integrated arts approach in the teaching of ESL. Ann teaches the TESL Elective Course, Poetry as a Tool for Teaching ESL and the TESL Core Course, Teaching Writing.

Richard Sim, BEd. 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. Richard teaches the TESL Elective Courses, Integrative Techniques - Maximize Your Materials, and Interactive Activities - Get Your Students Talking.

Colleen van Winkel, BA, 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. Colleen teaches the TESL Elective Courses, Teaching ESL Students at the Beginners' Level, and the ESL Tutor Training Workshop.

Rose Marie Watson, BEd, MEd (Language Education). Rose Marie is currently Department Head of the ESL Outreach Department at VCC and is past President of BC TEAL and TESL Canada. Special areas of expertise include teaching reading and learner centred instruction. Rose Marie has presented workshops at the TEAL Conference, TESL Canada and the TESOL Conference. Rose Marie teaches the TESL Certificate Core Course, Teaching Reading.

Maureen Zetler, BA, RSA Preparatory Certificate (International House), MEd. Maureen has taught ESL since 1980 in England, Israel, South Africa and

CAREER AND INFORMATION SESSIONS

Please join us for the following FREE information sessions

BRITISH VIRGIN ISLANDS

Free video night
Thursday, February 4, 7:00-9:30 p.m.
Room 4043, King Edward Campus

BUSINESS ADMINISTRATION

Wednesday, January 6, 5:00-7:30 p.m.
Main Foyer (Dunsmuir and Hamilton St. entrance)
City Centre Campus

COMPUTERS

Wednesday, January 6, 5:00-7:30 p.m.
Main Foyer (Dunsmuir and Hamilton St. entrance)
City Centre Campus

COUNSELLING SKILLS CERTIFICATE PROGRAM

Monday, January 18, 6:00-7:00 p.m.
Room 4043, King Edward Campus

FUNDRAISING MANAGEMENT CERTIFICATE PROGRAM and NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

Wednesday, January 6, 12:00-1:00 p.m.
Room 4043, King Edward Campus and
Thursday, January 14, 5:30-6:30 p.m.
Room 4043, King Edward Campus

HEALTH PROFESSIONS

Gerontology Certificate Program-Nursing; Learning to Teach Program and Nursing Management Certificate Program.

Thursday, January 14, 7:30 p.m.
King Edward Campus West, 691 E. Broadway

OFFICE ADMINISTRATION CERTIFICATE PROGRAM

Thursday, January 8, 5:00-6:30 p.m.
Room 237, City Centre Campus

REAL ESTATE MANAGEMENT AND DEVELOPMENT PROGRAMS

Wednesday, January 6, 5:00-7:30 p.m.
Main Foyer (Dunsmuir and Hamilton entrance)
City Centre Campus

SUBSTANCE ABUSE CERTIFICATE PROGRAM

Tuesday, January 19, 6:00-7:00 p.m.
Room 4043, King Edward Campus

TELECOMMUNICATIONS MANAGEMENT CERTIFICATE PROGRAM

Tuesday, January 5, 5:00-6:30 p.m.
Room 237, City Centre Campus

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/Th. Jan 05/07/12/14/19/21/26/28, Feb 02/04, 19:00-22:00 - KEC (Pitton/Sawkins)
6 day - Jan 22/23, Feb 12/13, Mar 05/06, 09:00-15:00 - KEC (House/Rabinowicz)
5 day - Mo/Tu/We/Th/Fr. Jan 25/26/27/28/29, 09:00-16:00 - KEC (Kozakiewicz)
10 aft - Fr. Jan 29, Feb 05/12/19/26, Mar 05/12/19/26, Apr 02, 12:30-15:30 - KEC (Zetler)
5 day - Sa/Su. Feb 06/13/14/27/28, 09:00-16:00 - KEC (Howard)

Refund Policy

Students registered in the Overview of Teaching English as a Second Language course are requested to refer to information regarding withdrawals, refunds and course cancellations. Requests for refunds of courses of six sessions or less require a minimum of 48 hours notice. Refunds are subject to an administrative charge of 20 percent of course fees or a minimum of \$10.

TESL Certificate Core Courses

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 One, Grammar Two, 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. Two core courses may be taken per term. Students wishing to take more than two 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 One: Theory and Practice (150867)

This course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Grammar One: Theory and Practice will focus on beginner through intermediate level grammar structures. (Gerber) \$255
5 day - Fr. Jan 29, Feb 05/12/19/26, 09:00-16:00 - KEC
5 day - Sa. Jan 30, Feb 06/13/20/27, 09:00-16:00 - KEC

Grammar Two: Theory and Practice (150868)

This course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Grammar Two: Theory and Practice focuses on advanced through college preparatory academic grammar students. (Pidgeon) \$255
10 aft - Mo/We. Mar 15/17/22/24/29/31, Apr 05/07/12/14, 13:00-16:00 - KEC (Pidgeon)
10 eve - Mo/We. Mar 15/17/22/24/29/31, Apr 05/07/12/14, 19:00-22:00 - KEC (Pidgeon)

Please Note

Students registering in Grammar Two must have successfully completed Grammar One. In the Winter term (1993), students may register in both Grammar One and Grammar Two at the same time. Students will be allowed to enter Grammar Two in the second half of the term only if they have successfully completed Grammar One.

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
9 sessions - Tu. Jan 12/19/26, Feb 02/09/16/23, Mar 02, 19:00-22:00, Sa. Mar 13, 09:30-16:30 - KEC (Chang)
10 mng - Sa. Jan 16, 09:30-12:30 - KEC (Chernen)

Teaching Listening and Speaking (150817)

This course concentrates on the techniques and resources used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated language teaching. (Lovelock) \$305
12 eve - Mo. Jan 11, 18:30-21:30 - 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. (Watson) \$255
10 eve - We. Jan 13, 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. (Carbone/Klingenberg/Sears) \$305
6 day - TBA - 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. (Gray-Richards) \$255
10 eve - Tu. Jan 26, 19:00-22:00 - KEC

TESL Elective Courses

The TESL 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 fulfil 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. Refunds are subject to an administrative charge of 20 percent of the course fee or a minimum of \$10.

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. Mar 13, 09:00-17:00 - KEC

Interactive Activities - Get Your Students Talking (150864)

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. Feb 20, 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. Mar 06, 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. Feb 27, 09:30-12:30 - KEC

Presenting and Practising New Language (150853)

The emphasis in this two-day workshop will be on the practical application for presenting new language. This elective is intended for TESL Certificate students who have completed Grammar One: Theory and Practice. The aims of this excellent course are:
- to identify the characteristics of a good presentation
- to look at formal, conceptual, phonological and stylistic considerations
- to explore different approaches to and media of presentation
- to look at practical examples and techniques
- to examine the above with regard to the learner
- to discuss ways of providing practice activities in order to incorporate the target language into the learner's existing store of knowledge. (Lawson) \$95
2 day - Sa/Su. Apr 03/04, 09:30-16:30 - KEC

Testing in English as a Second Language (150815)

A practical course in how to test your students' knowledge of English. You will learn how to use and construct a variety of tests for speaking, listening, reading, writing and grammar. Students registering for this elective are required to have teaching experience or to have completed Grammar One: Theory and Practice, Teaching Listening and Speaking, Teaching Reading and Teaching Writing. (Gerber) \$100
2 day - Sa/Su. Mar 27/28, 09:00-17:00 - KEC

Poetry as a Tool for Teaching ESL (150869)

This six-hour workshop will explore a rationale for teaching poetry in the ESL classroom. Workshop participants will examine poetry as a tool for developing power vocabulary. Participants also explore teaching techniques for developing a variety of forms of poetry, including haiku and cinquaine, while creating their own personal poetry. Poetry will also be examined as a means of cross cultural education. (Sears) \$50
1 day - Sa. Feb 06, 09:00-16:00 - KEC

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. Dajoe, BA, MEd, is an educational consultant with varied instructional and program development experience. She has been a suicide prevention trainer since 1984; her research focus is prevention of suicide in the older adult population. Brenda's workshops on this topic have been very well received in Vancouver and Calgary; participants appreciate her extensive knowledge base and highly skilled instructional approach.

K. Damji, RDN, BA (Psych) PhD (Nutrition) has worked in the area of food and health as a researcher, lecturer and nutritionist in many parts of the world including Africa, the United Kingdom and British Columbia; her most recent work has been in geriatric and community nutrition in Vancouver. Her work with several ethnic communities throughout her career has given her linguistic and cultural insight into some major cultures. She has a special interest in promoting access to health care for ethnocultural minorities.

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.

G. Ellert, RN BSN, MEd is the author of the book "Arthritis and Exercise: A User's Guide to Fitness and Independence" and the video "Exercising with Arthritis." In 1973 Gwen was diagnosed as having Rheumatoid Arthritis and since that time has been involved in a multidisciplinary treatment program. Gwen recently completed a Master's Degree in Adult Education at UBC and is now a consultant in the fields of health promotion and program development.

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.

K. Kline, RN, MScN, has been a Clinical Nurse Specialist in Gerontology for 14 years; she is currently employed in that role at Lion's Gate Hospital. Her past experience involves both acute and long term care settings and she has been a consultant to several long term care facilities. Karen's research has focused on enabling the abilities of cognitively impaired elders; she is one of the authors of a book on that topic. In addition, she recently developed and published a behavioural assessment tool.

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.

Tina Tier, RN, SCM, an antepartum clinician, fetal monitoring instructor, and Associate Midwife at Grace Hospital, and a clinical instructor at UBC in the Faculty of Medicine, has been honoured with the RNABC award of excellence in nursing education. She has offered fetal assessment workshops throughout the province for BC Reproductive Care Program.

Keith P. Williams, NB, BS, FRCS(C), is an assistant professor in the UBC Department of Obstetrics and Gynecology and a perinatologist at Grace Hospital Division of Maternal-Fetal medicine. He has offered fetal assessment workshops throughout the province for BC Reproductive Care Program.

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/Carrigan) \$245 (includes 117 pg manual and video)
3 day - Fr. Feb 19, 10:00-16:00; Sa. Feb 20, 09:00-16:00; Su. Feb 21, 09:00-13:00 - 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. Feb 22/23/26, 09:00-16:00 and We/Th. Feb 24/25, 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 - Fr. Apr 02, 09:00-16:00 - KEC West

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 Winter 1993. 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. Feb 15, 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. Mar 01, 09:00-16:00 - KEC West

Making Canada's Food Guide Work for Ethnocultural Communities: South Asian Community (200731)

Successful nutrition education programs offer personal involvement and meaning for clients. In multicultural communities, nutrition education must integrate an understanding of clients' cultural and religious food preferences and a recognition that food habits provide a link with the past and an expression of one's culture and identity. Nutrition expert Dr. Khatun Damji will help you learn how to adapt a basic nutrition education tool, Canada's Food Guide, for the South Asian Community. Topics include: the four food groups made up of commonly used South Asian foods; size and number of servings for each food group using traditional foods; sensible food selections using traditional foods to plan nutritionally balanced meals; and South Asian food sources of major nutrients such as protein, calcium, iron, vitamin D and folic acid. This 6-hour course is recommended for nurses, teachers, and day care and food services personnel. (Damji) \$85
1 day - Fr. Mar 26, 09:00-16:00 - KEC

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. Feb 09, 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. Mar 08, 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 - Fr/Sa/Su. Feb 05/06/07, 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 - Fr. Mar 05, 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 - Sa. Mar 06, 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. Mar 26, 09:00-16:00 - KEC West

Electronic Fetal Monitoring - Basic (203063) Advanced (203064)

These courses are offered collaboratively with the BC Reproductive Care Programme. These multidisciplinary three-hour courses are intended for nurses and physicians involved in perinatal care in community, secondary and tertiary care facilities. Case studies are used extensively. For more information call 874-9923. (Tier/Williams) \$ TBA
Basic - 1 eve - Fr. Mar 26, 19:00-22:00 - TBA
Advanced - 1 mng - Sa. Mar 27, 09:30-12:30 - TBA

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. Feb 11, 18:30-21:30 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$85
2 eve - Th. Feb 18/25, 18:30-21:30 - KEC West
Medications for Treatment of Chronic Pain (202775) \$45
1 eve - Th. Mar 04, 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 - Mo. Mar 01, 19:00-22:00 - KEC West

Cognitively Impaired Elders: At Risk for Behavioural Problems (202753)

Getting through one's day is not only a significant challenge but frequently a frightening experience for elders living with irreversible cognitive impairment. Anxiety, agitation and aggression are behavioural responses which may occur. In this course, you will increase your ability to assess and intervene effectively with elders who experience cognitive impairment and related behavioural problems. Clinical Nurse Specialist, Karen Kline, will help you learn: how to understand the world of elders who live with cognitive impairment; how to identify risk factors that increase the likelihood of behavioural problems; and assessment and intervention strategies for decreasing behavioural problems, promoting ease of living with cognitive impairment, and managing reversible confusional states. (Kline) \$90
1 day - Fr. Mar 12, 09:00-16:00 - KEC West

Caring for People with Arthritis (200732)

Intended for health care providers in institutional and community health care settings, this course increases your awareness and understanding of problems and concerns that affect people who live with arthritis. Health promotion consultant and author, Gwen Elliot, who has herself experienced arthritis since 1973, instructs this course. Drawing on her unique perspective and extensive subject knowledge as a resource, you will learn about: the impact of arthritis on one's lifestyle; appropriate exercises for people with arthritis; techniques for managing arthritis; and ways to increase independence. (Ellert) \$45
1 eve - Tu. Mar 09, 18:30-21:30 - KEC West

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. Feb 20, 09:00-16:00 - KEC

Identifying and Supporting Older Adults at Risk of Suicide (200710)

Self-neglect, not eating and abuse of alcohol/medication, are just some of the indicators of depression and suicide risk in the older adult. Since 1986, older adults (60 and over) accounted for between 18% and 24% of all suicides investigated by the BC Coroners' Office. This one-day course is for health and social services professionals, home support and long term care facility workers, volunteers and others who are in frequent contact with older adults. Through lecture/discussion, exercises and role play you will learn practical strategies to intervene with the "at risk" older adult. Topics: personal and societal attitudes towards aging and suicide; factors which contribute to suicide; key issues in identifying the "at risk" older adult, including communication approaches and what to look for; practical caregiving strategies; and referral and community resources. (Dafoe) \$85
1 day - Fr. Feb 19, 09:00-16:00 - KEC West

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. Mar 10, 08:30-16:30 - KEC

Practical Aspects of Diabetes: Education, Monitoring and Management (202773)

Update your knowledge on this topic. Participants will engage in case studies and interactive group discussions to learn techniques for assessing patients; enhancing their options; and ensuring their safety. Content includes teaching tips and practical ideas to educate and help those with diabetes. Although the focus is on the older adult, the instructor is well prepared to address questions related to other population groups (King-Hooper) \$85
1 day - Mo. Mar 22, 09:00-16:00 - KEC West

Therapeutic Touch (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. Mar 27, 09:30-16:30 - KEC West

Massage and Yoga (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 (accupressure, effleurage, petrissage); and relaxation. Of interest to hands-on caregivers. (McCoy) \$85
1 day - Sa. Apr 03, 09:30-16:30 - KEC West

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 - We. Apr 07, 09:00-16:00 - KEC West

Food and Food Allergies for Food Service Workers (201036)

The Canadian Restaurant and Food Service Association strongly endorses a better understanding of food allergies within the food service industry. This course for food service employees involved in food preparation or serving is important to gain an understanding of the causes, symptoms and treatment of food and food additive allergies. Learn about the foods and ingredients that create the most problems, how to provide ingredient information, how to communicate with an allergy-prone customer, and learn some "allergy" recipes. (Vacek) \$60
1 eve - We. Mar 10, 18:00-22:00 - 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. Feb 05, 18:15-21:00 and 1 day - Sa. Feb 06, 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, facility care aides and family caregivers, 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. Feb 27, 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
2 weekends - Sa/Su. Mar 06/07/13/14, 09:00-16:00 - KEC

For course information and registration phone 874-9923.

Childbirth Educators
CERTIFICATE PROGRAM

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

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

Course Description

The Certificate Program consists of three (3) courses - two (2) 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, 85 hours \$225

Course II - Teaching Skills for Childbirth Educators (202504)

24 hours in classroom, 49 hours total, full-time. \$305
2 weekends - Sa/Su. Mar 06/07/13/14, 09:00-16:00 - KEC

Course III - Practicum for Childbirth Educators (202501)

43 hours. Arranged on an individual basis. \$125

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

For course information call 874-9923

Continuing Education for Dental Personnel

INSTRUCTORS

Suzette Jestin, CDA, is presently employed in the Dental Assisting-Reception Department of Vancouver Community College.

Margaret Dennett, CDA, is presently employed in the Dental Assisting-Reception Department of Vancouver Community College.

Michelle Rosko, CDA, is presently employed in the Dental Assisting-Reception Department of Vancouver Community College.

Isolation Techniques: The Joy of Dry (203519)

All areas of dentistry rely on effective isolation techniques. Share and learn techniques and how to apply them in the busy dental practice. Participants must provide for themselves safety glasses, face mask and rubber gloves. (Jestin) \$40
1 eve - We. Apr 7, 19:00-21:00 - CC Dental Clinic

Alginate Impressions (203506)

Update on alginate materials plus helpful hints. Participants must be Registered Dental Hygienists or Certified Dental Assistants. Screening by dentist required. Participant must provide safety glasses, rubber gloves and face mask. (Dennett) \$80 (Limited to 10 participants.)
1 mng - Sa. Mar 27, 08:30-12:30 - CC Dental Clinic

Fissure Sealants (203522)

Update on Fissure Sealant placement for Registered Dental Hygienists and Certified Dental Assistants. Previous authorization for treatment required. Limited to 20 participants. (Rosko) \$60
1 eve - We. Jan 27, 19:00-22:00 - CC Dental Clinic

Placement of Treatment Liners (203523)

Theory and practical course on placement of Treatment Liners for Registered Dental Hygienists and Certified Dental Assistants. Participants will be required to bring prepared cavity preparations on 3 posterior teeth and 2 anterior teeth. Limited to 20 participants. (Rosko) \$60
1 eve - Wed. Apr 14, 19:00-22:00 - CC Dental Clinic

Gerontology
CERTIFICATE PROGRAM

Nursing practice in the complex and interdisciplinary field of gerontology requires a unique combination of knowledge and skills. This 18-month part-time Certificate Program assists nurses to acquire the competence needed to assume leadership roles in promoting, developing, providing and evaluating innovative nursing services for an aging population. Based on current research and theory, courses involve a combination of independent study, interactive classroom learning and application in practice settings. The program is available to RNs, RPNs, and BSNs working in community, acute care or long term care settings.

Program Coordinator: Grace Hodgins
Senior Program Coordinator: Sheila Stickney

INSTRUCTORS

Barbara Berry, RN, BScN, MA, is a workshop leader and consultant to seniors' groups and non-profit organizations in program development and evaluation. 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.

Linda Elliott, RN, BScN, MEd, is an adult education consultant and professional health educator. During 15 years of community health nursing experience she developed expertise in the fields of health promotion and gerontology. Linda has extensive experience in planning and coordinating programs for senior and volunteer groups and facilitating workshops for government agencies and community groups.

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.

Judy Richardson, RN, BScN, is a college instructor with extensive experience in curriculum development and instruction in a variety of classroom, laboratory and clinical settings. Since 1981 her main professional interest has been gerontological nursing. In recent years she has been a consultant to long term care facilities; her role has involved assessment of care standards and educational needs, program development and on-site instruction.

Prerequisites
- Current Registered Nurse (RN) or Registered Psychiatric Nurse (RPN) status
- Current Basic Cardiac Life Support - C level
- 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 - Th. Jan 14, 19:30-20:30 - KEC

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):

Health and Health Problems in Later Life (203602)

An analysis of the concept of health and factors influencing health in later life. Participants investigate the purpose and nature of health promotion activities within the Canadian context. With a view toward maximizing independence and quality of life, the course deals with the characteristics, impact and management of common chronic illnesses affecting older adults in the community, such as: arthritis, osteoporosis, hypertension,

diabetes, cancer, Alzheimer's disease, Parkinson's disease and depression. (Elliot) \$225
6 day - Th. Jan 07, 09:00-16:00 - KEC West

Communications (203603)

Through study and application of effective interpersonal behaviours, participants increase their confidence and competence as communicators, leaders and supervisors in a variety of situations. Focus is on communicating proactively and responsibly with older adults and colleagues in one-to-one and group situations. Participants examine leadership concepts and skills, including practical application of problem-solving, conflict resolution and team-building strategies. Consideration is given to the influence of cultural factors on all aspects of the communication process. (Berry) \$225
6 day - Th. Mar 04, 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. Feb 15, 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. Mar 01, 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. Feb 11, 18:30-21:30 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$85
2 eve - Th. Feb 18/25, 18:30-21:30 - KEC West
Medications for Treatment of Chronic Pain (202775) \$45
1 eve - Th. Mar 04, 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
4 day - Sa. Mar 13, Apr 17, May 15, June 12, 09:00-16:00 AND 7 eve - We. Mar 24/31, Apr 07/28, May 5/26, June 12, 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. Jan 16, 09:00-18:00 - CC
1 day - Sa. Jan 23, 09:00-18:00 - CC
1 day - Sa. Jan 30, 09:00-18:00 - CC
1 day - Sa. Feb 06, 09:00-18:00 - CC
1 day - Sa. Feb 13, 09:00-18:00 - CC
1 day - Sa. Feb 20, 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. Jan 21, 18:30-21:30 - CC
4 eve - Th. Feb 18, 18:30-21:30 - CC

Self-Improvement & Lifestyles

G. Bernstein, BA (Social Sciences) is an experienced group facilitator who managed her own business venture for over 12 years; her background includes consulting projects in: organizational and information management procedures; curriculum development; staff training; communications and marketing.

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

A. Decaire, BSc (Kinesiology) has been a lecturer/trainer/counsellor in nutrition and fitness for several years in college, university and community settings. Presently studying towards a degree in Dietetics, Arlene integrates knowledge of anatomy, physiology and nutrition in her teaching. Her

extensive and varied instructional experience, her own role as a parent, and her positive attitude, enable her to create practical and stimulating learning experiences.

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 sculptures clay when tired of distractions. He has himself overcome Panic Disorder and has helped others through the same process.

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.

S. Larsen facilitates educational and support groups in a variety of centres in the Lower Mainland. Her particular focus is on assisting individuals to communicate effectively in interpersonal relationships with family, friends and work associates. Her background includes study and practical experience in television production, interviewing and reporting. Recently, she produced "Friends in Delta," a community television program aimed at building self esteem in students through a display of their talents and opinions.

M. Liepmann, DVM, a Vancouver veterinarian, has practised companion animal veterinary medicine since 1986. He is interested in environmental medicine and combines conventional veterinary approaches with nutritional options.

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.

These courses will be of interest to the general public.

Pre-registration is required for all courses.

Self-Management Training - Skills for the 21st Century (102878)

How much more could you enjoy your life and relationships if . . . how far could you advance in your career if . . . you eliminated one or two counter-productive behaviours that block you, "procrastination, disorganization, avoiding conflict, over-reacting emotionally, negative self talk" and so on. This course is the nuts and bolts of the why's and how to's of personal and professional change. You will have higher self esteem; you'll get more done with less effort. (Loher) \$128.40 (Includes GST)

6 eve - We. Feb 17, 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. (Runke) \$26.75 (Includes GST)

4 eve - Tu. Feb 16, 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. Mar 23, 19:00-21:00 - CC

Effective Oral Communications (104546)

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. Learning techniques utilized will include: information sessions, impromptu speaking, delivering prepared speeches, speech evaluation and audience analysis, creative visualization, role playing, acting, evaluation of thinking and learning styles, plus media relations exercises. The program is designed to extend the communication capabilities of every individual, and all sessions will be dynamic, highly participatory and creative. The goal of the learning process is for YOU to become more knowledgeable of interpersonal communication barriers and skills, plus be more confident and comfortable in the public forum, and thereby, become a more successful communicator with family, friends, colleagues, clients, and supervisors. (Swankey) \$160

6 eve - We. Jan 27, 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. Feb 10, 19:30-21:30 - Lan

Business Owners in Transition: Admitting Defeat, Letting Go and Moving Forward (201053)

The demise of a business venture is a reality for a high percentage of small business owners each year. Yet few emotional or financial supports are available for entrepreneurs whose dreams are crumbling, even though business failure frequently leads to difficulty in communications, marriage breakdown, and disorientation in daily living. In this course small business owners or ex-business owners going through this difficult period of transition will learn how to: define personal needs; deal with feelings of defeat, shame and self-blame; and navigate the process of letting-go, healing and moving forward. (Bernstein) \$70

1 day - Sa. Mar 06, 09:30-16:30 - KEC

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. Mar 27, 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. Feb 24/Mar 03, 18:30-21:30 - KEC West

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. Jan 27, Feb 03, 18:30-21:30 - KEC West

Becoming a Skilled Helper (201057)

A knowledge of basic helping skills and support methods provides a foundation for building positive and mutually beneficial relationships with family, friends and work associates. In this 12-hour course you will learn to listen and respond to the needs of others while coming to a deeper understanding of yourself. Topics: effective use of body language in communication, the role of respect in interpersonal relationships, active listening, how to incorporate empathy in everyday life, and how to stay emotionally healthy and take care of yourself. Instructional methods include discussion, small group exercises and role play. (Larsen) \$100

4 eve - Tu. Mar 23, 18:45-21:45 - KEC West

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. Mar 08, 09:00-16:00 - KEC West

Nutrition for Children (201054)

Do you worry when your children don't eat? Would you like to know more about factors that influence their food intake? Join kinesiologist Arlene Decaire for an informative evening exploring these topics: behaviour and growth patterns in children, media and its effect on children, peer pressure and school-yard eating, common childhood nutritional deficiencies, the role of vitamins and minerals, and food planning for breakfast and lunch on the go. (Dcaire) \$35

1 eve - Tu. Feb 23, 18:30-21:30 - KEC West

How to Keep Your Cat Healthy (201055) \$35

1 eve - Tu. Feb 02, 19:00-22:00 - KEC West

How to Keep Your Dog Healthy (201056) \$35

1 eve - Tu. Feb 16, 19:00-22:00 - KEC West

Each of these courses covers what your vet would tell you about how to keep your dog or cat healthy if you had three hours of time. Information covers topics from pet insurance plans and how to find a vet you like to useful books and health care basics, e.g. infection, parasites, stress control, diets, age-associated problems. (Liepmann) Both courses for \$60

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. Feb 16, 19:00-21:30 - Lan

For additional courses see PROFESSIONAL AND ALLIED HEALTH CARE section.

HUMAN & SOCIAL SERVICES

Counselling Skills

INSTRUCTORS

Tamara Adilman, (MEd, Counselling Psychology), counsellor with North Shore Family Services.

Daniel Frankel, (MEd, Counselling Psychology), counsellor specializing in working with college and university students.

Nathan Krakow, (MA, Counselling Psychology, PhD Candidate), counsellor with a background in individual, couples, and family work in a variety of settings.

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

David Miller, (MA, Counselling Psychology), counsellor in an alcohol and drug clinic.

Susan Rungta, (MA, Counselling Psychology), counsellor with a background in EAP, group counselling, women's and cross-cultural issues.

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 Sheibib. (\$27 at CC Bookstore) \$225

12 eve - Mo. Jan 11, 19:00-22:00 - CC (Frankel)

10 eve - Tu. Jan 19, 19:00-22:00 AND 1 day - Sa. Feb 06, 09:30-16:30 - CC (Miller)

12 eve - We. Jan 06, 19:00-22:00 - CC (Krakow)

12 mng - Fr. Jan 08, 09:30-12:30 - KEC (Rungta)

12 mng - Sa. Jan 09, 09:30-12:30 - CC (Adilman)

Vocational Counselling Skills (101839)

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

1 day - Sa. Jan 16, 09:30-16:00 AND 10 eve - Th. Jan 21, 18:30-21:30 - CC

Basic Counselling Skills - Level II (101806)

Next offered Spring 1993

Marketing for Job Placement Workers (101809)

Next offered Spring 1993

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. Feb 06/13, 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 60-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: January 1993, April 1993, September 1993

Information Meetings

For more information attend the following meeting: 1 eve - Mo. Jan 18, 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, (MEd, Counselling Psychology), counsellor with a private practice, specializing in women's programs and EAP referrals.

Suzanne Kenney, (MA, Counselling Psychology), Employee Assistance Counsellor with Family Services of Greater Vancouver.

Karen Rose, (MA, Counselling Psychology), counsellor with Alcohol and Drug Programs.

Joe Rosen, (MSW), social worker in private practice.

Lynn Zettl, (MA, Counselling Psychology), 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) \$175

Program Orientation (101837)

This short orientation is held at the beginning of the Certificate Program. It will involve self-awareness, exploration of personal values and how these values affect the counselling process. The course goal is to allow the class to develop into a cohesive group where students can support and rely on each other throughout the program. (Kenney) \$75

2 day - Sa/Su. Jan 16/17, 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 - Tu. Jan 05, 19:00-22:00 - KEC

Individual Counselling Skills (101831)

This course examines the knowledge and skills which are required when counselling on a one-to-one basis. The intent of this course is to provide participants with experiential learning regarding the counsellor - client relationship and to analyze the issues which emerge from this work. Lecture and discussion will enlarge on these issues. You will learn how to evaluate your work on an ongoing basis to ensure that the results are positive and the skills are used appropriately. \$225

12 eve - Tu. Jan 05, 18:30-21:30 - KEC (Kenney)

12 eve - Th. Jan 07, 19:00-22:00 - KEC (Rose)

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 - Tu. Jan 05, 19:00-22:00 - KEC

Assessment, Referral and Community Resources (101838)

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

12 eve - We. Jan 06, 19:00-22:00 - KEC

Court Interpreting Workshop

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, Université de Moncton.

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. This course is non-language specific and 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, PhD, has been the coordinator of the Court Interpreting Program at VCC since 1982.

INSTRUCTORS

Silvana E. Carr, PhD, 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.

Make use of a skill you already possess to create an interesting career. 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. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, close individual instruction is offered. 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. Established in 1979, this part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs. (Textbooks included.) \$695

48 eve - Tu/Th. Oct 05-Apr 07, 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, introduction 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 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

May 20, 1993. Applications accepted from speakers of Vietnamese, Punjabi, Mandarin, Persian, Spanish, as well as other languages. For more information call 324-5322.

An information night will be held Tuesday, January 19 at 19:30. Come to the Langara Continuing Education office.

Early Childhood Education

Living & Working with Young Children

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

INSTRUCTORS

Marion Anderson currently is employed at Shaughnessy Hospital as a practical nurse and volunteers with the Red Cross to help educate groups on how to prepare for disasters and trauma.

Kate Dubois is a well-experienced early childhood educator and teacher trainer. She has successfully operated a family day care home and is currently supporting the broader ECE field in a consulting capacity.

Bob Embury is a professional in the youth and child care field. His experiences include the position of Director of Residential Camping and Youth Programs for the YM-YWCA, Manager and Senior Manager for the Boys and Girls Clubs of Greater Vancouver.

Bayla Greenspoon is a well-experienced early childhood educator with a Master's degree in ECE from Bank Street College. Currently she is an outreach worker with Early Childhood Multicultural Services.

Sylvia Herd is a long-experienced family day care provider and teacher trainer. Currently she operates a family day care home and is an active Board member on the Education Committee of Western Canada Family Day Care Association.

Susan Hoppenfeld is an early childhood educator with a BSc in Art Education and a teaching degree from the University of Oregon. In addition to her current position as a preschool teacher, Susan offers numerous art programs for young children.

How to Help Children After a Disaster or Traumatic Event (151305)

Disasters hit children hard and it's difficult for them to understand and accept that there are events in their lives that can't be controlled or predicted. Worst of all, we adults can't fix a disaster, can't solve it and can't keep it from happening again. This presentation will help in coping with general disasters as well as help with the many disasters that occur in the lives of individual children. Participants will receive a partial "how to" guide and a resource list for further materials. (Anderson) \$25
1 eve - Tu. Jan 26, 19:00-22:00 - Lan

Recycle Crafts for Spring and Summer (151302)

Get ready for those spring and summer days and extra special days! You will create imaginative projects inspired by the multitude of toilet roll tubes, containers, packages, lids, etc. that we acquire in abundance but just hate to throw away! Join us in this "hands on" session as we create simple, inexpensive and lasting crafts and gifts related to spring and spring themes. (DuBois) \$25
1 day - Sa. Jan 30, 09:30-12:30 - Lan

Exploring Nature in Spring and Summer (151303)

Delight your children, your co-workers and yourself with fun and adventurous springtime and summer ideas. This session will provide you with a variety of simple crafts, activities and natural science experiments, suitable for spring days and a potpourri of interesting things to do with these highly energizing days. (DuBois) \$25
1 day - Sa. Jan 30, 13:00-16:00 - Lan

Music with Multicultural Flair (150703)

In this participatory session students will examine the role of music in various cultures, as well as in the healthy development of young children. Singers and non-singers alike will enjoy the session and will collect many new ideas for creating a multicultural music program. (Greenspoon) \$20
1 eve - Tu. Feb 04, 19:00-22:00 - Lan

Managing Change in the 1990s With Increased Quality (151306)

This session explores the issue of rapid change and the effect it has on maintaining quality in programs and services. We will investigate new approaches a creative thinker can use to navigate through the turbulence of unexpected change and practically address the methods of maintaining and increasing the quality of programs and services. This dynamic session is highly recommended for individuals who feel they want to create and produce innovative results with improved quality. (Embury) \$20
1 eve - Th. Feb 11, 19:00-22:00 - Lan

Extending Multicultural Stories Through Art (150717)

In this participatory session you will have the opportunity to examine a rich variety of children's stories from around the world and explore methods for incorporating them into age-appropriate art activities for young children. (Hoppenfeld) \$20
1 eve - Mo. Feb 15, 19:00-22:00 - Lan

Child Care Leadership by Compass (151310)

This workshop examines the role of the supervisor/manager as a leader. We will explore the ability of effective management to lead and balance their lives; manage their relationships according to specific principles and values and apply these principles to increase quality, creativity, and more win situations. (Embury) \$20
1 mng - Sa. Feb 20, 09:30-12:30 - Lan

Building High Performance Teams 151309

This powerful session offers leaders a compelling strategy to turn mediocre groups into high performance teams. Groups are the single most potentially productive resource manager that supervisors have at their disposal. Building High Performance Teams explores a new and proven system which improves group performance. This session will be highly beneficial to anyone who leads or manages youth, staff, teams, boards or

committees. (Embury) \$20

1 aft - Sa. Feb 20, 13:00-16:00 - Lan

Spring and Summer Program Planning (151307)

Come join this participatory session for a fun-filled day of arts and crafts, science, songs and cooking activities that are all related to spring and summer. Please bring scissors and felt pens. (Herd) \$35
1 day - Feb 27, 10:00-15:30 - Lan

Child's Play (151308)

This session will explore the unlimited possibilities of play. Learn about age appropriate play activities for young children while gaining the knowledge and skills needed for expanding creative potential for play. (Hoppenfeld) \$20
1 eve - Mo. Mar 01, 19:00-22:00 - Lan

Early Childhood Education

CERTIFICATE PROGRAM

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

A. Early Childhood Education Level I

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 the coming term. Applications will now be 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 1993 are now being accepted.

C. Administration of Early Childhood Services

This new, 1-year program provides qualified ECE graduates with the specialized skills and knowledge to effectively manage and administer programs for young children. Applications for September 1993 are now being accepted.

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 this term's 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. The 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.

Isolde Hager-Descantes is a long-experienced family day-care educator and teacher trainer and is well respected in the community for her expertise in family day care. She currently works as an outreach coordinator with the Vancouver Child Care Support Program.

Judy Labrin is a family day-care educator who currently operates a family day-care home in Vancouver.

Maria Ressel recently piloted an innovative training program which offered family day-care knowledge and skills to Spanish-speaking women in their first language. She has worked in a variety of early childhood and primary settings.

Roz Belle is a well-experience early childhood educator and teacher trainer. Currently, she is the Director of Shalom Preschool at the Jewish Community Centre and an instructor in a variety of courses at VCC.

Sylvia Herd has worked with young children in a variety of settings. Presently she operates family care, is involved in numerous care giver training opportunities and is an active Board member of Western Canada Family Day Care Association.

Susan Hoppenfeld is an early childhood educator with a BSc in Art Education and a teaching degree from the University of Oregon. In addition to her current position as a preschool teacher, Susan offers numerous art programs for young children.

This term, the following courses are offered:

Prerequisite: Introduction to Family Day Care (103801)

This course provides an introduction to a variety of issues related to family day care. Please note that this course meets 4 evenings AND 2 Saturdays. (Labrin, Hager-Descantes, Ressel) \$85
4 eve - Mo. Jan 11, 19:00-21:30 - Lan
2 day - Sa. Jan 16, Feb 06, 09:00-14:30 - Off campus
OR 4 eve - We. Feb 17, 19:00-21:30 - Lan
2 day - Sa. Feb 20, Mar 13, 09:00-14:30 - Off campus

Guiding Children's Behaviour (103803)

This course focuses on issues related to discipline, behaviour management and the socio-emotional development of young children. (Belle) \$85
8 eve - We. Jan 13, 19:00-21:30 - Lan

Planning Children's Experiences (103804)

The focus in this course is on the role of adults in encouraging children's learning through play based activities, material and equipment. (Hager-Descantes, Hoppenfeld) \$85
4 eve - We. Mar 10, 19:00-21:30 - Lan
2 day - Sa. Mar 13/28, 09:00-15:00 - Lan

Health and Safety (103805)

The content of this course focuses on both the principles and practices of health, safety and nutrition in the family day care setting. Topics such as child proofing the environment, ensuring hygienic practices, recognizing common illnesses and meal planning will be highlighted. (Herd) \$85
6 eve - We. Apr 07, 19:00-21:30 - Lan
1 day - Sa. May 01, 09:00-14:30 - Lan

F. Working With School Age Children

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 a prerequisite, five core courses and a number of electives. Core courses are:
Working With 5 Year Olds
Working With 6-9 Year Olds
Working With 9-12 Year Olds
Working With Children with Special Needs
Leadership and Organizational Skills

INSTRUCTOR

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," has worked with the Boys' and Girls' Club and is currently completing his Master's degree at UBC.

This term the following core courses will be offered:

Working with 6-9 Year Olds (150656)

The focus here is on the growth and development of children in this age group and the ways in which effective planning and guidance can promote positive self-esteem. (Musson) \$85
6 eve - We. Jan 13, 19:00-22:00 - Lan
1 day - Sa. Jan 23, 09:30-15:30 - Lan

Working with 9-12 Year Olds (150657)

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Musson) \$85
6 eve - We. Feb 17, 19:00-22:00 - Lan
1 day - Sa. Mar 06, 09:30-14:30 - Lan

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 Addiction (200115) - 36 hours

Group Counselling Skills for Alcohol and Drug Addiction (200116) - 36 hours

Family Counselling Skills for Alcohol and Drug Addiction (200117) - 36 hours

Assessment, Referral and Community Resources for Drug Addition (200126) - 36 hours

Practicum (200119) - 60 hours

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. Jan 19, 18:00-19:00 - KEC, Room 4056

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, September 1993

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

INSTRUCTORS

Denise Hall, family therapist at Peak House, works with substance abusing adolescents and their families. She has worked in a variety of clinical settings and has extensive experience as a trainer.

Colin Sanders, (MA, Anthropology), clinical supervisor at Peak House, a residential program for adolescents. He also trains youth workers at the Justice Institute, and leads men's groups.

Garth Thomson, (MSW), therapist specializing in substance abuse, group, and family work.

Introduction to Substance Abuse (200112)

This course provides an overview of the substance abuse field. Content will include an exploration of the following: concept of addiction; reasons for drug abuse, history of addictions; addictive and non-addictive substances, drug use patterns, individual, family and societal consequences of addiction; impact of substance abuse on the workplace, treatment approaches; prevention; special populations; and legal issues. (Sanders) \$175
7 eve - We. Jan 06, 18:30-21:30 AND 1 day - Sa. Jan 16, 09:30-16:30 - CC

Drugs and Human Behaviour (200127)

This course provides an orientation to the basic principles of pharmacology for counsellors working with clients affected by substance abuse. Topics will include: drug classification, method of administration, drug effect, withdrawal, detoxification, and polydrug abuse. (Sanders) \$100
5 eve - We. Feb 24, 18:30-21:30 - CC

Group Counselling Skills for Alcohol and Drug Addiction (200115)

This course examines the knowledge and skills required in group counselling with people who have substance abuse problems. Topics include: an understanding of group dynamics and applying skills appropriate for different kinds of groups. Special emphasis will be placed on using group process as an aid in the substance abuse recovery process. (Thompson, Hall) \$225
12 eve - We. Jan 06, 18:30-21:30 - CC

Assessment, Referral and Community Resources for Alcohol and Drug Addiction (200126)

This course examines the assessment and referral process when dealing with individuals with substance abuse problems. Content will include criteria for assessing chemical dependency, conducting an assessment interview, record keeping and making successful referrals. You will also learn to identify and examine available community resources for those individuals who have substance abuse problems. Participants will be actively



involved in the gathering and sharing of community resource information. (TBA) \$225
12 eve - We. Jan 06, 18:30-21:30 - CC

LANGUAGES

English Skills Improvement

Two information sessions will be held on Thursday, January 07 and Wednesday, January 13 at Langara Campus from 17:00-20:00 for all students interested in any English Skills Improvement course. Students must attend one of the sessions in order to be interviewed by an instructor and placed in the appropriate level. Please come to the Continuing Education office.

Please note that the English Skills Improvement courses are non-transferable, non-credit courses. All courses require texts. The average text price is \$25. Students must be over 19 in order to register for classes.

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.

INSTRUCTORS

Marlene Bobenic, BA, MA, has taught ESL for the past six years.

David Bouvier, BA, MA, has taught in Britain, the United States and Canada for 15 years.

Kirsten Bunton, BEd, has taught ESL for five years.

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

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

Debbie Freiman, BA, MEd, has taught for 12 years.

Sharon Scott, BA, PDP, has been teaching ESL to adults for the past four years.

Jeannette Smith, BA (English), TESL (VCC), has taught ESL in Japan and Canada.

Liz Strayski, BA (English), TESL (VCC), worked in business for 15 years. She has been teaching ESL and business courses for the past four years.

Luci Tenisci, BA, BEd, has taught English, French, Italian and Spanish to adults and teenagers in Canada and the US.

Lower Intermediate ESL (103040)

A course for students who have taken Beginners ESL or those whose English is at a lower intermediate level. The focus will be on listening and conversation, but the course will also include some reading and writing. Text required. (Freiman) \$225
24 eve - Mo/We. Jan 18, 18:30-20:30 - Lan

Mid-Intermediate ESL (103044)

A course for students who have taken a Lower Intermediate course and wish to continue learning and practising their English. The focus of the course will be on speaking and listening, but reading and writing skills will also be taught. Text required. (Demers) \$225
24 eve - Tu/Th. Jan 19, 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. (Feterra) \$225
24 eve - Mo/We. Jan 18, 20:15-22:15 - Lan
24 eve - Mo/We. Jan 18, 18:00-20:00 - Lan

Advanced ESL (103018)

A course for advanced students who want to improve their writing, reading, speaking and listening skills. There will be weekly homework assignments and students will have the opportunity to ask individual questions. Text required. (Strayski) \$225
24 eve - Tu/Th. Jan 19, 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, giving instructions, handling complaints, participating in 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. Jan 20, 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. Text required. (Bunton/Bobenici) \$145
12 eve - Tu. Jan 19, 18:30-20:30 - Lan (Bobenici)
12 eve - We. Jan 20, 18:30-20:30 - Lan (Bunton)

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. Jan 16, 09:30-14:00 - Lan
24 eve - Mo/We. Jan 18, 18:30-20:30 - Lan

English Upgrading & Composition Writing (103201)

Designed for students at the post-secondary level who require additional training in the fundamental skill of composition writing in order to write a Language Proficiency Index (LPI). Students wishing to register for the course must write a diagnostic test the first night of class and obtain an appropriate score in order to continue the course. 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. Jan 19, 18:30-21:30 - Lan
17 eve - Mo/We. Jan 18, 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. This course is designed for advanced non-native speakers of English. It will strengthen your command of spoken English. You will correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You will also build up your knowledge and comprehension of idioms and colloquialisms, review grammatical problems, and correct pronunciation errors. 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. Jan 20, 18:30-20:30 - Lan (Tenisci)
12 eve - Th. Jan 21, 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, pronunciation, role play, discussion and presentations. The course concentrates on oral skills. Text required. (Scott) \$145
12 eve - Th. Jan 21, 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. Jan 18, 18:30-21:30 - Lan (Strayski)
12 eve - Tu. Jan 19, 18:30-21:30 - Lan (Smith)

There will be an advance information/registration session for the May term on Wednesday, April 14 from 17:00-20:00. Information sessions will also be held on Thursday, April 29 and Wednesday, May 05 from 17:00-20:00.

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 or 12:30-15:00
- 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 February 06, 1993 to June 19, 1993.

Preregistration

Preregistration will be held at KEC on Saturday, December 05/12, 1992, January 09/16/23, 1993, 10:00-14:00.

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
Afternoon Classes, 12:30-15:00
Nursery Level (505701)
Grade One (505703)
Grade Two (505704)
Grade Three (505705)

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. Feb 06, 12:30-13:30 - KEC

Chinese Painting (505713)

\$70
16 aft - Sa. Feb 06, 12:30-13:30 - KEC

Mathematics (505714)

\$70
16 aft - Sa. Feb 06, 12:30-13:30 - KEC
16 aft - Sa. Feb 06, 13:30-14:30 - KEC

Cartoon Comics and Design (Age under 14) (505715)

\$70
16 aft - Sa. Feb 06, 12:30-13:30 - KEC
16 aft - Sa. Feb 06, 13:30-14:30 - KEC

Children's Choir (505719)

16 aft - Sa. Feb 06, 12:30-13:30 - KEC

Adult Classes

The next term for adult classes runs from January 09, 1993 to March 13, 1993. 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. Jan 09, 10:00-12:00 - KEC

Mandarin for Adults (505709)

Emphasis is on reading, writing and conversation. \$123.05 (Includes GST)
10 mng - Sa. Jan 09, 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

This is an 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

Please note classes are held at Langara or City Centre. City Centre starting times are earlier.

Inquiries: 324-5322 or 443-8380

INSTRUCTORS

Cantonese
Fanny Ip has a Bachelor of Arts and a Certificate in Education from the University of Hong Kong. She also has training in Teaching English as a Second Language.

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

Czech
Jan Hynek is from Prague. His experience includes teaching English in his own country and teaching photography and drama classes.

French
Dominique Brechault is originally from France and has been teaching

French for many years. She has a post graduate degree in Art History. Her artistic talent adds creativity to her language techniques.

Marie-Louise Bussieres is from Quebec. She has been teaching various levels of French for a number of years. Her background in acting and play directing is a good complement to her teaching techniques.

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

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

German

Ria Bleumer has a Master of Arts in German Language and Literature and has been teaching at various levels for a number of years. She is originally from Germany.

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

Machiko Egawa comes from Japan. She has a background in teaching ESL and Japanese to adults and children. She has been developing teaching materials for second language acquisition. Machiko was a member of the Curriculum Committee of the Ministry of Education.

Sachiko Isobe is originally from Japan. She has a post secondary degree in English as a Second Language and certificate in Secondary School Teaching. She has been teaching Japanese as a second language for many years.

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 and culture.

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.

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.

Russian

Marina Kaplun comes from Russia with a Master's degree in Mechanical Engineering. She was head of the Engineering Department in Moscow and a Russian language instructor.

Spanish

Irma Colome holds Teaching Certificates from Mexico, France and Canada. She taught at Simon Fraser University for a number of years before coming to VCC.

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.

Esther Erikson is originally from Chile. She has a Teaching Certificate from BC and many years of

teaching Spanish as a Second Language at Simon Fraser University and other institutions. She uses a standard accent.

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

Pontip Placzek is originally from Thailand and has taught Thai for many years. Pontip has written a beginner's book for the Thai language with her husband.

Cantonese Conversation Level I (501903)

\$123.05 (Includes GST)
10 eve - Tu. Jan 26, 18:30-20:30 - Lan (Lu)

Cantonese Conversation Level II (501904)

\$123.05 (Includes GST)
10 eve - Tu. Jan 26, 18:00-20:00 - CC (Ip)

Czech Conversation Level I (502008)

\$123.05 (Includes GST)
10 eve - Th. Jan 28, 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. Jan 25, 18:30-20:30 - Lan (Visscher)

French in Action - Level II (502002)

20 eve - Mo/We. Jan 25, 18:00-20:00 - CC (Bussiers)

French Conversation Level I (501913)

\$115
10 eve - Tu. Jan 26, 18:30-20:30 - Lan (Hassaine)

French Conversation Level II (501914)

\$115
10 mng - Sa. Jan 30, 09:30-11:30 - Lan (Brechault)

French Conversation Level III (501915)

\$115
10 eve - We. Jan 27, 18:00-20:00 - CC (Hassaine)

German Conversation Level I (501919)

\$123.05 (Includes GST)
10 eve - Mo. Jan 25, 18:30-20:30 - Lan (Rommel)

German Conversation Level II (501920)

\$123.05 (Includes GST)
10 eve - Mo. Jan 25, 18:30-20:30 - Lan (Bleumer)

Italian Conversation Level I (501923)

\$123.05 (Includes GST)
10 eve - Tu. Jan 26, 18:30-20:30 - Lan (Visscher)

Italian Conversation Level II (501924)

\$123.05 (Includes GST)
10 eve - Th. Jan 28, 18:30-20:30 - Lan (Visscher)

Japanese Conversation Level I (501926)

25-hour course. \$155.15 (Includes GST)
10 eve - Mo. Jan 25, 18:00-20:30 - CC (Egawa)
10 eve - Tu. Jan 26, 19:00-21:30 - Lan (Nakata)
10 eve - Th. Jan 28, 19:00-21:30 - Lan (Tsukioka)

Japanese Conversation Level II (501927)

25-hour course. \$155.15 (Includes GST)
10 eve - Th. Jan 28, 19:00-21:30 - Lan (Masuda)

Japanese Conversation Level III (501928)

25-hour course. \$155.15 (Includes GST)
10 eve - Th. Jan 28, 19:00-21:30 - Lan (Isobe)

Mandarin Conversation Level I (501937)

20-hour course. \$123.05 (Includes GST)
10 eve - Mo. Jan 25, 18:30-20:30 - Lan (Huang)

Mandarin Conversation Level II (501938)

\$123.05 (Includes GST)
10 eve - Tu. Jan 26, 18:00-20:00 - CC (Huang)

Business Russian Level I (501936)

\$123.05 (Includes GST)
10 eve - Mo. Jan 25, 18:00-20:00 - CC (Kaplun)

Spanish Conversation Level I (501949)

\$123.05 (Includes GST)
10 eve - Mo. Jan 25, 18:00-20:00 - CC (Miszkurka)
10 eve - We. Jan 27, 18:30-20:30 - Lan (Schulz)
10 eve - We. Jan 27, 18:00-20:00 - CC (Miszkurka)
10 mng - Sa. Jan 30, 09:30-11:30 - Lan (Osorno)

Spanish Conversation Level II (501950)

\$123.05 (Includes GST)
10 eve - Mo. Jan 25, 18:00-20:00 - CC (Schulz)

Spanish Conversation Level III (501951)

25-hour course. \$155.15 (Includes GST)
10 eve - Th. Jan 28, 19:00-21:30 - Lan (Erikson)

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. Jan 26, 18:00-20:00 - CC (de Ruiz)

Thai Conversation Level I (501990)

25-hour course. \$155.15 (Includes GST)
10 eve - We. Jan 27, 19:00-21:30 - Lan (Placzek)

Thai Conversation Level II (501993)

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

LEISURE, RECREATION & TRAVEL

Natural History

Canadian Travel Study Programs

For information and bookings call Great Expeditions 263-1476

Southern Alberta

Discover some of Canada's natural richness—prairies to soaring mountain peaks at Waterton Lakes Park, humid forests of Cypress Hills, world-famous fossils at Dinosaur Provincial Park, and bird-rich marshlands of Pakwoki Lake. Wildlife biologist Martin Gebauer. May 29-June 6, 1993.

Khutzeymateen: Valley of the Grizzlies

The 39,000 hectare Khutzeymateen Valley lies 40 km northeast of Prince Rupert. With its rain forest, estuary and ocean front, it attracts varied wildlife including grizzly and black bear, wolves, migrating geese, ducks and harbour seals. Explore area with naturalist aboard M.V. 'Ocean Light.' Mid-May, 4-day trip. Approx. \$1049

International Travel Study Programs

For information and bookings call Great Expeditions 263-1476

Tanzania

East Africa is famous for its stunning landscapes and wildlife spectacles. Tour visits Lake Manyara, Serengeti National Park, where trip coincides with the calving period of the immense wildebeest herds and other game; Olduvai Gorge, where the Leakey family made their discoveries of early man, and Ngorongoro Crater with its awe-inspiring vistas and animals. Feb. 6-28, 1993. Naturalist/birder, Dick Cannings.

Natural History and Prehistory of Arizona

Prehistoric cliff-dwellings, petrified forests, extinct volcanoes, and saguaro cactus deserts are examples of Arizona's unmatched natural diversity and make this trip a North American highlight. Naturalist/birder, Dick Cannings and anthropologist, Margaret Holm. April 9-19, 1993. (\$1995, includes tax deductible tuition of \$575)

Trinidad and Tobago

With their continental origins, varied habitats and proximity to South America, the southern Caribbean islands of Trinidad and Tobago boast an unusually diverse fauna. Species lists include—108 mammals, 400 birds, 55 reptiles, 25 amphibians, and 817 butterflies. Visit rainforests, seashores, mangrove swamps, coral reefs and enjoy the excellent facilities at Asa Wright Nature Center. Naturalist/birder Nancy Baron. Early Nov.1993. (10 days)

Natural History Courses

For information and bookings call 871-7069 for itineraries

Bald Eagles (502855)

In January bald eagles congregate along the Squamish River to feast on spawning salmon. Migrating here from distances as far away as Alaska, they number in the thousands. A lone bald eagle is always a spectacular sight, just imagine seeing 250 in a day. Ornithologist Alice Cassidy. \$64.20 Lecture: Wed. Jan 13; 19:30-21:30 Trip: Sat. Jan 16

Birds, Birds, Birds (502814)

Learn bird biology and the identification and ecology of Vancouver's resident and winter migrants. Lectures are illustrated with slides, preserved specimens and sound recordings. Field trips to Jericho and Stanley parks and Reifel Sanctuary offer guided field study. Ornithologist Alice Cassidy. \$90.95 Lectures: Mon. Jan 25-Feb 15; 19:30-21:30
Field Trips: Sat. Jan 30/Feb 6/Feb 13 am

Gulf Islands Natural History Cruise (502813)

On boat trip through Gulf Islands, observe the thousands of seabirds and other marine animals which congregate at the peak of herring spawning. Wildlife biologist Rob Butler, interprets area's natural history and the field habits of seabirds. Bring lunch. \$89.88 Lecture: Wed. Mar10 Trip: Sat. Mar13.

Owls and Owling (502845)

Many species of owls live in the Vancouver area. Join ornithologist Alice Cassidy, for an illustrated lecture and an evening of hooting for owls in the UBC endowment lands. You'll learn where and how to locate owls and something of their fascinating natural history. \$42.80. Lecture: Wed. Mar 24; 19:30-21:30. Trip: Wed. Mar 31; 19:30-22:30

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. Hike into the valley with naturalists Alison Watt and Trudy Chatwin and enjoy accommodation at the Mesachie Lake Research Station. Chartered van, ferry costs, accommodation and most meals included. \$267. Field Weekend: April 17 & 18.

Whales, Eagles and Totems (502809)

The waters and lands of Johnstone Strait provide a stimulating introduction to B.C.'s marine life and Kwakiutl culture. The area teems with life—seabirds, bald eagles, sea lions, and minke, gray and killer whales. Explore virgin rainforests, study the culture of the area's native peoples and observe the resident killer whales. \$550 (incl. tax deductible tuition of \$165, transportation, accommodation and most meals) Naturalist/birder Dick Cannings and anthropologist Margaret Holm. Sep 10-13.

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).

Robert Riley has been kite flying for over 15 years. The last seven years he has been involved mainly in stunt kite flying and placed first in international kite flying competitions.

Philip Rowley is president of the Osprey Fly Fishers of BC, member of the BC Federation of Fly Fishers, member of the BC Wildlife Federation and has taught specialized fly tying courses at various Lower Mainland fly shops.

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.

Sports Massage in One Day (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. Feb 27, 09:00-15:00 - Lan
1 day - Sa. Mar 27, 09:00-15:00 - Lan

Basic Fly Tying (504047)

There are few things as satisfying as catching a fish on a fly that you tied and created with your own hands. This course is designed to give you the basic skills and techniques to successfully start this interesting and rewarding hobby. Students will become familiar with the basic tools, materials and techniques to successfully tie a variety of nymph, wetfly, dryfly, and streamer patterns. Tips and methods regarding their use will also be discussed, along with slides and videos whenever

Kite Making 101 (504048)

Ever wonder why a kite flies. This introductory course is designed for people who have an interest in kites, but have little or no experience. In this fascinating pastime, instructor Robert Rile, along with assistants Joe Flores and David Tuttle, will introduce you to the world of kites in the 90s. Kite flying has changed over the last ten years. This course will deal with kite history, design, materials and kite making. Students will get to make their own kites and there will be a field trip where you can fly your kite? Materials will be provided. (Riley) \$96.30 (Includes GST)
2 eve - Th. Mar 18, 19:30-22:00 - Lan

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 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. No refunds available after deposit.
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 - March 28 - April 06, 1993
Free Video Night, Mo. Jan 25, 1993, 19:00-21:00 - KEC Room 4043
Call for details, Marcus Kerry, Sail-Train International Inc. 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)
1 day - Sa. Feb 13, 09:30-16:00 - KEC
1 day - Sa. Feb 20, 09:30-16:00 - KEC

Women Fight Back - Part II (504402)
This course is a follow-up to Women Fight Back - Part I. Students will learn further methods and strategies of self-defence and will liaise with others from prospective agencies. (Laidler) \$53.50 (Includes GST)
1 day - Sa. Feb 27, 09:30-16:00 - KEC

Travel Study Programs

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.

Cost Rica, Guatemala & Honduras (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. Feb 13, 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. Feb 20, 10:00-12:00 - Lan

Egypt and Morocco (504622)
(Bruce) \$10.70 (Includes GST)
1 mng - Sa. Feb 27, 10:00-12:00 - Lan

Splendours 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, Mycenia and many other exciting places in the Peloponnesus.

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. Feb 06, 13:00-16:00 - Lan

Indonesia, Thailand, Malaysia and Singapore (504649)
With the aid of slides we travel through Indonesia - the largest archipelago in the world - visiting the diverse islands of Java, Borneo, Suhawesi and Bali. In Bangkok we see the sights of Bangkok and visit the hill tribes in the northern highlands. In Malaysia we see superb ? ?, lush nature reserves and sophisticated cities. Singapore is an endless delight with its mixture of Malay, Indian and Chinese cultures. \$10.70 (Includes GST)
1 day - Sa. Mar 06, 10:00-12:00 - Lan

Travel Study Tours

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 Decle, 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 Decle, VCC-CE at 871-7065 or Barbara Broadbent, Banner Travel - 261-0226.

Turkey (Western)
May 09-30, 1993 (3 weeks) \$3900
May 30-June 20, 1993 (3 weeks) \$3900
July 18-Aug 08, 1993 (3 weeks) \$4225
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. Flights from Vancouver stated above.
A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065. (Two week tours are also available.)

Turkey (Eastern)
May 23-June 13, 1993 (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, \$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.

Greek Isles
May 16-June 05, 1993 (3 weeks) \$3300
June 27-July 17, 1993 (3 weeks) \$3450
Aug 08-28, 1993 (3 weeks) \$3550
"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 trip includes Athens, Santorini, Mykonos, Naxos, Amorgos and Crete.
Price: 2 weeks - \$1599 without international flights, \$3100 with flights from Vancouver.
3 weeks - \$1900 without international flights. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Egypt
March 20-April 03, 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 - \$2050 without international flights, \$3450 with flights from Vancouver. With Nile Cruise - \$2250 without international flights, \$3650 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 and Hong Kong
November (early) 1993 (2 weeks)
Escape the cold November rains and come with us to Asia. This 2-week educational study tour focuses on Hong Kong and Thailand with 3 days spent in Hong Kong and the majority of time spent exploring Thailand. This fully-guided tour features a slide/lecture orientation prior to departure, airfare, hotels, land transportation and an educational tax deduction portion. VCC tour leader, Geoff Flack has travelled and visited Thailand over 30 times and teaches in the Travel Department of VCC's Continuing Education Division.
Price: \$2975 For more information please call tour leader Geoff Flack at 986-3893 or VCC, Wayne Decle at 871-7065.
FREE orientation slide presentation to be held at Langara Campus, 100 West 49th Avenue
1 mng - Sa. Feb 06, 1993, 09:30-12:00 - Lan
OR 1 mng - Sa. Mar 06, 1993, 09:30-12:00 - Lan

Morocco
April 10-26, 1993 (2½ weeks)
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
March 31-April 21, 1993 (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, \$3995 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
April 20-May 06, 1993 (2½ weeks)
Situated 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, \$4275 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
April 05-26, 1993 (3 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 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.

Costa Rica
Oct 18-Nov 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. 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
Jan 30-Feb 14, 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: \$1600 without international flights, \$2500 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
March 19-April 05, 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: \$1500 without international flights, \$2700 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.

A Novel Approach to Mystery
Mar 19-Apr 02, 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 - 261-0226.

Splendours of Greece
May 13 - June 03, 1993 (22 days)
Greece's siren-song beckons us to her idyllic shores. This easy-paced itinerary offers much more, and yet has fewer non-included costs than most tours. This travel-and-learn tour includes classical Athens, a trip around the Peloponnesus visiting famous Mycenia (Heroes of Troy), Epidavros (theatre) and Olympia (ancient games). Also many other fascinating, historic, uncrowded places not on usual tours, such as Mystra, Kalamata, Pylos, Methoni and others. Next, Delphi (The Ancient Oracle), Meteora (cliff-top monasteries) and on to the treasures of Macedonia (legacy of Alexander the Great). And after Thessaloniki, visit Kavala (Phillipe) Dion, Volos (Jason and the Argonauts) and back to Athens and to home or an 8-day extension to lovely Crete and magical Santorini, or an island cruise, etc. The tour includes Kight and Sound and ethnic Greek dance shows. There are also free days for shopping/swimming, etc.
Cost: Approx. \$4200. A portion qualifies for income tax
Tour Leaders: Karin Storey, BEd, MA Art Historian and George Storey, PEng, tour manager. They've been leading memorable tours to Mediterranean countries since 1981. For detailed brochure call leaders at 922-0689 or Wayne Decle, VCC, at 871-7065.

Deborah Folka is the Director of Communications for the Society of Management Accounts of BC. She has worked in community relations and marketing in the non-profit and public sector for over ten years and has instructed Communications at the university level.

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. Jan 26, 18:00-20:30 - VV

For detailed outline and registration call 871-7070. For more information call Roy Crowe, 875-9144.



Summer Workshops in France '93
Paul and Babette Deggan's Centre for the Arts at Montaignut-le-Blanc since 1980. Enjoy Painting and Drawing and/or French Language Workshops in a medieval hill village overlooking valleys rich in orchards, vineyards and fields of giant sunflowers. July or August; approximately \$1845, July 6-25 or Aug 01-19

International Elderhostel
Workshops in Painting/ Drawing and French Language at the Centre for the Arts at Montaignut-le-Blanc (see Summer Workshops in France above) June or September. (Elderhostel is designed for the over-sixties, companions may be 50 and over.)

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. (Lightwater) \$128.40 (Includes GST)
2 day - Fr/Sa. Feb 26/27, 09:30-16:30 - KEC

Communicating Across Cultures: Skills for Helping Professionals (101807)
(See index for details.)

Getting the Message Out . . . Communication Techniques for Non-Profit Organizations (101231)
Increasing membership, doubling donations, generating new community support . . . these accomplishments can be attributed to an understanding of the techniques of communication and public relations. If you are involved in the management of a non-profit organization, learn to unravel the world of public relations and to use the appropriate communication strategies to achieve your organization's goals. (Folka) \$69.55 (Includes GST)
2 eve - Th. Jan 28/Feb 04, 19:00-21:30 - CC

Annual Reports - Making Them Sing (101232)
Nothing captures the energy or communicates the goals of an organization more effectively than its annual report. If your organization dreads the chore of preparing "yet another annual report" and you'd like to publish one that even gets media interviews -- this workshop is for you! (Folka) \$37.45 (Includes GST)
1 eve - Th. Feb 25, 19:00-21:30 - CC

Newsletters That Work (101233)
Does your newsletter communicate? Does it give the message you want, or one you aren't sure about at all? Does your organization want to launch a newsletter that gets noticed? These questions and more --- the nuts and bolts of outstanding newsletter production --- will be answered in this practical and useful 3-hour workshop. (Folka) \$37.45 (Includes GST)
1 eve - Th. Mar 11, 19:00-21:30 - CC

To register call 871-7070

NON-PROFIT, VOLUNTARY & FUNDRAISING SECTOR

Workshops

INSTRUCTORS
Judy Lightwater is a fundraising consultant for charities across BC, including Knowledge Network, BC Society of Transition Houses, BC Association of Specialized Victim Assistance Program, and the 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!

Deborah Folka is the Director of Communications for the Society of Management Accounts of BC. She has worked in community relations and marketing in the non-profit and public sector for over ten years and has instructed Communications at the university level.

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. Jan 26, 18:00-20:30 - VV

For detailed outline and registration call 871-7070. For more information call Roy Crowe, 875-9144.

Fundraising Management National CERTIFICATE PROGRAM

This National Certificate Program is designed to meet the needs of fundraising staff and volunteers for up-to-date knowledge and skills in one of Canada's fastest growing professions. The program examines the management and technical skills required to make effective use of staff, volunteer and other resources directed to fundraising.

Vancouver Community College is delivering the program in cooperation with the Canadian Centre for Philanthropy. This program is available across Canada and has been offered at VCC since 1989. Courses will be of interest to non-profit staff/volunteers currently working with fundraising projects or experienced staff seeking certification in the field. Two years' non-profit staff experience is required to apply for the National Certificate from the Canadian Centre for Philanthropy.

Entry Requirements

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

The Program

A Vancouver Community College certificate will be awarded following successful completion of eight (8) courses. The Overview of Fundraising Management and the Overview of Non-Profit Organization Management are the required introductory courses. The program takes a minimum of eighteen months to complete and students may take two and one-half (2½) years to finish the 183 hours of course work. Students may start the program in any term. If space is available you may enroll in individual courses without committing to the whole program.

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 Winter Admission to Non-Profit/Fundraising Certificate Programs
We. Jan 06, 12:00-13:00 - KEC Room 4043
Th. Jan 14, 17:30-18:30 - KEC, Room 4043

Winter 1993 courses

INSTRUCTORS

Barbara Grantham is Director of Development at BC Children's Hospital

Maire Watson is the Administrator of Grace Hospital Foundation.

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 - Mo. Jan 25/ Feb 01, 19:00-22:00; Fr. Jan 29, 09:00-16:00; Sa. Feb 06, 09:00-16:00 - KEC

Fundraising Approaches - Part I (101306)

This course begins the exploration of all fundraising approaches by examining organizational, environmental, campaign and donor needs assessment studies. Grantsmanship, a donor cultivation model and a variety of personal solicitation techniques are covered. This course is recommended as the preparation for Fundraising Approaches - Part II. Course manual included in fee. (Watson) \$260

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

Developing Fundraising Volunteers (101303)

The focus of this course is volunteer management from the fundraiser's point of view. Topics covered include recruitment strategies, orientation, training, support, recognition and evaluation. The implications of working with volunteers and the relationship between volunteer and organizational plans are discussed. Course manual included in fee. (Watson) \$105

2 day - Fr/Sa. Feb 19/20, 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 Winter admission to Non-Profit/Fundraising Sector Certificate Programs:
We. Jan 06, 12:00-13:00 - KEC, Room 4043
Th. Jan 14, 17:30-18:30 - KEC, Room 4043

INSTRUCTORS

Deborah Folka, Director of Communications for the Society of Management Accountants of BC, has worked in community relations and marketing in the non-profit and public sector for over ten years.

Naomi Staddon is a health educator who has worked extensively within the non-profit sector. Her experience includes developing and delivering multicultural programs and programs dealing with First Nations issues.

Barbara Grantham is the Director of Development, BC Children's Hospital. Her previous position was Executive Director, Canadian Mental Health Association, BC Division.

Winter 1993 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 - Mo. Jan 25/Feb 01, 19:00-22:00; Fr. Jan 29, 09:00-16:00; Sa. Feb 06, 09:00-16:00 - KEC

Resource Development for Non-Profit Organizations (101211)

The practical skills required to plan, manage and evaluate the fundraising needs of a non-profit organization are examined in this course. The basic components of fundraising, including grant writing, special events, current trends and staff and volunteer roles are covered. (Grantham) \$165

4 sessions - Fr/Sa. Mar 05/06/26/27, 09:30-16:30 - KEC

Marketing for Non-Profit Organizations (101210)

Planning, managing and evaluating the marketing and communications needs of a non-profit organization are studied in this course. Topics covered include developing a basic marketing plan, components of the public relations process, effective media relations and common marketing problems encountered by non-profits. (Folka) \$140

6 eve - Mo. Feb 08, 19:00-21:30 - KEC

Program Planning and Evaluation (101202)

In this course, a variety of systematic program planning models are explored, including an introduction to strategic planning. Organizational planning, program planning, needs assessment and evaluation are examined along with common planning problems encountered in the non-profit sector. This course provides a framework for analyzing planning needs and selecting effective planning strategies. (Staddon) \$165

6 sessions - 4 eve - We. Jan 27/Feb 03/24, Mar 03, 19:00-22:00 AND 2 day - Sa. Feb 13/Mar 13, 09:30-16:30 - 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 1993 - June 1994. 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.

Limited spaces for qualified students available in individual Winter workshops: \$60 each workshop. Contact the Program Coordinator at 871-7059 to register.

INSTRUCTORS FOR WINTER WORKSHOPS

Carol Biely is Executive Director of the Richmond Information and Volunteer Centre.

Mary Ferguson is Director of Public Relations for The Sage Foundation.

Reva Kalef is an Adult Education Consultant with Kalef Consulting.

Brenda Sawada is Director of Program Design for The Sage Foundation.

The Workshops - Winter Term

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

This workshop provides an introduction to two significant aspects of volunteer management: leadership and group dynamics. (Ferguson/Sawada)
We. Jan 06, 09:00-16:00 - KEC

07 Training (1 day) (101411)

This workshop provides an understanding of the training process. Topics include: identifying training opportunities, instructional styles, needs assessment, instructional design and techniques, and evaluation strategies. (Kalef)
We. Feb 03, 09:00-16:00 - KEC

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

This workshop is designed to assist you to develop your training/presentation skills. You may choose to make a ten-minute presentation describing your agency and its volunteer program or use your ten minutes to practise a small part of a training session. Each workshop limited to 15 students. (Kalef)
We. Feb 17, 09:00-16:00 - KEC
We. Feb 24, 09:00-16:00 - KEC

09 Administrative Effectiveness (1 day) (101402)

This workshop provides an understanding of the administrative skills and strategies which are essential in the management of volunteer programs. Emphasis is placed on developing mechanisms which promote clear communication within the volunteer program itself, the volunteer program and other components of the organization, and the volunteer program and the related community. (Biely)
We. Mar 03, 09:00-16:00 - KEC

REAL ESTATE, LAW & FINANCIAL PLANNING

Building Construction

INSTRUCTOR

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

Building Construction Estimating (050201)

Gain sufficient knowledge and practical experience to prepare accurate quantity estimates in the residential construction field. (Wilkinson) \$139.10 (Includes GST)
8 eve - We. Feb 17, 18:30-21:30 - CC

Financial Planning & Investment

INSTRUCTORS

Doug Hodgins, BA, B.Comm, CFP, is a registered financial planner and principal of the financial planning firm, Hodgins, Leard Proteau & Associates Ltd. He 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. Apr 03, 09:30-15:30 - KEC

Personal Financial Planning

Examines the role of various investment vehicles in meeting financial goals. You learn how to 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. (130 page workbook included). \$125 (Includes GST) (\$35 (Includes GST) for spouse or guest if they share the same financial plan and workbook.
3 eve - We. Feb 03/10/17, 18:30-22:00 - Arbutus Club, 4226 Arbutus Street
3 eve - Th. Mar 04/11/18, 18:30-22:00 - Arbutus Club, 4226 Arbutus Street
3 eve - Th. Apr 01/08/15, 18:30-22:00 - Arbutus Club, 4226 Arbutus Street

For registration or further information please call VCC CE registration - 688-7607.

Law

INSTRUCTORS

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

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

Legal 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) \$37.45 (Includes GST)
1 eve - We. Feb 10, 19:00-22:00 - KEC

Dealing with ICBC (502204)

Explore the fundamentals of dealing with ICBC when you have a claim. You will discuss the philosophy behind coverage and insurance and what to do with a property damage and personal injury claim. Other topics include obtaining legal representation, how to deal with an adjuster and breaches in coverage such as drinking and driving. (Morris) \$32.10 (Includes GST)
1 eve - We. Feb 24, 19:00-21:00 - 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 1993. Dates and time TBA in Spring 1993

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 1993. 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 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).

In addition, the International Council of Shopping Centers (New York) recognizes the VCC Shopping Centre Management Course (PM 3415) as qualifying for credit towards the Certified Shopping Center Manager (CSM) designation.

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 seminars cover a wide range of special topics. These seminars have been developed by VCC in response to your continuing interest in the field of real estate.

Program Coordinators

Building Manager Certificate Program - Sharon Kelly (443-8380)
Property Management Certificate Program - Chuck Dunn (324-5511)
Non-certificate Real Estate Seminars - Wayne Dele (871-7065)
Real Estate Development Certificate Program - Brian Pink (443-8388)

Real Estate Information Night Learn about

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

Please drop by to see us on Wednesday evening, January 06, 1993, 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, January 06, 17:00-19:30, Main Foyer (Dusmuir and Hamilton Street Entrance), City Centre

Real Estate Seminars

INSTRUCTORS

Sharon Kelly, BA, CPRPM, is a property management consultant specializing in residential and commercial properties. Sharon has extensive teaching experience.

Landlord's Rights and Duties in BC (109009)

If you rent out a home or an apartment, you are a landlord as defined under the Residential Tenancy Act. What are your duties and obligations to your tenant? What are your tenants' rights? When can you evict a tenant and what reasons must you have? This will be a hands-on working seminar, so bring your problems and a copy of the Residential Tenancy Act with you. 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) \$35
1 day - Sa. Jan 23, 10:00-14:00 - CC

Lease Negotiation Skills (109016)

Are you a commercial tenant trying to negotiate a renewal of your lease with your landlord? Are you a landlord or property manager trying to lease out space and you are unsure of the leasing procedures? Then this seminar is for you. Conducted by a leasing specialist, this course will take the mystery out of lease negotiation. \$50
1 day - Sa. Feb 06, 10:00-14:00 - CC

Managing a Strata Corporation (109015)

This seminar is for property managers who manage strata corporation complexes. The focus of the course will be how to run a general meeting; how to write by-laws; and discussion of various sections of the Condominium Act. This will be a working seminar, so bring your questions and a copy of the Condominium Act. \$60
1 day - Sa. Feb 06, 10:00-14:00 - 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. Feb 13, 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. Mar 13, 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, BA (Econ), R.I.(B.C.), CLP, F.R.I., 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, MA (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 a major Canadian investment banking firm, located in Toronto. Mr. Norton has held teaching positions at UBC and BCIT.

Thomas Knight, BA (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 - Mo. Jan 18, 19:00-22:00 - CC

13 eve - Tu. Jan 19, 19:00-22:00 - CC

13 eve - Th. Jan 21, 19:00-22:00 - 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. Calculator required for first class. (Norton) \$175
6 eve - We. Jan 27, 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. Jan 28, 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, January 06, 1993, 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.

The Greater Vancouver Apartment Owners' Association also supports the Building Manager Certificate Program. Each year, an academic scholarship is awarded to the top Building Manager graduate through the GVAOA Endowment Fund.

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, or the Program Coordinator (Sharon Kelly) at 443-8380.

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

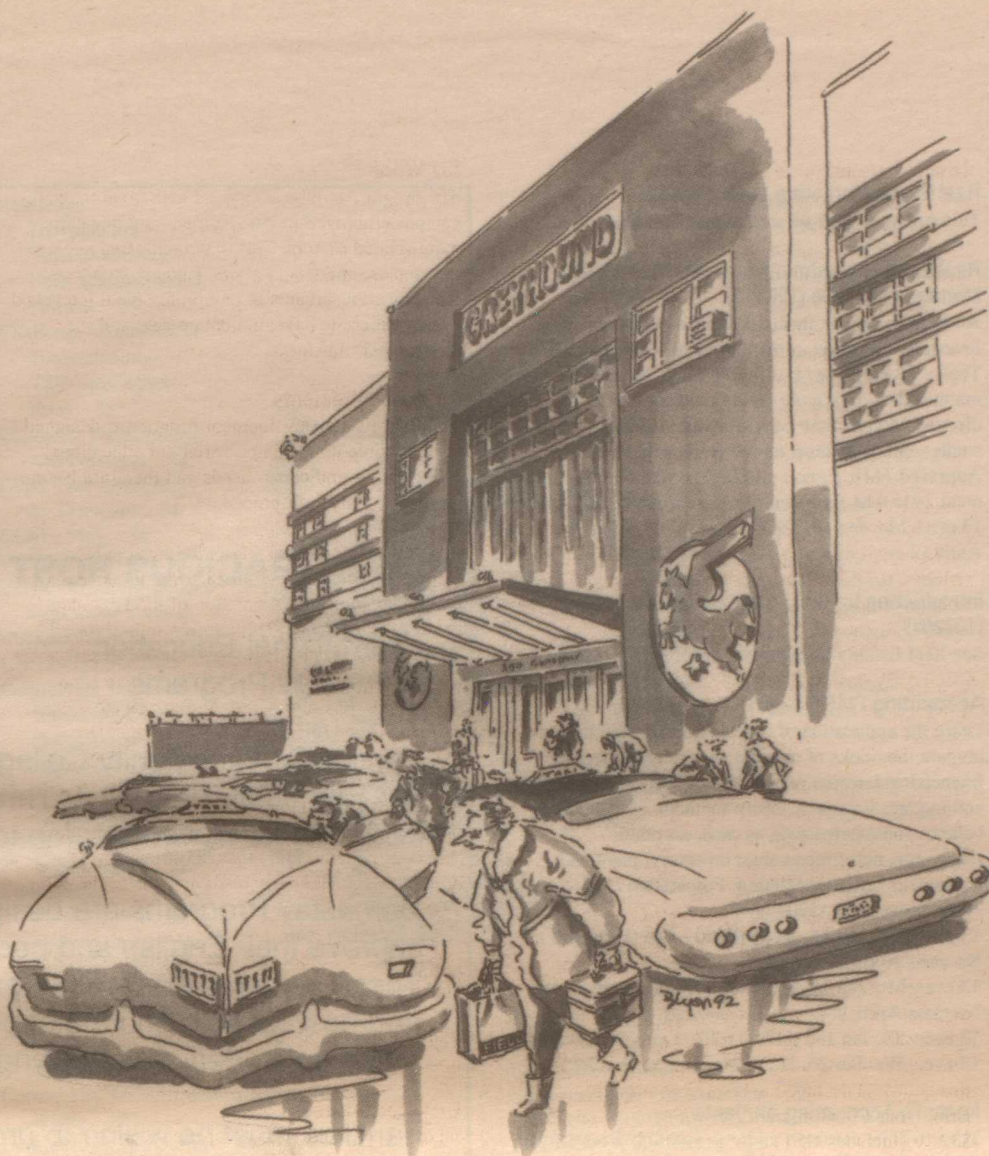
Program students shall be evaluated on the basis of assignments, tests and a final exam. Upon successful completion of all required courses, the student may apply for a College Certificate.

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. Jan 19, 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. Jan 20, 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. Jan 21, 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. Jan 23, 09:00-16:00 - CC
5 day - Sa. Feb 27, 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 or Program Assistant, Joanne Bydal, 324-5322.
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
Introduction to Real Estate Development 1000 (109201) (See Real Estate Development Certificate Program)
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.

Winter Term 1993

INSTRUCTORS

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

Oren Breitman, LLB, is a practicing lawyer in the real estate field.

Tammy Brinn, 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.

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, F.R.I.C.S., CPM, CMS, RI(BC), 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, CA - 16 years with the Department of Business Administration at Langara, teaching Accounting.

LPI Exam (102055)

Language Proficiency Index (LPI) Exam. The fee for this course is non-refundable. \$32
1 mng - Sa. Jan 09, 10:00
1 eve - Tu. Jan 12, 18:30
1 eve - We. Jan 13, 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. Jan 20, 18:00-21:00 - CC
13 eve - Th. Jan 21, 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. (TBA) \$275
13 eve - Mo. Jan 18, 18:00-21:00 - CC, No class April 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. Jan 21, 18:00-21:00 - CC

Property Management 3415 - Shopping Centre Management has been accepted by the International Council of Shopping Centers, New York, as a substitute for their Management I course, for those in the shopping centre industry working towards qualifying for the Certified Shopping Centre Manager (CSM) Designation. For further information contact Peter Read, CSM, at 683-6369.

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. Jan 20, 18:30-21:30 - Lan

Real Estate Appraisal 1118 - Part 1 (109105)

Introduction to the basic principles of real estate appraising. Focus on the nature of value, the reasons for appraisals and the appraisal process itself. Both Parts 1 and 2 meet the requirements for the Appraisal Institute of Canada Courses Appraisal 1101 and 1102. (TBA) \$275
13 eve - Mo. Jan 18, 18:30-21:30 - Lan, No class April 12

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 1118 Part 1. (TBA) \$275
13 eve - Mo. Jan 18, 18:30-21:30 - Lan, No class April 12

Real Estate Marketing 1420 (109109)

This course will be offered September 1993

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. Students must have completed and passed Appraisal 1118, Parts 1 and 2, Property Management 1415 and Accounting 1115. (Dybvig) \$275
13 eve - Mo. Jan 18, 18:30-21:30 - Lan, No class April 12

Introduction to Real Estate Development (109201)

See Real Estate Development Certificate Program)

Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$200
13 mng - Sa. Jan 16, 10:00-13:00 - Lan (Brimm, T), No class April 12
13 eve - Mo. Jan 18, 18:30-21:30 - Lan (Brimm, D), No class April 12
13 eve - Tu. Jan 19, 18:30-21:30 - Lan (Wadsworth)
13 eve - We. Jan 20, 18:30-21:30 - Lan (Badley)

Note: To Accounting Students

There will be common midterm and final exams for Accounting 1115 and 2215.
Mid-term exam for all classes of Accounting 1115 and 2215 will be Sa. Mar 06, 10:00-13:00.
Final exam for all classes of Accounting 1115 and 2215 will be Sa. Apr 17, 10:00-13:00.

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises learn how various computer applications - word processing, spreadsheets, database management and data communications knowledge - will improve the effectiveness of your office or business. A knowledge of typing is highly recommended for this course. (Tollstam) \$235
13 eve - Tu. Jan 19, 18:30-21:30 - CC
13 eve - We. Jan 20, 18:30-21:30 - CC
10 mng - Sa. Jan 23, 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. (Murray) \$200
13 eve - We. Jan 20, 18:30-21:30 - Lan

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.

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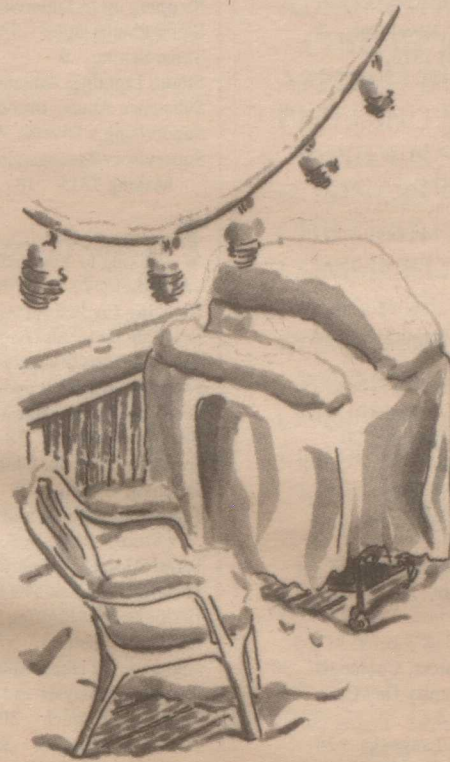
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College's Harassment Policy

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 brailing.

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.

CLASS START DATES

Due to recent labour disputes, some class start dates may be changed from the dates stated in this flyer. Please check class start date when you register.

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.

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.

ADMINISTRATION of EARLY
 CHILDHOOD SERVICES
 APPLIED BUSINESS SKILLS
 BUILDING MANAGER
 RESIDENTIAL
 BUSINESS ADMINISTRATION
 CHILDBIRTH EDUCATORS
 COMMUNITY BASED SOCIAL
 SERVICES
 COMPUTER SKILLS FOR THE
 WORKPLACE
 COUNSELLING SKILLS
 COURT INTERPRETING
 CUSTOMER CARE
 EARLY CHILDHOOD
 EDUCATION-LEVEL 1
 EARLY CHILDHOOD
 EDUCATION- ADVANCED
 STUDY
 FAMILY DAYCARE
 FASHION ARTS
 FASHION DESIGN
 FLORAL DESIGN
 FUND RAISING
 GARMET CONSTRUCTION
 GERONTOLOGY-NURSING
 INFANT-TODDLER
 SUPERVISORY PROGRAM
 INTRAVENOUS THERAPY
 LEGAL ASSISTANT-
 CONVEYANCING
 CORPORATE
 LITIGATION
 LOCAL AREA NETWORK
 ADMINISTRATOR
 MANAGEMENT SKILLS FOR
 CONTINUING CARE
 MANAGERS OF NON-PROFIT
 AGENCIES
 NURSING MANAGEMENT
 OFFICE ADMINISTRATION
 PATTERN MAKING
 PROPERTY DEVELOPMENT
 PROPERTY MANAGEMENT
 SMALL BUSINESS
 MANAGEMENT
 STERILE SUPPLY
 PROCESSING AIDE
 SUBSTANCE ABUSE
 PROGRAM
 TEACHING ENGLISH AS A
 SECOND LANGUAGE
 TELECOMMUNICATIONS
 MANAGEMENT
 VISUAL ARTS-
 PHOTOGRAPHY MAJOR
 VOLUNTEER MANAGEMENT
 WORKING WITH SCHOOL
 AGED CHILDREN

Career & Information Sesssions

Please join us for the following free sessions:

BRITISH VIRGIN ISLANDS
Free video night
Thursday, February 4,
7:00-9:30 p.m.
Room 4043,
King Edward Campus

BUSINESS ADMINISTRATION
Wednesday, January 6,
5:00-7:30 p.m.
Main Foyer (Dunsmuir and
Hamilton St. entrance)
City Centre Campus

COMPUTERS
Wednesday, January 6,
5:00-7:30 p.m.
Main Foyer (Dunsmuir and
Hamilton St. entrance)
City Centre Campus

COUNSELLING SKILLS
CERTIFICATE PROGRAM
Monday, January 18,
6:00-7:00 p.m.
Room 4043, King Edward
Campus

FUNDRAISING
MANAGEMENT CERTIFICATE
PROGRAM
and **NON-PROFIT**
MANAGEMENT CERTIFICATE
PROGRAM
Wednesday, January 6,
12:00-1:00 p.m.
Room 4043, King Edward
Campus and
Thursday, January 14,
5:30-6:30 p.m.
Room 4043,
King Edward Campus

HEALTH PROFESSIONS
Gerontology Certificate Program-
Nursing; Learning to Teach Program
and Nursing Management Certificate
Program.
Thursday, January 14, 7:30 p.m.
King Edward Campus
West, 691 E. Broadway

OFFICE ADMINISTRATION
CERTIFICATE PROGRAM
Thursday, January 8,
5:00-6:30 p.m.
Room 237, City Centre Campus

REAL ESTATE MANAGEMENT
AND DEVELOPMENT
PROGRAMS
Wednesday, January 6,
5:00-7:30 p.m.
Main Foyer (Dunsmuir and Hamilton
entrance)
City Centre Campus

SUBSTANCE ABUSE
CERTIFICATE PROGRAM
Tuesday, January 19, 6:00-7:00 p.m.
Room 4043, King Edward Campus

TELECOMMUNICATIONS
MANAGEMENT CERTIFICATE
PROGRAM
Tuesday, January 5, 5:00-6:30 p.m.
Room 237, City Centre Campus

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 original 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.

Seniors

The course fees of all permanent residents of British Columbia, 65 years of age or older, shall be waived subject to the following:

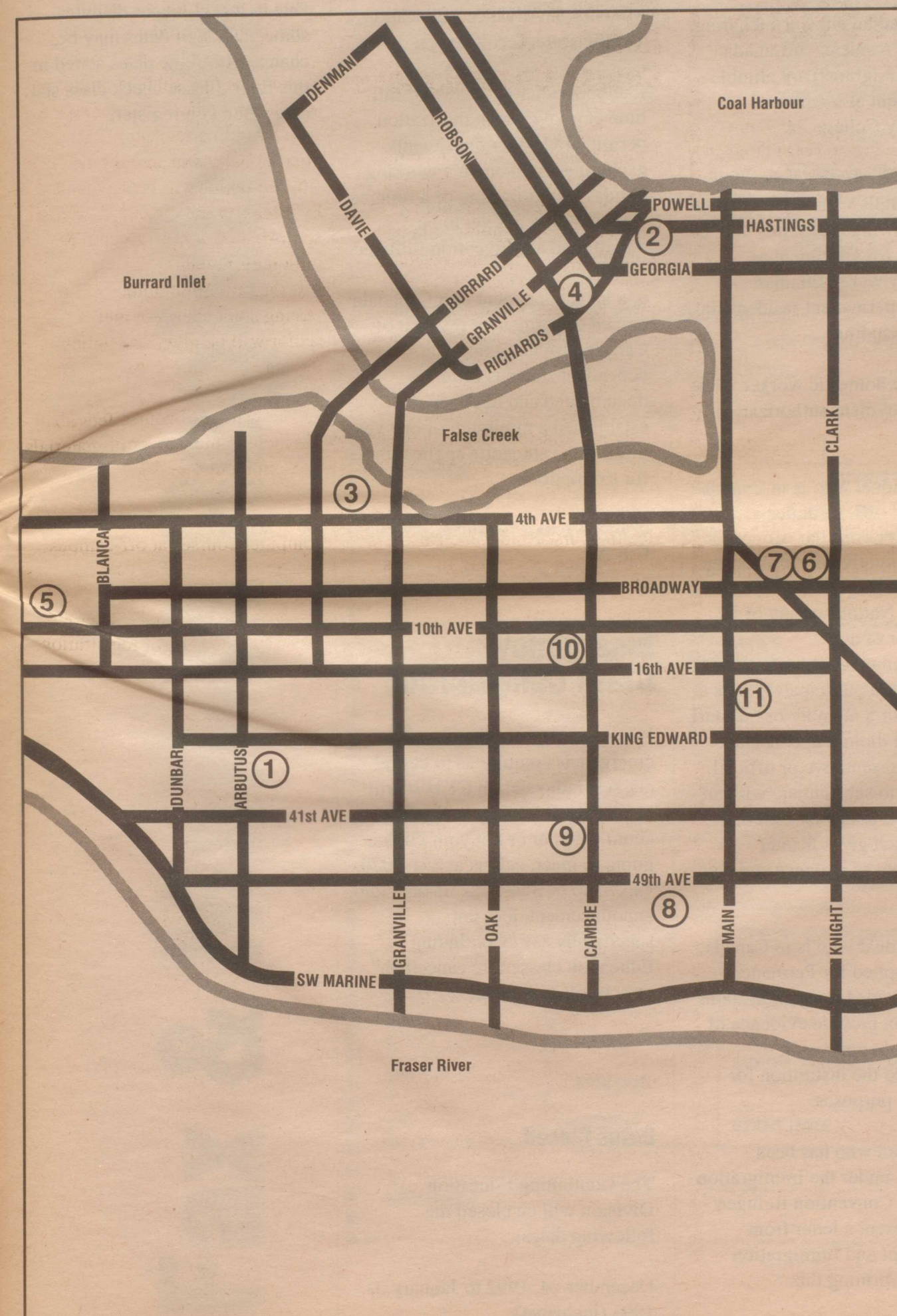
1. A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and, should the class fill, the senior will be superseded by a fee paying student. A senior so displaced will be given the option of paying.

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.

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 Ave.
4. CMA- Society of Management Accountants of B.C. Education Centre, 814 Richards St.
5. FP-Focal Point, 4474 W. 10th
6. KEC- King Edward Campus, 1155 E. Broadway
7. KEC/W- King Edward West, 691 E. Broadway
8. LAN-Langara Campus, 100 W. 49th Ave.
9. OAK-VCC Oakridge Shopping Centre (North Tower), Cambie and 41st.
10. SPH- Sheraton Plaza 500, W. 12th at Cambie St.
11. VVC- Vancouver Volunteer Centre, #301-3102 Main Street

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.

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.

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.

Emergency Class Cancellation

When weather or other severe emergencies require us to cancel classes, radio station CKNW will be alerted. If you are in doubt about whether or not your class is going to meet, call us at 871-7070, 443-8380 or 324-5322. If the radio announcement does not specifically say "Continuing Education classes are cancelled," our classes will meet.

Dates Closed

The Continuing Education Division will be closed the following dates:

December 24, 1992 to January 3, 1993 (inclusive)
April 9, 1993 to April 12, 1993 (inclusive)

CLASS START DATES

Due to recent labour disputes, some class start dates may be changed from the dates stated in this flyer. Please check class start date when you register.

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
	<input type="checkbox"/> CREDIT	END DATE

SIGNATURE

DATE



PLEASE RECYCLE

VANCOUVER
COMMUNITY
COLLEGE



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

