

Ref. Desk.



CONTINUING EDUCATION

SPRING
1993



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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 braille.

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.

4 Ways to Register

1. BY MAIL

Fill in the registration form on page 47 and send it with your cheque or charge card information.

Sorry, NO 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 47 and FAX to 871-7300. Pay by charge card.

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

King Edward Campus West (Nursing and Health): Monday to Friday, 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.

FEE CHANGES

Fees may be subject to change September 1, 1993

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

Floral Design: JOYCE JACKSON, 871-7070

Fashion Arts: SALLY HUDSON, 443-8387

Graphic Design: JANET RUSSELL, 443-8380

Jewellery: MACIEK WALENTOWICZ, 443-8571

Music: TERRY SMITH, 871-7298

Photography: WALTER EVANS, 224-3636

Career, Business, Management & Training

Building Services: BRIAN PINK, 443-8388

Business Administration: GORDON CLOUGH, 324-5322

Business English, Office Administration: ANNE TOLLSTAM, 871-7021

Career and Employment: ANNE TOLLSTAM, 871-7021

Customized Foreign Language Training: BRENDA PENGELLY, 871-7055

Library Automation: JUDY GROWE, 871-7070.

Management Skills and Training Skills: BRIAN COLE, 871-7062

Small Business: PEGGY WOROBTZ, 871-7427

Computers, Technology & Telecommunications

Computer Skills: CORNELIUS CONSTANTINESCU, 324-5322

Electronics: GARETH WILLIAMS, 443-8565

Gemmology: LINDA DEVINE, 443-8380

Oakridge Computer Centre: BRIAN PINK, 443-8388

Telecommunications: PEGGY WOROBTZ, 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: SHEILA STICKNEY, 874-9923

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

Building Manager: SHARON KELLY 443-8380

Legal Assistant: ANNE TOLLSTAM, 871-7021

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 on the following dates:

April 9, 1993 to April 12, 1993 (inclusive)
May 21, 1993 to May 23, 1993 (inclusive)
July 1 and 2, 1993
July 31, to August 2, 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

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

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 these free sessions to learn more about the following programs. Instructors will often be available to answer your questions.

COMPUTERS

Wednesday, April 07, 5:00-7:30 p.m.
Continuing Education Office
Langara Campus • 100 West 49th Avenue

COUNSELLING SKILLS CERTIFICATE PROGRAM

Monday, April 19, 6:00-7:00 p.m.
Room 5025
King Edward Campus • 1155 East Broadway

COURT INTERPRETING PROGRAM

Thursday, April 22 at 7:30 p.m.
Continuing Education Office
Langara Campus • 100 West 49th Avenue

ENGLISH IMPROVEMENT SKILLS

Information and Registration Night
Wednesday, April 14, 5:00-8:00 p.m.
Thursday, April 29, 5:00-8:00 p.m.
Wednesday, May 05, 5:00-8:00 p.m.
Continuing Education Office
Langara Campus • 100 West 49th Avenue

FLORAL DESIGN CERTIFICATE PROGRAM

Thursday, April 15, 7:00-8:00 p.m.
Room 4043
King Edward Campus • 1155 East Broadway

FUNDRAISING MANAGEMENT CERTIFICATE PROGRAM

NON-PROFIT MANAGEMENT

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-

CERTIFICATE PROGRAM

VOLUNTEER MANAGEMENT CERTIFICATE PROGRAM
Thursday, April 01, 5:30-6:30 p.m. and
Friday, April 02, 12:00-1:00 p.m.
Room 4043
King Edward Campus • 1155 East Broadway

GEMMOLOGY PROGRAM

Monday, April 26, 7:00-8:00 p.m.
Room 164
City Centre Campus • 250 West Pender Street

HEALTH PROFESSIONS

Gerontology Certificate Program-Nursing
Learning to Teach Program
Nursing Management Certificate Program
Tuesday, June 22, 7:30 p.m.
King Edward Campus West • 691 East Broadway

LEGAL ASSISTANT CERTIFICATE PROGRAMS

Wednesday, May 05, 5:00-6:15 p.m.
Room 237
City Centre Campus • 250 West Pender Street

OFFICE ADMINISTRATION CERTIFICATE PROGRAM

Wednesday, April 07, 5:00-6:15 p.m.
Room 237
City Centre Campus • 250 West Pender Street

REAL ESTATE MANAGEMENT AND DEVELOPMENT PROGRAMS

Wednesday, April 07, 5:00-7:30 p.m.
Continuing Education Office
Langara Campus • 100 West 49th Avenue

TELECOMMUNICATIONS MANAGEMENT CERTIFICATE PROGRAM

Tuesday, April 06, 5:00-6:30 p.m.
Room 237
City Centre Campus • 250 West Pender Street

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.

CUSTOMIZED FOREIGN LANGUAGE TRAINING ON-SITE AT YOUR BUSINESS OR ORGANIZATION

With the challenges of a global marketplace and a culturally diverse community, many business and service organizations are acquiring multilingual skills to keep the competitive edge.

To help meet the educational and professional priorities of your employees on a timely basis, many language courses can be taught on-site at your organization. We also tailor these courses to meet your particular needs.

Our on-site courses give you the same quality instruction available in our regular classrooms with added convenience that your employees don't have to travel.

To find out more about how VCC's Continuing Education Division's on-site programs can help develop and improve the productivity of your organization, call Brenda Pengelly at 871-7055.

ARTS & SCIENCE

Advertising & Public Relations

INSTRUCTORS

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.

Susan Tinker holds a BA in Journalism and Communication and an MA in Communication Studies. She is the media relations person for Price Waterhouse in Vancouver.

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. Apr 15, 19:00-22:00 - Lan

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

Tough economic times make it more vital than ever to make wise and efficient use of your time and promotional dollars. Effective communications planning is the key to getting to the right people -- those most likely to buy your products, use your services, or contribute to your organization. This course will provide the foundation for a practical understanding of the basics of advertising, public relations, publicity, promotion, and media relations. By the end of the course you will be able to develop your own communications plan -- the plan you need to reach the people you need. (Tinker) \$187.25 (Includes GST)
6 eve - Th. May 06, 19:00-22:00 - Lan

Anthropology, History & Culture

INSTRUCTORS

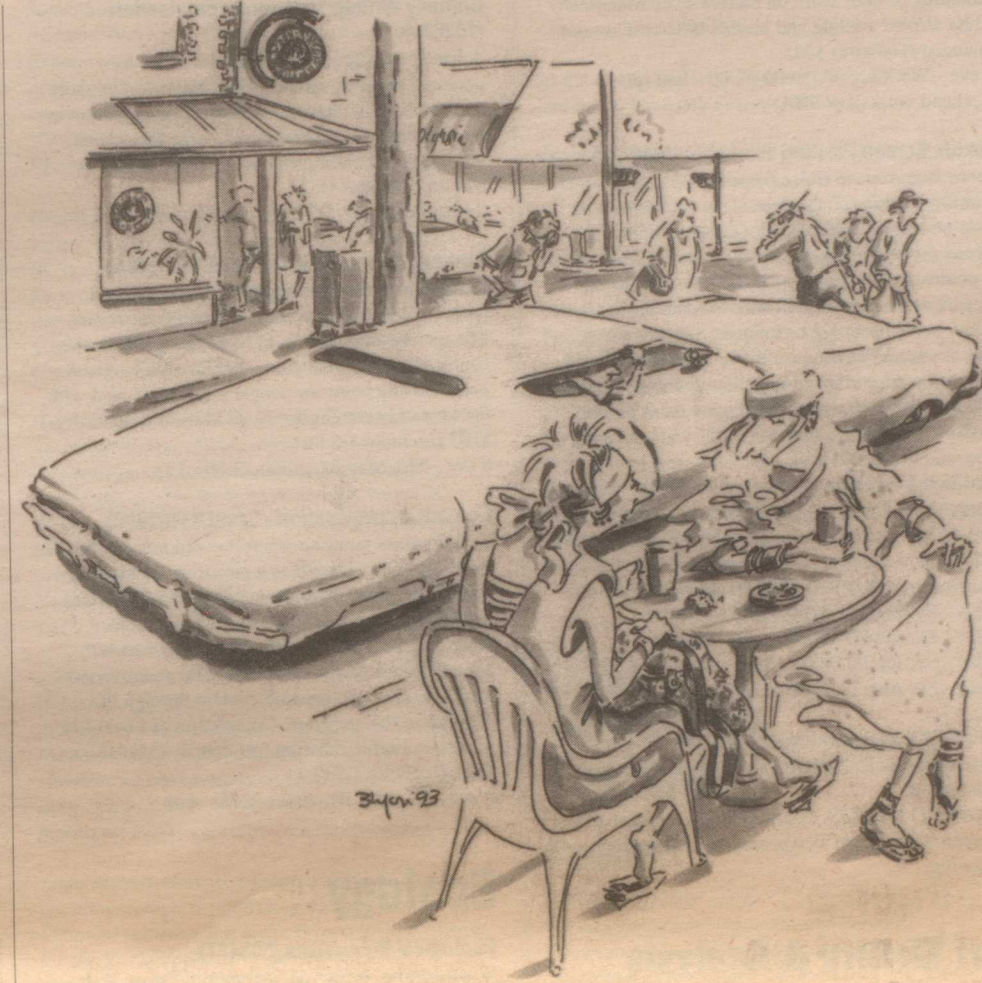
Charlene Garvey is an MA candidate at the University of British Columbia whose speciality is Northwest Coast Native Peoples.

Heather Pratt has an MA in Anthropology from the University of British Columbia. Her concentration is on Northwest Coast archaeology.

Professor Gilberto Vanencia has taught in the School of Architecture and the Faculty of Architecture in Guadalajara and Mexico City and presently works as a design consultant in Vancouver.

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. May 03, 19:00-21:00 - KEC

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. Field trip at Museum of Anthropology Tu. Jun 29. (Pratt) \$107 (Includes GST)
5 eve - Tu. Jun 01, 19:00-21:00 - KEC

The Mexicans and NAFTA - How Much You Should Know About It (505607)

This course is designed to provide the maximum background for those interested in learning how the NAFTA will affect Canadians. Areas to be covered will be The Mexicans, An Introduction; Porfirio Diaz, From Revolution to Institution; The System; The Crisis; Foreign Policy; The Opposition; Modern Mexico; and An Evening with Antonio Valdes, Deputy Trade Commissioner, Trade Commission of Mexico, Vancouver, B.C. (Valencia) \$107 (Includes GST)
4 eve - Mo. May 03, 19:00-22:00 - Lan

Art

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

Supply lists will be given on the first evening. If course includes drawing, students will be asked to supply his/her own drawing board.

INSTRUCTORS

Fran Alley is both a painter and a printmaker. She holds a BFA degree from the University of Calgary and has studied at the Banff Fine Arts Centre. Fran

has had both group and solo exhibitions in Vancouver, Calgary and Toronto.

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

Jean-Guy Dallaire is a self-taught sculptor and innovator in his field. He has worked successfully with "Sahara" foam as a primary medium to bronze sculpture for more than 15 years and has exhibited at major international art expositions including ARTEXPO in New York City. His workshop is now offered internationally and attracts sculptors from Europe and the USA. In Vancouver Jean Guy is represented by the Simon 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, B.Arch., is a painter currently working in large format oils. He has exhibited widely and is the recipient of a number of awards, two of them international.

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.

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.

Andy Shuse Lou studied painting in China, Texas and San Francisco. He has had several one-man shows as well as having his work published in China.

Bernie Lyon, Program Coordinator, 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.

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
8 eve - We. May 05, 19:00-21:30 - 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
8 eve - We. May 05, 19:00-21:30 - Lan

Life Drawing (500107)

Examine the scope of visual language in detail by working from live models. Learn principles of colour, movement and gesture. Be presented with the challenge of memory drawing, new media and more. Models at all classes. Bring a pencil and paper to first class. (Musson) \$120
8 eve - Tu. May 04, 19:00-21:30 - 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
8 eve - Th. May 06, 19:00-21:30 - 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
8 eve - Th. May 06, 19:00-21:30 - 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. May 06, 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. (Nash) \$110 8 eve - Tu. May 04, 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 8 eve - Tu. May 04, 19:00-21:30 - Lan

Watercolour Level I (500112)

Learn to stretch paper, lay washes and use the exciting and challenging medium of watercolour. Beginners welcome. (Kowallek) \$110 8 mng - Sa. May 01, 09:00-11:30 - Lan

Watercolour Level II (500113)

Designed for those who have basic instruction in the art of watercolour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowallek) \$110 8 aft - Sa. May 01, 12:00-14:30 - Lan

Decorative Painting - Level I (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$140 8 eve - Tu. May 04, 18:00-21:30 - Lan

Decorative Painting - Level II (500134)

Learn how to replicate Sicilian marble, expand upon antiquing techniques, and learn advanced faux finishes such as agate and rhodochrosite. Please bring all your supplies to the first class (including a white sample board). (Skemp) \$110 6 eve - Mo. May 03, 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 hand-building 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. May 07, 19:30-21:30 - Lan

Birds and Flowers (500108)

This is a Chinese brush painting workshop focusing on birds and flowers. It is primarily designed for those people who have some experience with Chinese brush painting and wish to explore the medium further and in a more freehand style. There will be a slide presentation and a demonstration of technique as well as student practice and discussion of contemporary and traditional brush painting artists. (Lou) \$ 40 1 day - Sa. Jun 05, 10:00-16:00 - 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. One additional weekend session is 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 - We. May 05, 19:00-22:00 - Lan (plus weekend workshop 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. (Drobnier) \$149.80 (Includes GST) 1 day - Su. May 23, 08:00-15:00 - CLW 1 day - Su. Jun 20, 08:00-15:00 - CLW 1 day - Su. Jul 25, 08:00-15:00 - CLW 1 day - Su. Aug 22, 08:00-15:00 - CLW

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

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.

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) \$120 8 eve - We. May 12, 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 Janeshewski - Since graduating with a BFA in Theatre, Laura has been actively engaged as a performer-writer in live theatre, film, television, radio, stand-up comedy and improvisation.

Gerry McAteer has been teaching for twelve years. He is a member of two World Championship Improv teams, and has written, directed and produced for the Vancouver Theatre Sports League for the last eight years.

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. (Janeshewski) \$94.16 (Includes GST) 6 eve - Tu. May 04, 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. May 17, 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. May 03, 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. May 04, 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. May 29, 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.

Vivien Frow, trained in England and is a designer and lecturer in Costume Design and related subjects. She has worked for thirty years in television and theatre in Australia, Africa, England and Canada. A founding member of the Costume Society of Nova Scotia, she also worked on documentation and conservation at McCord Museum in Montreal and currently teaches costuming courses at the Banff Centre.

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.

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.

Anne Yeadon-Jones, graduated in South Africa with a diploma in Fashion Design and Manufacture, followed by post-graduate studies in England. She has been a designer and consultant to the children's wear industry for 16 years and is owner of Bright Sparks, the Vancouver children's wear label.

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.

Children's Wear (050938)

Taught by a professional designer, this course is structured to meet the needs of students wishing to know more about designing children's wear and for fashion designers who want to develop a personal design philosophy in this direction. Understanding the designing of children's wear includes market research, proportion and sizing, colour and fabric trends, styling, co-ordination and presentation. You will design a co-ordinated line of children's wear in your chosen category. Bring to the first class: sketch book, notebook, pen, pencils. (Yeadon-Jones) \$175 4 day - Sa. Apr 24, 09:00-16:00 - CC

Care and Conservation (050939)

What does a silk ball-gown and an old pair of work trousers have in common? They both represent a period in our history and reflect the industrial achievements and social norms of the time. Both require care and conservation in order that they may continue to represent our past in the years to come. This workshop is designed to help interested individuals learn the techniques used in the care of collections, period costumes and textile artifacts and will include a slide show of costumes from collections in England, America and Japan. Open to heritage workers, costume society members and the general public, participants in this one day workshop are encouraged to bring that "treasure" that they have put away in a box in the attic. Heritage workers should bring one artifact that they want advice about. (Frow) \$45 1 day - Sa. May 01, 09:00-16:00 - CC

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 mng - Mo. Apr 26, 09:30-12:30 - 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. Class is held at e. marie studio, 212-332 Water Street (at Cordova Street entrance to Le Magasin) \$205 7 mng - Sa. May 08, 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 - Th. Apr 22, 09:30-12:30 - CC

Fashion Illustration (050915)

Learn the basics or improve your skills and update your style of drawing in line with current fashion. 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. Apr 27, 18:30-21:30 - CC

Wardrobe Co-ordination (050932)

Discover the twelve coordinated fashion items that you can multiply into 30 different looks! Formulate the know-how of a fashion advisor, learning the principles of personal colouring, optical illusion for dressing your figure silhouette, and suitable accessorizing. Eliminate future costly mistakes in your wardrobe! For the first class, which is colour draping, wear no make-up, or bring make-up remover. (Zrill-Mass) \$110 6 eve - Mo. Apr 26, 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 designer and instructor in costume, fashion and hair design 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.

Benoit Richard, is a designer under his own label, a freelance display artist and fashion show producer. A designer and manufacturer of his own line in leather wear, a bridal couturier for private clientele, he also designs and makes show costumes. He graduated from the Institut des Arts Appliqués, Montreal, 1970.

Janet Russell, BFA, is a graphic designer, computer consultant, desktop publishing instructor at a technical institute, and is the Program Coordinator for the VCC Graphic Design courses. She graduated in Fine Art at the University of Victoria, 1984.

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 - Fashion Design
Term Three - Collection Design
Term Four - History of Fashion
Term Five - Textiles

Pattern Making Certificate

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

Garment Construction Certificate

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

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

Fashion Arts Certificate

Term Six
- Fashion Graphics
- Collection Portfolios

- Collection Manufacture
- Fashion Show Production

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

Entry Requirements

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

Apply by May 31 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

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. His play "The Caged Dream" will be produced at the Vancouver Fringe Festival this coming September.

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

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

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

A review of career and employment possibilities in the growing BC film industry, with emphasis on working conditions, skills required and professional associations. Students will examine common avenues into the industry and the functions of major production personnel. (Mackie) \$80 3 day - Sa. Apr 24, 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 cuing will augment lectures and demonstrations on improvisation, timing and acting styles. (Farolen) \$102.72 (Includes GST) 2 day - Sa. May 08, 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. Jun 12, 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) \$230 (Includes GST) 9 eve - Mo. May 03, 19:00-22:00 - Lan

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

Designed for all small video formats: VHS, Beta, and 8 mm. Bring along your own unit if you have one. Various makes and models will be used to demonstrate video camera techniques: 1) handling 2) operation and controls 3) composition 4) lighting 5) sound 6) care and maintenance. Information on new video camcorders and 8 mm video will be highlighted. No matter what use you have for video, be it at home, at work, or as a video entrepreneur, you can benefit from this comprehensive video camera workshop. Course fee includes course booklet. This course is sponsored by and held at The Studio Video Facilities. (Cooperstone) \$53.50 (Includes GST) 1 day - Sa. Jun 05, 10:00-16:00

Editing Video * Post-Production in Video* (503486)

This is an intense course that provides the student with both theoretical and practical information on editing video. No previous video courses or experience is necessary. We will explore the area of editing in a user-friendly, practical manner. Those who are interested in learning how to edit home video productions, as well as those involved with professional video productions, will gain knowledge of video tape editing that will enable them to create polished, well-received video productions. Topics to include:

- A survey of video editing equipment including: editing VCRs, controllers, mixers, special effects units, titling units, computers featuring the Amiga Toaster
- Buyers' guide to consumer, pro-sumer and professional editing equipment
- Editing styles and techniques; cutaways, logs, paper edits, use of graphics and titles
- Editing theory and application; insert editing (audio-video dubbing) assemble editing, time code, control tracks, generation loss
During the course students will be given and encouraged to do editing exercises; first with their own systems (if they have) and later utilizing The Studio's editing facilities. Those who have video tape they wish to edit may take advantage of this opportunity to explore ways and means to edit their video. After the first class the location of this course will be The Studio Video Facilities, 202-1110 Seymour Street, Vancouver. A course booklet is available from the instructor for \$15. (Cooperstone) \$230 (Includes GST) 9 eve - We. May 05, 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:

- Grade 12 completion or equivalent
- Complete the application process and have a successful interview if required
- Students requesting exemption from Floral Design - Level I will be required to successfully complete a basic floral design evaluation on Apr 17.

Apply by Apr 20. For detailed brochure and application form, call the Continuing Education office at King Edward Campus - 871-7070.

An Information Night will be held on Th. Apr 15, from 19:00-20:00 in Room 4043

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 5-12 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 posy/nosegay, 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. Flowers included. (Williams) \$530
20 eve - Mo/Tu. Apr 26, 18:30-21:30 - KEC

Floral Design - Level II (250106)

The student will demonstrate and apply the fundamental principles and constructional mechanics to more sophisticated designs. Specialty, asymmetrical, small funeral spray, hand-held nose gay, wreaths, presentation bouquets, holiday and special occasion bouquets are the arrangements that will be covered in this course. The student will also learn the importance of ethical considerations and professional business procedures. Flowers included. (TBA) \$625
24 eve - We/Th. Apr 14, 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 - We. Apr 21, 19:00-22:00 - 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 - Tu. Apr 20, 19:00-22:00 - KEC

Gemmology

The two-year Canadian Gemmological Association Program offered by VCC is an intensive part-time study course leading to an internationally recognized diploma in the field of gemmology. This course will appeal to anyone with an interest in the recognition, treatment and synthesis of gemstones. Lectures, videos, guest speakers and hands-on experience with a variety of gemmological equipment will provide the student with the tools to deal confidently in any aspect of the gemstone industry.

Tuition fees include student membership in the Canadian Gemmological Association, all course notes and examination fees. Additional costs include required textbooks and some equipment.

An Information and Demonstration Evening will be held in Room 164, City Centre Campus, from 19:00-20:00, Mo. Apr 26. Anyone interested in any aspect of gemmology is invited to attend.

Dates and tuition

Preliminary year: \$860, We. Sep 15, 1993 * Fees subject to change
Diploma year: \$1470, Tu. Sep 14, 1993 * Fees subject to change
First and second year classes begin in September and run until Jun.

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 rapidly-changing needs of the graphic design community. For those wishing to upgrade their skills or explore a career change we are now offering four core courses which will provide you with over 100 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

Marcel Beaulieu is a graduate of the University of Manitoba with a Bachelor of Interior Design, Faculty of Architecture. His professional work experience includes corporate office design, as well as residential design and building. He is currently employed with one of Vancouver's leading design firms.

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 Characters at Palmer Jarvis Advertising, Vancouver.

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.

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.

Richard Rodak is a graphic artist with almost 15 years' experience in the graphics industry. He has an extensive background in traditional methods of design, typography and production, supplemented with computer skills. He has worked as a freelance designer, art director and production coordinator for various companies.

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 typography and 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. (Rodak/Stockman) \$130
9 mng - Sa. Apr 24, 10:00-13:00 - CC
9 eve - Tu. Apr 27, 18:00-21:00 - 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. Apr 27, 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. Apr 28, 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. Apr 29, 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) \$75
4 eve - We. Apr 28, 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. May 20, 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. Apr 28, 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 first class. (Dewar) \$110
8 eve - Tu. Apr 27, 19:00-22:00 - CC

Perspective Sketching and Drawing - An Introduction (050415)

This course is intended to develop your visual skills while teaching perspective sketching and projection techniques. The fundamentals of perspective will be introduced through the study of quick sketches using basic geometry as building blocks for more complex drawings. The introduction of one-point, two-point and three-point perspective will continue as you study plan projection as a means to create 3-dimensional views of buildings, interior spaces and design objects. While focusing on perspective drawing the course will feature a variety of drawing skills such as tint, tone, shade, shadow, etc. Bring a large sketch pad and a variety of coloured pencils to first class. (Beaulieu) \$110
8 eve - We. Apr 28, 19:00-22:00 - CC

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

Interior Design

INSTRUCTOR

Barbara Dilts, B. of Environmental Studies, Masters of Architecture, University of Manitoba; eight years design experience.

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. (Dilts) \$123.05 (Includes GST)
5 eve - Tu/Th. May 25/27, 09:00-22:00 - 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. (Dilts) \$123.05 (Includes GST)
5 eve - Th/Tu. Jun 10/15, 19:00-22:00 - KEC

Jewellery

INSTRUCTORS

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, Program Coordinator, 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. (Thompson) \$190
10 eve - Tu. Apr 20, 18:00-21:00 - CC

Metal Techniques II (051114)

A further exploration of materials, tools and a variety of techniques with an emphasis on soldering, construction and fabrication. Projects will include the making of chains, rings and brooches. Students will be required to purchase their own tools and materials (approximate cost \$130). Prerequisite: Successful completion of Metal Techniques I or equivalent. (Thompson) \$190
10 eve - Th. Apr 22, 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. (Thompson) \$350
10 day - Sa. Apr 17, 09:00-16:00 - 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 - Th. Apr 29, 19:00-21:30 - Lan
9 eve - Tu. May 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. Jun 05/06, 10:00-15:00 - Lan

5W + H Reporting Skills (102883)

An intensive introductory day to report basics that are the cornerstone of all journalism. What's news, getting all the information, finding the slant, writing the story. Recommended for anyone interested in article writing. (Sturmanis) \$53.50 (Includes GST)
1 day - Su. May 09, 09:00-15:00 - 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.



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

Greg Reid, Business/Computers. Greg 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 choir 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.

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

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. Apr 26, 18:00-19:00 - KEC
10 eve - Mo. Apr 26, 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. Apr 26, 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. Apr 28, 18:00-19:00 - KEC
10 eve - We. Apr 28, 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. Apr 28, 20:00-21:00 - KEC
10 eve - We. Apr 28, 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: 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) \$47.08 (Includes GST)
8 eve - Mo. May 03, 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) \$72.76 (Includes GST)
8 eve - We. May 05, 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) \$72.76 (Includes GST)
8 eve - We. May 05, 20:00-22:00 - 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) \$47.08 (Includes GST)
8 eve - We. May 05, 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) \$72.76 (Includes GST)
8 eve - We. May 05, 20:30-22:00 - 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) \$47.08 (Includes GST)
8 eve - Mo. May 03, 18:00-19:00 - 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. Apr 22, 18:00-20:00 - KEC

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) \$78.21 (Includes GST and music fee)
9 aft - Sa. May 01, 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) \$78.21 (Includes GST and music fee)
9 mng - Sa. May 01, 10:00-12:00 - KEC

NOTE

Registration for both stage bands will take place one week in advance, on Saturday, Apr 24. 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 and music fee)
10 eve - Mo. May 03, 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) \$95.60 (Includes GST and music fee)
8 eve - We. May 05, 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. Students unsure of their level should register in beginner's level and may be moved by instructor. (Warren) \$95.60 (Includes GST and music fee)
8 eve - We. May 05, 20:00-22:00 - KEC

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. Apr 22, 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. Apr 28, 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. Apr 22, 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. Apr 22, 20:00-22:00 - 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. Apr 19, 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. Apr 19, 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 these 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 or need to show a portfolio.

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 April 05, 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, April 06 or Wednesday, April 07 from 19:00-20:30.

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

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

INSTRUCTORS

Darren Bernaerd - Photographer for the Advertising Department of a large retail company.

Greg Blue - Commercial photographer, specializing in product photography.

Doug Brons - Commercial photographer who works extensively in the studio and on location as well as spending a considerable amount of time shooting images for stock files.

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

Tim Harvey - Commercial photographer specializing in fashion photography.

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

Wolfgang Kohler - Commercial photographer working in the Lower Mainland area.

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. (Hayes/Kohler) \$205
10 eve - Mo. Apr 19, 19:00-22:00 - FP
10 aft - Tu. Apr 20, 12:30-15:30 - FP
10 eve - Tu. Apr 20, 19:00-22:00 - FP
10 eve - Fr. Apr 23, 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. Apr 19, 19:00-22:00 - FP
10 aft - Tu. Apr 20, 12:30-15:30 - FP
10 eve - Tu. Apr 20, 19:00-22:00 - FP
10 eve - Fr. Apr 23, 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. Apr 24, 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. Apr 21, 12:30-15:30 - FP
10 eve - We. Apr 21, 19:00-22:00 - FP
10 mng - Sa. Apr 24, 10:00-13:00 - FP
10 aft - Sa. Apr 24, 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. Apr 22, 12:30-15:30 - FP
10 eve - Th. Apr 22, 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/Bernaerd) \$250
10 eve - Th. Apr 22, 19:00-22:00 - FP
10 mng - Sa. Apr 24, 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. (Blue) \$250
10 aft - Sa. Apr 24, 14:00-17:00 - FP

Fashion Photography (300117)

This course, taught by a fashion photographer, will introduce the various styles and types of this special field of photography as well as the history. Specific lighting techniques and the relationship between the model and photographer will be covered. Students will have practical demonstrations in both fashion styling and make-up and will also have shooting sessions with professional models. Choosing the right model will be covered during a practical casting session. Prerequisite: Intermediate Photography or equivalent. (Harvey) \$250
10 aft - We. Apr 21, 12:30-15:30 - 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. (Osadchuk) \$250
10 aft - Sa. Apr 24, 14:00-17:00 - 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. Apr 24, 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. (Bernaerd) \$150
4 aft - Sa. Apr 24, 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. Apr 21, 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. Apr 19, 19:00-22:00 - FP

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

Evaluation

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

INSTRUCTORS

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

Jonathan Furst, BA, MFA, is an award-winning Juilliard-trained writer/director whose works have been produced on the stage as well as on television. His screenplay, The Boardwalk, was a semi-finalist in the selection process at Robert Redford's Sundance Film Festival and his teleplay Carmilla was produced by Shelley Duvall and starred Meg Tilly and Lone Sky. In addition, his stories have been published by the University of Pennsylvania press and he has served as an editor for a variety of professional journals. Mr. Furst is the recipient of a National Endowment for the Arts Directors Grant awarded by the United States government.

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

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

Jill Williams' writing career covers a wide variety of subjects: a Broadway musical Rainbow Jones; numerous published poems, articles, celebrity profiles; a record album; several trade paperbacks Health Secrets of the Stars/Dell, How to Photograph Pets and Animals/HPBooks), and most recently Quick Notes and Fast Quotes for Every Occasion, Self Counsel Press.

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

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/Furst) \$115
6 eve - Tu. May 11, 19:00-21:30 - Lan (Furst)

6 eve - We. May 12, 19:00-21:30 - Lan (Furst)
6 eve - Mo/Tu. May 03/04, 19:00- 21:30 - Lan (Rupp)

How to Write for Television (102714)

This course will be a step-by-step guide of how to develop and write a television script. Classes will cover such areas as character development, story structure, dialogue, and "visual" camera-oriented narration. Writing for television has its own style and to help learn it the class will study TV scripts from such shows as Hill Street Blues, Golden Girls, and LA Law. Because the most difficult step of breaking into television is getting your script into the right hands, you will also learn how to successfully "pitch" your completed story ideas to a network "showrunner." (Furst) \$115
6 eve - Mo. May 10, 19:00-21:30 - Lan

Writing Skills Workshop II (102708)

Writing well requires practice. This course is designed to hone novice writers' skills through a series of practical assignments including letters, memos and reports. Participants may also use this workshop to polish their own writing projects. Final assignments will be based on the writer's interests and may include anything from a family history, to an academic essay, to that opinion piece you've been meaning to send your local newspaper. (Rupp) \$115
6 eve - Mo/Tu. May 31/Jun 01, 19:00-21:30 - Lan

Writing Skills Workshop III (102709)

In this course you will use your narrative, descriptive and expository skills to directly confront your own private writer's block. In Week 1 you will come up with a particular theme you would like to explore for the entirety of the course (eg. AIDS, marriage, dreams, poverty, childhood, my relationship with my father, my religious upbringing, etc.) Each week you will explore a different human emotion. During the week you will write a journal entry, typed, double-spaced, no more than 1-1/2 pages in length. The entry will tell a story in the first person about something that happened to you or to somebody else, preferably somebody you know. But the entry must also correspond to the "emotion of the week," and MUST contain three statistics that pertain to your overall theme. (Furst) \$115
6 eve - Mo. May 10, 19:00-21:30 - Lan

Creative Writing I - An Introduction (102802)

Learn methods to enhance your writing while gaining confidence through in-depth discussions and individual reviews. Areas of concentration will be the short story, poetry and journal writing and keeping. (Decle) \$115
6 eve - Mo/We. Apr 26/28, May 03/05/10/12, 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. May 01, 10:00-12:30 - Lan

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

"Selling is the final step in the creative process." Whether you are interested in getting a novel published, a collection of short stories, a screenplay, or a series of nonfiction articles, knowing how to market your work is essential. You will be required to write, rewrite, and eventually submit a piece of creative writing (query letters to a literary agent, magazine editor, whatever is appropriate) with the intention of getting published. (Williams) \$115
6 eve - We. May 05, 19:30-22:00 - Lan

An Introduction to Writing a Novel (102814)

Intended for anyone who has always wanted to write a book but doesn't know where to begin; this

course will focus on the conception, structuring, and development of a book-length work. The basic elements of fiction, as seen in published writing and the students' own material, will be explored in a discussion/workshop format. Although the "novel" will be the main reference point in discussion, people interested in biography, short-story collections and other book-length "story" forms will find this course beneficial. Students with work in progress are encouraged to bring it to the first class. The aim of the course will be to produce an outline for a writable book, as well as short pieces of actual writing. (Furst) \$115
8 eve - Th. May 13, 19:00-21:30 - Lan

Writing for Magazines (102817)

This course is designed as a step-by-step introduction to writing for the freelance magazine market in Canada. Taught by John Lekich, an award-winning writer with ten years' experience in the field, it focuses on such topics as generating ideas, the process of writing and how to find the appropriate market. Tailored for the beginner, the only prerequisite is that you should enjoy writing. (Lekich) \$107 (Includes GST)
8 mng - Sa. May 01, 09:30-11:30 - Lan

Magazine Article Marketing (102701)

There are over 5000 publications in Canada, 50,000 in the US, and they are all waiting for your articles! Generate and sell your ideas, find the right markets, create terrific query letters, make a good impression on editors. Before long, you'll break into print! (Sturmanis) \$40
1 day - Sa. May 08, 13:00-16:00 - Lan

Idea Generation: Mind-Mapping for Richer Writing (102702)

Use both sides of your brain, your drawing pen and dozens of different techniques to bust writer's block, enrich your writing and come up with ideas, ideas, and more ideas. (Sturmanis) \$40
1 day - Sa. May 08, 09:00-12:00 - Lan

Courses**INSTRUCTORS**

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.

Plot Creation (102880)

How to structure effective plots to keep the reader turning the pages of your story. Crisis, climax, resolution, stakes, epiphany. Avoiding the god from the rafters (deux ex machina). (Sturmanis) \$42.80 (Includes GST)
1 day - Sa. Jun 19, 09:00-12:00 - Lan

Basic Editing (102881)

Learn the process of editing to improve your own writing and the work of others. Discover what editors actually do; explore the editing process from revision to copy-editing. We look at structure and focus, style and form, as well as grammar, punctuation, spelling, sentence construction, paragraphs, leads and endings. (Sturmanis) \$53.50 (Includes GST)
1 day - Sa. May 15, 09:00-15:00 - 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) \$44.94 (Includes GST)
8 eve - Mo. May 03, 20:00-22:00 - Lan

Research Made Easy: Write Like an Expert (102715)
How and where to most painlessly find the key information you need for your writing. Research philosophy, research sources, documenting. (Sturmanis) \$42.80 (Includes GST)
1 day - Sa. Jun 19, 13:00-16:00 - Lan

CAREER, BUSINESS, MANAGEMENT & TRAINING

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, BA, has 20 years' experience in property management, building maintenance and construction. Mr. Watters 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. Apr 17, 09:00-16:00 - CC
5 day - Sa. May 29, 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 443-8300.

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. Apr 22, 18:30-21:30 - CC

Building Maintenance and Cost Control (109002)
An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn to maintain your building and control costs through preventative maintenance, 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
Available in Fall Term 1993

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 1115 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 Sa. Jun 19, 10:00-13:00. Final exam for ALL classes of Accounting 1115 and 2215 will be We. Jul 28, 18:30-21:30.

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 Jeyakumar, 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.

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' teaching 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 eve - Tu. Apr 27, 18:30-21:00
1 eve - We. Apr 28, 18:30-21:00

Accounting 1115 (102001)
Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$200
13 eve - We. May 05, 18:30-21:30 - Lan (Badley)
13 mng - Sa. May 08, 10:00-13:00 - Lan (Brimm, T.)

Accounting 2215 (102002)
Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, intercorporate investments, statements of changes in financial position and analysis of financial statements. Prerequisite: Standing of "C+" or higher in Accounting 1115. Proof of this letter grade must be provided at time of registration. \$200
13 eve - Tu. May 04, 18:30-21:30 - Lan (Badley)

Accounting 3321 (102003)
Gain an in-depth knowledge of intermediate financial accounting with emphasis on the asset and liability components of a balance sheet. Topics include the foundations of financial accounting and reporting, the accounting model and information processing, review of financial statements, cash, temporary investments and receivables, inventories, property, plant and equipment, intangible assets and current liabilities. Prerequisite: Standing of "C+" or higher in Accounting 2215. Proof of this letter grade must be provided at time of registration. (Martin) \$200
13 eve - Th. May 06, 18:30-21:30 - Lan - No class
July 1

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. May 06, 18:30-21:30 - Lan - No class
July 1

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. (Breitman) \$200
13 eve - Mo. May 03, 18:30-21:30 - Lan - No class
May 24

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. May 04, 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. May 04, 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. May 05, 18:30-21:30 - Lan

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. May 04, 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

ment, and work individually to speak to a group. Prerequisite: Successful completion of the LPI exam. (Morris) \$200
13 eve - Tu. May 04, 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. May 05, 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 - We. May 05, 18:30-21:30 - CC
10 mng - Sa. May 08, 09:00-13:00 - Lan

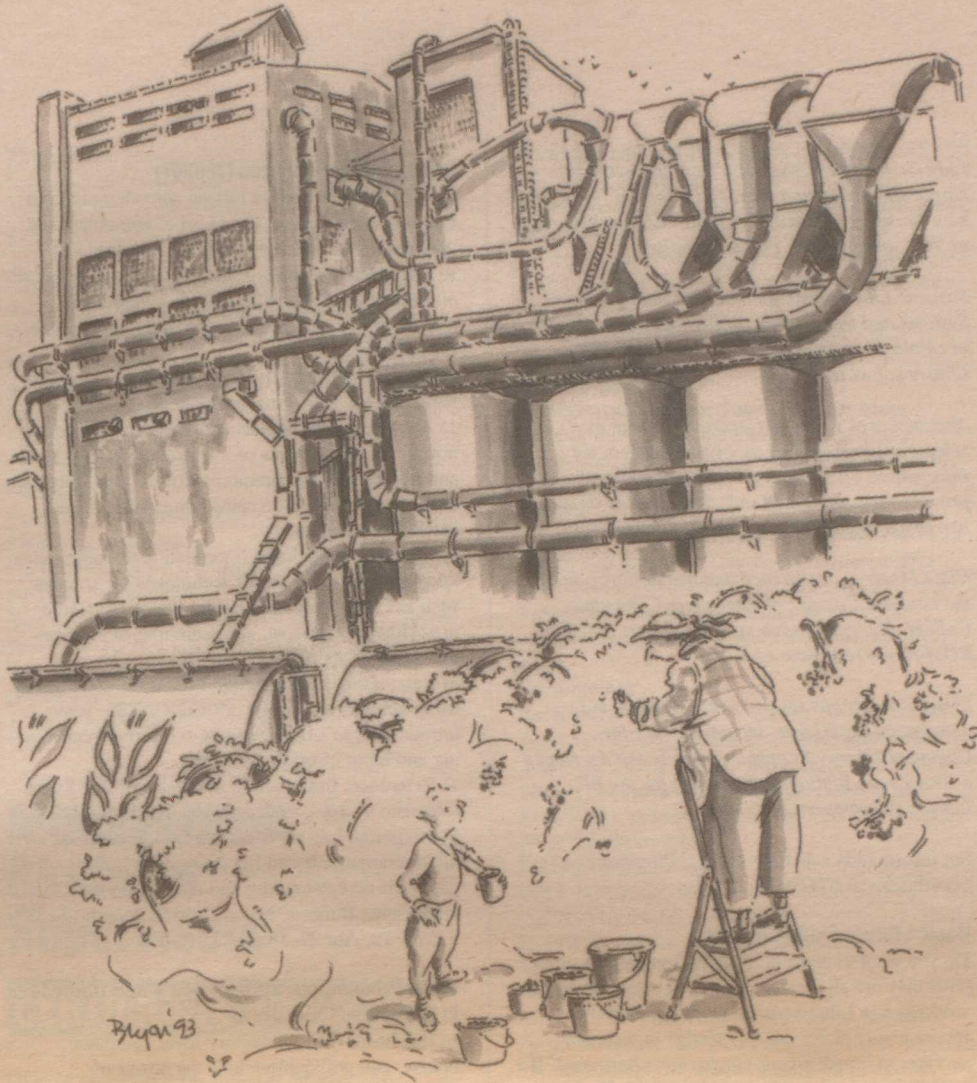
Computer Applications in Business Challenge Exam 1000 (102058)
For those with industry experience using DOS, dBase, Lotus 1-2-3, and WordPerfect 5.1 and who wish to challenge the Computer Applications in Business course. The exam will be a four (4) hour lab-based exam. At the time of registration ask to speak to the Program Assistant who will supply a list of topics to be covered on the exam. \$125
1 mng - Sa. May 01, 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. May 06, 18:30-21:30 - Lan - No class
July 1

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. May 05, 18:30-21:30 - Lan (Plus 3 Saturdays, May 22/Jun 12/Jul 03, 13:00-16:00)

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. May 04, 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. May 06, 18:00-21:00 - CC - No class
July 1

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. May 04, 18:30-21:30 - Lan

The following courses will be among our planned offerings for September 1993 semester:

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

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

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. Jun 05 - 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. Apr 24, 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. May 08, 09:30-15:30 - Lan

Writing Dynamic Business Letters 1415 (104406)
Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results. - 6 hours (Rogers) 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. May 15, 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. May 29, 09:30-15:30 - Lan

Career Planning & Change

INSTRUCTORS
Pat Aspinall, CRM, has her own consulting business and has done consulting work for both government and private industry.

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. May 05, 18:30-21:30 - Lan

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. (Aspinall) \$45
*1 eve - Th. Apr 22, 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. Apr 28, 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. (Stephens) \$65
1 day - Mo. Apr 26, 18:30-21:30 - 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. Apr 26, 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 - We. Jun 02, 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, government, and libraries in automation of information and library systems.

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

Judy Growe established MacDonald Dettwiler's corporate library and managed it for ten years. She now works as an auxiliary public services librarian at VCC and Burnaby Public Library.

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 a reference librarian and as an 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 and media librarian at the Langara Campus of Vancouver Community College. She cultivates a special interest 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 Judy Growe, Program Coordinator at 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. Course Fee - \$195
To be offered Fall 1993

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
7 eve - Th. Apr 22, 18:30-21:30 - CC

Automation Skills Enrichment Courses

Would you like to know more about particular aspects of automation in libraries? These three courses are designed to familiarize library staff with computerized tools and services that they may encounter, or wish to use, in their work.

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 protocols 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, Roberts) \$135
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 - We. May 12, 18:30-21:30 - CC

Online Database Searching (106071)

Do you need information so current or specialized that an online database provides the best access to it? Would you like to try online database searching, but you're not sure where to start? This one-day course will introduce you to the concepts central to retrieving online information. You will learn the basics of constructing search strategies. Structured exercises will take you into databases offered by CAN/OLE, Dialog, and Infomart.

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 lecture, discussion, and hands-on searches, you will learn the principles of online searching in this one-day course. 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. (Lorek) \$175
1 day - Tu. Jun 01, 09:00-16:30 - SFU Harbour Centre

For information 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 Dana Goedbloed, Program Coordinator, 871-7457. 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 BC (CMA) Education Centre, 814 Richards Street, Vancouver.

Course Fees

\$125 per day (Spring 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. Apr 30, 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. May 14, 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. Jun 04, 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. Jun 18, 09:00-16:30 - CMA

Management Skills for Supervisors

CERTIFICATE PROGRAM

Offered in cooperation with The Ministry of Advanced Education, Training and Technology and The British Columbia Business Council.

Program Goal

To provide comprehensive realistic up-to-date supervisory management training in three parts: Interpersonal Skills - Part I
Group Skills - Part II
Administrative Skills - Part III

Each Part I, II and III can be taken independently, or all three parts to be eligible for the Provincial Certificate.

TRAINER

Sherrilee Schaffer is a dynamic, energetic individual who is highly qualified in Human Resource Development. Her expertise helps participants bridge the gap of training to reality in transferring concepts to knowledge to actual skills that can be used in today's work environment. Sherrilee is a graduate of the University of Ottawa and has studied at the University of Victoria, McMaster and University of British Columbia. Sherrilee currently works as a Management Consultant and Trainer in Vancouver.

Interpersonal Skills - Part I (100101)

Objectives: Participants will be able to:

1. Demonstrate effective use of verbal and non-verbal communication skills
2. Conduct organized interviews
3. Implement decision-making methods in individual and group situations
4. Utilize appropriate assertiveness techniques
5. Exercise win/win decision-making skills one on one and in groups. \$525

Group Skills - Part II (100102)

Objectives: Participants will be able to:

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

Administrative Skills - Part III (100103)

Objectives: Participants will be able to:

1. Develop and implement performance management strategies
2. Demonstrate effective business writing skills
3. Develop and institute a goal setting/achievement plan
4. Manage time and priorities efficiently and effectively. \$525

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

Format

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

Certification

Participants 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.

Spring 1993

Part I, Apr 20-23, Interpersonal Skills
Part II, May 11-14, Group Skills
Part III, Jun 01-04, 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 Dana Goedbloed, Program Coordinator - 871-7457.
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?
Spring 1993
May 25-28 - Sheraton Plaza 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
Spring 1993
1 day - Th. Jun 17, 09:00-16:30 - CMA

For information call Brian Cole, Program Coordinator - 871-7062.
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)

Captivate and motivate your audiences. Strong, confident and effective presentation skills are essential when making oral presentations to management, clients, or chairing a meeting. In this two-day course you will learn proven techniques to overcome nervousness, "read" your audience, and gain and maintain audience attention. You will organize and deliver a presentation on the second day of this two-day course and receive constructive feedback in a supportive environment. (Swankey) \$195
2 day - Tu/We. Jun 08/09, 08:30-16:30 - CMA

Writing Skills for Managers (100107)

Preparing concise, high-impact written documents that achieve results requires the development of powerful written communication skills. During this two-day course you will examine the development of a variety of business documents, and analyze the writing process for each. Learn how to plan your message before you start writing, how to target your message to get the intended response from your reader, and use the guidelines and rules to eliminate the most common grammar, punctuation, and spelling errors. Bring a sample of your current work for review and analysis. (Swankey) \$195
2 day - Tu/We. May 04/05, 08:30-16:30 - CMA

For more information on these courses contact Brian Cole, Program Coordinator at 871-7062.

Office Administration (OAC)

CERTIFICATE PROGRAM

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

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

In addition to the required courses participants may select from a large number of optional courses to fulfil program requirements. Each participant may, therefore, select course options best suited to meet their needs. Courses are taught by business professionals who bring real life experience and knowledge to the classroom. In all four specializations 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

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 - We. Apr 07, 17:00-18:15 - CC (Room 237)

Spring Term 1993

Typing/Keyboarding

INSTRUCTORS

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

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

Typing - Keyboarding For Beginners 1020 (104404)

Learn to touch type the alpha numeric keyboard on an electronic typewriter. Recommended for those who want to use a computer terminal or typewriter for business or personal use. Theory such as tabulating, centring and letters will not be taught. Therefore more emphasis is placed on typing and keyboard skills. Access to a typewriter/keyboard between class time would be helpful. Please bring your own paper. (Textbook to be purchased at CC Bookstore prior to first session.) - 18 hours (Tollstam & Makortoff) \$75
6 mng - Sa. Apr 24, 09:00-12:00 - CC
6 eve - Mo. Apr 26, 18:30-21:30 - CC
6 eve - Mo/We. Jul 12/14/19/21/26/28, 18:30-21:30 - CC

Typing - Speed Building 1030 (104402)

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. Textbook provided for classroom use. - 18 hours (Makortoff) \$80
6 eve - We. Apr 21, 18:30-21:30 - CC
6 eve - We. May 02, 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. Prerequisite: Successful completion of LPI Exam (Language Proficiency Index Exam). For LPI dates phone 324-5322. - 39 hours \$235
13 eve - We. May 05, 18:30-21:30 - CC
10 mng - Sa. May 08, 09:00-13:00 - Lan

Medical Office Billing II - 1415 (104520)

(See Medical Section for details)

Administrative/Management

INSTRUCTORS

Lavanna Fox, several years' office-related experience in both the non-profit and public sectors, as well as several years' experience teaching business courses.

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

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

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 (Fox) \$115
6 eve - Mo. Apr 26, 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 (Fox) \$115
To be offered in September 1993

Supervisory/Management and Decision Making 1315 (104507)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered will be communication, decision making, leadership skills, the motivation process and managing for success as seen from a manager's perspective. Textbook, "Management Concepts and Applications" to be purchased from City Centre Bookstore prior to class. - 24 hours (Guenard) \$120
8 eve - We. Apr 28, 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. Apr 27, 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. Apr 28, 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. Apr 27, 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 Pacey Flashner. This text should be purchased from the City Centre Bookstore before the first class. - 24 hours (Shipman) \$130
8 eve - Tu. Apr 27, 18:30-21:30 - CC

Budgeting Skills 1515 (104435)

Learn the fundamental concepts of budgeting before exploring other areas such as 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. Apr 26, 18:30-21:30 - CC

Accounting for the Non-Accountant 1415 (104510)

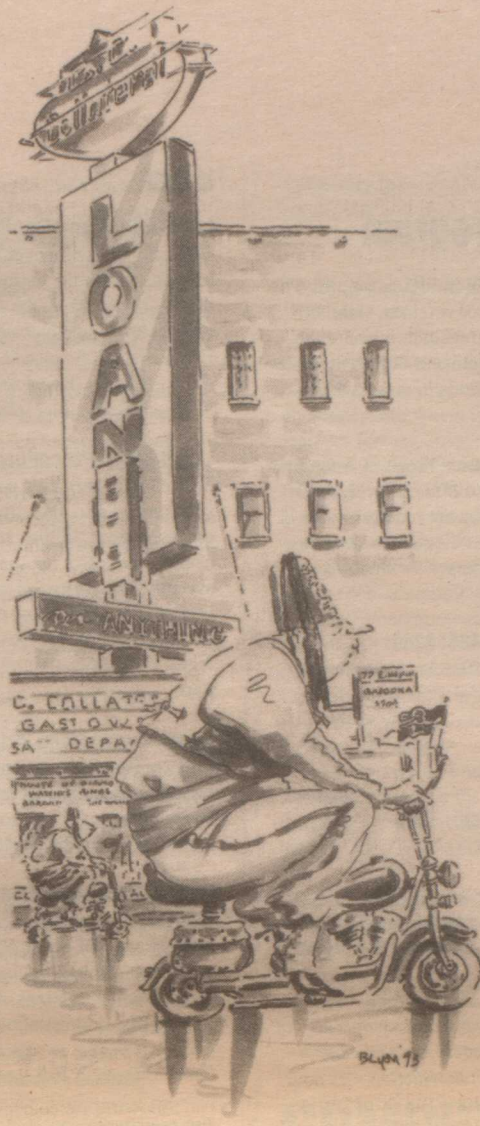
This course will appeal to those wanting an overview of accounting. Previous knowledge is not required. Students will learn about the role of an accountant, the double-entry accounting systems, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It 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. Apr 22, 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.

Cheryl Stephens is a consultant in legal education and communications. Expert in demystifying legalese, she has been a consultant on plain language technique to the Plain Language Institute of BC and to government and business organizations.

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. May 01, 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. Jun 26, 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. June 12/19, 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. May 12, 18:30-21:30 - Lan

Plain Language: Making Your Message Clear 1415 (104549)

Learn techniques to get your message across; from practical tips for researching your readers' needs, through choice of appropriate vocabulary and writing style, to using graphics and layout that aid comprehension. Understand how to use readability tests and how to test your document on potential readers. Workbook to be purchased from City Centre Bookstore prior to class. - 6 hours (Stephens) \$60
2 eve - Mo/We. Jun 21/23, 18:30-21:30 - CC

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, 20 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. May 04, 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. May 05, 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. May 06, 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. Apr 24, 09:00-15:00 AND 2 mng - Sa. May 08/14, 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. May 29, Jun 05, 09:30-15:30 - CC

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 (Wilkjerd) \$55
1 day - Sa. Jun 05, 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.

Forkner Shorthand 1315 (104548)

Forkner Shorthand is a scientific combination of longhand letters and a few symbols to form a system of rapid writing. Since longhand letters are used for writing most words, it is easier for the student to learn to write Forkner Shorthand rapidly and to read it quickly. This course covers the basic principles and theory of Forkner Shorthand as well as speed writing techniques and speed development. Textbook: "Forkner Shorthand," by Forkner & Brown. - 30 hours (Moore-Stevens) \$140
10 mng - Sa. Apr 24, 09:00-12:00 - CC

Pitman Shorterhand Beginners (104543)

This course covers basic theory and application of Pitman Shorterhand. Learn the language of Pitman Shorterhand, take dictation and practice through speed drills. Textbook to be purchased prior to class. - 60 hours (Henderson) \$240
This course to be offered in evenings, Fall 1993

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. Jun 17, 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. May 04, 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. May 06/13/20, 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. May 11/18/25, 18:30-21:30 - Lan

Matrimonial 1515 (104429)

Discuss the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Application and Family Relations Act proceedings. - 9 hours (Dean) \$65
3 eve - Th. May 27, Jun 03/10, 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 - Tu. Jun 01/08/15, 18:30-21:30 - Lan

Legal

Legal Ethics and Confidentiality 1815 (104532)

This program will cover legal ethics as it applies to support staff in the various areas of law. Using case studies reviewed by the Bar Association we will discuss how the ethics of the profession bind you. Emphasis will be placed on the value of confidentiality. - 9 hours (Dean) \$65
3 eve - Mo. Jun 14/21/28, 18:30-21:30 - CC

Legal Office Procedures 1915 (104531)

This class covers the expectations and potential for secretaries in the law office. Such things as daily office routines, billing, telephone skills, xeroxing, using basic office equipment for legal needs, diarize systems, bring forward systems as well as organization of files and the use of filing agents will be covered. - 12 hours (Dean) \$70
4 eve - Mo. May 10/17/31, Jun 07, 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. Please bring a dictionary. - 6 hours (Komorowska) \$55
2 eve - We. Jun 23/30, 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
To be offered in Fall term

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. Apr 27/29, 19:00-22:00 - Lan

Week 2

Identifying and Marketing Business Opportunities (106040)

Both parts \$82
Part 1: Tuesday - Finding Business Opportunities
Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan.
Part 2: Thursday - Marketing and Advertising
Learn to answer the questions to create effective

advertising; the when, where, what and how, by concentrating on the market, media and message.
2 eve - Tu/Th. May 04/06, 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. May 11/13, 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. May 18/20, 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. May 25/27, 19:00-22:00 - Lan

Training Skills

Effective and productive organizations achieve and sustain success as a result of well-trained employees. Whatever the training needs of your organization, one fact remains the same - the maximum benefits are derived from trainers who feel confident about their skills and programs. This series of participant-centred courses can be taken individually, or as a group. The focus is on skill development applied to work situations with time to practise and apply newly-learned knowledge and skills within the session. Our trainers are all highly qualified experts in the field.

Who Should Attend

This is a program designed for anyone who is involved in working with adult learners - full-time or part-time trainers from business, education, government or non-profit organizations.

Location

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

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten 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 15 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 Dana Goedbloed, Program Coordinator, 871-7457. For registration or invoicing, call Lynda Boothby, 871-7070. Registrations will be accepted up to one week prior to the course start date.

Becoming a Great Trainer (100151)

This two-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 training 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) \$375
Spring 1993

Apr 22/23, 09:00-16:30 - SPH 500 (Note: Change of course name)

Planning 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
To be offered Fall 1993 (Note: Change of course name)

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 "Becoming 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
May 27/28, 09:00-16:00 - SPH 500

Producing 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
To be offered Fall 1993 (Note: Change of course name)

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

Training in a Multicultural Environment (100156)

Today, more than ever, you are being challenged to communicate effectively across cultures in your workplace and your classroom. How do you create an atmosphere where diversity is valued and all learners feel encouraged to participate? How can you understand and respond to cultural diversity in learning styles? In this two-day course you will learn to "read" cultural dynamics in a classroom situation, and develop training strategies appropriate for multicultural learning settings. Previous training experience or completion of "Becoming 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
May 11/12, 09:00-16:30 - SPH 500

Each of the courses in the Training Skills Program can be offered in-house at your organization. Customized programs in Training Skills can be developed for your organization. Contact Brian Cole, Program Coordinator, 871-7062.

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 on computers with SVGA graphics cards, displaying on colour monitors.

Every student at the Oakridge Lab will have a personal work station. Classes are limited to six or twelve to allow more personal contact with the instructor. Course materials, including take-home reference notes, are provided for all classes. 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.

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.

Information Night

Please join us for a program "Information Night" at Langara Campus. 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, Apr 07, 1993, from 17:00 - 19:30
Place: Langara Campus, Continuing Education Office, 100 West 49th Avenue, Vancouver, BC.

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 - Fr. Apr 30, 18:30-22:00 - Oak
1 eve - Fr. Jun 18, 18:30-22:00 - 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, hard disk drives, files, and RAM. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, and basic use of the DOS operating system to manage disks and files. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175
1 day - Sa. Apr 03, 9:00-17:00 - Oak
1 day - Th. Apr 15, 9:00-17:00 - Oak
1 day - Sa. May 01, 9:00-17:00 - Oak
1 day - Mo. May 17, 9:00-17:00 - Oak
1 day - Mo. Jun 14, 9:00-17:00 - Oak
1 day - Sa. Jul 17, 9:00-17:00 - Oak
1 day - Th. Aug 05, 9:00-17:00 - Oak

Introduction to DOS (100903)

This course is an introduction to the basic concepts and commands of DOS: the Disk Operating System. Exercises will show you the purpose of DOS, how to 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 - Th. Apr 01, 09:00-17:00 - Oak
1 day - We. Apr 14, 09:00-17:00 - Oak
1 day - Su. Apr 18, 09:00-17:00 - Oak
1 day - Tu. May 04, 09:00-17:00 - Oak
1 day - Sa. May 22, 09:00-17:00 - Oak
1 day - Mo. Jun 07, 09:00-17:00 - Oak
1 day - Sa. Jun 19, 09:00-17:00 - Oak
1 day - Tu. Jun 29, 09:00-17:00 - Oak
1 day - Fr. Jul 09, 09:00-17:00 - Oak
1 day - Tu. Jul 20, 09:00-17:00 - Oak
1 day - We. Aug 04, 09:00-17:00 - Oak
1 day - Fr. Aug 20, 09:00-17:00 - Oak

Intermediate DOS (100912)

Explore the full powers of DOS. Learn the purpose of, and how to write and change Config.sys and Autoexec.bat files, as well as basic trouble-shooting for start-up procedures. 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. Apr 21, 09:00-17:00 - Oak
1 day - Th. May 20, 09:00-17:00 - Oak
1 day - Th. Jun 17, 09:00-17:00 - Oak
1 day - We. Aug 11, 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 - Tu. Apr 20, 09:00-17:00 - Oak
1 day - We. May 19, 09:00-17:00 - Oak
1 day - Sa. Jun 12, 09:00-17:00 - Oak
1 day - Th. Aug 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 - Fr. Apr 02, 09:00-17:00 - Oak
1 day - Tu. Apr 13, 09:00-17:00 - Oak
1 day - Sa. Apr 17, 09:00-17:00 - Oak
1 day - We. May 05, 09:00-17:00 - Oak
1 day - Tu. May 18, 09:00-17:00 - Oak
1 day - Sa. May 29, 09:00-17:00 - Oak
1 day - Fr. Jun 11, 09:00-17:00 - Oak
1 day - Tu. Jun 22, 09:00-17:00 - Oak
1 day - Sa. Jul 10, 09:00-17:00 - Oak
1 day - Th. Jul 22, 09:00-17:00 - Oak
1 day - Tu. Aug 03, 09:00-17:00 - Oak
1 day - Th. Aug 19, 09:00-17:00 - Oak

Intermediate WordPerfect (100735)

Now that you have mastered the WordPerfect basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect is essential. \$175
1 day - Th. Apr 22, 09:00-17:00 - Oak
1 day - We. May 12, 09:00-17:00 - Oak
1 day - Sa. Jun 05, 09:00-17:00 - Oak
1 day - Th. Jun 24, 09:00-17:00 - Oak
1 day - Fr. Jul 16, 09:00-17:00 - Oak
1 day - Fr. Aug 20, 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. May 14, 09:00-17:00 - Oak
1 day - Fr. Jun 18, 09:00-17:00 - Oak
1 day - We. Aug 11, 09:00-17:00 - Oak

WordPerfect for Power Users - Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. \$175
1 day - We. Apr 21, 09:00-17:00 - Oak
1 day - Fr. Jun 11, 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. Apr 18, 09:00-17:00 - Oak
1 day - Mo. May 10, 09:00-17:00 - Oak
1 day - Tu. May 30, 09:00-17:00 - Oak
1 day - Mo. Jun 28, 09:00-17:00 - Oak
1 day - We. Jul 14, 09:00-17:00 - Oak
1 day - Fr. Aug 13, 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 - We. Apr 28, 09:00-17:00 - Oak
1 day - Fr. May 28, 09:00-17:00 - Oak
1 day - Th. Aug 05, 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. Set up tables with text and 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 - Tu. May 11, 09:00-17:00 - Oak
1 day - Tu. Jun 22, 09:00-17:00 - Oak
1 day - Tu. Aug 03, 09:00-17:00 - Oak
1 day - Th. Aug 19, 09:00-17:00 - Oak

Advanced WordPerfect for Windows - Desktop Publishing (101116)

Explore the power of WordPerfect for Windows' WYSIWYG environment. The use of WordPerfect as a desktop publisher is introduced through such topics as lines, boxes, incorporating graphic images within a document and style sheets. Also learn how to create tables of contents, indexes, and macros. Experience with WordPerfect for Windows is essential. \$175
1 day - Fr. Jun 04, 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 - Tu. Apr 27, 09:00-17:00 - Oak
1 day - Th. Jul 08, 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. May 18, 09:00-17:00 - Oak

Advanced MS-WORD (100780)

Learn tables of contents, indexes, creating and running macros, inserting graphics into documents and adding paragraph borders (including shading boxes). Also included is: sorting paragraphs, lists, tables and data documents, as well as learning additional merging commands. Experience with WORD is essential. Suitable for students with all versions of MS-WORD except MS-WORD 5.5. \$175
1 day - Th. Jun 10, 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 - Sa. Apr 03, 09:00-17:00 - Oak
1 day - Fr. Apr 16, 09:00-17:00 - Oak
1 day - Sa. May 08, 09:00-17:00 - Oak
1 day - Tu. May 25, 09:00-17:00 - Oak
1 day - Tu. Jun 15, 09:00-17:00 - Oak
1 day - We. Jul 21, 09:00-17:00 - Oak
1 day - Tu. Aug 17, 09:00-17:00 - Oak

Fastrack Word for Windows (101119)

Do you know another word processing program? Are you making the switch to Word for Windows? Ease the transition by learning the key concepts, commands, and vocabulary for topics including creating and editing documents; using the mouse to manipulate windows and access commands; deleting, inserting, moving and copying text; formatting, setting tabs and margins, searching/replacing text, and printing. Additional topics include: using the thesaurus, spell and grammar checkers, creating and using glossaries and the Spike. Also covered are style sheets, page numbers, headers/footers, creating and reorganizing tables and special tricks and tips to make Word even more efficient. Please note: this course is for experienced users only. If you have little or no word processing background, see Introduction to Word for Windows. \$175
1 day - Fr. Apr 23, 09:00-17:00 - Oak
1 day - Th. May 20, 09:00-17:00 - Oak
1 day - Th. Jun 17, 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 - Fr. Apr 30, 09:00-17:00 - Oak
1 day - We. Jun 09, 09:00-17:00 - Oak
1 day - Fr. Aug 13, 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 - Th. May 13, 09:00-17:00 - Oak
1 day - Tu. Aug 10, 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 - Sa. Apr 17, 09:00-17:00 - Oak
1 day - Sa. Jun 19, 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 - Su. May 02, 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 - Fr. May 14, 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 - We. May 26, 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. Apr 22, 09:00-17:00 - Oak
1 day - We. Jun 16, 09:00-17:00 - Oak

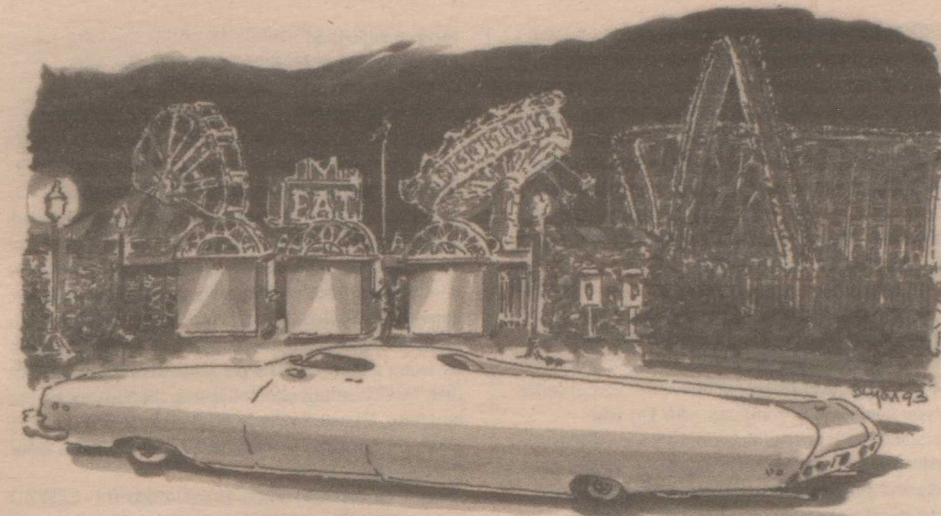
Intermediate dBASE IV (100781)

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 - We. May 12, 09:00-17:00 - Oak

Spreadsheets/Graphs

Introduction to Lotus 1-2-3 (100711)

Learn the fundamentals of Lotus 1-2-3 including spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, retrieving and printing worksheets; formatting, column widths, label alignments, and more. Suitable for all 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. Apr 06, 09:00-17:00 - Oak
1 day - Tu. Apr 27, 09:00-17:00 - Oak
1 day - Sa. May 08, 09:00-17:00 - Oak



1 day - Th. May 27, 09:00-17:00 - Oak
1 day - Fr. Jun 18, 09:00-17:00 - Oak
1 day - Mo. Jul 12, 09:00-17:00 - Oak
1 day - Fr. Aug 06, 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 - Th. Apr 29, 09:00-17:00 - Oak
1 day - We. May 19, 09:00-17:00 - Oak
1 day - Sa. Jun 05, 09:00-17:00 - Oak
1 day - Th. Jul 15, 09:00-17:00 - Oak
1 day - Tu. Aug 17, 09:00-17:00 - Oak

Advanced Lotus - Macro Programming (100716)

Advanced Lotus 1-2-3 has been designed for individuals who want to put the full power of 1-2-3 to work. This course covers the development of detailed macros including the creation of menu systems. A good working knowledge of Lotus 1-2-3 is a prerequisite. \$175
1 day - Th. Apr 29, 09:00-17:00 - Oak
1 day - Sa. Jun 12, 09:00-17:00 - Oak
1 day - We. Aug 18, 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, opening, 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. Apr 20, 09:00-17:00 - Oak
1 day - Tu. May 11, 09:00-17:00 - Oak
1 day - Th. Jun 10, 09:00-17:00 - Oak
1 day - Fr. Jul 23, 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 - Th. May 13, 09:00-17:00 - Oak
1 day - We. Jun 23, 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 - Mo. Apr 19, 09:00-17:00 - Oak
1 day - Sa. May 01, 09:00-17:00 - Oak
1 day - We. May 26, 09:00-17:00 - Oak
1 day - Tu. Jul 13, 09:00-17:00 - Oak
1 day - We. Aug 18, 09:00-17:00 - Oak

Intermediate Excel (100797)

Intermediate Excel topics include: database functions (sorting, finding, and extracting records) and creating and printing a variety of 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 - Th. Apr 29, 09:00-17:00 - Oak
1 day - Sa. May 29, 09:00-17:00 - Oak
1 day - Fr. Jun 25, 09:00-17:00 - Oak
1 day - Th. Aug 19, 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 - Sa. Apr 17, 09:00-17:00 - Oak
1 day - Sa. Jun 19, 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 - Su. May 02, 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 - Mo. Apr 26, 09:00-17:00 - Oak
1 day - Th. May 27, 09:00-17:00 - Oak
1 day - Mo. Jun 14, 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. Apr 23, 09:00-17:00 - Oak
1 day - Fr. May 21, 09:00-17:00 - Oak
1 day - Mo. Jun 21, 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. May 28, 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 - Fr. May 07, 09:00-17:00 - Oak

Accounting With ACCPAC Plus - G/L (100701)

Learn to use ACCPAC - G/L to set up a G/L system. Specifically, you will learn to convert your existing manual data to ACCPAC, add transactions in batches, edit transaction batches, post batches to the ledger and print out the various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is a prerequisite. \$175
1 day - Fr. Apr 16, 09:00-17:00 - Oak
1 day - Tu. May 25, 09:00-17:00 - Oak
1 day - We. Jun 23, 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. Apr 24-Sa. May 15, 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
1 day - Su. Apr 04, 09:00-17:00 - Oak
1 day - Su. May 09, 09:00-17:00 - Oak
1 day - Su. Jun 20, 09:00-17:00 - Oak

Advanced CorelDraw! (101117)
Learn and use CorelDraw!'s advanced features --- postscript options, vector fills, advanced options, custom outlines, tool advanced options, bitmap patterns, importing text, the special menu, and preferences. Class exercises include advanced envelopes, perspective, blending, extruding, and building a 3-colour logo. \$175
1 day - Su. Jun 27, 09:00-17:00 - Oak

Introduction to PageMaker Desktop Publishing (100766)
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. May 02, 09:00-17:00 - Oak
1 day - Su. May 30, 09:00-17:00 - Oak
1 day - Su. Jun 26, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing (100766)
This course is 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. Jun 06, 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. Jun 13, 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. May 14, 09:00-17:00 - Oak
1 day - Fr. Jun 18, 09:00-17:00 - Oak
1 day - We. Aug 11, 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. Apr 29, 09:00-17:00 - Oak
1 day - Sa. Jun 12, 09:00-17:00 - Oak
1 day - We. Aug 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 - We. Apr 21, 09:00-17:00 - Oak
1 day - Fr. Jun 11, 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 - Fr. Apr 30, 18:30-22:00 - Oak
1 eve - Fr. Jun 18, 18:30-22:00 - 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, hard disk drives, files, and RAM. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, and basic use of the DOS operating system to manage disks and files. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175
1 day - Sa. Apr 03, 9:00-17:00 - Oak
1 day - Th. Apr 15, 9:00-17:00 - Oak
1 day - Sa. May 01, 9:00-17:00 - Oak
1 day - Mo. May 17, 9:00-17:00 - Oak
1 day - Mo. Jun 14, 9:00-17:00 - Oak
1 day - Sa. Jul 17, 9:00-17:00 - Oak
1 day - Th. Aug 05, 9:00-17:00 - Oak

Introduction to DOS (100903)
This course is an introduction to the basic concepts and commands of DOS: the Disk Operating System. Exercises will show you the purpose of DOS, how to 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 - Th. Apr 01, 09:00-17:00 - Oak
1 day - We. Apr 14, 09:00-17:00 - Oak
1 day - Su. Apr 18, 09:00-17:00 - Oak
1 day - Tu. May 04, 09:00-17:00 - Oak
1 day - Sa. May 22, 09:00-17:00 - Oak
1 day - Mo. Jun 07, 09:00-17:00 - Oak
1 day - Sa. Jun 19, 09:00-17:00 - Oak
1 day - Tu. Jun 29, 09:00-17:00 - Oak
1 day - Fr. Jul 09, 09:00-17:00 - Oak
1 day - Tu. Jul 20, 09:00-17:00 - Oak
1 day - We. Aug 04, 09:00-17:00 - Oak
1 day - Fr. Aug 20, 09:00-17:00 - Oak

Intermediate DOS (100912)
Explore the full powers of DOS. Learn the purpose of, and how to write and change Config.sys and Autoexec.bat files, as well as basic trouble-shooting for start-up procedures. Learn how to sort directory listings, find files anywhere on the hard disk, and protect files from accidental deletion. Customize common DOS operations and build your own menu system using batch files and Edlin. Experience with DOS is essential. Introduction to DOS is highly

recommended. \$175
1 day - We. Apr 21, 09:00-17:00 - Oak
1 day - Th. May 20, 09:00-17:00 - Oak
1 day - Th. Jun 17, 09:00-17:00 - Oak
1 day - We. Aug 11, 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 by using a mouse. View the structure of your hard disk by expanding and collapsing the directory structure. Classes are restricted to those who have taken Introduction to DOS, or have permission from the instructor. \$175
1 day - Tu. Apr 20, 09:00-17:00 - Oak
1 day - We. May 19, 09:00-17:00 - Oak
1 day - Sa. Jun 12, 09:00-17:00 - Oak
1 day - Th. Aug 12, 09:00-17:00 - Oak

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

Computers Skills for the Workplace
CERTIFICATE PROGRAM

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

For information and registration, call 324-5322.

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

Certificate Requirements
Eight (8) courses completed successfully in not more than five (5) years, 15 terms, consisting of: CSW1 - Introduction to Personal Computers and DOS
CSW4 - Word Processing Using WordPerfect 5.1
CSW5 - Using dBase III/IV Plus
CSW6 - Using Lotus 1-2-3
CSW17 - Accounting Using ACCPAC PLUS OR
CSW7B - Accounting Using Bedford
CSW9 - DOS and Hard Disk Management
CSW19 - Introduction to Windows 3.1 and any other CSW course (elective)

Course Credit
Credit for previously completed introductory course/s on Personal Computers and DOS will be considered for CSW1. No previous credit will be considered toward another CSW course. Students who are confident with DOS commands may register for other courses in the CSW program before receiving confirmation of credit for CSW1. Application for credit must be made in writing and include a transcript of the course/s previously taken. Include contact telephone number/s for follow up. Mail request to Vancouver Community College,

Continuing Education, CSW Coordinator, Langara Campus, 100 West 49th Avenue, Vancouver, B.C. V5Y 2Z6

Entry Requirements
No formal educational requirements are necessary.

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

CSW1 - Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used commands of PC/MS-DOS control program for the IBM-PC and compatibles. Examine the most common business applications for the IBM-PC microcomputer: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. Course manual and diskette are included in the fee. \$245
5 mng - Sa. Apr 17, 09:00-12:00 - Lan
5 eve - Mo. Apr 19, 19:00-22:00 - Lan
5 eve - We. Apr 21, 19:00-22:00 - Lan
5 eve - Th. Apr 22, 19:00-22:00 - Lan
5 eve - We. May 26, 19:00-22:00 - Lan
5 eve - Th. May 27, 19:00-22:00 - Lan
5 mng - Su. May 30, 09:00-12:00 - Lan
5 eve - Mo. May 31, 19:00-22:00 - Lan
5 eve - Tu. Jun 01, 19:00-22:00 - Lan
5 eve - We. Jun 30, 19:00-22:00 - Lan
5 eve - Fr. Jul 02, 19:00-22:00 - Lan

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

Learn to use WordPerfect 5.1 to prepare documents. Topics include editing documents, margin and tab setting, formatting documents with different layouts and styles, checking out spelling mistakes, merging with other documents, sorting and using macro features. Prerequisite CSW1. Course manual included in fee. \$265
5 mng - Sa. Apr 17, 09:00-12:00 - Lan
5 eve - Mo. Apr 19, 19:00-22:00 - Lan
5 mng - Sa. May 29, 09:00-12:00 - Lan
5 eve - We. Jun 30, 19:00-22:00 - Lan

CSW4B - Advanced WordPerfect 5.1 (100520)

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features cover math columns, indexing, statistical typing, macros, long document preparation and much more. Prerequisite CSW4. Course manual included in fee. \$265
5 eve - Fr. Apr 16, 19:00-22:00 - Lan
5 eve - Mo. May 31, 19:00-22:00 - Lan
5 eve - Th. Jul 08, 19:00-22:00 - Lan

CSW5 - Using dBase III/IV Plus (100505)

Learn to create a database, add data, change data, inquire and retrieve data from the database. The most popular database package, dBase IV, will be used. Prerequisite CSW1. Course manual included in fee. \$265
5 eve - Fr. Apr 16, 19:00-22:00 - Lan
5 eve - Th. Jul 08, 19:00-22:00 - Lan

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

Learn to set up a spreadsheet and perform "What if..." and "Is it worth it to..." type of analysis. Other topics covered will be: Data Management, Lotus Graphics and introduction to macros. The most popular spreadsheet package, Lotus 1-2-3, will be used. Prerequisite CSW1. Course manual included in fee. \$265
5 mng - Su. Apr 18, 09:00-12:00 - Lan
5 eve - We. May 26, 19:00-22:00 - Lan
5 eve - Fr. Jul 02, 19:00-22:00 - 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 - We. Apr 21, 19:00-22:00 - Lan
5 eve - Th. May 27, 19:00-22:00 - Lan

CSW7B - Bedford/Simply Accounting (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 - Tu. Apr 20, 19:00-22:00 - Lan
5 mng - Sa. May 29, 09:00-12:00 - Lan
5 eve - Tu. Jul 06, 19:00-22:00 - Lan

CSW9 - DOS and Hard Disk Management (100509)

Learn to control and make the most effective use of the IBM/PCs via the DOS Operating System. DOS commands, directories, AUTOEXEC.BAT, CONFIG.SYS, RAMDISK, XCOPY, BACKUP will be covered in addition to items pertaining specifically to hard disk management, such as developing custom-made commands and menu systems through batch file programming. Prerequisite CSW1. Course manual included in fee. \$265
5 mng - Su. Apr 18, 09:00-12:00 - Lan
5 eve - Th. Apr 22, 19:00-22:00 - Lan
5 eve - Th. May 27, 19:00-22:00 - Lan
5 mng - Su. May 30, 09:00-12:00 - Lan
5 eve - Fr. Jul 02, 19:00-22:00 - Lan
5 eve - Th. Jul 08, 19:00-22:00 - Lan

CSW19 - Introduction to Windows 3.1 (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. Apr 17, 09:00-12:00 - Lan
5 mng - Su. May 30, 09:00-12:00 - Lan
5 eve - Tu. Jul 06, 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 - Tu. Apr 20, 19:00-22:00 - Lan
5 eve - We. Apr 21, 19:00-22:00 - Lan
5 eve - We. May 26, 19:00-22:00 - Lan
5 eve - Fr. May 28, 19:00-22:00 - Lan
5 eve - We. Jun 30, 19:00-22:00 - Lan
5 eve - Fr. Jul 02, 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 - Tu. Apr 20, 19:00-22:00 - Lan
5 eve - Mo. May 31, 19:00-22:00 - Lan

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

For experienced programmers who want to learn a powerful new language that will soon become 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: some programming experience in "C" language. Course manual included in fee. \$265
5 eve - Fr. May 28, 19:00-22:00 - Lan
5 eve - Tu. Jun 01, 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 - Th. Apr 22, 19:00-22:00 - Lan

Local Area Network Administrator
CERTIFICATE PROGRAM

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

- Instructors with industry experience
- In-depth coverage of Novell - the LAN operating system of choice for most organizations - from install to advanced theory
- Comprehensive Novell Reference Manual (\$60 value) included in fee
- Coverage of LAN alternatives including LAN Manager and Banyan VINES
- Each course consists of a total of 19 hours with: 15 hours lecture/workshop; lab assistant available at all times during class hours; 4 hours supervised open-lab per course with lab assistant in addition to regular course hours
- True proficiency testing with industry recognition
- A variety of industry speakers - hear about the latest trends
- First LAN Certificate Program in Canada, by BC's largest community college
- Reasonable fee

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

Certificate Requirements

Five (5) courses completed successfully in not more than two (2) years, six (6) terms, consisting of: CSW1 - Introduction to Personal Computers and DOS
CSW9 - DOS and Hard Disk Management

CSW12 - Local Area Network Management - Level 1
CSW12A - Local Area Network Management - Level 2
CSW12B - Local Area Network Management - Level 3

Entry Requirements
No formal educational requirements are necessary.

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

Courses

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

Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW1 and CSW9. Students who are confident with Hard Disk Management should register in the other courses and not wait for credit confirmation. Application for credit must be made in writing and include a transcript of courses taken and/or documentation of PC related experience. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara Campus, 100 West 49th Avenue, Vancouver, B.C. V5Y 2Z6

CSW1 - Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used commands of PC/MS-DOS control program for the IBM-PC and compatibles. Examine the most common business applications for the IBM-PC microcomputer: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. Course manual included in fee. \$245
5 mng - Sa. Apr 17, 09:00-12:00 - Lan
5 eve - Mo. Apr 19, 19:00-22:00 - Lan
5 eve - We. Apr 21, 19:00-22:00 - Lan
5 eve - Th. Apr 22, 19:00-22:00 - Lan
5 eve - We. May 26, 19:00-22:00 - Lan
5 mng - Su. May 30, 09:00-12:00 - Lan
5 eve - Mo. May 31, 19:00-22:00 - Lan
5 eve - Tu. Jun 01, 19:00-22:00 - Lan
5 eve - We. Jun 30, 19:00-22:00 - Lan
5 eve - Fr. Jul 02, 19:00-22:00 - Lan

CSW9 - DOS and Hard Disk Management (100509)

Learn to control and make the most effective use of the IBM/PCs via the DOS Operating System. DOS commands, directories, AUTOEXEC.BAT, CONFIG.SYS, RAMDISK, XCOPY, BACKUP will be covered in addition to items pertaining specifically to hard disk management, such as developing custom-made commands and menu systems through batch file programming. Prerequisite CSW1. Course manual included in fee. \$265
5 mng - Su. Apr 18, 09:00-12:00 - Lan
5 eve - Th. Apr 22, 19:00-22:00 - Lan
5 eve - Fr. Jul 02, 19:00-22:00 - Lan
5 mng - Su. May 30, 09:00-12:00 - Lan
5 eve - Fr. Jul 02, 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 - Tu. Apr 20, 19:00-22:00 - Lan
5 eve - We. Apr 21, 19:00-22:00 - Lan
5 eve - Fr. May 28, 19:00-22:00 - Lan
5 eve - We. Jun 30, 19:00-22:00 - Lan
5 eve - Fr. Jul 02, 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 develop-

ing 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 - Tu. Apr 20, 19:00-22:00 - Lan
5 eve - We. Apr 21, 19:00-22:00 - Lan
5 eve - We. May 26, 19:00-22:00 - Lan
5 eve - Fr. May 28, 19:00-22:00 - Lan
5 eve - We. Jun 30, 19:00-22:00 - Lan
5 eve - Fr. Jul 02, 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. Prerequisite CSW12. New this term: Course manual (Complete Reference - Novell 386 by McGraw Hill - \$58 value) included in course fee. \$295
5 mng - Su. Apr 18, 09:00-12:00 - Lan
5 eve - Mo. Apr 19, 19:00-22:00 - Lan
5 eve - Th. May 27, 19:00-22:00 - Lan
5 mng - Su. May 30, 09:00-12:00 - Lan
5 eve - Tu. Jul 06, 19:00-22:00 - Lan

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

This course will involve advanced aspects of network administration including a hands-on comparison of alternatives to Novell, such as LAN Manager, Banyan VINES and Unix. As well, the database server concept will be explored with SQL Server and Oracle. At the end of this course, participants will be well equipped to plan and manage the networked information systems of the 90s. Prerequisite: CSW12A. Course notes included in Fee. \$295
5 eve - Th. Apr 22, 19:00-22:00 - Lan
5 eve - Tu. Jun 01, 19:00-22:00 - Lan
5 eve - Th. Jul 08, 19:00-22:00 - Lan

Electric, Electronics

INSTRUCTORS
Karl Brown is the Department Head in City Centre's Electronics Department.

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

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

Introductory Electronics (050706)

Learn electronic components, circuits and their functions, as well as an introduction to transistors. Theoretical knowledge is enhanced by laboratory projects. You will be required to purchase or provide some basic tools. (Hein) \$265
20 eve - Tu/Th. Apr 20, 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. Apr 20, 18:30-21:30 - CC

Audio Amplifiers (050722)

This course picks up where Introductory Electronics leaves off. Transistor amplifiers (Class A and B) are studied, and lab projects enhance the theory. Pre-amplifiers and power amplifiers will be built and tested. Prerequisite: Introductory Electronics or equivalent. (Williams) \$265
20 eve - Mo/We. Apr 19, 18:30-21:30 - CC

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. Apr 06, 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.

Martin Giles, PEng, has spent over 30 years in the telecommunications industry. His experience spans the telco environment, consulting services and management of telecommunications facilities. Martin is currently Telecommunications Manager for Cominco Ltd.

Ursel Koebberling, PhD, entered the teaching and independent consulting career in 1981 while pursuing her doctoral degree in Communications at Simon Fraser University. Her academic research focused on satellite-supported communications applications in remote communities. Prior to emigrating to Canada from the former West Germany, she had been a radio journalist in Berlin.

ASTRONOMY (FOR ADULTS)

Shoot the Moon

Observatory staff

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

A11001P

April 1, 28 & 29, May 27 & 31, June 28 & 29

9 pm - 11pm

\$15.00/public

\$ 10.00/BCSSS members

Celestial Navigation

Barrie Jackson

Learn the art of navigation by the sun, stars, planets and moon for use when you sail offshore or just for fun. The course includes six lectures and a seventh evening for those candidates who wish to challenge the Canadian Yachting Association Celestial Navigation standard.

While a basic understanding of navigation is useful it is not essential as the course introduces the navigational concepts fundamental to Celestial Navigation.

Students must have a parallel ruler, divider, pencil and eraser. All the other classroom materials are supplied.

N14001X

7 Wednesdays (including exam)

Begins April 21

7pm - 10 pm

\$125.00/public

\$115.00/BCSSS members (includes text)

Telescope Making

Bill Burnyeat

Have you ever had the urge to own a powerful telescope? This unique course will teach you how to grind, polish and mount your own powerful telescope mirror which will perform as well (or better) than factory-made instruments costing thousands of dollars. Technical skills are not required. (Supplies extra - est. \$125)

12 Tuesdays, 7:00 - 8:30 pm

Begins April 20

\$135.00/public

\$125.00/BCSSS members

Basic Astronomy

Bill Burnyeat

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

A11031P

8 Mondays, 7:30 - 9:30 pm

Begins April 19

\$135.00/public

\$125.00/BCSSS members

Enjoying Astronomy (For Parents and Children)

Bill Burnyeat

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

A11041P

4 Saturdays, 10:00 am - 12 noon

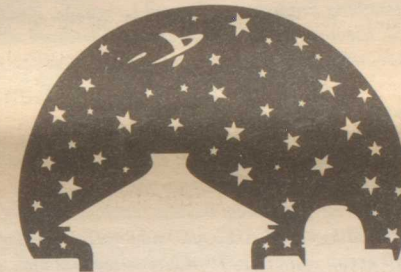
Begins April 24

\$ 50.00/public

\$ 45.00/BCSSS members } includes one child and one adult

TO REGISTER:

PICK UP REGISTRATION FORMS AT THE INFORMATION DESK AT THE H.R. MACMILLAN PLANETARIUM BUILDING. PRE-REGISTRATION FOR ANY COURSE CAN BE MADE BY SENDING NAME, ADDRESS, TELEPHONE NUMBER AND COURSE TITLE TO FAX # 736-5665. THIS WILL HOLD SPACE FOR YOU TEMPORARILY UNTIL PAYMENT IS RECEIVED. PAYMENT FOR COURSES MUST BE RECEIVED ONE WEEK PRIOR TO THE START OF THE COURSE.



ALL COURSES ARE HELD AT THE H.R. MACMILLAN PLANETARIUM COMPLEX, 1100 CHESTNUT STREET IN KITSILANO'S VANIER PARK (TEL) 736-4431. SPACE FOR ALL COURSES IS LIMITED SO EARLY REGISTRATION IS ADVISED.

Her consulting assignments, both national and international, focus on telecommunications and information technology policy and regulations as well as the impact of information technologies and applications on organizations.

Sandra Laughland has over 20 years' experience in telecommunications with Bell Canada and BC Tel, primarily in voice and data sales. Currently a marketing manager with Stentor Resources.

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 - Th. Apr 15, 18:00-21:00 - CC

* Telecommunications Management I (Voice) (102201)

Learn the basics of telecommunications (voice) in this course involving the study and review of regulations, exchange services, networks and network services, equipment types and features, tariff costs, interconnect, key systems, system acquisition and implementation, RFP's, and toll networks and facilities. Participants will learn to conduct a system needs assessment, system cost/benefit analysis, determine system selection criteria, select an appropriate system, and monitor and manage the system selected using a case study approach. (Giles) \$270
12 eve - Th. Apr 15, 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. Apr 15, 18:00-21:00 - CC

* Data Communications (102204)

Participants in this course will learn the basics of data terminology. Designed for the Telecommunications Manager, this course is also a good introduction for the sales or technical representative. Learn about the hardware and software that is available today. Guest speakers from the Telecommunications Industry bring this content into immediate use. Topics include modems, multiplexes, fibre optics and LANs. (Paul) \$270
12 eve - Th. Apr 15, 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. (Koebberling) \$270
12 eve - Th. Apr 15, 18:00-21:00 - CC

* Challenge Examinations

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

Students will have ONE opportunity to pass the examination.

Challenge Examination - Understanding Telecommunications (102207)

\$145

2 hrs - Th. Apr 08, 18:30-20:30 - KEC

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

\$145

2 hrs - Th. Apr 08, 18:30-20:30 - KEC

Challenge Examination - Data Communications (102209)

\$145

2 hrs - Th. Apr 08, 18:30-20:30 - KEC

Fee Allocation for Challenge Examinations

1. Participants must pay \$145 BEFORE writing any examination.
2. Fifty dollars (\$50) of the \$145 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance (\$95) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may: a) 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.

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.

Admission Requirements for the TESL Certificate Program

- 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 ESL, the TESL Internship, and coordinates the TESL Certificate Program.

INSTRUCTORS

Eloise Carbone, BA, Teaching Certificate. Eloise has taught 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 has taught at the YMCA Language Institute, the Language Institute of Japan and the Canada Language Centre. She has been involved in curriculum design and teacher training, and has given numerous workshops and presentations on the subject of pronunciation. Joann teaches the TESL Certificate Core Course, Teaching Pronunciation.

Chris Clark, BA. (Speech Sciences) TESL Certificate (Vancouver Community College). Chris is currently Department Head of the ESL Vocational Department at VCC. She is interested in promoting communicative language teaching, and has been involved in teacher training projects throughout the Lower Mainland and Czechoslovakia. Chris teaches the TESL Core Certificate Course, Teaching Listening and Speaking, An Overview of Teaching ESL, and the TESL Elective Course, Using Video in the ESL Classroom.

Fran Garner, BRecEd, MEd. Fran has taught ESL 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 One, and the TESL Elective Courses, Testing in ESL, Teaching ESL Using Poetry, and Teaching ESL Using Storytelling.

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 (Vancouver Community College). 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 and her special area of interest is 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.

Diane Liu, BA, Teaching Certificate, MA (Cross-Cultural Education). Diane has taught ESL since 1984 at the Vancouver School Board, VCC and most recently at the English Language Institute at UBC. Diane has extensive experience as both a consultant and an instructor in the field of cross-cultural education and has presented workshops for TEAL. Diane teaches the TESL Elective Course, Teaching Strategies for Cross Cultural Learning and Communication.

Marion Lovelace, BA, BEd, MEd, TESL Certificate (Vancouver Community College). Marion is presently teaching in the ESL College Preparatory Department at VCC and has published poetry in several anthologies. Marion teaches the TESL Certificate Core Course, Teaching English for Academic Purposes, and the TESL Elective Course, An Introduction to Curriculum Development.

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.

Janet Massaro, BA (UBC), TESL Certificate (Vancouver Community College). Janet has been teaching ESL/EFL since 1987. She has taught EFL at the Language Training Research Centre and the Woon Am Language Institute in Seoul, Korea and has taught literacy classes in Vancouver. She is currently teaching a LINC class at the Immigrant Services Society. Janet teaches the TESL Elective Courses Teaching ESL Literacy in a Multi-Level Class and Strategies for Teaching LINC Classes.

Michael Pidgeon, BA, MA, TESL Certificate (Vancouver Community College). Michael 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 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 ESL.

Sandra Price-Hosie, BA (UBC), Journalism Diploma (Vancouver Community College), TESL Certificate (Vancouver Community College). Sandra is an experienced ESL literacy instructor and is currently teaching a LINC class at the Immigrant Services Society. Sandra teaches the TESL Elective Courses, Teaching ESL Literacy in a Multi-Level Class and Strategies for Teaching LINC Classes.

Myrna Rabinowitz, BA. Myrna is an experienced ESL instructor and is currently co-coordinator of the Homefront Tutor Program at VCC. She 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 ESL.

Tanis Sawkins, BA, Diploma in TESL (UBC). Tanis has taught in the ESL Vocational Department at VCC since 1986. She has taught the ESL component in the Food Service Assistant Program at the City Centre Campus (VCC) and recently in the Tourist Training Institute in Bali. Tanis teaches the TESL Elective Course, Developing Language Programs for Employment.

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 has presented workshops at VCC, the TEAL Conference and TESOL Conference. Richard teaches the TESL Prerequisite Course, An Overview of Teaching ESL, the TESL Elective Courses, Integrative Techniques - Maximize Your Materials, and Interactive Activities - Get Your Students Talking.

Tony Souza, BA, MA. Tony has taught ESL at Capilano and at VCC since 1982. He has been an executive member of the BC TEAL Association and is currently teaching the Intensive Reading Course in the English Language Skills Department at VCC. Tony teaches the TESL Certificate Core Course, Teaching Reading.

Judy Taylor, BA (Linguistics), TESL Certificate (Vancouver Community College). Judy has taught

in the ESL Vocational Department at VCC since 1988. Her special areas of interest include phonology, stress and intonation. Judy teaches the TESL Certificate Core Course, Teaching Pronunciation.

Colleen van Winkel, BA, Teaching Certificate. Colleen has taught ESL since 1975 and has extensive experience teaching at the beginners' level. She is currently Department Head of the ESL Outreach Department at VCC and past co-coordinator of the Homefront Tutor Program. Colleen has presented workshops in TEAL and TESOL Conferences. She teaches the TESL Elective Course Teaching ESL Students at the Beginner Level.

Maureen Zetler, BA, RSA Preparatory Certificate (International House). MEd. Maureen has taught ESL since 1980 in England, Israel, South Africa and Canada. She is presently teaching in the TESL Outreach Department at VCC. Maureen teaches the TESL Prerequisite Course, An Overview of Teaching ESL and the TESL Elective Course, Teaching ESL Using the Visual Arts.

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. Apr 06/08/13/20/22/27/29, May 04/06, We. Apr 14, 19:00-22:00 - KEC (Pitton/Clark)
10 aft - Tu. Apr 13, 12:30-15:30 - KEC (Howard)
10 aft - Fr. Apr 16/23/30, May 07/14/21/28, Jun 04/11/18, 12:30-15:30 - KEC (Zetler)
6 day - Apr 30, May 01/28/29, Jun 11/12, 09:00-15:00 - KEC (House/Rabinowicz)

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 prior to the course start date. 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 - Teaching Grammar One, Teaching 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.

Teaching Grammar One: Theory and Practice (150867)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar One: Theory and Practice will focus on beginner through intermediate level grammar structures. (Gerber) \$255
5 day - Tu/Th. May 04/06/11/13/18, 16:00-22:30 - KEC

Teaching Grammar Two: Theory and Practice (150868)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar Two: Theory and Practice focuses on advanced through college preparatory academic grammar students. (Pidgeon) \$255
10 aft - Tu/Th. May 11/13/18/20/27, Jun 01/03/08/10/15, 13:00-16:00 - KEC (Pidgeon)
10 eve - Tu/Th. May 27, Jun 01/03/08/10/15/17/22/24/29, 19:00-22:00 - KEC (Pidgeon)

Special Note Regarding Teaching Grammar One and Two

Students registering in Teaching Grammar Two must have successfully completed Teaching Grammar One. It is recommended that students register in both Teaching Grammar One and Teaching Grammar Two at the same time. Students will be allowed to enter Teaching Grammar Two in the second half of the term if they have successfully completed Teaching Grammar One.

Teaching Pronunciation (150812)

This 30-hour course focuses on methods and techniques used for teaching pronunciation. Topics covered in this course include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Chernen/Taylor/Chang) \$255
10 mng - Sa. Apr 03/17/24, May 01/08/15/29, Jun 05/12/19, 09:30-12:30 - KEC (Chernen)
10 mng - Sa. Apr 03, 09:30-12:30 - KEC (Taylor)
10 eve - Tu. May 11/18/25, Jun 01/08/15/22/29, Jul 06/13 - KEC (Chang)

Teaching Listening and Speaking (150817)

This 36-hour course concentrates on the techniques and resources used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated language teaching. (Clark/Lovelock) \$305
12 eve - Tu. Apr 06, 18:30-21:30 - KEC (Clark)
12 eve - We. Apr 14, 18:30-21:30 - KEC (Lovelock)

Teaching Reading (150818)

This 30-hour course provides students with an understanding of the methodology and instructional techniques used to teach reading in an ESL class, as well as a working knowledge of the instructional tools necessary to develop a reading program for an ESL class. (Souza) \$255
10 eve - We. Apr 07, 18:30-21:30 - KEC

Teaching Writing (150813)

This 36-hour 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 - Fr. Apr 16/23, May 07/21/28, Sa. Apr 17, 09:00-16:00 - KEC

Teaching English for Academic Purposes (150819)

This 30-hour course concentrates on the specific instructional techniques and course materials used to teach advanced level ESL students who plan to continue academic studies at a post-secondary level. This course provides students with an understanding of the methodology and instructional approaches used to teach reading, composition, literature and study skills. (Lovelace/Pidgeon) \$255
4 mng - Sa. Apr 24, May 15/29, Jun 05, 09:00-12:00; 4 eve - Mo. May 10/17/31, Jun 07, 19:00-22:00; 1 day - Sa. May 01, 09:00-16:00 - KEC

TESL Internship

TESL Internship (150824)

The TESL Internship is a 40-hour course. It consists of 15 hours of compulsory workshops and 25 hours of practice teaching in an ESL classroom. (House) \$390

Internship Workshops - Apr 03/17, 09:30-16:30
Demonstration Class Observations TBA
Internship Placements May 03 to Jun 25, 1993

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.

Withdrawal, Refund and Course Cancellation Policy

Students registered in elective courses are requested to refer to the information provided in the flyer regarding withdrawal, refund and course cancellation policy. Please note that requests for refunds for courses of six sessions or less require a minimum of 48 hours notice prior to course start date. Refunds are subject to an administrative charge of 20 percent of the course fee or a minimum charge 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. May 29, 09:00-17:00 - 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. Jun 26, 09:00-16:00 - KEC

Creative Arts in the ESL Classroom (150862)

This three-hour workshop will be an introductory exploration of teaching techniques derived from the arts that can be applied in the ESL classroom. (Garner) \$25
1 mng - Sa. Jun 19, 09:30-12:30 - KEC

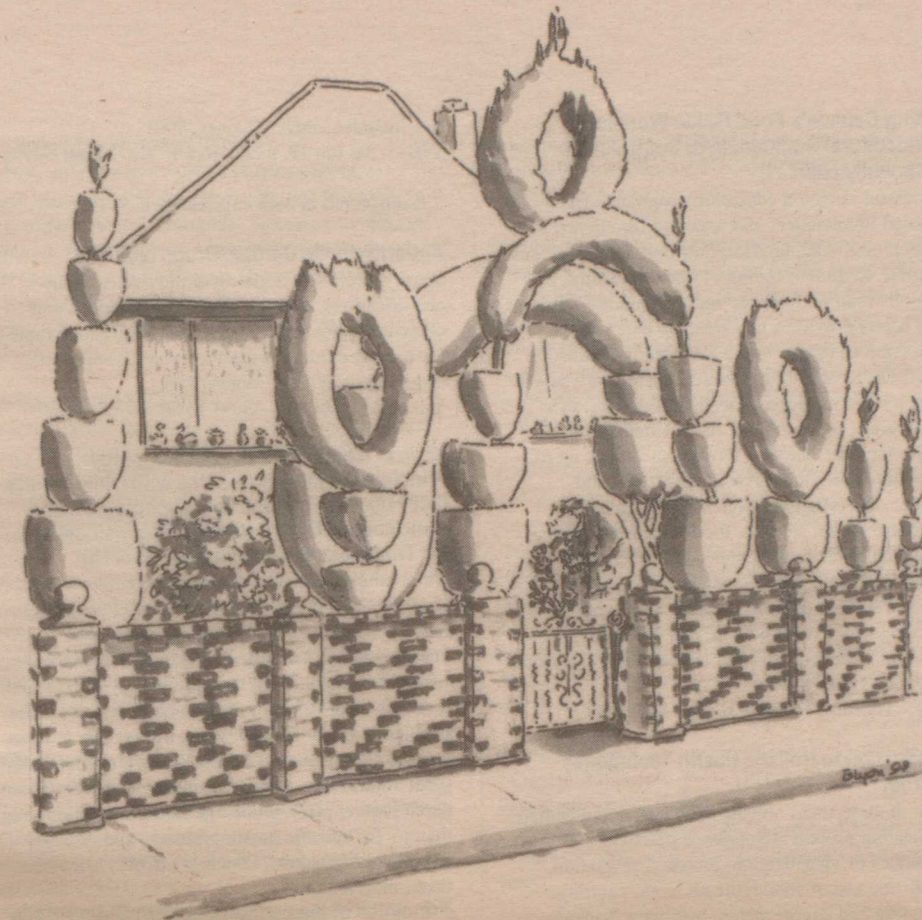
Presenting and Practising New Language (150853)

The emphasis in this two-day workshop will be on the practical application for presenting new language. 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. Jun 05/06, 09:30-16:30 - KEC

Teaching ESL Literacy in a Multi-Level Class (150825)

This participant-centred workshop will focus on teaching adult ESL literacy students within the framework of a multi-level class. Topics will include instructional approaches, teaching techniques, lesson planning, teaching materials and resources. Samples of lesson plans and teaching ideas will be provided for all workshop participants. It is advisable that participants have volunteer or teaching experience in an ESL literacy class. Please note that this workshop will be held on location in a literacy classroom at the Immigrant Services Society, 5th floor, 333 Terminal Avenue, Vancouver. (Price-Hosie and Massaro) \$110
2 day - Sa/Su. Jun 12/13, 09:30-16:00 - ISS



Developing Language Programs for Employment (150558)

This workshop will focus on teaching ESL to the increasing number of adult ESL students whose goal is to be trained in an occupational field or to re-connect with their original occupation. Language programs for employment offer ESL students training in job skills and employment related English. This workshop will:

- Explore issues related to immigrant employment
- Provide information on how to integrate employment concerns and job content with ESL methodology and techniques
- Examine materials in different areas of employment training as well as give participants an opportunity for a hands-on experience in creating their own. (Sawkins) \$50
1 day - Sa. May 08, 09:30-16:30 - KEC

Teaching Strategies for Cross-Cultural Learning and Communication (150875)

This six-hour workshop will examine cross-cultural learning and communication for ESL students at the advanced and college preparatory level. Teaching strategies and activities will be presented in this hands-on workshop. (Liu) \$50
1 day - Sa. May 01, 09:00-16:00 - KEC

An Introduction to Curriculum Development (150874)

This three-hour workshop will explore curriculum development for advanced and college-bound ESL students. The content presented in this workshop will focus on a basic orientation to the philosophies of curriculum, educational goals and objectives, and curriculum planning. (Lovelace) \$25
1 mng - Sa. Jun 12, 09:30-12:30 - KEC

Strategies for Teaching LINC Classes (150876)

This six-hour interactive workshop will begin with video introduction to LINC 1 and LINC 2 learners. This will be followed by an exploration of teaching and learning strategies that can be utilized in a LINC 1 and LINC 2 program. (Massaro/Price-Hosie) \$50
Please note that this workshop will be held at the Immigrant Services Society, located on the 5th floor, 333 Terminal Avenue in Vancouver.
1 day - Sa. May 15, 09:30-16:30

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.

B. Dafre, 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, MSc Candidate, is a long term care clinical pharmacy consultant. She has been involved in long term care and extended care pharmacology in hospital and community settings since 1981 and has taught courses at many centres throughout BC.

L. Fearn, RN, has been working with clients and teaching lifestyle management for over ten years and specializes in such areas as stress management, nutrition, holistic medicine, physical fitness and attitudinal healing. Lynne's research interests have recently involved her in a Canada-wide study on aging.

A. Higgins, RN, BScN, has worked as a staff nurse in Neonatal Intensive Care at both Toronto's Hospital for Sick Children and BC Children's Hospital. She has participated in a medical/nursing outreach program and became a member of the National Faculty for Neonatal Resuscitation. She is currently a provincial visiting nurse educator for the BC Reproductive Care Program.

B. King-Hooper, RN, MScN, is a certified diabetes nurse educator and is a health and education diabetes consultant. Her previous roles include staff development instructor and program planning consultant for an urban, native community health centre. Barbara's teaching style encourages interactive participation and application of knowledge to real-life scenarios.

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.

F. McDowall, RN, is a charge nurse in the Coronary Care Unit at St. Paul's Hospital. She has worked in CCU for several years and has experience in CCU clinical teaching and research. She combines up-to-date knowledge and a strong clinical background to provide a practical approach to cardiac monitoring.

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.

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.

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.

J. Steckler, RN, BA, MScN, specializes in nursing care of older adults. She was formerly Director of Care, Short Stay Assessment and Treatment Centre at Mount St. Joseph's Hospital, and is currently a nursing instructor at Kwantlen College.

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

Assessment and Resuscitation of the Newborn (203003)
For nurses working in maternal/child or nursery settings. Provides an opportunity to gain knowledge and practice skills related to the resuscitation of the neonate in the first hours of life. Assessment, early intervention, and ongoing evaluation are addressed. Course includes pre-reading of textbook of Neonatal Resuscitation, lecture and discussion, skills practice with mannequins, testing of knowledge and skills, and provincial certification. This is a collaborative offering with the BC Reproductive Care Program. (Higgins)
1 day - Nov 1993, 09:00-16:00 - TBA

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. May 31, Jun 01/04, 09:00-16:00 and We/Th. Jun 02/03, 09:00-13:00 - KEC West

Caring for People Living with HIV or AIDS (201058)
This course is intended for experienced home support workers who are interested in exploring the issues around HIV and AIDS, and home-centred care. You will learn about the impact of AIDS and HIV on home-centred care and will gain knowledge and skills to increase your comfort level while working with AIDS and HIV clients. (Co-sponsored with Vancouver Person's with AIDS Society, the Positive Women's Network, and AIDS Vancouver). \$30
1 eve - Th. May 06, 18:30-21:30 - KEC West

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. Jun 07, 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. Jun 21, 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 - Th. Jun 10, 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. Jun 01, 19:30-22:00 - KEC West

Overcoming Eating Disorders (202748)
Anorexia and bulimia, two common eating disorders, are serious health problems. In this course you will learn: how to recognize symptoms of eating disorders; about associated dynamics and risk factors; and methods of effecting and supporting behaviour change. If your employment or community role puts you in contact with groups at-risk for eating disorders (eg. adolescents and women), it is important to inform yourself about this topic. (Usmiani) \$85
1 day - Fr. May 28, 09:00-16:00 - 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 - Th. Jun 10, 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. (McDowall) \$225
3 day - Tu. May 04/11/18, 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. Jun 18, 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. Jun 19, 09:00-16:00 - KEC West

* If registered in both courses fee is \$170

Antiarrhythmic Cardiac Drugs (202701)
Learn more about antiarrhythmic cardiac drug classifications, actions, clinical applications and clinical implications for oral and intravenous routes. Case study method is used to enhance application and analysis skills. (Cooper) \$85
1 day - Mo. May 10, 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 mng - We. Jun 09, 09:30-12:30 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$85
1 day - We. Jun 16, 09:30-16:30 - KEC West
Medications for Treatment of Chronic Pain (202775) \$45
1 mng - We. Jun 23, 09:30-12:30 - KEC West

Physiological Aging Changes: Implications for Care (202768)
The aging process is complex and varied involving changes in cells, tissues and organs. This course will focus on physiological age-related changes and factors that influence the process of aging. Useful for health and human service professionals who work in the field of aging. (Steckler) \$45
1 eve - Tu. Jun 01, 19:00-22:00 - KEC

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. Jun 11, 09:00-16:00 - 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. Jun 12, 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 - Mo. May 17, 09:00-16:00 - KEC West

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. Jun 14, 09:00-16:00 - KEC West

Therapeutic Touch (202752)
Learn methods to promote healing, comfort and relaxation through touch. Designed for those interested in holistic health concepts and involved in caregiving roles. You will learn to identify appropriate uses of therapeutic touch, and to perform therapeutic touch techniques originally developed by Dr. Dolores Kreiger at New York University. (McCoy) \$85
1 day - Sa. Jun 19, 09:30-16:30 - Lan

Assisting Persons with Swallowing and Feeding Problems (200729)
Often under-rated, nutrition has a direct impact on health and well-being. Care providers in all settings will learn how to promote independence and optimum nutrition among the many older and younger adults who experience difficulty with eating or drinking activities. You will experience a hands-on session with food textures, feeding aides and feeding techniques. You will learn about methods for alleviating swallowing problems and dealing with disruptive behaviour at meals. (Rocheleau) \$85
1 day - Tu. Jun 08, 09:00-16:00 - KEC West

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. Jun 19, 09:00-16:00 - KEC

For additional courses see SELF-IMPROVEMENT AND LIFESTYLES section.

Childbirth Educators - Non-Certificate

Teaching Skills for Childbirth Educators (202504)
Persons already teaching childbirth education who wish to upgrade their skills may enrol in this course. \$305
5 day - Mo/Fr. 09:00-16:00, in early November 1993 - KEC West

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, 75 hours

Course II - Teaching Skills for Childbirth Educators (202504)
24 hours in classroom, 49 hours total
Full-time - 5 days, Mo-Fr. 09:00-16:00 - in early November 1993 - KEC West

Course III - Practicum for Childbirth Educators (202501)
43 hours. Arranged on an individual basis.

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

For course information call 874-9923

Continuing Education for Dental Personnel

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

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

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

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 21, 19:00-21:00 - 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 28, 19:00-22:00 - 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. May 29, 08:30-12:30 - CC Dental Clinic

Computereze I (203410)
This four-hour, hands-on, workshop introduces the dental professional to all components of dental management software, including:
Software: dental software - What should it do? What is multi-tasking/multi-use? What is DOS? Hardware: What is it? How does it work? How much power do you need? What makes one computer more powerful than another? Learn to feel comfortable entering the computer, using passwords, doing back-ups, and creating files. (McLeod) \$70
1 mng - Sa. Jun 12, 09:00-12:30 - CC, Room 529

Computereze II (203412)
Pre-requisite: Computereze I. After a short review of lessons learned in Computereze I, the participant will spend another hands-on session with the computer. Knowledge and exposure will be expanded to include:
- How to find your way around the system. Help screens, menus.
- Maintaining files - patient, insurance, procedures
- Entering claims
- Scheduling appointments
- Recall appointments - how does the computer prevent patients from "slipping through the cracks"?
- Recall letters and PR
- What is to come? (McLeod) \$70
1 mng - Sa. Jun 19, 09:00-12:30 - CC, Room 529

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 reading, 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 - Tu. Jun 22, 19:30-20:30 - KEC West

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

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

Courses offered this term
(Open only to Certificate Program students who have met entry requirement):

Introduction to Gerontology (203601)
This course provides an overview of the field of gerontology and demographic trends in Canada. Participants examine issues related to health and social service provisions in an aging population. Emphasis is placed on distinguishing facts from myths in relation to aging and older people, and on using theory and research to gain a holistic understanding of the aging process. (Berry) \$225
6 day - We. Apr 14, 09:00-16:00 - KEC West

Introduction to Gerontological Nursing (203604)
Provides an overview of gerontological nursing: history, roles, functions, standards, practice and legal issues. Provides knowledge and skills related to the use of the nursing process within a human needs framework. Emphasis is placed on health assessment of the well, older adult in the community and on quality and risk management concepts. (Richardson) \$225
6 day - Th. Apr 29, 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. Jun 07, 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. Jun 21, 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 mng - We. Jun 09, 09:30-12:30 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$85
1 day - We. Jun 16, 09:30-16:30 - KEC West
Medications for Treatment of Chronic Pain (202775) \$45
1 mng - We. Jun 23, 09:30-12:30 - 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 revised program reflects 1990's concepts of nursing management. It is designed for nurses who are responsible for the management of patient care. Emphasis is on 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. Transfer credit to Health Care Management Program Level I, BCIT, and the University of Victoria and UBC, BSN program 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
- Next offering: Fall 1993 term

Program Coordinator: Grace Hodgins

Information Session

For more information attend the following meeting: 1 eve - Tu. Jun 22, 19:30-20:30 - KEC West

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 874-9923.

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. Apr 17, 09:00-18:00 - KEC
- 1 day - Sa. Apr 24, 09:00-18:00 - KEC
- 1 day - Sa. May 01, 09:00-18:00 - KEC
- 1 day - Sa. May 08, 09:00-18:00 - KEC
- 1 day - Sa. May 15, 09:00-18:00 - KEC
- 1 day - Sa. May 22, 09:00-18:00 - KEC
- 1 day - Sa. May 29, 09:00-18:00 - KEC
- 1 day - Sa. Jun 05, 09:00-18:00 - KEC

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. Apr 22, 18:30-21:30 - KEC

Self-Improvement & Lifestyles

INSTRUCTORS

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.

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

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

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.

Phyllis Loher has over ten years' experience as an innovative educator and counsellor. She has developed a successful career as a workshop leader specializing in courses for personal and professional development. Using herself and her experience as teaching tools, she brings enthusiasm, compassion and humour to her 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) \$85.60 (Includes GST)

4 eve - Jun 08, 19:00-21:30 - Lan

Mastering Meditation (503409)

Learn meditation for peaceful and dynamic living. Each week you will learn new techniques to cover related topics. (Runkel) \$26.75 (Includes GST)

4 eve - Tu. May 04, 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 - We. May 19, 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. May 12, 18:30-21:30 - Lan

Assertiveness and Self-Esteem (104008)

This course will help you to stand up for yourself through understanding aggressive, passive and assertive patterns in yourself and others. Learn techniques that defuse angry and confrontive situations. Build high self-esteem by learning ways to break down your negative self talk. Learn to ask for what you want and say no to what you don't want, while learning to establish your own personal boundaries. (Loher) \$128.40 (Includes GST)

7 eve - We. May 05, 19:00-21:30 - Lan

"Say What?" A Look at our Conversation Style (104007)

Bring your portable cassette recorder and blank cassette and join us for some fun discovering how to talk with others. We'll be listening to our own conversations to discover conversational style. We'll discuss such concepts as high-involvement and high-considerateness styles, rapport and report talk as well as take a listen for pacing, pausing, listening, interrupting, overlapping, laughter, questioning, projection and many more. You will learn what you do well and how you can make conversations more enjoyable and effectiveness in business, social and personal situations. (Coleman) \$171.20 (Includes GST)

6 eve - Th. May 13, 19:00-21:30 - CC

Interactive Presentations (104551)

This two-day experiential workshop focuses on sharing information with a group in a manner that will involve your audience. In a supportive atmosphere you will practise choosing a topic and building an interactive presentation. Included will

be: preparing the topic, choosing how to involve the audience, dealing with nerves, considering vocal delivery and non-verbal behaviour, handling questions, and having fun while presenting "professionally." All participants are asked to bring their own blank VHS video cassette. (Coleman) \$160.50 (Includes GST)

2 day - Sa. May 29, 09:30-16:30 - CC

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. Apr 28 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. May 29, 09:30-16:30 - 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 - Tu. May 18/25, 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 - Tu. Jun 08/15, 18:30-21:30 - KEC West

The Contemporary Male (201051)

The current social situation for men is a troubling one. Present day images of men often portray them as either figures of scorn or fear. While knowing that he values neither response, the individual male too often finds himself in a defensive position. This workshop is for men who are interested in discovering and living in a third way . . . a way of self-respect. Topics: men's shifting role and position in society; the value of male friends, buddies, or a support group; dealing with the fear of being alone; "master of oneself, not of others;" and replacing external addictions with internal support. (Green) \$85

2 eve - We May 12/19, 18:30-21:30 - 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 - Th. Jun 10, 09:00-16:00 - KEC West

Assertiveness Training I (202715)

Assertion is an essential component of communication and interpersonal relationships. Counsellor psychologist, Randy Boychuk, will teach you methods for effectively expressing your thoughts, feelings, opinions and beliefs to others. Learn to be assertive in situations of strong emotion. Practice assertive strategies which can lead to positive changes in your life and work. (Boychuk) \$90

Date TBA

Conflict Resolution (202802)

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

Date TBA

Assertiveness Training II (202779)

Master assertion skills in this practise-focused workshop. Using techniques of role play, observation, and individualized feedback, instructor Randy Boychuk helps you increase your confidence in using assertion skills in situations that challenge you. Video feedback component. Intended for those who have completed a basic assertiveness training workshop. (Boychuk) \$90

Date TBA

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. May 11, 19:00-21:30 - Lan

For additional courses see PROFESSIONAL AND ALLIED HEALTH CARE section.

HUMAN & SOCIAL SERVICES

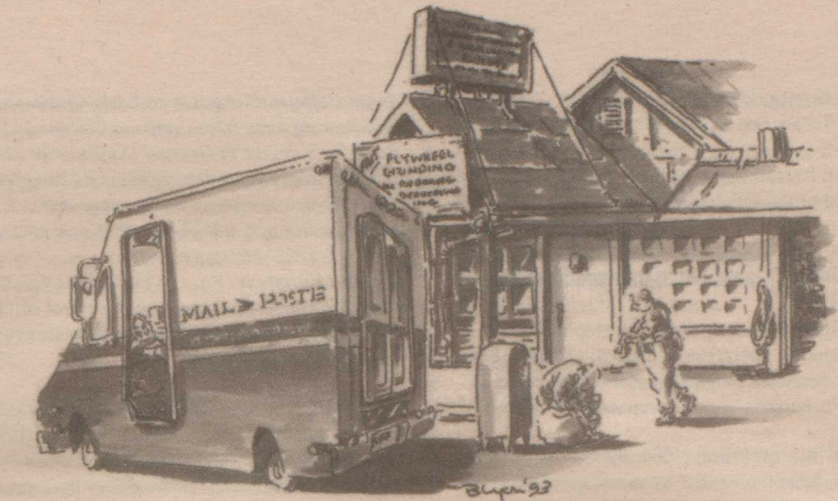
Counselling Skills

INSTRUCTORS

Tamara Adilman (MA Women's Studies, MEd, Counselling Psychology) is a therapist at North Shore Family Services.

Larry Koopman (BED) is a job placement officer with the Vancouver Neurological Centre.

Nathan Krakow (MA Counselling Psychology, PhD candidate) is a counsellor specializing in trauma and family counselling and EAP referrals.



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

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

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

Kathy Pierce (MSW) is a counsellor specializing in family therapy, group work and sexual abuse counselling.

Susan Rungta (MA, Counselling Psychology) is a counsellor specializing in EAP, group work, women, and cross-cultural counselling.

Basic Counselling Skills - Level I (101805)

This course is designed to introduce individuals to the listening skills that form the foundation of counselling. It may be of particular interest to volunteers and staff in the helping professions. You will practise beginning phase helping skills, which include attending, empathy, summarizing, and concreteness. You will participate in counselling interviews as both a helper and a client. This process will require self-disclosure and self-exploration. You can expect to spend three hours per week completing reading and written assignments. This course is a prerequisite for those applying to the Counselling Skills Certificate Program and to the Substance Abuse Program. Text: "Counselling Skills for Social Service Workers," Bob Shebib. (\$27 at CC and KEC Bookstores) \$225

12 eve - Tu. Apr 06, 19:00-22:00 - CC (Krakow)

12 eve - Tu. Apr 06, 19:00-22:00 - CC (Miller)

12 eve - We. Apr 07, 19:00-22:00 - CC (Krakow)

11 eve - Th. Apr 08, 18:30-21:30 AND 1 mng Sa. Apr 17, 09:30-12:30 - CC (Adilman) (No class Thursday, April 15)

8 mng - Fr. Apr 16, 09:30-12:30 AND 2 day - Fr. Apr 23, May 28, 09:30-16:30 - KEC (Rungta) (No class Fr. May 21)

Summer Session

10 eve - Mo/We. Jul 05, 19:00-22:00 - AND 1 day - Sa. Jul 24, 09:30-16:30 - CC (Krakow)

Basic Counselling Skills - Level II (101806)

This course is designed for individuals who have completed Basic Counselling Skills - Level I, or those who have completed the equivalent elsewhere. You will review beginning phase helping skills. You will be introduced to and practise the helping skills of the action phase, which include advanced empathy, confrontation, immediacy, helper self-disclosure, problem-solving and goal setting. You will participate in counselling interviews as both a helper and a client. You can expect to spend three hours per week completing reading and written assignments. Prerequisite: Basic Counselling I (101804 or 101805) Text: "Counselling Skills for Social Service Workers," Bob Shebib (\$27 - CC Bookstore) \$185

10 eve - Mo. Apr 19, 19:00-22:00 - CC (Menzel) (No class Mo. May 24)

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: social services workers, settlement workers, counsellors, caregivers, transition house providers. (Margolis) \$74.90 (Includes GST)

1 eve - Fr. Jun 25, 18:00-21:00 AND 1 day - Sa. Jun 26, 09:30-16:30 - KEC

Marketing for Job Placement Workers (101809)

This workshop is aimed at those whose primary responsibility is job placement in vocational rehabilitation, job training and employment programs. You will learn practical, hands-on skills for marketing strategies with special needs populations, including dealing with potential employers, effective promotion and appropriate sales techniques. (Koopman) \$125

4 eve - Th. May 06, 18:30-21:30 - KEC

Family Counselling II (101840)

This course builds on the Family Systems theory concepts covered in Family Counselling (101833). You will review Family Systems theory and practise family assessment techniques and intervention methods. The focus in this course will be on skill development, using experiential learning and role play. Prerequisite: Family Counselling (101833), Family Counselling for Alcohol/Drug Addiction (200117), or an introductory course in Family Systems theory. (Pierce) \$225

12 eve - We. Apr 07, 19:00-22:00 - 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
- Completion of Basic Counselling Skills courses (101804 or 101805) or equivalent
- Satisfactory interview with Program Coordinator

Certificate Requirements

Satisfactory completion of: A 12-hour Program Orientation; five 36-hour courses -- Introduction to Counselling Skills; Individual Counselling Skills; Group Counselling Skills; Family Counselling Skills; Assessment, Referral, and Community Resources; A 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: April 1993, September 1993, January 1994

Information Meetings

For more information attend the following meeting: 1 eve - Mo. Apr 19, 18:00-19:00 - KEC, Room 5025

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

INSTRUCTORS

Suzanne Kenney (MA, Counselling Psychology) works as an employee assistance counsellor for Family Services of Greater Vancouver.

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

Joe Rosen (MSW) is a social worker in private practice.

Lynn Zettl (MA, Counselling Psychology) is a counsellor in private practice.

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. Apr 17/18, 09:30-16:30 - KEC

Introduction to Counselling (101830)

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

12 eve - We. Apr 07, 19:00-22:00 - CC

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. (Kenney, Rose) \$225

12 eve - Tu. Apr 06, 19:00-22:00 - KEC (Rose)

12 eve - Th. Apr 08 AND 1 We. Jun 30, 18:30-21:30 - KEC (Kenney) (No class Th. Jun 03)

Group Counselling Skills (101832)

This course examines the knowledge and skills which are required when counselling in a group setting. You will gain an understanding of group dynamics through experiential learning and will learn how to apply skills appropriate for different types of groups. The intent of this course is to

increase understanding of group counselling skills, to provide an opportunity to demonstrate the application of these skills, and to learn how to evaluate the effectiveness of these skills. (TBA) \$225
12 eve - We. Apr 07, 19:00-22:00 - KEC

Practicum (101836)

This practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained throughout the practicum. Objectives will be written on an individual contract basis. This contract will be negotiated by the student, the practicum site, and the program administrator. \$175

Assessment, Referral and Community Resources (101838)

This course examines the assessment and referral process in terms of what information is required for the assessment of a problem, how to obtain this information and when and to whom to refer for help. You will learn to identify situations which require immediate consultation or referral. You will be involved in the identification and examination of counselling resources and how to use them. (Rosen) \$225
12 eve - Tu. Apr 13, 19:00-22:00 - KEC

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.

NOTE

Program has been expanded to permit more focus on simultaneous interpreting.

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.) \$975
63 eve - Tu/Th. Sep 21-May 17, 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). Component has been expanded by 45 hours to permit more focus on simultaneous interpreting.

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 Thursday, April 22 at 19:30. Come to the Langara Continuing Education office.

Early Childhood Education

Living & Working with Young Children

CERTIFICATE PROGRAM

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

INSTRUCTORS

Kate DuBois is an early childhood educator with a wealth of experience in family day care. Kate is a director of Education for Western Canada Family Day Care Association.

Jane Graham has been involved with school age children for the past seven years and is currently the operator and administrator of a school age child care centre as well as a three-to-five child care centre.

Susan Hoppenfeld is an early childhood educator with a BSc in Art Education and a Teaching degree from the University of Oregon. She currently teaches Art with children at various community centres throughout Vancouver and is a preschool teacher at the Shalom Preschool.

Susan Huffman-Coe holds an Early Childhood Educator diploma from Capilano College and a Bachelor's degree in General Studies from SFU. With 18 years' experience in the child care field, she has much to offer as the operator and administrator of a school age child care centre.

Barbara Karmazyn, BA, is a performing fine arts educator who has worked with preschool children over the past nine years. Her specialty areas are art, movement and drama.

Bev Krisch is a well-experienced day care and preschool teacher with particular expertise in the area of music and effective use of visual aids. She currently teaches music in several of the Lower Mainland ECE training programs and has offered numerous workshops related to her specialty areas.

Candace Mann has completed the School Age Child Care Certificate Program offered through Vancouver Community College and is currently working on the North Shore of Vancouver with school age children.

Teaching Music is Possible (151311)

Do you sometimes avoid the music scene for fear of your less-than-perfect singing voice? Are you tired of the same old songs? If so, this is the workshop for you. Come experience the joy of creating new rhymes and songs from familiar tunes. Learn not to fear music because of lack of training. Music is for everyone! Draw on your own resources and ideas from within. (Krisch) \$20
1 eve - Mo. Apr 19, 19:00-22:00 - Lan

Creative Movement (151312)

Through specific developmental exercise and exploration, children can discover how to dance their own dance. Using nursery rhymes, stories, poetry and music, this workshop will offer practical and simple methods of teaching children the basics of dance and movement. Please wear comfortable clothing. (Karmazyn) \$20
1 eve - Tu. May 11, 19:00-22:00 - Lan

Creative Art: Creative Kids (151438)

Focusing only on themes or festivals often draws us away from fostering creativity in young children. This session will examine the creative stages of artistic development in children and suggest strategies for encouraging creativity and talking with children about their art work. You will have the opportunity to gather new ideas for your setting. Come prepared to put your hands on two and three-dimensional activities with paint, glue, cardboard, fabric, and paper. (Hoppenfeld) \$20
1 eve - Th. May 13, 19:00-22:00 - Lan

Tell Me a Story/Make Me a Story (151313)

How can something this much fun be so good for you. Making up stories and dramatic activities are wonderful methods of stimulating the imagination of young children. In addition to story building and teaching how to bring stories to life, this session will offer simple and practical methods of encouraging and holding children's attention. Storytime is an enjoyable time for everyone. (Karmazyn) \$20
1 eve - Th. May 20, 19:00-22:00 - Lan

Clay Play (151314)

Come join the fun with this hands-on workshop! This session will explore the unlimited possibilities of clay. Learn about age-appropriate clay activities for young children while gaining the knowledge and skills needed for expanding creative potential for clay play. (Hoppenfeld) \$20
1 eve - Th. May 27, 19:00-22:00 - Lan

Paint and Dough It (151498)

Come join in the fun adventure of a hands into "paint and dough it" workshop. This session will give you lots of new, exciting, inexpensive and easy-to-clean-up art ideas. Also included are recipes for many varied doughs and clay that you can make from simple ingredients found in your kitchen cupboards. (DuBois) \$20
1 day - Sat. May 29, 09:00-12:00 - Lan

Fun Science for School Age Children (151315)

Discover the fun of offering science in your school age centre. This workshop will give you ideas galore as well as skills and strategies to help 5 - 9 year olds explore and discover the wonders and delights of science. (Huffman-Coe, Graham, Mann) \$20
1 mng - Sa. Jun 05, 09:00-12:00 - Lan

The Three O'Clock Rainy Day Nightmare (151316)

Here come the children full of energy. It's three o'clock at the school age centre and it's raining outside! Help, what can you do? This workshop will demonstrate how to use everyday props to create fun "burn off your excess energy" activities. Learn cooperative games and how to gather equipment and resources that cost next to nothing. Please wear comfortable clothing. (Huffman-Coe, Graham, Mann) \$20
1 aft - Sa. Jun 05, 12:30-15:30 - Lan

"I Like Myself" (151317)

Helping children to like themselves is one of the best gifts we can give. Self esteem is the key element school age children need for becoming healthy individuals. This workshop will give you ideas and skills to promote self esteem in all aspects of your school age programming. (Huffman-Coe, Graham, Mann) \$20
1 mng - Sa. Jun 12, 09:00-12:00 - 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

A two-year provincially certified program which prepares graduates to work as supervisors in nursery school and day-care centres for 3 to 5 year old children. Please note: This program is FULL for this coming term. Applications for September 1993 will be accepted until May 31st.

B. Infant-Toddler Supervisor Program

A one-year program which prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day-care settings. Applications for September 1993 are now being accepted.

C. Advanced Studies in Early Childhood Education

A program which offers enrichment, upgrading and ongoing professional development for preschool and day-care staff. Individual courses/workshops are also open to parents and other interested persons. Please note that this program does NOT qualify individuals to supervise in preschool or day-care settings. A brochure which outlines Fall term offerings is available upon request.

D. Family Day-Care

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

INSTRUCTORS

Isolde Hager Descantes is well respected in the community for her expertise in family day care. She is currently an outreach coordinator for the Vancouver Child Care Support Program located at

Collingwood Neighbourhood House. Isolde is a director of education for Western Canada Family Day Care Association.

Sylvia Herd has worked with young children in a variety of settings. Presently she operates a family day care centre and is involved in numerous caregiver training programs. Sylvia has been a long-standing board member of Western Canada Family Day Care Association.

Judy Labrin is a family day care educator who currently operates a family day care centre in her home on the east side of Vancouver.

Pam Mountford is a long-experienced family day care educator, and past president of the Western Canada Family Day Care Association. She is well respected in the community for her knowledge and experience. Pam currently is working with the Delta Child Care Support Program.

Maria Ressel is an early childhood educator, with experience in day care and early primary. Recently she delivered training to Spanish-speaking care providers in their first language, for the Vancouver Child Care Support Program.

This term the following courses are offered:

Prerequisite: Introduction to Family Day Care (103801)

This 24-hour introductory course provides a basic introduction to a variety of issues related to operating a family day care in a home environment. Community Care Facilities recommends this introductory course as part of the required licensing process. Please note that the course meets four evenings AND two Saturdays. (Hager-Descantes, Labrin, Ressel) \$85
4 eve - We. May 05/12/19/26, 19:00-21:30 AND 2 day - Sa. May 08/29, 09:30-14:30 - 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 practice, recognizing common illnesses and meal planning will be highlighted. (Herd) \$85
6 eve - We. Apr 07/14/21/28, May 05/12, 19:00-21:30 AND 1 day - Sa. May 01, 09:00-14:30 - Lan

Managing a Family Day Care (103806)

The focus of this course is on the business management and administrative aspects of operating a successful family day care. Topics will include licensing procedures, budgeting, tax issues and parent care providers communication contracts. (Hager-Descantes, Mountford) \$85
4 eve - We. May 26, Jun 02/09/16, 19:00-21:30 AND 2 day - Sa. Jun 05/12, 09:00-14:30 - Lan

E. Working with School Age Children

A certificate program designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres, or leadership, service and church groups. The program consists of 150 hours of instruction divided between a prerequisite, five core courses and a number of electives. Core courses are:
Working With 5 Year Olds
Working With 6-9 Year Olds
Working With 9-12 Year Olds
Working With Children With Special Needs
Leadership and Organizational Skills

NOTE

Students entering the core courses must have successfully completed the prerequisite Introduction to School Age Child Care.

INSTRUCTORS

Susan Huffman-Coe holds an Early Childhood Educator diploma from Capilano College and a Bachelor's degree in General Studies from SFU. With 18 years' experience in the child care field,

she has much to offer as the operator and administrator of school age child care centre.

Steve Musson has a wealth of experience working with school age children in various settings. He has co-authored a book entitled "New Youth Challenge" and is completing his Master's degree at UBC.

This term the following core courses will be offered:

Working With Children With Special Needs (150651)

This course focuses on the attitudes, knowledge and skills necessary for successful integration. Various kinds of special needs are introduced and specific tools for program planning are discussed. (Huffman-Coe) \$85
6 eve - Mo. Apr 05, 19:00-22:00 - Lan
1 day - Sa. May 01, 09:30-15:30 - Lan

Leadership and Organizational Skills (150650)

This course focuses on the use of communication skills and leadership styles necessary for effective management. Administrative aspects of school age child care including policies, procedures, budgeting, fundraising, promotions and community liaisons are explored. (Musson) \$85
6 eve - We. Apr 21, 19:00-22:00 - Lan
1 day - Sa. May 15, 09:30-15:30 - 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 substance abuse 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 Addiction (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 - Mo. Apr 19, 18:00-19:00 - KEC, Room 5025

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: September 1993, January 1994

NOTE

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) is clinical supervisor at Peak House, a residential program for adolescents. He also works extensively as a trainer and consultant.

Celesta Wilson, (MEd, Counselling Psychology) a therapist at PACIFICA, a residential treatment centre for substance abuse clients.

Individual Counselling for Substance Abuse (200115)

This course examines the knowledge and skills required when counselling, on a one-to-one basis, clients affected by substance abuse. Content areas will build on those covered in "Basic Counselling Skills," and in "Introduction to Substance Abuse," by introducing and enlarging on the concept of "motivational interviewing." Content areas will include: a review of the counselling process and phases of the helping relationship; practising counselling skills involved in all these phases; reviewing the stages of substance abuse recovery and the nature of change; increasing counsellor self-awareness and its impact on the helping process. (Hall) \$225
12 eve - We. Apr 07, 18:30-21:30 - KEC
12 eve - Th. Apr 08, 18:30-21:30 - KEC

Family Counselling Skills for Substance Abuse (200117)

This course examines the knowledge and skills required when counselling the substance abusing family. Content areas will focus on understanding the family as a system and on the role of substance abuse within that system. Content areas will include: family systems theory; the difference between healthy and dysfunctional systems; family assessment; structured intervention; countertransference issues; ethical issues. The intent of this course is to allow students to begin to develop a systemic framework for working with families. (Wilson) \$225
12 eve - Tu. Apr 06, 18:30-21:30 - CC

Substance Abuse Practicum (200119)

The practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Substance Abuse Certificate Program. Emphasis is placed on gaining counselling experience in a setting for substance abuse clients. Continuous liaison with the Certificate Program will be maintained throughout the practicum. Objectives for the practicum will be written on an individualized contract basis. This contract will be negotiated by the participant, the practicum site and the Certificate Program administrator. (Sanders) \$200

LANGUAGES

English Skills Improvement

Three information sessions will be held on Wednesday, April 14, Thursday, April 29, and Wednesday, May 05 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 at our Langara Campus.

NOTE

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 Durrieu, BA, MA, has taught ESL for the past seven years.

David Bouvier, BA, MA, has taught in Britain, the United States and Canada for 16 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.

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

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

Liz Strayski, BA (English), TESL (VCC), worked in business for 16 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. (TBA) \$225
16 eve - Mo/We. May 10, 18:30-21:30 - 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
16 eve - Tu/Th. May 11, 18:30-21:30 - Lan

Upper Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. (Ferera) \$225
16 eve - Mo/We. May 10, 19:00-22:00 - Lan

Advanced ESL (103018)

A course for advanced students who want to improve their writing, reading, speaking and listening skills. There will be weekly homework assignments and students will have the opportunity to ask individual questions. Text required. (Strayski) \$225
16 eve - Mo/We. May 10, 18:30-21:30 - 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 - Tu. May 11, 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. \$150
8 eve - Tu. May 11, 18:30-21:30 - Lan (Durrieu)

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. May 01, 09:30-14:00 - Lan
16 eve - Mo/We. May 10, 18:30-21:30 - 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 - Mo/We. May 10, 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) \$145
8 eve - We. May 12, 18:30-21:30 - Lan (Tenisci)

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
8 eve - We. May 12, 18:30-21:30 - 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." (Smith) \$200
12 eve - Tu. May 11, 18:30-21:30 - Lan (Smith)

There will be an advance information/registration session for the September term on Monday, August 23 from 17:00-20:00. Information sessions will also be held on Thursday, September 9 and Wednesday, September 15 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.

Adult Classes

The next term for adult classes runs from April 03, 1993 to June 19, 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. Apr 03, 10:00-12:00 - KEC

Mandarin for Adults (505709)

Emphasis is on reading, writing and conversation. \$123.05 (Includes GST)
10 mng - Sa. Apr 03, 10:00-12:00 - KEC

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 starts on September 11, 1993.

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. Sep 11, 12:30-13:30 - KEC

Chinese Painting (505713)

\$70

16 aft - Sa. Sep 11, 12:30-13:30 - KEC

Mathematics (505714)

\$70

16 aft - Sa. Sep 11, 12:30-13:30 - KEC

16 aft - Sa. Sep 11, 13:30-14:30 - KEC

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

\$70

16 aft - Sa. Sep 11, 12:30-13:30 - KEC

16 aft - Sa. Sep 11, 13:30-14:30 - KEC

Children's Choir (505719)

16 aft - Sa. Sep 11, 12:30-13:30 - KEC

Preregistration

Preregistration will be held at KEC on Saturday, Jun 05/12/19, 1993, 10:00-14:00.

Modern Languages

Learn the language of your choice in a relaxed and informal atmosphere. VCC's Continuing Education Division offers you a variety of modern language courses with emphasis on conversation that will prepare you for your next trip or business transaction. Although functional conversation is the focus of our courses, attention to reading, writing and listening are important components.

These immersion-like courses are taught in the target language by expert instructors trained in second language acquisition. A variety of techniques and personal attention will be used to ensure that you reach your goals in an enjoyable and lively atmosphere.

After completing level one as a beginner you will be able to expand your knowledge and fluency by continuing on to the next two levels at your own speed. Repeating a course will sometimes give you more confidence and more practice in the language. If you start as an intermediate or advanced student you will be able to learn new structures and at the same time take pleasure interacting more freely with your fellow students.

Our courses are held at two different locations as well as at a variety of days and hours to accommodate your personal needs.

A short interview at the beginning of the first class will make sure that you are registered in the right level. At the same time it will give you the opportunity to express your objectives personally to the instructor.

Enhance your travel tour by communicating with the people of the country you will visit. VCC Continuing Education offers you special workshops

or courses, including tutorials customized to your needs, to prepare you for your travels. These classes can be arranged at a suitable time and location. Contact Brenda Pengelly at 871-7055.

NOTE

The College is closed for two statutory holidays on Monday, May 24 and Thursday, July 1. Please note classes are held at Langara only this term.

Course Cancellation and Adjustment

The College reserves the right to cancel any course due to insufficient enrolment. Also, the College reserves the right to reduce hours of instruction due to lower enrolment.

Inquiries: 324-5322

INSTRUCTORS

Cantonese

Chun Yang Lu comes from Nan Kai University,

Tietsin, 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.

French

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.

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.

Miyuki Kuwakita is an English Major from Kyoto,

Japan. She taught English in her country of origin.

Since her arrival in Vancouver she has been an

assistant teacher at the Vancouver Japanese

Language School.

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.

Spanish

Doris de Ruiz is originally from Colombia. She is a

teacher and a psychologist. Doris has been teaching

for VCC for the last ten years.

Martha Miszkurka received her teaching education

in her homeland, Mexico. She has experience in

teaching English and Spanish as a Second

Language in Mexico and Canada.

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.

Cantonese Conversation Level I (501903)

\$123.05 (Includes GST)

8 eve - Tu. May 11, 19:00-21:30 - Lan (Lu)

French Conversation Level I (501913)

\$115

8 eve - Tu. May 11, 19:00-21:30 - Lan (Hassaine)

Italian Conversation Level I (501923)

\$123.05 (Includes GST)

8 eve - Tu. May 11, 19:00-21:30 - Lan (Visscher)

Japanese Conversation Level I (501926)

\$123.05 (Includes GST)

8 eve - Mo. May 10, 19:00-21:30 - Lan (Egawa)

Japanese Conversation Level II (501927)

\$123.05 (Includes GST)

8 eve - We. May 12, 19:00-21:30 - Lan (Kuwakita)

Mandarin Conversation Level I (501937)

\$123.05 (Includes GST)

8 eve - Mo. May 10, 19:30-21:30 - Lan (Huang)

Spanish Conversation Level I (501949)

\$123.05 (Includes GST)

8 eve - Mo. May 10, 19:00-21:30 - Lan (Miszkurka)

8 eve - We. May 12, 19:00-21:30 - Lan (Schulz)

Spanish Conversation Level II (501950)

\$123.05 (Includes GST)

8 eve - We. May 12, 19:00-21:30 - Lan (Miszkurka)

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)
16 eve - Mo/We. May 10, 19:00-21:30 - Lan (de Ruiz)

We Can Teach On-Site at Your Organization or Company

With the challenges of a global marketplace and a culturally diverse community, many business and service organizations are acquiring multilingual skills to keep the competitive edge. To help you meet the educational and professional priorities of your employees on a timely basis, many language courses can be taught on-site at your organization. We can also tailor these courses to meet your particular needs.

Our on-site courses give you the same quality instruction available in our regular classrooms with the added convenience that your employees don't have to travel.

To find out more about how VCC Continuing Education Division's on-site programs can help develop and improve the productivity of your organization, call Brenda Pengelly, 871-7055.

LEISURE, RECREATION & TRAVEL

Natural History

Natural History Study Programs

For information and bookings call 871-7069

Evening Lecture

Western Canada's Great Rivers

BC and the Yukon have some of the most varied and beautiful rivers in the world. Visit the arid canyons of the Chilcotin and Fraser; the mighty peaks and glaciers of the renowned Tatshenshini and Alsek and the vibrant tundra along the Firth River in northern Yukon National Park. Wilderness expedition leader & naturalist, John Mikes. Tuesday, May 4, 19:30-21:30. \$19.26

Italian Conversation Level I (501923)

\$123.05 (Includes GST)

8 eve - Tu. May 11, 19:00-21:30 - Lan (Visscher)



Day Excursions

Bowen Island (502822)

Explore the natural heritage of this island on a day hike through 200 hectare Crippen Regional Park --- birding lagoons, fish-spawning channels, bogs with insect-eating plants, and fields with Blacktail deer. Nancy Baron. \$49.22. Sun. May 2.

Mandarte Island (502816)

Supporting one of the largest colonies of breeding seabirds in inland waters, Mandarte's rocky crags hold the nests of over 5000 birds. Species include both the double-crested and pelagic cormorant, the orange-legged pigeon guillemot and the most southerly nesting pair of tufted puffins. Boat charter. Alice Cassidy. \$96.30 Sat. June 5.

Widgeon Creek (502819)

The marshlands and meandering sloughs of Widgeon Creek are ideal for close-up nature observations. From your canoe you'll see harbour seals coming up river with the tide, nesting songbirds in the maple and willow forest alongshore, and perhaps the resident beavers! Alice Cassidy. \$69.20. Sat. May 15. *canoe rental included.

Weekend Study Excursions

Carmanah Valley (502837)

This 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 through the forest's lush understorey with naturalists Alison Watt and Trudy Chatwin and enjoy accommodations at the Mesachie Lake Research Station. Van, ferry, accommodation and most meals included. \$267. April 17 & 18.

Okanagan Valley (502807)

Hoot for owls, see desert wildflowers in bloom, hike after calving big-horn sheep, turn up age-old fossils and learn to spy native birds in the sage-brush and ponderosa pine-covered lands of BC's unique Okanagan Valley. David Shackleton & Frank

Metcalf. \$133.25. Lecture: Thurs. May 20. 19:20-21:30 Trip: May 22/23 & 24.

Whales, Eagles and Totems (502809)

The waters and lands of Johnstone Strait provide a stimulating introduction to BC'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 whales. \$550 (*subject to change) Includes transportation, accommodation and most meals. Dick Cannings & Margaret Holm. September 10-13.

Canadian Travel Study Programs

For information and booking: Call Great Expeditions 263-1476

Trinidad and Tobago

Great Expeditions: 263-1476
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 and John Mikes. Early Nov. 1993. (10 days)

Southern Florida

Great Expeditions: 263-1476

Galapagos and Ecuador

Great Expeditions: 263-1476
Andean highlands, Indian villages, subtropical rainforests and...the legendary Galapagos Islands. See the amazing animals and plants which so inspired Darwin over 100 years ago! May 1994. Keith Wade.

Eastern Birds

Great Expeditions: 263-1476
From Canada's shorebird migration along the Bay of Fundy to Maryland's fall songbirds, to Pennsylvania's Hawk Mt., you'll follow the birds along the eastcoast flyway during their fall migration. September 1994. Rob Butler.

Argentina

Great Expeditions: 263-1476
Few countries in the world can boast of a higher physical and natural diversity than Argentina. You will see toucans and other tropical jungle life around spectacular Iguazu Falls, three kinds of flamingos in the high treeless puna of the Andes, penguin colonies and right whales along the rich coast of Patagonia, and albatrosses and subantarctic forests on Tierra del Fuego. November 1994. Dick Cannings and John Ford.

Recreation

INSTRUCTORS

Diana Bouvier is a long-time student of Tai Qi Chuan. She studied Jin Shin Do with Patricia Novotny and with Iona Teequarden, 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 Ju 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).

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.

Massage for Sports and General Aches and Strains (151227)

During this one-day course you will learn how to do a massage to relieve soreness and stiffness from a strenuous workout, work or a heavy day. It will also teach you how to use massage to relieve common back ache and stiffness. Students must bring a towel, pillow and baby oil, and a swim suit or shorts to the lesson. (Kodet) \$37.45 (Includes GST)
1 day - Sa. May 01, 09:00-15:00 - Lan
1 day - Sa. May 15, 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 possible. There are some additional costs for tools and materials that will be discussed and explained at the first session. (Rowley) \$94.16 (Includes GST)
8 eve - Tu. May 04, 19:00-21:30 - Lan

Golf

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

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

**** All courses run for three weeks; a total of nine hours of instruction. Courses are held outdoors only! Location: Langara Campus. Equipment provided. Golf balls will be supplied.**

Fee per course: \$76.30 (Includes GST)

Session 1

Beginners (504012)

6 eve - Mo/We. May 03, 17:30-19:00 - Lan
6 eve - Tu/Th. May 04, 17:30-19:00 - Lan

Intermediate (504013)

6 eve - Mo/We. May 03, 19:00-20:30 - Lan
6 eve - Tu/Th. May 04, 19:00-20:30 - Lan

Session 2

Beginners (504012)

6 eve - Tu/Th. May 25, 19:00-20:30 - Lan
6 eve - We/Mo. May 26, 17:30-19:00 - Lan
6 eve - We/Mo. May 26, 19:00-20:30 - Lan

Intermdiate (504013)

6 eve - Tu/Th. May 25, 17:30-19:00 - Lan

Session 3

Beginners (504012)

6 eve - Mo/We. Jun 14, 17:30-19:00 - Lan
6 eve - Tu/Th. Jun 15, 17:30-19:00 - Lan
6 eve - Tu/Th. Jun 15, 19:00-20:30 - Lan

Intermediate (504013)

6 eve - Mo/We. Jun 14, 19:00-20:30 - Lan

Session 4

Beginners (504012)

6 eve - Mo/We. Aug 09, 17:30-19:00 - Lan
6 eve - Tu/Th. Aug 10, 17:30-19:00 - Lan
6 eve - Tu/Th. Aug 10, 19:00-20:30 - Lan

Intermediate (504013)

6 eve - Mo/We. Aug 09, 19:00-20:30 - Lan

Tennis

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

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

NOTE

Bring racquet if you have one.

Session 1 - Beginner (504010)

\$74.90 (Includes GST)

6 eve - Mo. May 03, 18:00-19:30 - Lan
6 eve - Mo. May 03, 19:30-21:00 - Lan
6 eve - Tu. May 04, 18:00-19:30 - Lan
6 eve - Tu. May 04, 19:30-21:00 - Lan
6 eve - We. May 05, 18:00-19:30 - Lan
6 eve - We. May 05, 19:30-21:00 - Lan

Session 1 - Intermediate (504011)

\$74.90 (Includes GST)

6 eve - Th. May 06, 18:00-19:30 - Lan
6 eve - Th. May 06, 19:30-21:00 - Lan

Session 2 - Beginner (504010)

\$74.90 (Includes GST)

6 eve - Mo. Jun 14, 18:00-19:30 - Lan
6 eve - Mo. Jun 14, 19:30-21:00 - Lan
6 eve - Tu. Jun 15, 18:00-19:30 - Lan
6 eve - Tu. Jun 15, 19:30-21:00 - Lan
6 eve - We. Jun 16, 18:00-19:30 - Lan
6 eve - We. Jun 16, 19:30-21:00 - Lan

Session 2 - Intermediate (504011)

\$74.90 (Includes GST)

6 eve - Th. Jun 17, 18:00-19:30 - Lan
6 eve - Th. Jun 17, 19:30-21:00 - Lan

Session 3 - Beginner (504010)

\$74.90 (Includes GST)

6 eve - Mo/We. Jul 26, 18:00-19:30 - Lan
6 eve - Mo/We. Jul 26, 19:30-21:00 - Lan

Session 3 - Intermediate (504011)

\$74.90 (Includes GST)

6 eve - Tu/Th. Jul 27, 18:00-19:30 - Lan
6 eve - Tu/Th. Jul 27, 19:30-21:00 - Lan

Sailing

Learn to Sail and Cruise

Canadian Yachting Association Certification

Join in on our fleet of new, high performance yachts to sail, explore in the warm trade winds and tropical isles. Earn internationally recognized certification to skipper next time. Those that qualify now may arrange for their own yacht and join the fun. We will be using yachts 32 to 50 ft. in size. This style of sailing offers safety, low cost and memories for a lifetime. For more information see our write-up under travel tours in this flyer or call 731-1023. Special Free Video Night. Call and let us know you plan to attend.
May 04, Sept 16, 19:00-21:00 - KEC, Room 4043

British Virgin Islands Caribbean Sail-Training Tour/Canadian Yachting Association Certification

Eleven days in paradise, where the sun always shines. The warm trade winds are gently blowing. The water and air temperatures are in the '80s. Safe, comfortable anchorages almost in sight of each other, with breathtaking beaches. Called the "Friendly Virgins," each island is unique, with a great variety of places to visit ashore both day and night. We will explore some six different islands, with time aside from sailing for other activities. The crystal blue water visibility of some fifty feet offers an unforgettable opportunity to explore the abundant sea life on tropic reefs. Sailing/cruising instruction is by an advanced Canadian Yachting Association cruising instructor with many years' experience bringing friends together with sailing tours.

Our yachts are the very best offered anywhere --- new luxurious, high performance and with private accommodation. You don't have to be a "Sailor" to come along --- just be ready to have an unforgettable great time. Internationally recognized bareboat Captain's certification is offered upon successful completion of voluntary course.

Pre-registration is a must. Avoid disappointment and register now. Space is limited. A \$400 non-refundable deposit is required to confirm registration. Ten days of sailing. Some restrictions apply. Complete tour cost includes air, accommodation, luxurious yacht, skipper/instructor and yacht provisions. (\$600 instructional portion tax deductible.)

Departure dates:

Cost \$1950 approx. (No Air \$1245 approx.)
November 26 - December 05, 1993
Information Video Night: Th. Sep 16, 19:30-22:00 - KEC, Room 4043

Call for details, Marcus Kerry, Sail-Train International Inc. at 731-1023.

Sailing Howe Sound/Canadian Yachting Association

(CJA) Certificate Course (502818)

This three-day adventure offers a unique opportunity to escape; acquiring sailing instruction amidst the beauty and solitude of Howe Sound. A

comfortable hike is offered, exploring the coast forest on Gambier Island. Observe marine life while cruising in protected waters, aboard a comfortable yacht. All sailing instruction is provided by an advanced CYA instructor. Course covers: manoeuvring under sail and power, basic navigation and other seamanship skills to complete the CYA Learn to Cruise standard. Class is limited. Pre-registration required. (Kerry) \$345
Easter Monday - April 09
Victoria Day Saturday - May 22
BC Day Friday - July 30
Canada Day Thursday - July 01
Thanksgiving Monday - October 09
For more information please call Marcus Kerry, Sail Train International at 731-1023.

INSTRUCTOR

Marcus Kerry is involved full-time in promoting the Canadian Yachting Association Learn to Cruise Program. For the last 13 years Marcus has personally instructed thousands of Canadians in sailing skills in the Caribbean, Hawaii and in Canada.

Self Defence

INSTRUCTOR

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

Women Fight Back - Part I (504401)

Females aged 12 and up learn the skills necessary to protect themselves both verbally and physically in uncomfortable, threatening & dangerous situations. Learn personal safety techniques, daily prevention routines, useful combinations of releases and techniques. (Laidler) \$53.50 (Includes GST)
2 day - Sa. May 01, 09:30-13:00 - KEC
1 day - Sa. May 15, 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, Iceland, Greece, Syria, Jordan and Costa Rica. They are well-known around Vancouver for their colourful slide shows and they have travelled to places as diverse as Russia, SE Asia, New Zealand and Europe.

Norman Bruce has a BSc degree in Zoology and a post-graduate diploma in Business Studies. He had travelled extensively in Western and Eastern Europe and Turkey as well as spending six months travelling in India before starting to lead tours professionally in 1986. In 1988 Norman was honoured to be elected a Fellow of the Royal Geographical Society of London.

Geoff Flack, VCC English Instructor, has made over 20 trips to Thailand and acts as tour leader for Continuing Education's Thailand tours. (See Travel Tours)

Guatemala, Belize and Costa Rica (504646)

These unique countries straddle the narrow land bridge between the Caribbean and the Pacific Ocean. They contain ruins of ancient civilizations, fascinating Indian markets, active volcanoes, glorious coral reefs and unique wildlife sanctuaries. Come and explore with us! (Boycott/Bruce) \$10.70 (Includes GST)
1 day - Sa. May 01, 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 Amorgos; the historic city of Athens; and the classic 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. May 08, 10:00-12:00 - Lan

Egypt and Morocco (504622)

The Nile, Africa's great artery and Egypt's very life blood, leads us back to the dawn of one of the greatest civilizations the world has ever known. This is the story of the Pharaoh's Golden Age. With the aid of slides, we visit the pyramids, Karnak temple and Abu Sunbel, among many other wonders. Morocco is an incredibly diverse and exotic country. With the aid of slides, you will travel from the ancient wall cities of the northern plains to the Sahara Desert, passing through the snow-capped Atlas mountains and on to the rugged Atlantic coast. Particular attention will be paid to the native Berber people --- their lifestyles remaining virtually unchanged for centuries --- and the contrast of the village life of the mountainous south and the royal cities of Fes and Marrakesh. (Bruce) \$10.70 (Includes GST)

1 mng - Sa. May 29, 10:00-12:00 - 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, Sulawesi and Bali. In Bangkok we see the sights of Bangkok and visit the hill tribes in the northern highlands. In Malaysia we see superb beaches, 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. May 15, 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

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 14 - 29, 1993

Experience history in the making. The old-world charm for which travellers visited Western Europe still remains in much of Eastern Europe. History and folklore meet with today's pioneering spirit as these people work to adapt to the whirlwind changes and the resulting new-found freedoms and challenges. . . Don't miss this opportunity to visit now and experience for yourself this merging of the old and

new. This 15-day tour takes you from Frankfurt overland to Berlin, Warsaw, Krakow, Budapest, Vienna, Prague, Munich and back to Frankfurt via Koblenz. Price \$2988 per person, sharing. Single supplement available. Price includes: roundtrip air; tour with first-class hotels, deluxe coach, many meals, sightseeing, professional tour director; pre-tour seminars and post-tour debriefing with VCC lecturer; escort from Vancouver (a member of Banner Travel staff). For more information or for bookings please call Barbara Broadbent, Banner Travel- 261-0226; or Wayne Decle, VCC at 871-7065.

Turkey (Western)

September 05 - 26, 1993 (3 weeks) \$3900
September 26 - October 17, 1993 (3 weeks) \$3900
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.)

Pakistan

October 08 - 22, 1993 (2 weeks)

Pakistan is a little-visited land with a long history and a dazzling diversity of scenery and tribes. This has always been a frontier state --- the area through which great conquerors, from Alexander the Great to the Mughal emperors, have entered the Indian sub-continent. This area was an important part of the British Raj until 1947, when the modern states of India and Pakistan were created. "Pakistan" means "land of the pure." Price: \$4400 with flights from Vancouver. A portion of the tour qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or Wayne Decle, VCC-CE - 871-7065.

Turkey (Eastern)

May 23-June 13, 1993 (3 weeks) \$3900

September 19 - October 10, 1993 (3 weeks) \$3900
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 02 - 22, 1993 (3 weeks) \$3300

June 27 - July 17, 1993 (3 weeks) \$3450
August 08 - 28, 1993 (3 weeks) \$3450
"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, Delos, Mykonos, Naxos, Amorgos and Crete. Price: 2 weeks - \$1595 without international flights, \$2995 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

October 23 - November 06, 1993 (2 weeks)

December 18 - January 01, 1994 (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. A portion of the tour price qualifies for a tax receipt. Price: \$2975 For more information please call tour leader Geoff Flack at 986-3898; or Wayne Decle, VCC-CE - 871-7065.

India

October 22 - November 12, 1993 (3 weeks)
India, vast and diverse, is the birthplace of the world's great religions - Hinduism and Buddhism. A romantic land where simple villages and luxurious palaces co-exist, it is the setting for one of the world's most perfect buildings - the Taj Majal. The land of India is as diverse as its many peoples - from the deserts of Rajasthan to the endless beaches of the south to the snow-capped Himalayas of the north. India's history - from Asoka in the third century BC through the Mughal empire to the British Raj - has endowed it with numberless temples, palaces, forts and monuments. Price: \$4950 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 - at 871-7065.

Morocco

April 10 - May 02, 1993 (3 weeks)

December 18 - January 09, 1994 (3 weeks) \$3800
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: \$1900 without international flights, \$3100 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922 or; Wayne Decle, VCC-CE - 871-7065.

Yemen

April 20 - May 06, 1993 (2½ weeks)

October 19 - November 04, 1993 (2½ weeks)
Situating 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)

October 08 - 29, 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

July 03 - 16, 1993 (2 weeks)

September 11 - 24, 1993 (2 weeks)
December 18 - 31, 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, Guatemala and Honduras

October 10 - November 01, 1993 (3 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: \$3550 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)
October 29 - November 15, 1993 (2½ weeks

Iceland

August 14 - 28, 1993 (2 weeks)
Iceland is a geologist's wonderland, with deep fjords, glaciers, volcanoes, mountains and geothermal activity everywhere. Icebergs float in the blue-green seas which teem with fish. The abundance of marine life makes Iceland a paradise for bird watchers.
Price \$3450 without international flights, \$4950 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Declé - VCC-CE - 871-7065.

Voyage to the North Cape (2 weeks)

July 25 - August 06, 1993
VCC Continuing Education, Capilano College and the BC Space Sciences Society presents this unique cruise from Copenhagen to the North Cape. On board lectures by Patrick Moore, renowned astronomer and Jean-Michel Cousteau. Dr. David Vogt, Director, Science, Science World, will present enrichment lectures prior to departure.
Price: \$5290. For more information call Debbie Twining, P. Lawson Travel, 736-1261; or Wayne Declé, VCC-CE at 871-7065.

Students planning to travel with VCC Continuing Education educational tours are encouraged to refer to the Languages section.

Capilano College Educational Travel Tours
Information: Capilano College, Joy Smith - 984-4907

Summer Workshops in France '93

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

International Elderhostel

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

NON-PROFIT, VOLUNTARY & FUNDRAISING SECTOR

Workshops

INSTRUCTORS

Vince Kreiser is the Program Coordinator for the Recreation Facilities Management Program at VCC, Langara Campus.

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!

Susan M.M. Todd, BPE, MSc, is the Coordinator of the Recreation Leadership Program, Department of Human Performance and Recreation, VCC, Langara Campus.

Marilyn Wright is a fundraising consultant.

Corporate Sponsorship (101313)

As prices increase, today's non-profit facility managers are being challenged to offer the same level of service with little or no increase in their operating budgets. Progressive managers, instead of constantly raising user fees and charges, are looking for alternative sources of revenue to help in the fight against inflation. This course will explore the use of corporate/commercial sponsorship to achieve that end. (Kreiser) \$37.45 (Includes GST)
1 eve - We. Apr 14, 19:00-22:00 - KEC

The Art of Personal Solicitation (101311)

We know that 80 percent of the large gifts that are donated come from 20 percent of the donors. These donors require special attention from you and your volunteers. This workshop will take you through the step-by-step process of training volunteers in the art of personal solicitation. It will include some typical scenarios and opportunities to participate in role-playing exercises. (Wright) \$69.55 (Includes GST)
1 day - Sa. Apr 17, 09:30-16:30 - KEC

Proposal Writing for Non-Profits (101310)

This one-day course will examine the key elements in effective proposal writing, including defining your need in the community, budget presentation, client profiles, measures of success, proposal attachments and the mechanics of advancing successful proposals. Participants should bring proposals to critique and any budget and public relations material presently being used in their organization. Handouts to guide you in future proposal writing are provided. This course is designed for people responsible for writing proposals to corporations, foundations and other funders for a variety of charitable purposes including arts, direct service and environmental advocacy. (Lightwater) \$69.55 (Includes GST)
1 day - Sa. Apr 24, 09:30-16:30 - KEC

Empowering Your Volunteer Leadership (101312)

Specifically geared to fundraising professionals, this seminar will focus on creating a win-win relationship between you and your senior volunteers. It will help you understand how, by meeting their needs, you can get them to follow through on their commitments and become salespersons for your organization in everything they do. (Wright) \$37.45 (Includes GST)
1 eve - Th. May 06, 19:00-22:00 - KEC

Winning Strategies for Volunteer Programs in Recreation (101418)

Time is a vital commodity for all recreation personnel working in care facilities and other related areas. This course will investigate how recreation staff who are responsible for the volunteer program can better utilize their time. Volunteer leadership development will be addressed. Policy development and implementation, evaluation and recognition of volunteers will be included. Bring volunteer program policies and other relevant forms to the workshop. (Todd) \$58.85 (Includes GST)
1 day - We. May 12, 09:00-16:00 - KEC Room 5025

Fundraising Strategies for Non-Profit Organizations (101314)

This is a course for in-house fundraisers and executive directors whose organizations recognize fundraising as a management function. The fundraising plan's use as a planning and presentation tool will be examined while creating a plan for the organization. Evaluation and review methods will be discussed and participants will have their plans critiqued by others in the class. Please bring budget and financial information as well as ideas for sources you wish to approach for funding. This workshop is a condensed version of the previous two-day workshop entitled, "The Fundraising Plan - A Powerful Tool (101309)." Handouts and coffee/juice included. (Lightwater) \$69.55 (Includes GST)
1 day - Sa. May 15, 09:30-16:30 - KEC

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 four-day 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 26 participants. (Various facilitators) \$150
4 day - Mo/Tu/We/Th. Jun 14/15/16/17, 09:30-15:30 - KEC Room 5025

Communicating Across Cultures: Skills for Helping Professionals (101807)

(See index for details)

Fundraising Management National

CERTIFICATE PROGRAM

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 recommended 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 recommended 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 - 871-7061

Information Meetings for Winter Admission to Non-Profit/Fundraising Certificate Programs

Th. Apr 01, 17:30-18:30 - KEC Room 4043
Fr. Apr 02, 12:00-13:00 - KEC Room 4043

Spring 1993 courses

INSTRUCTORS

Judi Angel was the Director of Major Gifts for the BC Children's Hospital Foundation and is currently a fundraising consultant.

Camille Cuthill is Manager, Corporate/Employee Fundraising with BC Children's Hospital Foundation.

Ron Dumouchelle is the Director of Development, UBC.

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

Maire Watson is the past Administrator of Grace Hospital Foundation and Community Relations and is currently completing the Diploma in Adult Education, UBC.

Nuala Woodham is an experienced fundraising consultant who specializes in annual giving and capital campaigns.

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
2 eve - Mo. Apr 26/May 10, 19:00-22:00 AND 2 day - Sa. Apr 24/Fr. May 14, 09:00-16:00 - KEC

Strategic Management of Fundraising Campaigns (101302)

Strategies for selecting and implementing a successful fundraising campaign will be developed in this course. The elements of annual and capital campaigns such as a feasibility study, goal and budget setting, scheduling and donor cultivation are covered. Student work will be based on examples from local non-profit agency campaigns, so students should select a non-profit agency which runs an annual capital campaign and come to the first class prepared to discuss their agency. Course manual included in course fee. (Angel/Cuthill/Dumouchelle/Woodham) \$260
4 eve - Th. Apr 22/May 13/27, Jun 03, 19:00-22:00 AND 3 day - Sa. May 01/15, Jun 05, 09:00-16:00 - CC

Fundraising Approaches - Part II (101307)

This course surveys a broad spectrum of fundraising approaches. Topics include direct mail planning, design and follow-up; telemarketing organization and preconditions; the risks and rewards of special events fundraising; corporate sponsorship in detail; planned giving campaigns and other common techniques. (Watson) \$220
10 eve - Tu. Apr 20, 19:00-22:00 - CC

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 Spring admission to Non-Profit/Fundraising Sector Certificate Programs:
Th. Apr 01, 17:30-18:30 - KEC Room 4043
Fr. Apr 02, 12:00-13:00 - KEC Room 4043

INSTRUCTORS

Nicholas Gazzard has been a writer, instructor and consultant in non-profit administration for ten years. At present he is the Executive Director of Coho Management Services, a non-profit society.

Rob Goodall is the Manager of Education Services at BC Health Services. He has been delivering management supervisory training for the health care and non-profit sector for several years.

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

Suzanne Kenney (MA Counselling Psychology) is an employee and Family Assistance Counsellor with Family Services of Greater Vancouver. She instructs Individual Counselling Skills at VCC.

Chloe Lapp is a registered lobbyist with several years' experience working with advocacy issues. Her previous position was Project Manager for the Project to Review Adult Guardianship.

Spring 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

2 eve - Mo. Apr 26/May 10, 19:00-22:00 AND 2 day - Sa. Apr 24/Fr. May 14, 09:00-16:00 - KEC

Government Relations and Lobbying for Community Groups (101214)

This course focuses on the skills required by community groups to approach government to change legislation, policy, programs, systems and/or funding. Techniques for building membership or allies, garnering support from related groups, working with the media, government staff and politicians and other methods for effecting change will be covered. Participants will learn to develop clear, concise issues and dynamic leadership. Also ethics, language and approach will be discussed. This is a non-credit course and is not open to certificate students seeking credit (Lapp) \$100 (Includes GST)
4 eve - Tu. Apr 20/27, May 04/11, 19:00-22:00 - KEC

Working Effectively with Individuals and Groups (101209)

Managers of non-profit agencies face a wide range of interpersonal challenges. This course examines the scope of effective communications, group dynamics, and team building. Strategies for developing strong staff and volunteer teams are demonstrated, management techniques discussed, and an in-class presentation to a small group required. The textbook, "People Skills" by Robert Bolton c. 1979, Simon & Schuster must be read prior to the course. (Kenney) \$165
4 day - Fr. May 07/Jun 11, Sa. May 08/Jun 12, 09:30-16:30 - KEC

Time/Stress Management (101234)

The purpose of this course is to provide you with methods which are helpful in managing your time effectively and dealing with daily work stresses. Goal setting, paperwork, interruptions, assertive communications, decision-making and negotiation skills are some of the topics covered. Students will be required to do a short assignment prior to the course. Please register in advance. (Goodall) \$60
1 day - Fr. May 28, 09:00-16:00 - KEC

Financial Management for Non-Profit Organizations (101206)

In this course you will gain an in-depth introduction to the knowledge and skills required to plan, implement, monitor, report on and evaluate the financial management of non-profits. Ethical issues pertaining to financial management will be discussed. A description of the users of computer software, common problems, the use of paid or volunteer expertise and current information on the GST are explored. Textbook: "Financial Management for Community Groups" by Alix Granger. (Gazzard) \$200
4 day - Sa. May 15/29, Jun 05/26, 09:00-16:00 AND 2 eve - We. Jun 09/16, 19:00-22:00 - KEC

Volunteer Management CERTIFICATE PROGRAM

This part-time certificate program is designed to provide management training for individuals who are working or want to work in a paid or volunteer capacity as managers/coordinators/leaders of volunteers in non-profit organizations. Instructors are recognized practitioners in the field and an advisory committee of employers/leaders ensures that the curriculum is current. Graduates find work in human and social services; cultural, leisure and sports organizations; educational and religious institutions; and health services.

Entry Requirements

- Successful completion

of Grade 12 or equivalent
- Current experience in the voluntary sector as a volunteer or staff member, preferably in Volunteer Management

Certificate Requirements

Students must successfully complete the following:
- 12 full-day workshops 09:00-16:00
- workshop assignments
- 75 hour internship in a non-profit organization

Application Procedure

1. Submit application form.
2. Participate in an interview.
3. Register when accepted into program.

Evaluation

Program students will be evaluated on the basis of workshop assignments and internship. A certificate will be awarded on satisfactory completion of all requirements.

Length of Program

150 hours over 10 months. (Student may take two years to complete.)

Program Coordinator: Brenda Reynolds

Next full program: September 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. (Subject to change)



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

INSTRUCTORS FOR SPRING WORKSHOPS
Carol Biely is Executive Director of the Richmond Information and Volunteer Centre.

Josie Chuback is Manager of Recreation for the District of Maple Ridge.

Camille Cuthill is Manager, Corporate/Employee Fundraising for the BC Children's Hospital Foundation.

Richard O'Brien is Director of Support Services for Canadian Red Cross, BC and Yukon Division.

The Workshops - Spring Term

Financial Management/Resource Development (101405)

This workshop provides a brief introduction to the knowledge and skills necessary to manage the financial and resource development component of the volunteer program. (Biely/Cuthill)
1 day - We. Apr 07, 09:00-16:00 - KEC

Marketing/Public Relations (101403)

This workshop provides an introduction to the knowledge and skills necessary to manage the marketing and public relations component of the volunteer program. (O'Brien)
1 day - We. May 05, 09:00-16:00 - KEC

Time/Stress Management (101415)

This workshop provides an introduction to the time and stress management issues which face coordinators of volunteers. Practical strategies for coping with these issues are emphasized. (Chuback)
1 day - We. Jun 02, 09:00-16:00 - KEC

REAL ESTATE, LAW & FINANCIAL PLANNING

Building Construction, Renovations & Home Repair

INSTRUCTOR

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

Owning a Healthy House - A Series

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

Buying a Healthy House (500402)

Learn how to do a complete house inspection, including assessment of the physical condition for defective or sub-standard construction, deterioration or poor maintenance. (Best) \$53.50 (Includes GST)
1 day - Sa. May 01, 09:00-12:00 - KEC

Basic Plumbing Techniques (500401)

A reliable plumbing supply is often taken for granted. Find out what to look for in the supply and drain-waste-vent systems. Examine various problem situations and learn how to handle them. Includes a look at the various materials in use today. (Best) \$53.50 (Includes GST)
1 day - Sa. May 15, 09:00-12:00 - KEC

Electricity - What to Look For (500406)

A safe, adequately-sized electrical system is often not found in an older home. Learn how to assess and understand house wiring and recognize potential hazards and how to replace outlets, switches and plugs. Includes a section on small appliance repairs. (Best) \$53.50 (Includes GST)
1 day - Sa. May 29, 09:00-12:00 - KEC

Water... Problems and Cures (500407)

(Best) \$53.50 (Includes GST)
1 day - Sa. May 08, 09:00-12:00 - KEC

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. Jun 12, 09:30-15:30 - KEC

Introduction to Financial Planning (503701)

This seminar which is intended to be taken in conjunction with "Advanced Financial Planning," will help you build a financial program from the ground up. Learn to review and analyze your net worth, develop an effective budget and analyze various tax planning and investment strategies. (Hodgins) \$32.10 (Includes GST)
1 eve - Th. May 06, 19:00-21:30 - KEC

Personal Financial Planning (503733)

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 - Th. May 06/13/20, 18:30-22:00 - Arbutus Club, 4226 Arbutus Street

For registration or further information please call VCC CE registration - 871-7070.

Law

INSTRUCTORS

Michael Leroux is a lawyer practising in Vancouver. His area of practice includes residential real estate and mortgages.

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

Legal Aspects of Buying a House (502203)

Gives you the purchaser's point of view in this complicated transaction. Allows you to explore the role of the real estate agent, discuss what to look for in a Contract of Purchase and Sale, understand mortgages and discuss the costs associated with purchasing a house. If you decide not to proceed, learn what your risks will be. This course expands your knowledge so as to make buying a house a less complicated and stressful procedure. (Leroux) \$37.45 (Includes GST)
1 eve - Tu. Jun 08, 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. May 19, 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, corporate/commercial, or litigation, areas where there is an ever-increasing demand for qualified legal assistants. This program is taught by legal professionals with years of practice experience.

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

Conveyancing Certificate (104801)

The buying and selling of real property generates a flood of paperwork. This program will teach you how to prepare the documents and forms that must be drafted in order to complete a real estate transaction effectively and on time. You will also master the legal terms and concepts that a real estate conveyancer uses 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.

Corporate/Commercial Certificate (104802)

Organization and file management are the cornerstones in maintaining a company's corporate records and minute books. In this program you will learn these and other necessary skills to become a legal assistant in a law firm's corporate/commercial department. You will also learn how to incorporate and organize both provincial and federal companies, how to register and maintain extra-provincial

companies, and how to handle the restoration of a company to the registry, or its dissolution. Topics include: public versus private companies; corporate arrangements and amalgamation; relevant legislation including the BC Company Act, Personal Property Security Act and Canada Business Corporations Act; corporate finance, insolvency, and transactions; and capital structures and reorganization.

Litigation Certificate (104803)

Learn how to manage a litigation file from the initial client interview to the file's ultimate resolution. 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 preparing and understanding pleadings and file documentation; chambers applications; relevant legislation including the Supreme Court Rules, Insurance (Motor Vehicle) Act, and Court Order Enforcement Act; and preparing for trial.

Schedule: Conveyancing, Corporate/Commercial or Litigation

Fall 1993
Tu/Th. Sep 07-Apr 28, 18:00-21:00
Winter 1994
Tu/Th. Jan 11-Sep 01, 18:00-21:00

Legal Assistant Certificate Programs "Information Night"

Please join us for a "Drop-In" evening to learn about these programs. Instructors will be available to answer questions.
1 eve - We. May 12, 17:00-18:15

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 an eight-month period in four modules: Legal Skills and Process, Substantive Law, Practice and Procedure, and special topics..

Practicum

Each student will be required to complete a four-month, full-time practicum under the supervision of a qualified lawyer. Preferably, practicums will begin immediately following the classroom portion of the program. The classroom portion and the practicum portion should be completed within 18 months; however, some flexibility may be allowed in this regard.

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. The first instalment must be submitted ten working days before the program start date. Costs for textbooks and supplies not included.

Registration and Information

Deadline: Submit applications for Fall term no later than May 30. 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. An application form or brochure may also be obtained by contacting Millie Anderson 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.

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 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-credit 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)
Real Estate Seminars - Wayne Deele (871-7065) or Sharon Kelly (443-8380)
Real Estate Development Certificate Program - Brian Pink (443-8388)

Real Estate Information Night

Learn about
- 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, April 07, 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

Langara Campus - Continuing Education Office, 100 West 49th Avenue, Vancouver, BC.

Time

Wednesday, Apr 07, 17:00-19:30

VCC Realty Scholarships

Through generous contributions from the real estate industry, Vancouver Community College has created an endowment fund to provide scholarships in perpetuity to reward those students with the highest academic achievement in our Real Estate Programs.

Annual Scholarship Awards

For Building Manager Certificate program graduates:
- Greater Vancouver Apartment Owners' Association Award
- Coinamatic Award

For Property Management Certificate Program graduates:

- Amon Investments Award
- Dorset Realty Award
- Real Estate Institute (Gr. Vanc. Chapter) Award

For Property Management 3415- Shopping Centre Management graduates:
- BC Shopping Centre Managers Association Award

Students with the highest grades in the core Building Manager and Property Management courses are awarded annual scholarships through endowments provided by the Real Estate Foundation of BC, the Real Estate Council of BC, the Real Estate Board of Greater Vancouver, the Government of BC and private individuals.

Industry Recognition of VCC Continuing Education Courses

PAMA (The Association of Professional Residential Property Managers)
Participants who successfully complete the Property Management Certificate Program may be eligible to receive the Certified Professional Residential Property Manager (CPRPM) designation from PAMA. For further information about the PAMA designation, contact PAMA at 684-6717.

IREM (Institute of Real Estate Management)

Some courses offered through the Property Management Certificate Program are eligible for credit towards the CPM (Certified Property Manager) designation. For further details, contact IREM, BC Chapter #50 at 683-9106.

ICSC (International Council of Shopping Centers - New York)

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 Council of BC

Participants who successfully complete the Property Management Certificate Program are eligible to write the Real Estate Salesman's Licensing Exam. For details, contact Joanne Bydal at 324-5214 or Chuck Dunn at 324-5409.

Real Estate Seminars

INSTRUCTOR

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) \$50
1 day - Sa. May 15, 09:00-15:00 - 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. May 01, 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
Not available this term

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 day - Sa. Jun 12, 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.

Kenneth King, A.Sc.T., MCIQS is Chief Project Estimator for the Housing and Properties Department of the City of Vancouver. Mr. King has 15 years' experience in construction and development through employment with numerous companies. He is an enthusiastic instructor who has taught appraisal and development for two years.

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
Public Approval Process for Real Estate Development
Applied Real Estate Development (Not available at this time)

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
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

NOTE

1. Students without experience in the real estate development business are strongly advised to enroll in Introduction to Real Estate Development before enrolling in either Real Estate Development Finance or Public Approval Process for Real Estate Development. In the latter two courses, the instructor will assume that students have a basic knowledge of the real estate development process. The introductory course is designed to help students understand how the overall development process works.

2. Students will not be permitted to register in a development course after the first session of the course. Early registration is advised.

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. \$275
13 eve - Mo. Apr 19, 19:00-22:00 - CC (Norton)
13 eve - Tu. Apr 20, 19:00-22:00 - CC (Simpson/King)

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. A financial calculator is required for the first class (i.e. Will calculate present and future values and mortgage payments). Students are advised to learn how to operate their financial calculator before beginning the course. Instruction on individual calculator operation is not covered in class. (Norton) \$175
8 eve - We. Apr 28, 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
8 eve - Th. Apr 22, 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 Public Approval Process for Real Estate Development (109203). TBA (Not available this term)

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, April 07, 1993, from 17:00-19:30 at the Langara Campus, (Continuing Education Office), 100 West 49th Avenue, 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 Worker 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.

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
Available in Fall Term 1993

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, 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
Available in Fall Term 1993

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 students may take in preparation for the full-time hands-on program. Students will gain a foundation of building service knowledge, to help improve professional practice. \$170
5 day - Sa. Apr 17, 09:00-16:00 - CC
5 day - Sa. May 29, 09:00-16:00 - CC

Building Service Management (250404)

Intended for building supervisors and others who wish to advance in the building service field, this course will explore basic supervisory and building management skills including purchasing, budgeting, inventory control, scheduling and motivation of staff. Floor types and the care of powered equipment will also be covered. This course is best suited for persons who work in a school, hospital or other institutional setting. However, anyone who manages building service staff will find this course helpful. (Neuls) \$170
10 eve - Th. Apr 22, 18:30-21:30 - CC

Students who do not wish to take Building Service Management (250404) may contact Sharon Kelly, the Program Coordinator (443-8380) or Brian Pink (443-8388) for advice on alternative supervisory courses which can fulfil certificate requirements.

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 students registering for Communications 1118, Accounting 1115, 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, 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.

Spring Term 1993

INSTRUCTORS

Brynice Agnew is a property manager and consultant.

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

Chris Dumfries, AACI, is a practising real estate appraiser and consultant with a national appraisal and real estate company.

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.

P. Read, F.R.I.C.S., CPM, CSM, 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 eve - Tu. Apr 27, 18:30
1 eve - We. Apr 28, 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. (Agnew) \$275
13 eve - Tu. Apr 20, 18:30-21:30 - CC

NOTE

The other courses in the Property Management Program will be offered in September. Check flyer for times and places.

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. Apr 19, 19:00-22:00
13 eve - Tu. Apr 20, 19:00-22:00

Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$200
13 eve - We. May 05, 18:30-21:30 - Lan (Badley)
13 mng - Sa. May 08, 10:00-13:00 - Lan (Brimm, T)

NOTE To Accounting Students

There will be common midterm and final exams for Accounting 1115.
Mid-term exam for all classes of Accounting 1115 will be Sa. Jun 19, 10:00-13:00.
Final exam for all classes of Accounting 1115 will be We. Jul 28, 18:30-21:30.

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 - We. May 05, 18:30-21:30 - CC
10 mng - Sa. May 08, 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. May 05, 18:30-21:30 - Lan

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Students with Special Needs

Services for students with disabilities who are registered in C.E. Certificate Programs may be arranged through the VCC Coordinator of Services to Special Needs Students. Contact Terri Reid at 324-5509. Services include interpreting, note taking and brail.

City Centre, King Edward and Langara campuses and many other C.E. locations are wheelchair accessible and provide parking for the disabled. For further information, please call Gail Rochester at 871-7057.

Application Information

Withdrawals, Refunds and Course Cancellations

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education Division before the second session of the class. 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.

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.

Seniors

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

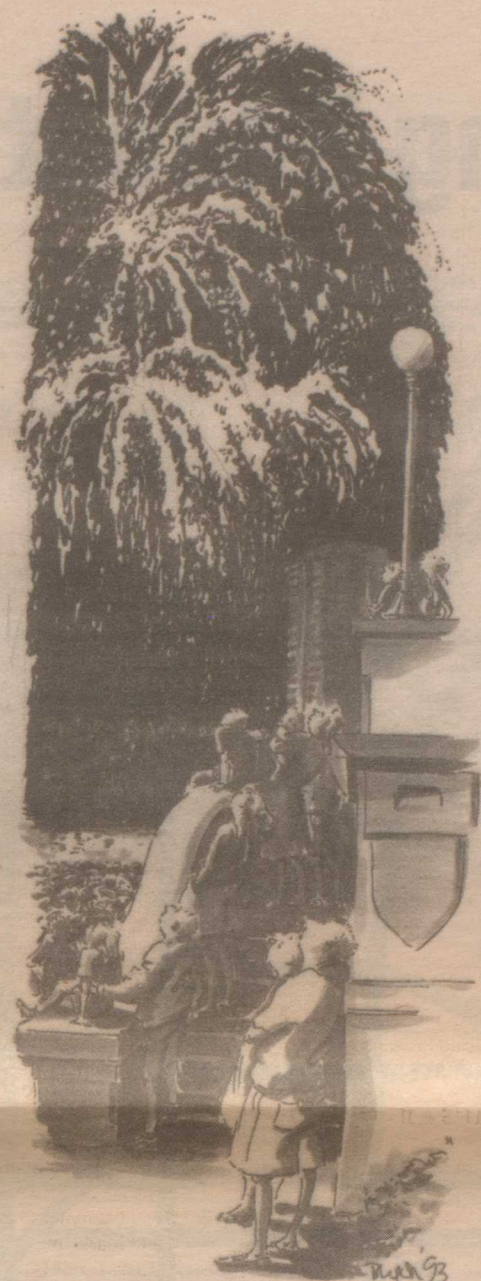
1. A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered condition-

ally 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.



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.

Course Cancellation

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

Class Start Dates

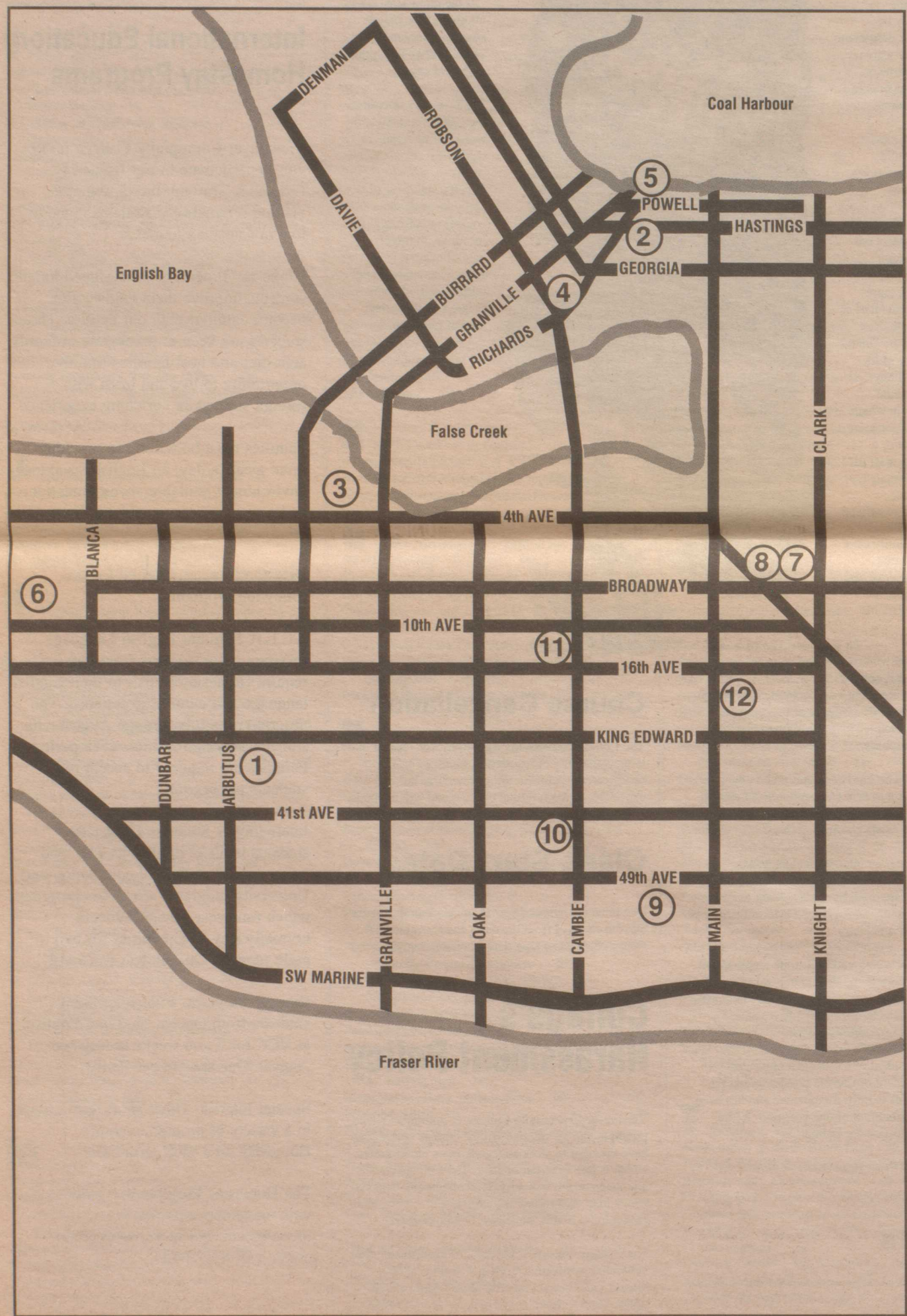
Due to recent labour disputes, some class start dates may be changed from the dates stated in this flyer. Please check class start date when you register.

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.

VCC Continuing Education Locations



- 1. ARB- Arbutus Club, 4226 Arbutus St.
- 2. CC-City Centre, 250 W. Pender St.
- 3. CLW-Clothworks, 132 Powell St.
- 4. CMA- Society of Management Accountants of B.C. Education Centre, 814 Richards St.
- 5. EMS- e. marie hat studio, 332 Water Street
- 6. FP-Focal Point, 4474 W. 10th
- 7. KEC- King Edward Campus, 1155 E. Broadway
- 8. KEC/W- King Edward West, 691 E. Broadway
- 9. LAN-Langara Campus, 100 W. 49th Ave.
- 10. OAK-VCC Oakridge Shopping Centre (North Tower), Cambie and 41st.
- 11. SPH- Sheraton Plaza 500, W. 12th at Cambie St.
- 12. VVC- Vancouver Volunteer Centre, #301-3102 Main Street

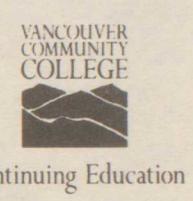
Fax & Mail-In Registration

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**



PLEASE TYPE or PRINT in BLACK ink.
Note: one student may register on this form. Place additional registrants on a separate sheet.
Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms

S.I.N. Number:

SURNAME

GIVEN NAMES

ADDRESS: APT. and/or NUMBER - STREET

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

LOCAL

COURSE INFORMATION				
COURSE NUMBER	COURSE NAME	LOCATION	START DATE	TIME
1				
2				
3				
4				

TOTAL FEES	METHOD OF PAYMENT	CREDIT CARD INFORMATION <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	
1	\$	NAME ON CARD	
2	<input type="checkbox"/> MONEY ORDER	CREDIT CARD ACCOUNT #	
3	<input type="checkbox"/> CHEQUE	START DATE	END DATE
4	<input type="checkbox"/> CREDIT		
SIGNATURE		DATE	



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

