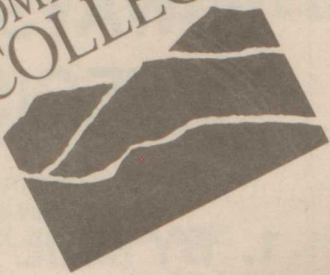


VANCOUVER
COMMUNITY
COLLEGE



CONTINUING EDUCATION

Ref. Desk

FALL
1993



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Cover & Illustrations: Bernie Lyon
Editor, Production & Distribution: Gayle Thody
Word Processing & Desktop Publishing: Iola Pagnossin,
Marie Drost

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4 WAYS TO REGISTER

1. BY MAIL

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

Sorry, NO POSTDATED CHEQUES

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

2. BY PHONE

Charge to your MasterCard or Visa card

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

3. IN PERSON

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

4. BY FAX

Use the form on page 51 and FAX to 871-7300. Pay by charge card.

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

King Edward Campus West (Nursing and Health): Monday to Friday, 09:00-16:30

Don't Wait

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

Course Listing

For detailed course listing see page 44.

PROGRAM COORDINATORS

ARTS & SCIENCE

ADVERTISING, ANTHROPOLOGY, COMEDY, ECOLOGY, FILM & 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 Worobetz, 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 Worobetz, 871-7070

ESL TEACHER TRAINING

TEACHING ENGLISH AS A SECOND LANGUAGE
Jennifer House, 871-7056

PROFESSIONAL DEVELOPMENT INSTITUTE
Jennifer House, 871-7056

HEALTH CARE, SELF-IMPROVEMENT & LIFESTYLES

COMMUNICATIONS
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

SELF-IMPROVEMENT
Wayne Decle, 871-7065
Grace Hodgins, 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, 324-5322

NON-PROFIT, VOLUNTARY & FUNDRAISING SECTOR

FUND RAISING MANAGEMENT, NON-PROFIT MANAGEMENT
Anne Cochran, 871-7061

VOLUNTEER MANAGEMENT
Brenda Reynolds, 871-7059

REAL ESTATE, LAW & FINANCIAL PLANNING

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
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:

September 4 - 6, 1993 (inclusive)
October 9 - 11, 1993, (inclusive)
November 11, 1993
December 24, 1993 - January 2, 1994 (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

Business Administration

Childbirth Educators

Computer Skills for the Workplace

Continuing Care Management

Counselling Skills

Court Interpreting

Customer Care

Early Childhood Education:

Level 1

Family Day Care

Fashion Arts

Fashion Design

Floral Design

Fund Raising

Garment Construction

Gerontology - Nursing

Infant-Toddler Educator

Legal Assistant:

Conveyancing

Corporate

Litigation

Local Area Network Administrator

Non-Profit Management

Nursing Management

Office Administration

Pattern Making

Post Anaesthesia Nursing

Property Management

Real Estate Development

School Age Child Care

Sterile Supply Processing Aide

Substance Abuse

Teaching English as a Second Language

Telecommunications Management

Visual Arts—Photography Major

Volunteer Management

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 coordinator responsible for each program, please see the list on page 3.

Some programs host information sessions 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-campus locations (see map page 50). 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 recoverable. 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 wait list?

Our policy is to accept registrations on a first-come first-served basis which is based on the receipt of tuition fees by registration. If, however, a course is full your name is placed on a wait list. If the wait list is sufficiently large, another section of the course may be added. Those on the wait list 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 wait list will be contacted. If that person cannot be reached, the next name will be contacted.

If you are on a wait list 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 49 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 49.

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 Continuing Education Division's on-site programs can help develop and improve the productivity of your organization, call Brenda Pengelly at 871-7055.

Career & Information Sessions

Please join us for the following free sessions:

Counselling Skills Certificate Program

Mo. Sep 20, 18:00-19:00, King Edward Campus, 1155 East Broadway, Room 4043

Court Interpreting Program

Th. Sep 9, 19:30, Continuing Education Office, Langara Campus, 100 West 49th Avenue

English Skills Improvement

Mo. Aug 23, Th. Sep 09, We. Sep 15, 17:00-20:00, Continuing Education Office, Langara Campus, 100 West 49th Avenue

Floral Design Certificate Program

Th. Sep 9, 19:00-20:00, King Edward Campus, 1155 East Broadway, Room 4043

Gemmology Program

We. Sep 8, 19:00-20:00, City Centre Campus, 250 West Pender Street, Room 164

Health Professions

Gerontology Certificate Program - Nursing Learning to Teach Program
Nursing Management Certificate Program
Th. Oct 7, 19:00-19:30, King Edward Campus West, 691 East Broadway

Legal Assistant Certificate Program

Mo. Oct 4, 17:00-18:15, City Centre Campus, 250 West Pender Street, Room 237

Non-Profit Management Certificate Program

Fundraising Management Certificate Program
Voluntary Sector Certificate Program
We. Sep 8, 17:30-18:30, King Edward Campus, 1155 East Broadway, Room 4043
Th. Sep 9, 12:00-13:00, King Edward Campus, 1155 East Broadway, Room 4043

Office Administration Certificate Program

Th. Sep 9, 17:00-18:15, City Centre Campus, 250 West Pender Street, Room 237

Real Estate Program

We. Sep 1, 17:00-19:30, Banquet Room, City Centre Campus, 250 West Pender Street

Substance Abuse Certificate Program

Mo. Sep 20, 18:00-19:00, King Edward Campus, 1155 East Broadway, Room 4043

Telecommunications Management Certificate Program

Th. Sep 10, 17:00-18:30, City Centre Campus, 250 West Pender Street, Room 237

ARTS & SCIENCE

Advertising and Public Relations

INSTRUCTORS

Lynda Hurst has over 20 years of graphic design experience. In the past ten years she has worked in advertising as an advertising production manager, art director and media buyer.

Susan Tinker holds a B.A. in Journalism and Communication and an M.A. 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. (TBA) \$157.25 (Includes GST) 6 eve - Th. Oct 14, 19:00-22:00 - Lan

Introduction to Public Relations (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 - We. Oct 13, 19:00-22:00 - Lan

Buying Print Media Advertising (102717)

Make time and money work for you. This course is designed for people who buy print advertising and want to make the right choices and spend the right amount of money. We will review publications in the Lower Mainland and decide which publication will work best for you. The course will look at how to approach publications and what questions to ask sales representatives. Discussion will focus on planning your advertising and why different design concepts and ideas can improve the look and effectiveness of advertising. You'll learn how to talk to your sales representative and build a working relationship that makes your print advertising work for you. (Hurst) \$133.75 (Includes GST) 6 eve - We. Oct 20, 19:00-21:30 - Lan

Advertising a Small Business (102716)

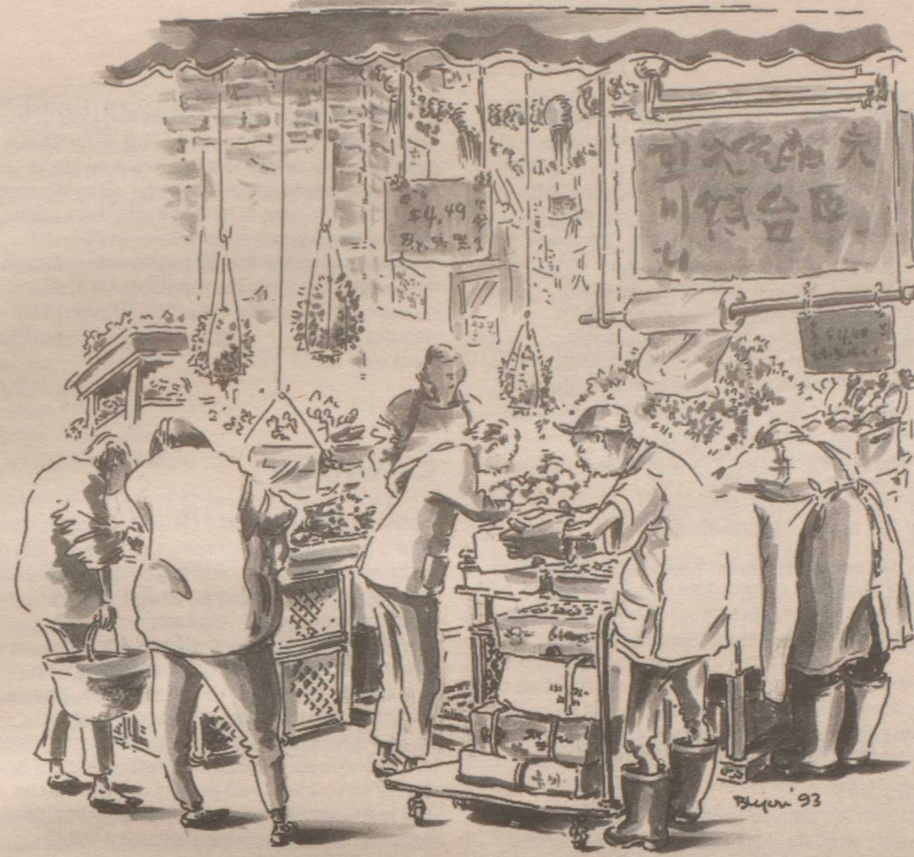
This introductory course will introduce people involved with small business to advertising requirements and functions. Through lectures, worksheets, assignments and exercises, they will learn to target a market, choose and work with media, create advertising, schedule and budget advertising, and test and refine the results. Each week would consist of a lecture with handouts and overheads. Where applicable, an exercise would be used to illustrate points or to learn techniques. These exercises could include: determining a product's or service's most likely target markets, finding the most marketable aspects, creating basic ads to communicate those points, costing products and media, and scheduling. (Waller) \$123.05 (Includes GST) 5 eve - Th. Oct 14, 19:00-21:30 - Lan

Anthropology/History/Culture

INSTRUCTORS

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

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



Ethnography of the Northwest Coast (505604)

This course provides an introduction to the study of Northwest Coast native peoples and their cultural traditions. Students will learn the differences and similarities in their languages, social organization and ritual life, as well as examining the more contemporary issues of aboriginal rights and self-government. Slides and films will be shown throughout the course. (Garvey) \$107 (Includes GST) 8 eve - Mo. Oct 04, 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. Oct 05, 19:00-21:00 - KEC

World Religions (503461)

Be introduced to the aims and objectives of inter-faith dialogue. Learn about Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism and the Unitarian faith. (Various) \$26.75 (Includes GST) 6 eve - Th. Oct 14, 18:30-21:00 - Lan

Art

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

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

INSTRUCTORS

Fran Alley is both a painter and a printmaker. She holds a B.F.A. 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.

Mandy Cohen, B.A., Art History, is employed in desktop publishing and graphic design.

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 41st Avenue.

Gordon Finlay, B.A., 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 postgraduate of the Academy of Art, Munich.

Andy Shutte 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 postgraduate 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.

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

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 Europe 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) \$120 10 eve - We. Sep 22, 19:30-21:30 - Lan

Painting (500103)

In this course we will begin with the basics of acrylic painting and expand into related areas of collage, texture and the relationships between colours. The course will include landscape and figure painting as well as framing

and marketing your work. You will be encouraged to develop your own individual style using a wide variety of techniques. All levels welcome. (Alley) \$120 10 eve - We. Sep 22, 19:30-21:30 - Lan

Life Drawing (500107)

Examine the scope of visual language in detail by working from live models. Learn principles of colour, movement and gesture. Be presented with the challenge of memory drawing, new media and more. Models at all classes. Bring a pencil and paper to first class. (Musson) \$130 10 eve - Tu. Sep 21, 19:30-21:30 - Lan

More Life Drawing (500120)

This figure drawing course is designed for the student who has studied figure drawing in the past and would like to expand their horizons. Poses will be of longer duration allowing the student to develop a more personal statement. Issues such as colour, composition and texture will be explored. The course is flexible enough that those who want to incorporate other mediums, i.e. water colour or ink wash, may do so. The instructor will be advising and directing students who already have a foundation of drawing basics. (Musson) \$130 10 eve - Th. Sep 23, 19:30-21:30 - 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) \$120 10 eve - Th. Sep 23, 19:30-21:30 - Lan

Anatomy for the Artist/Illustrator (500154)

This course will assist artists and illustrators in creating more realistic and 3-D figures by a detailed study of human anatomy as it relates to drawing including bones, musculature, and the dynamics of locomotion. Bones and slides will be used as teaching aids and life drawing from a model will be part of each session. (Finlay) \$145 8 eve - Th. Sep 23, 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 simple or sophisticated 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 in several colours and tones from one block. We will be utilizing techniques which require minimum of equipment and are readily adaptable for home use. (Nash) \$120 10 eve - Tu. Sep 21, 19:30-21:30 - 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, water colour and acrylics will be explored. Bring a pencil and paper to first class. (Kowallek) \$120 10 eve - Tu. Sep 21, 19:30-21:30 - Lan

Water Colour—Level I (500112)

Learn to stretch paper, lay washes and use the exciting and challenging medium of water colour. Beginners welcome. (Kowallek) \$120 10 mng - Sa. Sep 25, 09:30-11:30 - Lan

Water Colour—Level II (500113)

Designed for those who have basic instruction in the art of water colour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowallek) \$120 10 aft - Sa. Sep 25, 12:00-14:00 - Lan

Decorative Painting—Level I (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$190 10 eve - Mo. Sep 20, 18:00-21:30 - Lan

Painted Finishes for Fine Furniture—Part I (500111)

This advanced course (the first of three parts) follows the book, "The Art of the Painted Finish for Furniture and Decoration," by Isobel O'Neil. Emphasis will be placed on the development of the highest level of skill and

craftsmanship leading to breathtakingly beautiful finishes. After three 10-week sessions (fall, winter and spring semesters) a sale of the finest crafted pieces will take place. Prerequisite: Decorative Painting—Level I. Ask for supply list when registering. (Skemp) \$190
10 eve - Tu Sep 21, 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) \$175
8 eve - Mo. Oct 02, 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) \$45
1 day - Sa. Oct 02, 10:30-14:00 - Lan

Sculpt 2000 Workshop (500145)

Introduces "Sahara" form as a revolutionary medium to the art of modern sculpture. The program is a complete hands-on process beginning with simple carving skills and mould-making techniques to the finished bronze. Not like any other mediums, "Sahara" foam can be cut, carved and smooth finished with the palm and fingers of your hand. You will learn how to reproduce your original foam creation to the wax pattern needed for bronze casting. Example of works will be shown. Study of Henry Moore's work will provide inspiration for the development of ideas. A visit to the art foundry is included and you will have the opportunity to have your work cast in bronze. Two additional sessions are included for the finishing, application of patinas and mounting of your work on a marble base. Materials \$120. Bronze casting and base coat are not included. (Dallaire) \$375
8 eve - We. Sep 29, 18:30-22:00 - Lan (plus weekend workshop TBA)

Still Life Rendering (500147)

This course is an approach to rendering still life situations in terms of tone. The focus will be on fine tuning observational skills as well as skills for recording those observations on paper. Beginning with basic studies using simple set-ups students will progress through more complex situations in an exploration of the phenomena of light and space. Techniques covered are adaptable to other situations such as landscape and figure drawing. (Nash) \$120
8 eve - We. Sep 22, 19:00-21:30 - Lan

Drawing: Studio Practice and Procedure (500153)

In this intensive two-day workshop basic drawing exercises are applied to experiments in composition and approaches to planning a visual artwork. The aim is to offer a clear and specific knowledge of how the activity of drawing is analogous to every aspect of artistic creative endeavour from observation and perception, formulating a concept through the realized expression in form. Students are expected to bring pencils and an 18" x 24" newsprint drawing pad and drawing board. Model provided. (Wedman) \$95
2 day - Sa. Sep 25/Oct 02, 10:00-16:00 - Lan

Painting the Figure ((500118)

Half of the classroom time will be spent working from models as students further explore their creativity through the use of acrylic paints. The focus will be on colour, proportion and perspective. Students will do a variety of exercises based on these themes. The ten evenings will be fun and challenging with unique subjects and materials. Bring a pencil or charcoal to first class. (Alley) \$130
10 eve - Tu. Sep 21, 19:30-21:30 - Lan

Drawing with Pencil Crayons (500138)

In this one-day workshop students will experiment with various approaches to this enjoyable and portable medium. Please bring pencil crayons, paper and a plastic eraser. (Cohen) \$45
1 day - Sa. Oct 02, 09:30-15:30 - Lan

Textile Screen Printing Workshop (500124)

Learn from start to finish basic textile screen printing techniques. Explore ideas to capture and print images on T-shirts and yardage. Learn: screen-making methods, stencil methods from paper to photo-stencil, setting up a dark room, how to prepare art for printing, how to execute basic multi-colour screen printing techniques, what types of inks to use and how to use them: water-based, solvent-based, puffs and metallics. Things to bring: Exacto knife, hair dryer, fine-tipped paint brushes, scissors, pen, paper, pencils, 1-1/2" wide masking tape, and lunch. No toxic chemicals or solvents are used in this workshop—only polyfab water-based textile dyes. Please call Clothworks - 263-4493 or 263-4483 for more information. (Drobnér) \$149.80 (Includes GST)
1 day - Su. Sep 26, 08:00-15:00 - CLW
1 day - Su. Oct 24, 08:00-15:00 - CLW
1 day - Su. Nov 21, 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, Creative Commercial Illustration and Perspective Sketching and Drawing.

Art History and Analysis

INSTRUCTORS

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) \$165
10 eve - We. Sep 15, 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 B.F.A. 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 12 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. Oct 12, 19:00-21:00 - KEC

Comedy Writing Through Improvisation (102894)

A hands-on approach to writing. Perfect for potential stand-up comics, film, television or short story writers. Designed to take your imagination in new and hilarious directions. Course focuses on writing based on improvised scenes. (Boothby) \$94.16 (Includes GST)
6 eve - Mo. Oct 04, 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 - Tu. Oct 12, 19:00-21:00 - 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 - Mo. Oct 18, 19:00-21:00 - 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) \$58.85 (Includes GST)
1 day - Sa. Oct 16, 09:00-16:30 - 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

Edna Marie Olsen, B.S.N., M.A., is a hat designer and instructor. Trained in Vancouver, she designs under her own label, producing original hats in her Gastown studio.

Janet Russell, B.F.A., graduated in Fine Art at the University of Victoria. She is a professional graphic designer, teaches desktop publishing at a technical institute and is the program coordinator for the VCC—CE Graphic Design courses.

Fredericka Staiger, Jewellery Design Diploma and Fashion Arts certificates, is currently completing the Provincial Instructors Diploma at VCC. She is a free-lance fashion illustrator and has taught the subject for four years.

Brenda Swinglehurst, N.D.D., graduated in Fashion at Croydon College of Art and Design, England. She has worked as a pattern maker for manufacturers in London, Montreal, Chicago and Vancouver for almost 30 years.

Marg Zibin, Provincial Instructors Diploma, is a graduate of the Fashion Arts Certificate Program, a free-lance pattern maker and has taught this course for six years.

Deborah Znil-Mass, Provincial Instructors Diploma, graduated in Fashion at Ryerson Polytechnical Institute and is a director of fashion merchandising.

Self Promotional Tool-Kit for Fashion Designers (050944)

To survive in the 90s it is essential for a fashion designer to have a vehicle for self-promotion. If the industry or prospective clients have never heard of you, how can they call you for work? This course will examine various aspects of promoting yourself. Basic typography and graphic design principles will be covered, and projects will include the design and implementation of an individual logo and business card, labels, hang-tags, a stationery package, a press kit and other self-promotional materials. Bring to first class: 8-1/2" x 11" pad of tracing paper, a three-ring binder, HB and 2B pencils. Advice will be given on voluntary purchase of other graphic supplies. (Russell) \$90
5 eve - Th. Sep 23, 18:30-21:30 - CC

Children's Wear—Pattern Making—I (050943)

Taught by a professional pattern maker, this course provides the knowledge, skills and experience necessary to draft patterns for children's wear in a variety of styles. You will construct all the blocks needed as a basis for this area of pattern making and, using standard size-4 blocks, draft patterns for various current popular styles. Drafting paper and pattern card are provided, but bring to first class: HB pencil, eraser, 38 cm ruler—clear plastic, metric fibre-glass tape measure, french curve, set square, tracing wheel, a three-ring binder. (Swinglehurst) \$170
4 day - Sa. Sep 25, 09:00-16:00 - CC

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. Drafting paper and pattern card are provided, but bring to first class: HB pencil, eraser, 38 cm ruler—clear plastic, metric fibre-glass tape measure, set square, tracing wheel, a three-ring binder, a package of 1/4" elastic. Course prepared to be measured; wear usual bra and a simple slip. This course is for women dressmakers only. (Zibin) \$200
10 mng - Th. Sep 23, 09:00-12:00 - CC

Fashion Illustration (050915)

Learn the basics or improve your skills and update your style of drawing in line with current fashion. The workshop 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) \$185
10 eve - Tu. Sep 21, 18:30-21:30 - CC

Millinery—Level I (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) \$250
7 mng - Sa. Sep 18, 09:00-12:00 - EMS
7 mng - Th. Sep 23, 09:00-12:00 - EMS

Image Make-over Workshop (050945)

Spend a Saturday creating a new fashion image for your lifestyle. Discover your seasonal palette, body style, wardrobe choices for figure flattery, and accessorizing. Wardrobe planning will save you time, improve your image and prevent future costly wardrobe mistakes. (Znil-Mass) \$30
1 day - Sa. Oct 02, 10:00-16:00 - 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. Taught by professionals in each discipline, the program has a reputation for teaching excellent technical skills and for developing individual creativity. This success is reflected in employment, with companies seeking our graduates to work in design, pattern making and grading. Others have successfully launched their own company, are working free-lance, 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 and an advisory committee of professionals from all areas of the industry, the program is taught by experts in each subject.

INSTRUCTORS

Sally Hudson, N.D.D., A.T.D., 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, polytechnical institutes 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, A.A.S., is a free-lance illustrator and textile designer. She has worked in the fashion industry and education in New York and Vancouver. She graduated as an 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, B.H.E., 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, B.H.E., 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 free-lance display artist and fashion show producer. A designer and manufacturer of his own line in leather wear, he also designs and makes show costumes. He graduated from the Institut des Arts Appliqués, Montreal, 1970.

Janet Russell, B.F.A., is a graphic designer, computer consultant, desktop publishing instructor at a technical institute, and is the program coordinator for the VCC—CE 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.

Marg Zibin is a free-lance pattern maker with six years' teaching experience. She graduated in Fashion Arts, VCC, 1987; Provincial Instructors Diploma, VCC, 1989.

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 January 31 for next entry in April 1994. For detailed brochure and application form, call the Continuing Education office at City Centre—443-8380.

Film, Television and Theatre

Courses

INSTRUCTORS

David Cooperstone has a B.A. in Film and Communication. He has his own video and consulting business and has been teaching video production for 12 years.

Ed Farolan 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.

Cam Hayduk earned his diploma in Film Production in 1988 with several awards to his credit, including the CBC Telefest awards for best director and best short film and the Cinegrad scriptwriting award. After four years as a camera person for various feature films, television shows and commercials, he began teaching theatre, video production and music to children and adults in community schools and has created a summer film camp for youths and young adults.

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 free-lance TV producer/director with 21 years' experience in television broadcasting and dramatic film production.

John Pippus works as a freelance English editor for both major television newsmans in Vancouver.

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

A review of career and employment possibilities in the growing BC film industry, with emphasis on working conditions, skills required and professional associations. Students will examine common avenues into the industry and the functions of major production personnel. (Mackie) \$80
3 day - Sa. Sep 25, 09:00-12:00 - CC (No class Oct 09)

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. (Farolan) \$102.72 (Includes GST)
2 day - Sa. Oct 16, 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. Oct 02, 10:00-16:00 - Lan

Weekend Film Camp (102440)

For anyone 14 years or older who has always wanted to produce their own short films or videos. Beginning with script development and pre-production, you will be introduced to each step of the filmmaking process. Students will work together as a film crew to write a script, cast actors, set up lights, shoot and edit their own short film. Everyone is encouraged to experiment with a variety of "wild styles" and techniques as they discover their own personal filmmaking niche. Classes will conclude with a gala evening screening so friends, families and the public can see the final group production. All classes will be held at Langara Campus with actual shooting locations around the Lower Mainland. (Hayduk) \$294.25 (Includes GST)
8 day - Su. Oct 17, 10:00-15:00 - Lan

How to Shoot Video Newsrooms Will Buy (102439)

This course is designed for those who have home video cameras and want to shoot news footage that newsmans will pay \$\$\$ for (usually \$100 - \$200). Students should have a camera and a basic knowledge of how it works although complete techno-peasants are most welcome. The course will include: a tour of the BCTV newsroom, a tape compiled by the instructor of various "newsfinder" videos that did see air time and video that wasn't bought, the reasons why—and why not, examples of great news footage, the basics of shooting compelling TV news (how to tell a story with pictures, using natural sound, conducting effective on-the-spot interviews) and a friendly circle of student work. (Pippus) \$101.65 (Includes GST)
4 eve - We. Oct 27, 19:00-21:30 - 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 lowdown on all current formats and models. This course is designed for the video consumer-hobbyist as well as those involved in professional video taping situations. Course booklet available at first class for \$10. This course is sponsored by The Studio Video Facilities. Students will be given class assignments and provided with any video gear they need to complete the assignments. Special emphasis will be placed on editing with consumer and professional equipment. After the first class at Langara, the location of this course shifts to The Studio Video Facilities location, #202 - 1110 Seymour Street, Vancouver. (Cooperstone) \$256.80 (Includes GST)
10 eve - Mo. Oct 04, 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. Oct 02, 10:00-16:00

Editing Video—Post-Production in Video (503486)

This intensive course 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, prosumer 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) \$256.80 (Includes GST)
10 eve - We. Oct 06, 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. Tuition includes flowers and materials.

Course Content

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

Entry Requirements

Prospective students must meet the following requirements: a) Grade 12 completion or equivalent b) Complete the application process and have a successful interview if required c) Students requesting exemption from Floral Design—Level I will be required to successfully complete a basic floral design evaluation on September 11.

Apply by August 18. For detailed brochure and application form, call the Continuing Education office at King Edward Campus - 871-7070. Applications will be accepted after August 18 if space is available. Send your application in early.

An Information Night will be held on Thursday, September 09, 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 Teleflora Canada Inc.

Gail Harrison has 15 years' experience in floral design, both in retail and wholesale and is a successful free-lance designer.

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 eogarth 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. Students required to purchase floral knife and cutters, available from instructor. (Williams) \$530
20 eve - Mo/Tu - Sep 22, 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. (Harrison) \$625
24 eve - We/Th. Sep 22, 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. Sep 22, 19:00-22:00 - KEC

Gemmology

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

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

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

Tuition includes student membership in the Canadian Gemmological Association, all course notes and examination fees. Tuition is expected upon acceptance to the program. Additional costs include required textbooks and some equipment (approximate cost is \$150 in the first year, \$250 in the second year). There is a \$150 lab fee payable in January by first year students.
Tuition: Preliminary year (051109) - \$955; Diploma year (051113) - \$1600

An Information and Demonstration Evening will be held in Room 164, City Centre Campus, from 19:00-20:00, Wednesday, September 08. Anyone interested in the program offered by VCC is invited to attend.

Preliminary year classes begin September 15 and run Wednesday evenings, 18:30-21:30, until June. Diploma year classes begin September 14 and run Tuesday and Thursday evenings 18:30-21:30, until June.

Applications for the next entry (September 1993) are now being accepted.
For a complete program guide call 443-8360.

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 (two years). He has worked in the printing industry for 20 years and is currently the sales manager at Ultratech Printing.

David Lim has been working as a graphic designer/art director/educator for the past 16 years. He is currently a graphic design consultant. David also works as a training consultant, teaching graphic design to desktop publishing departments of large and small corporations.

Ljuba Levstek is a graduate of the Ontario College of Art. She has ten years' experience as a free-lance illustrator in Toronto, London (England) and Vancouver. Ljuba has worked for a wide range of clients, including advertising agencies, magazine publications, book publishers, greeting card companies and package design firms.

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 free-lance 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 free-lance designer, art director and production coordinator for various companies.

Janet Russell, (Program Coordinator), B.F.A. 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 free-lance 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) \$140
9 mng - Sa. Sep 18, 10:00-13:00 - CC
9 eve - Tu. Sep 21, 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) \$155
10 eve - Tu. Sep 21, 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 tacile 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) \$130
8 eve - We. Sep 22, 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. Fell 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) \$120
8 eve - Th. Sep 23, 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) \$85
4 eve - We. Sep 22, 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) \$100
6 eve - Th. Sep 23, 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) \$85
5 eve - We. Sep 22, 19:00-22:00 - CC

Corporate Design (050436)

Corporate design is the process of designing a logo identity system for a company. This course will explore what makes for an effectively designed logo vs a poorly designed logo. The creative process, from thumbnail sketches to final presentation will be investigated, as well as the importance of research. Producing final camera-ready art for the logo will also be discussed. Designing a logo is just the beginning. You must then apply your new logo to design a stationery package, brochures, business forms, interior and exterior signage, vehicle markings, product and packaging designs, even corporate pins and coffee mugs—all the attendant materials that go into making up a corporate identity system. (Lim) \$85
5 eve - Tu. Sep 21, 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) \$120
8 eve - Tu. Sep 21, 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 three-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) \$120
8 eve - We. Sep 22, 19:00-22:00 - CC

Creative Commercial Illustration (050410)

This course is designed to familiarize the student with various aspects of a professional illustration career. Emphasis is placed on exploring the creative working process. The three illustration projects will expose the student to a variety of illustration tools to expedite and enhance their finished drawing. These three projects will also familiarize the student with the three most common "starting points" dictated by the client: starting with the concept, as in editorial illustration; starting with the layout, as in advertising; or starting with the reproduction process. The business side of commercial illustration is also discussed. Topics include working with an art director, pricing a job, aspects of self-promotion and the limitations of various reproduction processes. Transform your intuitive artistic abilities into a commercial vehicle. (Levstek) \$120
8 eve - Tu. Sep 21, 19:00-22:00 - CC

Other GRAPHIC DESIGN related courses can also be found in these sections: ART: Advertising, Fashion Art, COMPUTERS.

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. Sep 21, 19:00-22:00 - KEC

Introduction to Residential Interior Design—Part II (504202)

Build upon concepts introduced in Residential Interior Design Part I. Topics include textiles, upholstery, window treatments, floors, walls, application of lighting, accessories, plants and pictures. (Dilts) \$123.05 (Includes GST)
5 eve - Tu. Oct 26, 19:00-22:00 - KEC

Recycle, Re-use and Rejoice (504210)

This special packaging seminar for holiday gift giving focuses on using recycled goodies from urban sources to create beautiful handmade packages for your gifts. Workshop will feature individual and imaginative brainstorming ideas for boxes and the like. (Dilts) \$53.50 (Includes GST)
1 day - Sa. Nov 27, 10:00-15:00 - KEC

New, Old Furniture (504209)

This workshop focuses on what "finds" of old furniture are worth and why. How to select fabric and re-make old furniture into new. Field trip to furniture store. (Dilts) \$53.50 (Includes GST)
1 day - Sa. Nov 06, 10:00-15:00 - KEC

A Designer's Notebook (504208)

This workshop will focus on how you can develop a list of finishing trades that will do the work for your next renovating project. You will learn how to build up your note book and develop ideas that will save money for future renovations. (Dilts) \$53.50 (Includes GST)
1 day - Sa. Oct 23, 10:00-15:00 - KEC

Jewellery

INSTRUCTORS

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

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

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

Metal Techniques I (051101)

This course will introduce the basic materials, tools and terminology in jewellery making. Students will become familiar with a variety of techniques including piercing, doming, texturing, riveting and soldering. Projects will include the making of chains, rings, brooches and other jewellery objects. Students will be required to purchase their own tools and materials (approximate cost \$200). No experience necessary. (Thompson) \$190
10 eve - Mo. Sep 20, 18:00-21:00 - CC

Metal Techniques II (051114)

A further exploration of materials, tools and a variety of techniques with an emphasis on soldering, construction and fabrication. Projects will include the making of chains, rings and brooches. Students will be required to purchase their own tools and materials (approximate cost \$130). Prerequisites: Successful completion of Metal Techniques I or equivalent. (Thompson) \$190
10 eve - Th. Sep 23, 18:00-21:00 - CC

Advanced Jewellery Workshops (051102)

Further explore and develop various techniques and approaches learned in Metal Techniques. Practical experience on more advanced and complicated projects will be encouraged. (Additional costs approximately \$100-\$150). Prerequisites: Successful completion of Metal Techniques II or equivalent. (Thompson) \$350
10 day - Sa. Sep 18, 09:00-16:00 - CC

Stone Setting (051111)

Learn the basics of stone setting including wire and prong settings, bead setting with pave, channel and bezel setting in this advanced course. Tool preparation and procedures are included. (Additional costs approximately \$150). Prerequisites: Successful completion of Metal Techniques or equivalent. (Bebel) \$190
10 eve - We. Sep 22, 18:00-21:00 - CC

Casting Techniques for Jewellery and Small Sculpture (051103)

Learn the practical application of several casting techniques including lost wax, centrifugal, sand and cuttlefish bone in this advanced course. Three-dimensional designs using the wax carving process is encouraged. (Additional costs approximately \$100.) No previous experience required. (Walentowicz) \$190
10 eve - Tu. Sep 21, 18:00-21:00 - CC

Journalism

INSTRUCTORS

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

Dona Sturmanis, B.F.A., M.F.A., has been a free-lance 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 newsrooms and a tour of a newsroom and studios included. (Ouston) \$176.55 (Includes GST)
9 eve - Tu. Oct 12, 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, free-lancers, and other journalists. (Sturmanis) \$101.65 (Includes GST)
2 day - Sa/Su. Oct 16/17, 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. Sep 26, 10:00-16:00 - 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 free-lance musician in Vancouver for several years. He has developed his own very successful version of the "jazz shorthand" approach to the study of improvisation.

Mike Kinzie, Arranging. Mike graduated from the University of Western Washington with a Bachelors degree in Jazz Studies and continued his study of music in the Composing and Arranging program at Dick Grove School of Music. In addition to regular appearances with Tuxedo Junction Orchestra, he is a sought-after free-lance musician in Vancouver.

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



Daniel A. Lutz, Woodwinds, Theory. Dan received his diploma in Musical Arts from VCC, and has performed and taught both classical and jazz/pop music for over 20 years. Mr. Lutz is currently a woodwind clinician for several BC school districts and a dedicated private teacher.

Lauri Lyster, Piano. Lauri received her diploma in Musical Arts from VCC and finished her Bachelor of Music degree at UBC. In addition to her teaching responsibilities she is a regular performer in Vancouver, both as a keyboard player and as a percussionist. She is also an educational consultant for Yamaha Music Canada.

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

Greg Reid, Business/Computers. Greg 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.

Send Us Your Ideas

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

Piano

Piano: Beginners (502517)

Class instruction on individual pianos. Learn notation, basic playing skills and chording techniques. Students should have access to piano for home practice. Enrollment limited to eight per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. (Lyster) \$122.70 (Includes GST)
10 eve - Mo. Sep 20, 18:00-19:00 - KEC
10 eve - Mo. Sep 20, 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. Enrollment is limited to eight per class. Seniors discount not available due to limited enrollment. (Lyster) \$122.70 (Includes GST)
10 eve - Mo. Sep 20, 20:00-21:00 - KEC

NOTE

Students wishing to register in all Jazz Piano classes and Piano Intermediate, will be placed on a pre-registration list, in order to be appropriately placed by the instructor.

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. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. (Lee) \$122.70 (Includes GST)
10 eve - We. Sep 22, 18:00-19:00 - KEC
10 eve - We. Sep 22, 19:00-20:00 - KEC

Jazz Piano: Intermediate (502531)

A continuation of the beginners course with emphasis on reading and chording skills. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. (Lee) \$122.70 (Includes GST)
10 eve - We. Sep 22, 20:00-21:00 - KEC
10 eve - We. Sep 22, 21:00-22:00 - KEC

Instrumental Music

NOTE

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

Flute: Beginners (502505)

Practical instruction for the novice. Throughout the course students will learn proper breathing techniques, tone control and musical skills. Some small ensemble playing will be included. Each student must have a flute. (Lutz) \$64.20 (Includes GST)
10 eve - Mo. Sep 20, 18:00-19:00 - KEC

Flute: Intermediate (502506)

Continuing practical instruction in flute performance study, students will continue technical skill development and participate in more small ensemble playing. Music provided. Each student must have a flute. (Lutz) \$64.20 (Includes GST)
10 eve - Mo. Sep 20, 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) \$100.58 (Includes GST)
10 eve - We. Sep 22, 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) \$100.58 (Includes GST)
10 eve - We. Sep 22, 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) \$64.20 (Includes GST)
10 eve - Tu. Sep 21, 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. (Jahnke) \$101.30 (Includes GST)
10 eve - Tu. Sep 21, 20:30-22:00 - KEC

Saxophone/Clarinet: Beginners (502519)

Learn proper techniques on saxophone or clarinet, including breathing, tone, basic playing skills, some reading skills and basic blues patterns. The course is designed for the beginning player and for those who want the opportunity to play with other students at their own level. Each student must have their own instrument. (Lutz) \$64.20 (Includes GST)
10 eve - We. Sep 22, 18:00-19:00 - KEC

Saxophone/Clarinet: Intermediate (502520)

A continuation of the beginners class. Improve upon your reading ability. Solo lines and riffs will be analyzed for playing and jamming in rock, blues and jazz idioms. An ideal way to meet other players at your level who share your interests. (Lutz) \$64.20 (Includes GST)
10 eve - We. Sep 22, 19:00-20:00 - KEC

Vocal Music**Vocal Coaching (102614)**

Group and private instruction combined for students in all vocal styles. Develop your strength, extension of range and vocal ease in performance. Listen and learn from other students' performances in a master class situation throughout the course. Prospective students should contact the CE office as soon as possible. Each student will be placed on a pre-registration list and will be contacted by the instructor to determine suitability to the format of the class. (Brauner) \$175.48 (Includes GST)
10 eve - Tu. Sep 14, 18:00-20:00 - KEC
10 eve - Th. Sep 16, 18:00-20:00 - KEC

Ensembles**Stage Band (502526)**

An ensemble experience for students interested in improving their reading abilities and overall musical achievement. Each week the band will look at new material and continue to develop a repertoire for a performance at the end of the term. Interested ensemble members should contact the CE office in order to be placed on a pre-registration list. (Shier) \$115.58 (Includes GST)
12 aft - Sa. Sep 18, 12:30-14:30 - KEC

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 and brass 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) \$110.58 (Includes GST and music fee)
10 eve - Mo. Sep 20, 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. \$111.30 (Includes GST and music fee)
10 eve - We. Sep 22, 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. \$111.30 (Includes GST and music fee)
10 eve - We. Sep 22, 20:00-22:00 - KEC

The Willan Choir

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

Appreciation and Theory**Music Arranging (102629)**

An introductory arranging course for students with some music theory background. The class will cover the basic roles of ensemble instruments, including specific lectures on rhythm section. Discussion will also centre around scales, chords and modes. Students will be assigned projects throughout the course. (Kinzie) \$110
10 eve - Tu. Sep 21, 20:00-22:00 - KEC

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) \$110
10 eve - Th. Sep 23, 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) \$110
10 eve - We. Sep 22, 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) \$140
12 eve - Th. Sep 16, 18:00-20:00 - KEC

Live Sound Engineering (102606)

Become proficient with sound equipment. This course explains how PAs and other sound equipment are set up and operated. Learn how to use microphones, consoles, equalizers, compressors, digital reverbs, power amps, monitors and speakers to get the most out of a sound system. Important troubleshooting tips and easy repairs to keep a system running properly will be included. This is a hands-on course; be sure to wear your jeans. (Reid) \$140
12 eve - Mo. Sep 13, 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) \$130
12 eve - Mo. Sep 13, 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 need 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 Tuesday, September 07, 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, September 07 or Wednesday, September 08 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 Bernaerdt is a photographer for the advertising department of a large retail company.

Greg Blue is a commercial photographer, specializing in product photography.

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

Michael Carter is an art director, creative director, writer, graphic designer.

Tim Harvey is a commercial photographer specializing in fashion photography.

Susan Hayes, B.F.A., M.F.A., is a commercial photographer specializing in brochure designs and slide presentations.

Wolfgang Kohler is a commercial photographer working in the Lower Mainland area.

Marilyn McEwen is a local free-lance photographer with an extensive accounting background and is also editor/art director for Camera Canada.

Andrew Tripp is a commercial photographer specializing in people photography.

Jeff Weddell is a commercial free-lance photographer who specializes in people.

Brian Wilson is an archival consultant.

Ingrid Yuille is a free-lance photojournalist.

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) \$225
10 eve - Mo. Sep 20, 19:00-22:00 - FP
10 aft - Tu. Sep 21, 12:30-15:30 - FP
10 eve - Tu. Sep 21, 19:00-22:00 - FP
10 eve - Fr. Sep 24, 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) \$235
10 eve - Mo. Sep 20, 19:00-22:00 - FP
10 aft - Tu. Sep 21, 12:30-15:30 - FP
10 eve - Tu. Sep 21, 19:00-22:00 - FP
10 eve - Fr. Sep 24, 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. (Yuille) \$275
10 eve - We. Sep 22, 19:00-22:00 - 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) \$225
10 aft - We. Sep 22, 12:30-15:30 - FP
10 eve - We. Sep 22, 19:00-22:00 - FP
10 mng - Sa. Sep 25, 10:00-13:00 - FP
10 aft - Sa. Sep 25, 14:00-17:00 - FP

Practical Darkroom (300104)

Learn fine quality black and white photographic print making through practical applications of various techniques, including individualized teacher instruction. Bleaching and toning procedures are also covered. Prerequisite: Basic Darkroom or equivalent. (Tripp) \$235
10 aft - Th. Sep 23, 12:30-15:30 - FP
10 eve - Th. Sep 23, 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/Bernaerdt) \$275
10 eve - Th. Sep 23, 19:00-22:00 - FP
10 mng - Sa. Sep 25, 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) \$275
10 aft - Sa. Sep 25, 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) \$275
10 aft - We. Sep 22, 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. \$275
10 aft - Sa. Sep 25, 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) \$175
5 aft - Sa. Sep 25, 14:00-17:00 - FP

Getting the Most from Custom Labs (300119)

This seminar will teach you how to get the most out of custom processing labs. Topics to be covered will include how labs work, what standards they work to and how to get the best results from them. Basic colour theory, the colour wheel, colour filtration and colour correction will be covered as well as the principles of both C-41 and E-6 processing. You will tour a custom processing lab and see how they operate. Common problems from both the lab's and customer's point of view will be discussed. Prerequisite: None. (Bernaerdt) \$165
4 aft - Sa. Sep 25, 14:00-17:00 - FP

Composition and Design (300143)

This course will help the student 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) \$275
10 eve - Mo. Sep 20, 19:00-22:00 - FP

Photo Retouching (300110)

White Burgundy, Riesling, Gewurztraminer, Chardonnay and Sauternes; taste and compare wines from different countries, but the same grape. This is a special course showing really great wines. Refreshments will be served. \$35.31 (Includes GST)
1 eve - Mo. Nov 08, 19:30-21:30 - KEC

Business Practices (300126)

This course will introduce students to the business of photography. Students will be given instruction in marketing and self-promotion, setting up a business, business law, portfolio presentation, professional practices and a discussion of the Free Trade Agreement and its effect on photographers. This course is designed for the working professional or the aspiring professional. Students must have completed Intermediate Photography or its equivalent. (Blue) \$250
10 eve - We. Sep 22, 19:00-22:00 - FP

Business Management (300131)

Designed to complement the Business Practices course, this course introduces the student to the day-to-day mechanics of running a photographic business. Learn preparation of estimates, simple accounting procedures, relationships with employees and suppliers, communication skills and copyright. Business Practices is a prerequisite. (Blue/McEwen) \$250
10 eve - Th. Sep 23, 19:00-22:00 - FP

The History of Photography 1820 to 1900 (300146)

From a desire to capture nature as art to the printed page, photography's beginnings laid the cornerstones that affect our daily lives. The newspaper, the lithograph, the photocopy and even wallpaper were the result of a simple idea to "draw with light." From Wedgwood to Eastman, you will learn of the incredible race to secure and control the right to create with the new technology. This workshop offers hands-on examples of early processes and is presented in a detailed, interesting and humorous six-hour session. (Wilson) \$75
1 day - Su. Sep 26, 10:00-17:00 - FP

Wine

Paul Warwick, Certified Wine Educator—Society of Wine Educators

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

Introduction to Wine Appreciation and Wine Tasting (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, production methods, soil, climate and man's influence, proper reading of labels, purchasing, storing, caring and serving, and getting the best value for money. Tastings each night will feature different grapes and countries e.g. France, Italy, USA, Germany and others. Food will be served. \$107 (Includes GST)
4 eve - Mo. Sep 20, 19:30-21:30 - KEC
4 eve - Mo. Jan 24, 19:30-21:30 - KEC

Bargain and Inexpensive Wines of the World (505213)

There are good bargains sitting on the shelves of wine and liquor stores in BC. This course will examine those wines. Taste and compare a variety of inexpensive whites and reds. Refreshments will be served. \$27.82 (Includes GST)
1 eve - Mo. Oct 25, 19:30-21:30 - KEC

Australian Wine Tasting (With Help from New Zealand) (505204)

Now being recognized as a major wine producer, Australia and New Zealand make very high-quality wines at a good price. We will taste wines from the Barossa, Hunter, Coonawarra and Margaret River and, of course, New Zealand. Cabernets, Shiraz, Chardonnay and Verdello and New Zealand's Sauvignon Blanc, just to mention a few. A definite must for those seeking a new wine experience. Refreshments will be served. \$29.96 (Includes GST)
1 eve - Mo. Nov 01, 19:30-21:30 - KEC

Great White Wines of the World (505214)

White Burgundy, Riesling, Gewurztraminer, Chardonnay and Sauternes; taste and compare wines from different countries, but the same grape. This is a special course showing really great wines. Refreshments will be served. \$35.31 (Includes GST)
1 eve - Mo. Nov 08, 19:30-21:30 - KEC

Secret of Spain—Spain—Dry to Sweet (505237)

The nutty dry to the luscious sweet, this describes sherry from top to bottom. The process, styles and sherry classes will be tasted in special tasting. Montilla, Fino, Palo Cortado, East India, just to name a few, will be swirled and sipped. Don't miss this event where Spanish refreshments will be served. \$29.96 (Includes GST)
1 eve - Mo. Nov 15, 19:30-21:30 - KEC

California's Own and Famous Zinfandel (505248)

This grape, which has a mysterious beginning, is receiving the credit it should. It can be white, rose or red. Its appellation now seems to be Amador County, where the large spicy reds come from. Most areas in California have Zin and we will try a lot of them. Dry, rich red and sweet and, of course, blushes. You will love them. Refreshments will be served. \$29.96 (Includes GST)
1 eve - Mo. Nov 22, 19:30-21:30 - KEC

Chardonnay Challenge Tasting (505207)

The Chardonnay grape is the best white wine of Burgundy and maybe the world. Look forward to comparisons between California, Australia, Chile, France and others. It may change your taste buds and also your preference. Refreshments will be served. \$33.17 (Includes GST)
1 eve - Mo. Nov 29, 19:30-21:30 - KEC

39th and Cambie Shopping Spree Tour and Tasting (505201)

A tour of the main liquor store in BC with BCLDB wine consultant to guide us and show us new products. Just the time of the year to be making those special purchases. Taste some wines especially chosen for the Christmas season. \$21.40 (Includes GST)
1 eve - Mo. Dec 06, 19:30-21:30 - KEC

Advanced Wine Appreciation and the Nose of Wine (505202)

This course is designed for those who want to know more about the intricacies of wine and about the importance of your nose. You will gain an increased understanding of the importance of balance, acidity and finish. The nose is the most important part of tasting and we will try to show you why. You will taste some wines that put it all in perspective. Refreshments will be served. \$29.96 (Includes GST)
1 eve - Mo. Feb 21, 19:30-21:30 - KEC

Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Barolo, Chianti, Hermitage and, of course, Port, just to name a few, are the best wines in the world. You taste and compare and decide if the choice is not up to your standards. I think you will agree, but you have to be there to taste. Refreshments will be served. \$36.38 (Includes GST)
1 eve - Mo. Feb 28, 19:30-21:30 - KEC

Wine and Food—How to Match them (505226)

There are some wines that don't go with food. We will attempt to answer those obvious questions and show the sensations. This seminar will allow the interchange and analysis of the rights and wrongs of food and wine. There will be a number of wines that will be paired up with the right and wrong foods. These types of seminars were made famous by Barbara Lang of Princeton University and Inglenook Winery. \$26.75 (Includes GST)
1 eve - Mo. Mar 07, 19:30-21:30 - KEC

Italian Stallions or—The Tasty Tavolas (505256)

Most times you pass up the table wine section in most countries for the varietals or the quality wine. But in Italy, The Vino da Tavola are some of the finest wines in the world (yes the world), so let's get down to some serious drinking. We will discuss this abnormal classification and how it is misunderstood. It may change your mind and lead you to "La Dolce Vita." Tignanello, Sassicaia, Sangiovetto, Mormoreto, Cabreo and Predicato are some of the names that are just table wines, or are they? Join us for Vino da Tavola. Refreshments will be served. \$36.38 (Includes GST)
1 eve - Mo. Mar 04, 19:30-21:30 - KEC

Dessert Wines from Sweet to Rich (505219)

Luscious, honeyed, sweet wines; a lot of people don't understand them. They definitely have a place in our food world. These great wines come from all corners of the wine world. They will please and excite you. The way they feel in your mouth and the way they linger on your palate and finish is hard to describe. You have to be there. Join us for a low-calorie night. Desserts will be served as refreshments. \$35.31 (Includes GST)
1 eve - Mo. Mar 21, 19:30-21:30 - KEC

Champagne and Port—What a Pair (505240)

The wines of champions and the wine of the of the upper class, these two wines are so different, but they have a common thread—quality and class. We will tour Champagne and taste some true wines of the region and some not from the region. We will visit the Port houses of Cadiz and taste their luscious, lovely juices. This will be a fun course and what a way to end a season. \$37.45 (Includes GST)
1 eve - Mar 28, 19:30-21:30 - KEC

Writing Program

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

For information call Wayne 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, B.A., M.F.A., is an award-winning Julliard-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 *Camilla* 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.

Maureen Medved has been writing and performing her monologues, *The Tracey Fragments*, for a number of years. Her writing has been published in a number of literary journals and she has also written for video, radio and the stage. Her one-woman play, *The John Diefenbaker Letters*, premiered at the *Women in View Festival*. Maureen has also worked as a communicator for corporations and the arts and has edited and written for a variety of publications. Maureen is completing her M.F.A. at UBC and is currently working on a second novel.

Dona Sturmanis, B.F.A., M.F.A., has been a professional free-lance magazine writer/editor and corporate communicator for the last 12 years. She has had many short stories and poems published in literary journals.

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

Writing Skills Workshop (102811)

Explore the fundamentals of writing: clear thesis, coherent structure and clean, appropriate sentencing. You approach the writing tasks in stages—taking notes, writing and revising—examining each stage in detail. Weekly writing assignments give you a chance to apply each lesson; in-depth evaluations by the instructor give encouragement and solve individual problems. Enrollment is limited. \$115
6 eve - Tu. Oct 05, 18:30-21:00 - CC (Medved)
6 eve - We. Oct 13, 19:00-21:30 - Lan (Furst)
6 eve - Th. Oct 14, 18:30-21:00 - CC (Janoff)
6 eve - Mo. Oct 18, 18:30-21:00 - CC (Janoff)

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,

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. Oct 18/20, 19:00-21:30 - Lan

This is Your Life - How to Write a Life Story (102887)

Do you know someone with an unusual life story? Would you like to record your own memoirs for posterity? This workshop shows you how to produce a book-length biography or autobiography. Each student should bring in an idea for a life story to class. The workshop will examine the following: how to write an outline, proper research methods, interviewing techniques (like taping and video), dictaphone transcription, editing, word processing and desktop publishing. Innovative biographies will also be examined. (Janoff) \$115 6 day - Sa. Oct 16, 09:30-12:00 - 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. Oct 16, 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 non-fiction articles, knowing how to market your work is essential. You will be required to write, rewrite, and eventually submit a piece of creative writing (query letters to a literary agent, magazine editor, whatever is appropriate) with the intention of getting published. (Williams) \$115 6 eve - We. Oct 13, 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. (Medved) \$115 8 eve - Mo. Oct 18, 19:00-21:30 - CC

Writing for Magazines (102817)

This course is designed as a step-by-step introduction to writing for the free-lance 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. Oct 16, 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. Sep 25, 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. Sep 25, 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, B.F.A., M.F.A., has been a free-lance 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. Oct 23, 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 - Su. Oct 24, 10:00-16:00 - 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) \$47.08 (Includes GST) 10 eve - Mo. Sep 20, 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. Oct 23, 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 VCC.

Don Watters, B.A., 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. Prerequisite: Students must possess reasonably good oral, reading and writing skills. Students who have difficulty with English should contact Continuing Education at Langara for advice on language skills courses. Phone 324-5322. (Clarke) \$185 5 day - Sa. Sep 25, 09:00-16:00 - CC 5 day - Sa. Nov 13, 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) \$185 10 eve - Tu. Sep 28, 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) \$180 10 eve - We. Oct 06, 19:00-22:00 - CC

Business Administration (BAC) Certificate Program

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

The Business Administration Certificate Program follows an open admissions policy—students may enroll in any individual course, subject to prerequisites as identified in the course descriptions.

Certificate Requirements

Eight courses completed successfully in no more than five years, 15 terms, including one core course: Communications 1115 or 1118

Entry Requirements

The Language Proficiency Index (LPI) exam is required for all students registering in Communications 1115 or Communications 1118. Students may be exempted from the LPI exam if they have:

1. A degree from an English-speaking university, or
2. Completed a first year English course or business communications course from an English-speaking college or university.

For details, please contact Joanne Bydal, Program Assistant at 324-5214.

Scheduling

The courses in the Business Administration Certificate Program are offered in the September (Fall), January (Winter) and April (Spring) terms. Some courses are not offered in all terms.

Refund Policy

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

NOTE: To Accounting Students

There will be common mid-term and final exams for Accounting 1115. Mid-term exam for ALL classes of Accounting 1115 will be Saturday, Oct 30, 10:00-13:00. Final exam for ALL classes of Accounting 1115 will be Saturday, Dec 11, 10:00-13:00.

NOTE: To All Students

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

LPI 1000 (102055)

The Language Proficiency Index Exam (LPI) is mandatory for all students registering in Communications 1115 and 1118. The fee for this exam is non-refundable. \$33 1 eve - Tu. Sep 07, 18:30-21:00 1 eve - We. Sep 08, 18:30-21:00

INSTRUCTORS

Rob Badley, C.G.A., has over 30 years' business experience in private industry and government.

Oren Breitman, L.L.B., is a practising lawyer in the real estate field.

Dan Brimm, M.B.A., has worked as a management accountant with international accounting firms. He is currently CEO of a private venture capital firm.

Tammy Brimm, C.M.A., teaches computer accounting as well as working in private industry.

Ted Brown, M.B.A., has eight years' experience as a community college instructor and 15 years of business experience.

Kevin Fletcher is a management consultant who works with public, private and professional associations.

Robin French-Greenslade, M.B.A., has over 20 years' experience in management, marketing finance and business consulting. He has worked for Hanson Trust (UK), Indal Ltd., Selkirk College and City University.

Paul Jayakumar, M.Sc., C.G.A., is an instructor in managerial statistics, financial management and auditing for the CGA Association.

Thomas Kelly, Ph.D., president of Corporate Communications, is a sales and marketing consultant and former vice-president of Admiral Corporation.

Barrie Martin, C.G.A., senior auditor, Revenue Canada, has 16 years' teaching experience at VCC.

Bob Morris, B.A., M.A. (Psychology/English), has over 25 years' experience in the communications business, ranging from corporate strategic planning to direct broadcasting and education.

Eric Murray, B.A., M.B.A., Teacher's diploma, has four years' experience as a communications instructor and considerable experience in both the public and private sectors.

Bev Stevens, B.A. (Psychology), has over ten years' experience in career management, human resources and training. Bev has worked in the public, private and non-profit sectors.

Ken Tollstam, B.Commerce, C.A., has seven years' teaching experience on microcomputers using Lotus, DOS, dBase and word processing software.

Bob Wadsworth, B.Commerce, C.A., has 18 years' experience with the Department of Business Administration at Langara, teaching accounting.

Katherine Wellman, Q.C., L.L.B., was General Counsel for Saskatchewan Power Corporation. Katherine has nine years' teaching experience with the University of Regina and is currently a member of the BC Bar, practising general law.

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. \$220 13 eve - Tu. Sep 14, 18:30-21:30 - Lan (Wadsworth) 13 eve - We. Sep 15, 18:30-21:30 - Lan (Badley) 13 mng - Sa. Sep 18, 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. \$220 13 eve - Tu. Sep 14, 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. (Martin) \$220 Available January 1994

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) \$220 Available May 1994

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) \$220 13 eve - Tu. Sep 14, 18:30-21:30 - Lan

Business Law 1115 (102006)

An introduction to Canadian business law including the law of contracts, negotiable instruments, partnerships, sales of goods, labour/management, insurance, banks and banking. (Breitman) \$220 13 eve - We. Sep 15, 18:30-21:30 - Lan

Business Law 2215 (102014)

Focus on various legal aspects, including business organizations, creditor rights, real estate law, and consumer protection. Prerequisite: Successful completion of Business Law 1115. (Wellman) \$220 Available January 1994

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) \$220 13 eve - Tu. Sep 14, 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 knowledge, 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) \$240 13 eve - We. Sep 15, 18:30-21:30 - Lan

Communications 1115 (102007)

Improve your interpersonal skills. Develop the skills of clear speaking and active listening in a variety of work-related situations. Activities and assignments will require you to work in small groups to solve problems, work in pairs to interview for employment, and work individually to speak to a group. Prerequisite: Successful completion of the LPI exam. (Morris) \$220 13 eve - Tu. Sep 14, 18:30-21:30 - Lan



Communications 1118 (102016)

Learn to compose business correspondence. Training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes and employment correspondence. Prerequisite: Successful completion of the LPI Exam. (Murray) \$220 13 eve - We. Sep 15, 18:30-21:30 - Lan

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises, learn how various computer applications - word processing, spreadsheets, database management and data communications knowledge will improve the effectiveness of your office or business. A knowledge of typing is highly recommended. (Tollstam) \$255 13 eve - We. Sep 15, 18:30-21:30 - CC 10 mng - Sa. Sep 18, 09:00-13:00 - Lan

Computer Applications in Business Challenge Exam 1000 (102058)

For those with industry experience using DOS, dBase, Lotus 1-2-3, and WordPerfect 5.1 and who wish to challenge the Computer Applications in Business course. The exam will be a four (4) hour lab-based exam. At the time of registration ask to speak to the Program Assistant who will supply a list of topics to be covered on the exam. \$125 1 mng - Sa. Sep 11, 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) \$220 13 eve - Th. Sep 16, 18:30-21:30 - Lan

Credit and Collections 1321 (102057)

Learn the uses of credit at both the consumer and mercantile levels. The course will provide an in-depth look at different types of credit, how credit is granted, how credit accounts are collected and how to set up policies to protect your organization. (Mapleton) \$220 Available January 1994

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) \$220 13 eve - We. Sep 15, 18:30-21:30 - Lan

Principles of Organizational Behaviour 1321 (102019)

Develop an improved understanding and the expertise to operate effectively in today's complex organization. In this course you will examine how human behaviour affects the functioning and effectiveness of an organization. At the completion of this course you will have the practical skills essential for the analysis and improvement of both the structure and management of your organization. (TBA) \$220 13 eve - Tu. Sep 14, 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) \$220 Available January 1994

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) \$220 13 eve - Tu. Sep 14, 18:30-21:30 - Lan

Business English Skills

INSTRUCTOR

Natalie Rogers, BPHE, has taught business English and medical terminology for various colleges. She is the author of three books and has written several articles and reports on health technologies.

Polish Your Business English! The following four classes are offered on four Saturdays. Enroll individually at the regular price of \$65 or register for all four courses for a total of \$235—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) \$235

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

Test: Sa. Nov 20, 09:30 - 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) \$65 1 day - Sa. Oct 02, 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 ongoing study and give a large number of new words and meanings. Please bring a dictionary.— 6 hours (Rogers) \$65 1 day - Sa. Oct 16, 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) \$65. See Communication/Interpersonal Skills in the Office Administration (OAC) Section for the second level of this course—Effective Letters That Get Results 1215 (104537) 1 day - Sa. Oct 30, 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) \$65 1 day - Sa. Nov 13, 09:30-15:30 - Lan

Business Letters that Get Results 1215 (104537)

See Office Administration Certificate Program, Communication/Interpersonal Skills section.

Plain Language: Making Your Message Clear 1415 (104549)

See Office Administration Certificate Program, Communication/Interpersonal Skills section.

Library Skills

INSTRUCTORS

Our instructors have a wealth of teaching experience and share with the students the 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 VCC and Douglas College.

Elizabeth Caskey is UBC Main Library's subject specialist in economics, business and geography. She is committed to her own ongoing Internet education and to sharing what she has learned with the library community.

Anna Holeyton holds degrees in science, law and librarianship. She has been a reference librarian at a law firm and at the Langara Campus of VCC.

Susanne Lloyd is records management officer at the Workers' Compensation Board. During 12 years of library work she was involved in all aspects of technical services.

Niina Mitter is a reference and media librarian at the Langara Campus of VCC. 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.

Rana Shaskin is the librarian at the Society of Special Needs Adoptive Parents. She has extensive and varied experience working in non-profit organizations.

For information call Judy Growe, program coordinator at 871-7461.

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 wanting to increase your skills and knowledge in technical services to broaden your employment horizons? If you answered yes to either question, our Basic Library Skills courses are for you. These basic skills courses are designed to teach you essential concepts of technical services work in libraries. You may take either or both courses, depending on your interests and current skills.

Basic Library Skills—Collections and Acquisitions (106068)

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

- The role of technical services in the library
- Book selection and collection development
- Dealing with weeding, gifts, and inventory
- Acquisitions procedures including working with budgets, dealing with publishers and vendors, and verification and ordering
- Receiving monographs and serials
- Dealing with non-book materials and government publications.

Required text: Magrill, Rose Mary, and John Corbin, "Acquisitions Management and Collection Development in Libraries" 2nd ed. (Bradshaw) \$195
7 eve - Th. Oct 07, 18:30-21:30 - CC

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

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

- Elements of the catalogue record
- Machine readable catalogue records
- Filing rules
- Physical processing and mending
- Circulation procedures
- Interlibrary Loans procedures (Lloyd) \$195

To be offered Winter 1994

Workshops on Creating Successful Libraries in Community Organizations

These workshops are responsive to the special circumstances associated with libraries in community organizations.

Assessing Your Situation (106072)

See Non-Profit Sector listings for workshop description. (Shaskin) \$37.45 (Includes GST)
1 aft - We. Sep 22, 13:00-16:00 - SNAP, 1150-409 Granville Street

Choosing How to Organize Your Materials (106073)

See Non-Profit Sector listings for workshop description. (Shaskin) \$37.45 (Includes GST)
1 aft - Tu. Oct 26, 13:00-16:00 - SNAP, 1150-409 Granville Street

Automation Skills Courses

Our automation skills courses will familiarize you with the types of computer equipment, software and remote systems used in library operations and services. Learning takes place through instruction, demonstration and hands-on practice.

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 15 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. (Burgess/Holeyton/Lloyd/Mitter/Roberts) \$145
5 eve - Tu. Sep 21, 18:30-21:30 - CC

Database Design for Library Special Projects (106074)

Have you been intending to start using or make better use of the database software available in your library? Have you been making do with manual systems that provide a single point of access to annual reports or community information or equipment inventory? Would you like to automate valuable home-grown resources like the ones you keep on rolodexes or 3 x 5 cards? In this introductory-level course you will learn how to:

- identify the kinds of library projects that can be carried out effectively using database software
- think through basic design decisions
- structure your data

- tailor reports to meet your needs

Classroom hours are divided between lecture and hands-on time. The concepts you learn can be applied to whatever database management software you have in your library. The practice exercise, based on a typical library scenario, will take you step-by-step through the design and construction of a database. Familiarity with microcomputers would be helpful. (Roberts) \$175 (Includes all course materials and lab fees.)
To be offered Winter 1994

The Internet—Making Order Out of Chaos (106075)

This one-day workshop provides a beginner-level, library-oriented introduction to this network of networks. You will learn what the Internet is and what kinds of activities it supports. You will find out how to become an Internet user. Key terms and buzzwords will become familiar. You will learn the basics of using the Internet for the following purposes:

- sending and receiving electronic mail
- searching remote library catalogues and databases
- transferring files to and from remote locations
- joining and participating in groups engaged in electronic chit-chat on various topics

The focus is on functions and resources beneficial to library operations and services. The format of the morning is lecture and demonstration. In the afternoon you will work in pairs to carry out hands-on exercises related to the morning's topics. (Caskey) \$150 (Includes all course materials and lab fees.)
1 day - Sa. Oct 02, 09:00-16:00 - UBC Main Library, 8th floor

Management Skills for Supervisors Provincial Certificate Program

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

Program Goal

To provide broad, practical 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, but all three parts must be completed to be eligible for the provincial certificate.

Who Should Attend?

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

Format

The program is offered in three 4-day modules totalling 12 days. Training techniques include individual, small and large group experiences and lectures using participants' actual work experiences. Enrollment is limited to optimize the effectiveness of this process.

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.

Ask about our group rates and in-house offerings.

TRAINER

Sherillee Schaffer is a dynamic, energetic individual who is highly qualified in human resource development. She'll help you bridge the gap between training and reality to be able to apply the skills you learn in your work. Sherillee is a graduate of the University of Ottawa and has studied at the University of Victoria, McMaster and University of British Columbia and works as a management consultant and trainer.

Interpersonal Skills—Part I (100101)

Objectives: On completion you'll be able to:

1. Effectively use both verbal and non-verbal communication skills
2. Conduct organized interviews
3. Use decision-making methods in individual and group situations
4. Utilize appropriate assertiveness techniques
5. Make win/win decisions one on one and in groups.

\$575

Group Skills—Part II (100102)

Objectives: On completion you'll be able to:

1. Identify personal leadership styles
2. Demonstrate appropriate and flexible leadership skills to meet various situations
3. Identify things that motivate and demotivate work groups
4. Develop and implement strategies to improve employee motivation
5. Display leadership and group participatory skills in meetings
6. Determine personal and organization stress factors
7. Implement stress reduction techniques. \$575

Administrative Skills—Part III (100103)

Objectives: On completion you'll be able to:

1. Develop and implement performance management strategies
2. Use effective business writing skills
3. Develop and institute a goal setting/achievement plan
4. Manage time and priorities efficiently and effectively. \$575
- Part I, Oct 05-08, Interpersonal Skills
- Part II, Oct 26-29, Group Skills
- Part III, Nov 23-26, Administrative Skills
- All sessions 09:00-17:00 - SPH 500

Winter 1994—Schedule to be announced

Course Location

All courses in this series will be held at Sheraton Plaza 500 Hotel, 500 West 12th Avenue, Vancouver
For information call Brian Cole, senior program coordinator - 871-7062.

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

\$575 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

INSTRUCTOR

Sherillee Schaffer is a dynamic, energetic individual who is highly qualified in human resource development. Her extensive helps participants in transferring concepts to knowledge to actual skills that can be used in today's work environment. Sherillee is a graduate of the University of Ottawa and has studied at the University of Victoria, McMaster and University of British Columbia. Sherillee currently works as a management consultant and trainer in Vancouver.

Management Skills for Supervisors—Level II (100104)

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 supervisor or manager in the private, public, or not-for-profit sector with previous management training, or equivalent experience, this course is for you. The 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. On completion participants will be able to:

- Identify five styles of thinking
- Use the Strategic Communication model in planning communication
- Analyze and practise more effective intergroup dynamics
- Implement effective hiring techniques
- Utilize your personal-presentation style effectively
- Apply creative thinking to problem-solving
- Identify the importance of long-term planning
- Identify coaching and counselling as tools for empowerment
- Initiate and support a motivational climate to create heroes
- 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 09:00 to 17:00. (Schaffer) Course Fee \$575

When Is It Offered?—Fall 1993

Nov 16-19, 09:00-17:00 - SPH 500

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of \$50. Alternatively, a "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for course withdrawals received less than ten days before the start date. The college will accept participant substitutions if a previously registered individual is unable to attend.

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 practise newly acquired skills and techniques.

These courses can either be taken individually or each can be applied towards a Supervisory Certificate in Office Administration. See Office Administration Certificate Program—Supervisory Skills section for further details.

For program information call Anne Völstam, program coordinator, 871-7070. For registration and invoicing call Lynda Boothby, 871-7070. Registrations will be accepted up to one week prior to the course date.

Course Location-TBA

Course Fees

\$135 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, B.A., former bank manager and training and development consultant for Royal Trust and Bank of Montreal; currently working with Vancouver and BC companies in course development and training.

Maureen Hannah holds an M.B.A. 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 1316 (104553)

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. - 7 hours (Hannah)
1 day - Fr. Sep 24, 09:00-16:30 - TBA

Communicating for Success 1317 (104552)

"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. - 7 hours (Hunter)
1 day - Fr. Oct 22, 09:00-16:30 - TBA

Building and Coaching a Productive Team 1318 (104554)

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 team building 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 team building and the characteristics of an effective team. - 7 hours (Dixon)

1 day - Fr. Nov 19, 09:00-16:30 - TBA

Finding Time for Results 1319 (104555)

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 work day and improving the productivity and the success rate of your team and yourself. - 7 hours (Cuzzetto)
1 day - Fr. Nov 26, 09:00-16:30 - TBA

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 five specializations, each with two levels; Level I containing introductory/intermediate courses and Level II containing intermediate/advanced courses. The specializations are:

1. Secretarial/Administrative Assistant Skills
2. Legal Office Skills
3. Medical Office Skills
4. Office Supervisory Skills
5. Records Management 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 five specialization you will be introduced to the latest in office technology and procedures, designed to improve your effectiveness and increase your employment potential.

A certificate is available to students in each of the five 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 five 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.

Records Management Skills is an introduction to the systematic control of all records, from their creation or receipt through processing, distribution, organization and retrieval to their ultimate distribution.

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 three 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 (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
** Challenge exam

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 three courses from Business English Skills section - 18 hours
** Office Automation (104502) - 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
** Challenge exam

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 three courses from Business English Skills section - 18 hours
** Office Automation (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/Administrative Assistant (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
** Challenge exam

Office 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 three courses from Business English Skills Section - 18 hours
* Office Automation (104502) - 18 hours
Supervisory/Recruitment and Selection (104508) - 18 hours
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours
Additional courses from OAC section totalling - 12 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 I (104509) - 30 hours
Supervisory/Delegation, Motivation and Evaluation (104559) - 18 hours
Additional courses from OAC Section totalling - 6 hours
Total minimum course hours - 117 hours

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

* Exemptions permitted
** Challenge exam

One only of the above courses (104507) or (104508) or (104559) may be substituted for four Essential Skills for Supervisors workshops. See Essential Skills for Supervisors section.

Level II

Supervisory/Management and Decision Making (104507) - 24 hours

Computer Application in Business (102008) - 39 hours
Records Management II/Advanced topics - 30 hours
Records Management III Specialized Functions - 24 hours
Total minimum course hours - 117 hours

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

* Exemptions permitted
** Challenge exam

For information call Program Coordinator, Anne Tollstam at 443-8380.
For registration call 443-8380.

Non-certificate students may enroll in any course.

Certificate Requirements

Students must complete the required courses within four 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 - Th. Sep 09, 17:00-18:15 - CC Room 237

Fall Term 1993**Typing/Keyboarding****INSTRUCTORS**

Natalie Makortoff trained employees on computerized equipment and has several years' office-related 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 (TBA/Makortoff) \$80

6 eve - Mo. Sep 20, 18:30-21:30 - CC
6 mng - Sa. Sep 25, 09:00-12:00 - CC

Typing—Speed Building 1030 (104402)

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. Textbook provided for classroom use. - 18 hours (Makortoff) \$85

6 eve - We. Sep 22, 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 recom-

mended for this course. - 39 hours \$255
13 eve - We. Sep 15, 18:30-21:30 - CC
10 mng - Sa. Sep 18, 09:00-13:00 - Lan

Medical Office Billing II - 1415 (104520)

(See Medical section for details)

Administrative/Management**INSTRUCTORS**

Alexandra Bradley, C.R.M., has her own consulting business and has done consulting work since 1983. She was both a librarian and instructor at Mount Royal College and, in addition to consulting, is a sessional instructor at UBC.

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

Lorna Guenard, B.A. Public Administration, has 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 1115 (104502)

This course will cover basic office procedures, computer technologies, telecommunication systems and information processing. Textbook: "Electronic Office Procedures," to be purchased at City Centre Bookstore prior to first class. - 18 hours (Fox) \$125

6 eve - Mo. Sep 27, 18:30-21:30 - CC

Office Automation Challenge Exam 1000 (104558)

For those with current office-related experience in both the traditional and automated office environment. Ask to speak to the program assistant who will supply a list of topics to be covered on the exam. \$75

1 eve - Mo. Sep 20, 18:30-20:30 - CC

Supervisory/Management and Decision Making 1315 (104507)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered will be communication, decision making and leadership skills, all vital components of an effective supervisor/manager. Textbook, "Management Concepts and Applications" to be purchased from City Centre Bookstore prior to class. - 24 hours (Guenard) \$135

8 eve - We. Sep 29, 18:30-21:30 - CC

Supervisory/Recruitment and Selection 1515 (104508)

This course will take your through the basic steps or recruitment and selection. Topics covered will be job analysis, job description, recruitment selection and training of new staff. - 18 hours (Guenard) \$125

6 eve - Tu. Sep 28, 18:30-21:30 - CC

Supervisory/Delegation, Motivation and Evaluation 1516 (104559)

This course will focus on the techniques and skills required to develop a positive atmosphere and receive maximum productivity from employees. Topics will be identifying motivation, delegation and the evaluation process required to build a solid working team. Textbook: "Management Concepts and Applications," to be purchased from City Centre bookstore prior to class. - 18 hours (Guenard) \$125

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

Records Management I - 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. - 30 hours. This course is supported by the Association of Records Managers and Administrators. (Henderson) \$150

10 eve - We. Sep 22, 18:30-21:30 - CC

Records Management II/Advanced Topics 1617 (104556)

This course continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in the field which will require analysis and applications of skills and knowledge in records/information management. This course is supported by the Association of Records Managers and Administrators. - 30 hours (Bradley) \$150

10 eve - We. Sep 22, 18:30-21:30 - CC

Records Management III/Specialized Functions 1618 (104557)

This course is designed to introduce the student to specialized functions within records/information management. The students will explore several functions such as: forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. - 24 hours (Bradley) \$140

8 eve - Th. — Will be offered in Winter term.

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, B.A., B.Comm., currently Director of Administrative Services, VCC, City Centre. He has several years of budgeting experience in both private and public organizations.

Janet Matthews, M.B.A., B.A. (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 VCC 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) \$135

8 eve - Tu. Sep 28, 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) \$135

8 eve - Tu. Sep 28, 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) \$135

8 eve - Tu. Sep 28, 18:30-21:30 - CC

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8 eve - Tu. Sep 28, 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) \$105

5 eve - Mo. Sep 27, 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) \$125

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

Communication/Interpersonal Skills**INSTRUCTORS**

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.

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) \$65

1 day - Sa. Oct 16, 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. Nov 27, Dec 04, 09:00-12:30 - CC

How to Get the Job When You Get the Interview 1115 (104560)

This practical workshop is based on the concept that if you get as far as a job interview you could potentially get the job. Will focus on specific tips and strategies to maximize your chances. Self-confidence and assertiveness techniques will be discussed. Specific emphasis will be placed on learning and practising interviewing techniques that get results. - 6 hours (Dean) \$65

1 day - Sa. Oct 30, 09:30-15:30 - CC

How to Keep the Job When You Get It 1116 (104561)

This course is intended to increase professionalism on the job. It is designed to enhance existing skills in dealing with potentially difficult situations with staff, co-workers and clients. Strategies to improve tone of authority and credibility in business relationships will be discussed. Course format is interactive and full participation is required. - 6 hours (Dean) \$65

1 day - Sa. Nov 06, 09:30-15:30 - CC

Managing the Business Meeting 1717 (104562)

Meetings are important tools of communication in any business. Participants will learn how to plan meetings to maximize efficiency, how to chair meetings and ensure business proceeds in an orderly and appropriate manner and how to use time efficiently and effectively to achieve the best possible results. - 6 hours (Swankey) \$65

1 day - Sa. Nov 13, 09:30-15:30 - CC

Presenting Your Ideas with Confidence 1518 (104563)

Increase your self-confidence and improve your public speaking skills in this exciting and challenging course. The program utilizes proven techniques to help participants lose their fear of speaking in public, increase self-confidence and stay calm under pressure. Learn how

to use your voice, body language and vocabulary to effectively express yourself with greater clarity, confidence and impact. Attend this course and become a more successful communicator with clients, colleagues, employees, supervisors, family and friends. - 18 hours (Swankey) \$140

6 eve - Th. Sep 30, 18:30-21:30 - 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) \$165

6 eve - We. Sep 29, 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) \$65

2 eve - Mo/We. Sep 27/29, 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) \$135

10 eve - Tu. Sep 21, 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) \$135

10 eve - We. Sep 22, 18:30-21:30 - Lan

Medical Office Procedures/Administrative Assistant 1315 (104424)

Learn administrative and clinical duties to effectively manage a medical office. Topics covered:

scheduling appointments and receptionist duties, patient records management, health insurance plans, classification of drugs and routes of medication, financial records and laboratory procedures. Medical office assistant handbook to be purchased from Langara Bookstore. 30 hours (Moe) \$135

10 eve - Mo. Sep 27, 18:30-21:30 - Lan

Medical Office Billing—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) \$95

3 sessions - 1 day - Sa. Sep 25, 09:00-15:00 AND 2 mng - Sa. Oct 02/16, 09:00-12:00 - Lan

Medical Office Billing II—Computerized 1515 (104520)

Prerequisite for this course is Medical Office Billing I—Non Computerized (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. Oct 23/30, 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 (Wikjord) \$65

1 day - Sa. Nov 06, 09:30-15:30 - Lan

Shorthand**INSTRUCTOR**

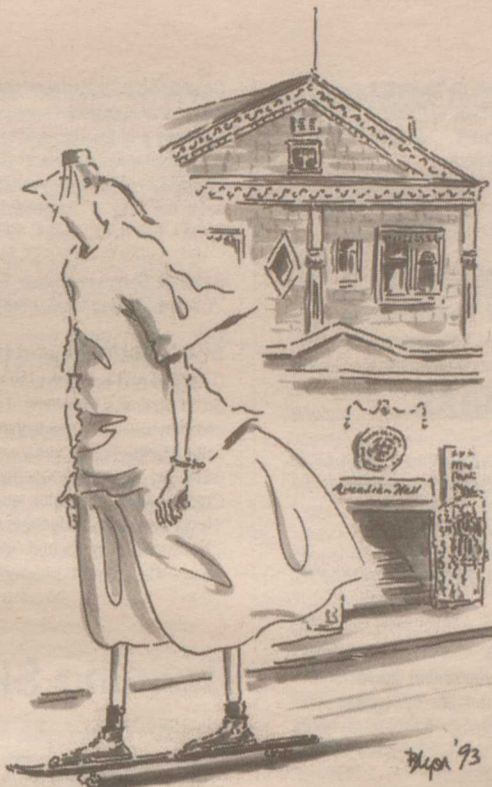
Claire Dornby, M.Ed., is an experienced instructor and office administrator. She has taught office-related courses for several years in the college setting.

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

Marie Moore-Stevens, B.Ed., has 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. During the first 12 sessions this course will cover the basic principles and theory of Forkner Shorthand. The last



eight sessions will focus on speed development as well as reinforce speed and writing techniques. Please bring a shorthand note pad and HB pencils. Textbook: "Forkner Shorthand," by Forkner & Brown. - 60 hours (Domby) \$260

12 mng - Sa. Sep 18, 09:30-12:30 - CC

8 mng - Sa. Jan 22, 09:30-12:30 - CC

Pitman Shorthand Beginners (104543)

This course covers basic theory and application of Pitman Shorthand. During the first 12 sessions, learn the language of Pitman Shorthand, take dictation and practise through speed drills. The last eight sessions will reinforce speed and writing techniques as well as continuing with the

theory of Pitman Shorthand. Textbook: "Pitman Shorthand and Shorthand Drill Book I," to be purchased prior to class. - 60 hours (Henderson) \$260

12 eve - Th. Sep 23, 18:30-21:30 - CC

8 eve - Th. Jan 27, 18:30-21:30 - CC

Shorthand Skill and Speed Building 1415 (104418)

Increase your shorthand speed and transcription techniques using your present shorthand method. Although this course is suitable to all shorthand or speed writing users, extra instruction will be given for Pitman Shorthand and Forkner Speedwriting phrases and short forms. Please bring a shorthand note pad, HB pencils and any previous shorthand textbooks to class. - 30 hours (Moore-Stevens) \$130

10 mng - Sa. Sep 25, 09:00-12:00 - CC

Introductory Legal Office Program

This five-course program will introduce you to basic concepts and legal office routines. Gain an understanding of the value of discretion and confidentiality in the legal field and familiarity with basic legal forms and procedures in respect to the five major areas of law.

Introduction to the Legal Office Program is the first of five courses and will be offered for three hours at \$40. All other courses are nine hours in duration at \$70 each. Enroll individually or register for the package of five courses for \$280—a saving of \$35.

All five courses 1115 (104425) \$280

Introduction to the Legal Office Program
Civil Litigation
Corporate
Matrimonial
Conveyancing

Test: Tu. Nov 16, 18:30-21:30 - Lan**INSTRUCTORS**

Gayle Cooke, senior legal assistant with 17 years' legal experience, as well as experience in personnel and administration. Gayle has developed and presented various legal courses for the legal community.

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.

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) \$40

1 eve - Tu. Sep 28, 18:30-21

People at Work

If you're an employee, you want to make your job skills and marketability as good as possible.

If you're an employer, you want to make your people as productive as possible and minimize "people problems."

VCC Continuing Education is pleased to announce two new offerings designed to help you achieve these goals. The emphasis on practical application makes each particularly valuable to you.

For program information call Brian Cole, senior program coordinator, 871-7062.
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 Sheraton Plaza 500 Hotel, 500 West 12th Avenue, Vancouver.

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.

INSTRUCTORS

Margaret Cuzzetto is an experienced marketing consultant with over 20 years' experience in retailing from beginner to managerial and supervisory levels. She also has extensive experience at passing her knowledge to others in instructional settings.

Stephen Hammond is a human resource consultant specializing in employee relations. He has worked in the human resource field for private and public sector employers in BC, Ontario and Manitoba. He is a lawyer and a current member of the Law Society of British Columbia. He has successfully delivered harassment awareness training to significant organizations in BC and is a member of the Human Resources Management Association of BC.

Harassment Awareness (100158)

Recent events have focused attention on harassment as never before. This session is designed to allow participants to acquire the skills to deal effectively with this issue in their place of employment while maintaining a good working atmosphere. Objectives:

- Discover the financial and emotional cost of harassment both for the organization and its employees
- Understand the definition of various forms of harassment
- Identify employee behaviour that constitutes harassment
- Know the obligations of supervisors and managers with respect to harassment
- Understand the employment aspects of Human Rights legislation

- Equip participants to initiate, develop and review practical policies on harassment for their own workplace
- Gain the knowledge and skill to resolve many harassment problems that arise in their own spheres of responsibility

- Help participants implement what they have learned without negatively affecting the workplace environment. \$195

1 day - We. Oct 06, 09:00-16:00 - SPH 500
1 day - We. Nov 17, 09:00-16:00 - SPH 500

Service for Success (100157)

Non-profit, government and business organizations are coming under increasing pressure to optimize service to the people and organizations with whom they deal. This course is designed to help employees in both supervisory and non-supervisory positions develop an action-oriented approach to customer service and be able to implement what they have learned in their workplace. Designed for supervisory and non-supervisory personnel who wish to achieve and maintain excellence in customer service in a revenue-producing, cost-effective manner. Objectives:

- Understand what customer service is through the customer's eyes
- Understand how customers are
- Identify crucial events that determine how the organization is perceived by the customer

- Understand some effective ways of "reading the customer" and researching "how you're doing"
- Communicate with your customers
- Optimize your service to customers
- Motivate yourself and fellow workers to continued excellence in customer service.
- Solve customer problems and customer service problems. \$175

2 day - Fr. Nov 05/19, 09:00-16:00 - SPH 500
4 eve - We. Oct 06/13/20/27, 18:30-21:30 - CC

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 \$90 per course or for a total of \$345 for all five (5) courses for a saving of \$105.

How to Start a Business

All five courses \$345 (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 seven key steps to developing your successful new business. \$90

2 eve - Tu/Th. Sep 21/23, 19:00-22:00 - Lan

Week 2

Identifying and Marketing Business Opportunities (106040)

Both parts \$90

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. \$90

2 eve - Tu/Th. Sep 28/30, 19:00-22:00 - Lan

Week 3

Bookkeeping from Start to Finish (106042)

These two evenings will explain in easy to understand terms the five basic steps of bookkeeping, from recording the transactions to producing financial statements. \$90

2 eve - Tu/Th. Oct 05/07, 19:00-22:00 - Lan

Week 4

Financial Statements—Forecasting and a Cash Budget (106043)

Both parts \$90

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. \$90

2 eve - Tu/Th. Oct 12/14, 19:00-22:00 - Lan

Week 5

Financing and Business Strategy (106041)

Both parts \$90

Part 1: Tuesday—How to Win Funds and Influence Your Banker
Communication is a two-way street; from your banker and to your banker. Learn how to present yourself and your request for operating credit and term loans. Understand the criteria lenders use in making decisions on loans.

Part 2: Thursday—Developing Your Business Plan and Strategy

Developing your business plan includes all of the factors to create a successful venture— markets, your resources, financing and the competition. Know how to assess the competitor's strengths and weaknesses and build on your advantages. Learn to create a business character to stand out in the haze of competition.
2 eve - Tu/Th. Oct 19/21, 19:00-22:00 - Lan

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

Small Business and the GST (106108)

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

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

Training Skills

VCC offers comprehensive well-proven and up-to-date programs in the training area. These attract participants from varied backgrounds. Interacting with them is a real plus of each course. However, should your organization, on its own or in cooperation with another organization or organizations require a program run in-house, we'll be pleased to work with you to tailor it to your needs.

Group rates are available too. Why not get your own group together?

For more information please call Brian Cole, senior program coordinator, 871-7062 or 871-7070.

All successful organizations must have well-trained, up-to-date employees. Whatever the training needs of your organization, one fact remains the same—the best trainers are those who feel confident about their skills and programs. These participant-centred courses can be taken individually or as a group. They emphasize skill development applied to work situations. Time is given to practise and apply newly-learned knowledge and skills within the session. Your trainers are all highly competent.

Who Should Attend

The program is designed for all those who are involved (full-time or part-time) in training adult learners (on the job or in a class) in business, education, government or non-profit organizations.

Ask about our group rates and in-house offerings.

Location

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

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of \$50. Alternatively, a "deferred fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for course withdrawals received less than ten days before the start date and no "deferred fee credit" will be issued. The college will accept participant substitutions if a previously registered individual is unable to attend.

INSTRUCTORS

Elizabeth Carriere is a consultant in adult education. Her specialties include multicultural and community issues and training. For over ten years, she worked as a senior administrator in multicultural issues. She has designed materials and manuals for government, community groups and organizations.

Reva Kalef is an adult education consultant specializing in instruction, instructional design, and program planning. For over ten years she has worked extensively with educational institutions, non-profit organizations, government agencies, and business and industry. Ms. Kalef holds a Masters degree in Adult Education. Reva Kalef is acclaimed as a dynamic and responsive trainer and is considered to be one of the best in the field.

For more information, contact Brian Cole, senior program coordinator, 871-7062.

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

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 is limited to 12 participants to ensure personal attention. By the end of this course, you should be able to:

- 1) Explain special considerations when working with adult learners
 - 2) Explain the importance of and strategies for creating and maintaining positive learning environments
 - 3) Identify possible instructional styles
 - 4) Explain a variety of instructional techniques
 - 5) Explain the characteristics of a motivating instructor and identify possible motivational strategies
 - 6) Explain the concept of evaluation
 - 7) Identify common instructional challenges and describe possible strategies for effectively handling them
- AND ... practise, practise, practise. (Kalef) \$265
2 day - Sep 20/21, 09:00-16:30 - SPH 500

Designing Effective Training Programs (100152)

In this practical two-day course, you will learn a logical design process which will improve your training program success. You will come away with specific approaches for evaluating training needs, selecting training objectives, designing effective instruction and reviewing results. Throughout the two days, you will apply the knowledge and skills you learn to a specific program-planning situation. By the end of the course you should be able to: understand a six-step process for designing effective training programs; apply each step to a specific program planning situation; identify common reasons why training programs are unsuccessful and know how to avoid or overcome them. (Kalef) \$265
2 day - Oct 18/19, 09:00-16:00 - SPH 500

How to Write Great Training Materials (100154)

What's the best way to get organized for the job of creating written training materials. How do you keep training manuals and materials thorough, topical, relevant and appealing to the trainee? Are your messages being communicated to, received by and impacting on the trainee? That is, are they effective. This "hands-on" two-day course shows you how to produce and compile effective training materials. You will learn what's important in designing and developing print materials that are easy to use and effective. This course is designed for trainers from business, government, education, or community organizations who are involved in designing and developing training programs which need written materials or training manuals. Previous training experience is helpful but not essential. Class size is limited to 16 to ensure a high level of personal attention. By the end of the course you should be able to:

- 1) Explain the roles of content, organization and structure in developing training materials
 - 2) Identify the many options in writing materials and their formats and the pros and cons of each
 - 3) Apply the steps for designing and developing written materials
 - 4) Identify ways of testing, using and evaluating training materials
- Please bring with you, if possible, an example of training materials you have written or used. (Carriere) \$265
Nov 03/04, 09:00-16:00, SPH 500

Training in a Multicultural Environment (100156)

Rapid change is taking place in the cultural environment; whether it be racial, age, gender or some other aspect. 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 everyone feels encouraged to participate? How can you understand and respond to cultural diversity in the way people learn? In this two-day course you will learn to "read" cultural factors occurring in a classroom situation, and develop training strategies appropriate for multicultural learning settings. Previous training experience or completion of "How to Be a Great Trainer" is desirable. By the end of the course you should be able to:

- 1) Understand how culture influences attitudes to learning and learning styles

- 2) Identify ways in which cultural factors operate in learning settings
- 3) Identify issues of cultural equity that must be dealt with in the classroom
- 4) Effectively act to remove cultural barriers to learning. (Carriere) \$265
Dec 01/02, 09:00-16:00 - SPH 500

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 three different locations: Langara Campus, City Centre Campus and the VCC Microcomputer Lab in the Oakridge Centre.

At the VCC Oakridge Computer Lab you will learn to operate 486DX microcomputers with SVGA graphics cards displaying on colour monitors. Courses are offered for a wide variety of the most popular software programs.

Every student at the Oakridge Lab will have a personal work station. Classes are limited to 6 or 12 to allow more personal contact with the instructor. Course materials, including take-home reference notes, are provided for all classes.

Oakridge Lab courses are now being offered at our new City Centre microcomputer lab. The state-of-the-art City Centre Lab (Room 619) has new 486s with colour monitors, networked with the Novell operating system. Classes here are offered at night and on Saturdays.

One-day courses at the Oakridge Lab are designed to get you "up and running" quickly. City Centre lab courses offer the same great outlines and course materials over three sessions. Choose the timing that best suits your learning style and schedule.

Oakridge and City Centre lab courses are listed together. Read the dates carefully for the location. Oak is Oakridge, CC is City Centre. City Centre offerings are also listed separately by course name after the Oakridge listings.

All courses at Oakridge and City Centre offer seven hours of instruction. Evening courses and Saturday courses at City Centre include additional practice time.

VCC OAKRIDGE

Pat Austin (Program Manager for Oakridge and City Centre) 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, WordPerfect, LAN and Novell Netware.

Mishele Mathern (Program Manager for Oakridge and City Centre) is a full-time computer instructor with nine years' experience in teaching and curriculum development. She teaches DOS, Windows, Lotus, WordPerfect, MS-Word, MS-Works, Word for Windows, Excel, LAN and Novell NetWare.

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, DOS, Lotus, WordPerfect and Windows.

Stan Newman has been teaching for 15 years. Stan has 29 years' experience as a graphic designer and art director. He has experience in publishing, advertising agencies, design studios and the corporate sector. Stan teaches PageMaker, CorelDRAW! and graphic design.

Marilynne Nowell, M.B.A., is president of Nowell Computer Services. Marilynne has many years' experience teaching computer software and business courses. She teaches Simply Accounting and AccPac.

Course Locations

Oakridge Centre North Tower, 320 - 650 West 41st Avenue
City Centre, Room 619, 250 West Pender Street
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 and VCC City Centre 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 and CC
Introduction to DOS- Oak and CC
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 (e.g., 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 or CC—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.

Oakridge Computer Courses

1. Introduction to Computers

How to Buy a Computer (100615)

Are computer ads confusing? Do you understand the language describing IBM compatible DOS microcomputer systems? Starting with basic concepts, a microcomputer system will be demystified. Learn about CPU's, RAM, disk drive and disks. DOS, hard disk sizes and speeds, and Windows. Learn about printers, mice and modems. See a variety of popular software programs in action. This course is valuable for anyone curious about microcomputers, but does not know where to begin. \$60

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

1 eve - Th. Nov 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 - Tu. Sep 07, 09:00-17:00 - Oak

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

3 eve - Mo. Sep 20, 18:30-21:30 - Oak

3 eve - Tu. Oct 05, 18:30-21:30 - CC

1 day - Tu. Oct 12, 09:00-17:00 - Oak

3 eve - Mo. Nov 08, 18:30-21:30 - Oak

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

Introduction to DOS (100903)

This course is an introduction to the basic concepts and commands of DOS: the Disk Operating System. Exercises will show you the purpose of DOS, how to format diskettes and manage files. Hard disk management concepts include: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. 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 - We. Sep 01, 09:00-17:00 - Oak

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

3 aft - Sa. Sep 18, 13:00-16:00 - CC

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

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

1 day - Fr. Oct 15, 09:00-17:00 - Oak

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

3 eve - Tu. Oct 28, 18:30-21:30 - CC

1 day - Mo. Nov 01, 09:00-17:00 - Oak

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

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

1 day - Fr. Dec 10, 09:00-17:00 - Oak

Intermediate DOS (100912)

Now that you are comfortable with basic file and disk management, learn the purpose of, and how to write and change Config.sys and Autoexec.bat files. Understand configuration settings, device drivers, internal and external DOS commands, and the command interpretation sequence. Optimize DOS's use of different types of memory—conventional, upper, expanded, extended, etc. Create and use a bootable first aid disk for basic troubleshooting on start-up procedures. Experience with DOS is essential. Introduction to DOS is strongly recommended. \$175

1 day - Fr. Sep 10, 09:00-17:00 - Oak

3 eve - We. Oct 06, 18:30-21:30 - CC

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

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

Advanced DOS (100916)

The focus of this course is control and customization of DOS operations. Build your own menu system using batch files and the DOS Text Editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space and protect files from accidental deletion. Understand and use file attributes. Learn new and updated DOS 6 commands for defragmenting files, doubling disk space, optimizing use of upper memory and using multiple Config.sys files. MSD (Microsoft diagnostics) will be introduced. Experience with DOS is absolutely essential. Intermediate DOS is strongly recommended. \$175

Intermediate Novell NetWare (100922)

As a continuation of the Introduction to Novell NetWare, this course explores Novell NetWare operating system commands for LAN administrators and managers. Creating and deleting users, groups, security, granting and revoking rights, passwords and basic login scripts are thoroughly explored with extensive hands-on practice. Classes are open only to those who have completed Introduction to Novell NetWare (100921) or have permission of the instructor. \$175

3 eve - We. Nov 03, 18:30-21:30 - CC

3 mng - Sa. Nov 06, 09:00-12:00 - CC

3 aft - Sa. Dec 04, 13:00-16:00 - CC

1 day - We. Sep 15, 09:00-17:00 - Oak
1 day - Sa. Oct 30, 09:00-17:00 - Oak
1 day - Th. Nov 25, 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, use icons and the File Manager to perform 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 tree. Students will learn how to customize the Windows working environment through the Control Panel. Also included is a brief overview of several Windows "applets" such as the Clock, Calculator, Write, Cardfile and Paintbrush. Classes are restricted to those who have taken Introduction to Microcomputers (100605) or Introduction to DOS (100903) or have permission from the instructor. \$175

3 eve - We. Sep 15, 18:30-21:30 - CC

Advanced Novell NetWare (100923)

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and managers. Advanced Login scripts, creating and using NetWare Menus, additional security options, and advanced commands for User, Directory and File management are thoroughly explored with extensive hands-on practice. Classes are open only to those who have completed Intermediate Novell NetWare (100922) or have permission of the instructor. \$175
3 mng - Sa. Dec 04, 09:00-12:00 - CC

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 6.0 WordPerfect for Windows. \$175
1 day - Th. Sep 02, 09:00-17:00 - Oak
1 day - Sa. Sep 11, 09:00-17:00 - Oak
3 eve - Tu. Sep 14, 18:30-21:30 - CC
1 day - Fr. Sep 24, 09:00-17:00 - Oak
1 day - Sa. Oct 02, 09:00-17:00 - Oak
1 day - Th. Oct 14, 09:00-17:00 - Oak
3 eve - Mo. Oct 18, 18:30-21:30 - Oak
1 day - Fr. Oct 29, 09:00-17:00 - Oak
3 aft - Sa. Nov 06, 13:00-16:00 - CC
1 day - Mo. Nov 15, 09:00-17:00 - Oak
1 day - Sa. Nov 20, 09:00-17:00 - Oak
1 day - Th. Dec 01, 09:00-17:00 - Oak
1 day - Sa. Dec 11, 09:00-17:00 - Oak

IMPORTANT ANNOUNCEMENT

Listed courses are for WP 5.1 ONLY! Call 261-2806 for new WP 6.0 courses, dates and information on the Upgrade to 6.0 course.

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 5.1 is essential. \$175
1 day - Fr. Sep 17, 09:00-17:00 - Oak
1 day - Su. Sep 26, 09:00-17:00 - Oak
3 eve - Th. Oct 14, 18:30-21:30 - Oak
1 day - Th. Oct 21, 09:00-17:00 - Oak
1 day - Tu. Nov 09, 09:00-17:00 - Oak
1 day - We. Dec 08, 09:00-17:00 - Oak

Advanced WordPerfect - Desktop Publishing (100747)

This course covers the creation of tables of contents, indexes, macros and style sheets. The use of WordPerfect as a desktop publisher is introduced. Topics include lines, boxes, and incorporating graphic images within a document. Experience with WordPerfect is essential. Suitable for students with versions 5.0 and 5.1. \$175
1 day - We. Sep 22, 09:00-17:00 - Oak
1 day - Fr. Oct 22, 09:00-17:00 - Oak
1 day - Tu. Nov 23, 09:00-17:00 - Oak

WordPerfect for Power Users - Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. \$175
1 day - Th. Sep 30, 09:00-17:00 - Oak
1 day - Tu. Nov 30, 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 - Th. Sep 09, 09:00-17:00 - Oak
1 day - Su. Oct 03, 09:00-17:00 - Oak
1 day - Mo. Oct 18, 09:00-17:00 - Oak
3 eve - Mo. Nov 01, 18:30-21:30 - CC
1 day - Mo. Nov 22, 09:00-17:00 - Oak

WordPerfect for Windows Upgrade (101107)

The purpose of this course is to make an easy, quick, and efficient transition into WordPerfect for Windows. Designed for experienced WordPerfect for DOS users, the course will explore new features such as: using a mouse, managing windows, using menus, button bars and rulers. Also covered are concept and vocabulary changes such as: save, save as, open, close, selecting text, cut, copy and paste, and changes to the keyboard template. New and easier ways of performing tasks will also be explored. \$175
1 day - Tu. Sep 28, 09:00-17:00 - Oak
1 day - We. Nov 03, 09:00-17:00 - Oak
3 eve - Mo. Nov 22, 18:30-21:30 - CC

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 - Fr. Oct 01, 09:00-17:00 - Oak
1 day - Fr. Oct 29, 09:00-17:00 - Oak
1 day - We. Nov 10, 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. Oct 29, 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 - Sa. Sep 18, 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. Oct 12, 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 - Su. Oct 24, 09:00-17:00 - Oak

Introduction to WORD for WINDOWS (100796)

Explore many of the exciting new features of this WYSIWYG word processor. Introductory topics include: creating and editing documents; using the mouse to access commands; deleting, inserting, moving and copying text; formatting, setting tabs and margins, searching/replacing text and printing. \$175
1 day - Mo. Sep 13, 09:00-17:00 - Oak
1 day - Sa. Sep 25, 09:00-17:00 - Oak
3 eve - Mo. Sep 20, 18:30-21:30 - CC
1 day - Tu. Oct 05, 09:00-17:00 - Oak
3 aft - Sa. Oct 16, 13:00-16:00 - CC
1 day - Th. Nov 04, 09:00-17:00 - Oak
1 day - Sa. Nov 13, 09:00-17:00 - Oak
1 day - Mo. Dec 06, 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 - Th. Sep 23, 09:00-17:00 - Oak
1 day - Th. Nov 18, 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 and creating and editing newspaper columns. \$175
1 day - Fr. Sep 29, 09:00-17:00 - Oak
1 day - Fr. Nov 05, 09:00-17:00 - Oak

Advanced MS-WORD for WINDOWS (101115)

This course focuses on customizing and automating Word for Windows operations, with special emphasis on field codes. Learn tables of contents, indexes, creating and running macros, inserting graphics into documents and adding paragraph borders (including shading boxes). Tables and basic merge commands are also covered. Experience with WORD for WINDOWS is essential. \$175
1 day - We. Oct 06, 09:00-17:00 - Oak
1 day - Fr. Nov 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. \$175
1 day - Su. Sep 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 - Sa. Oct 23, 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. Sep 24, 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 - Fr. Oct 01, 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 - We. Sep 22, 09:00-17:00 - Oak
1 day - Fr. Nov 19, 09:00-17:00 - Oak

Intermediate dBASE IV (100781)

This course builds on the knowledge gained in Introduction to dBASE IV. Topics include multiple search conditions, dates and memos, use of various filters and query files, and complex index keys. Also explored in detail is the creation and maintenance of a variety of reports and mailing labels, and the creation and use of input screens. \$175
1 day - Th. Oct 28, 09:00-17:00 - Oak

Spreadsheets/Graphs

Introduction to Lotus 1-2-3 (100711)

Learn the fundamentals of Lotus 1-2-3 including spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, retrieving and printing worksheets; formatting, column widths, label alignments, and more. Suitable for all releases of Lotus 1-2-3 except Lotus for Windows. Please see Introduction to Lotus 1-2-3 for Windows for more information. \$175
1 day - Tu. Sep 14, 09:00-17:00 - Oak
1 day - Sa. Sep 25, 09:00-17:00 - Oak
1 day - Mo. Oct 04, 09:00-17:00 - Oak
1 day - Su. Oct 17, 09:00-17:00 - Oak
1 day - Th. Oct 28, 09:00-17:00 - Oak
1 day - Tu. Nov 16, 09:00-17:00 - Oak
1 day - Tu. Dec 07, 09:00-17:00 - Oak

Intermediate Lotus 1-2-3 (100712)

Explore Lotus database and graphics capabilities. 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. Sep 30, 09:00-17:00 - Oak
1 day - Mo. Nov 08, 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 - We. Oct 13, 09:00-17:00 - Oak
1 day - Fr. Nov 26, 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. Sep 28, 09:00-17:00 - Oak
1 day - Sa. Oct 16, 09:00-17:00 - Oak
1 day - Mo. Nov 15, 09:00-17:00 - Oak

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

Explore Lotus database and graphics capabilities. 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 - Fr. Oct 22, 09:00-17:00 - Oak

Introduction to Excel (100795)

Learn the fundamentals of Excel including worksheet creation and editing; entering labels, numbers and formulas; relative, mixed and absolute addressing; and menu navigation. Also covered are saving, opening and printing worksheets as well as improving spreadsheet presentation. \$175
1 day - We. Sep 08, 09:00-17:00 - Oak
1 day - Sa. Oct 02, 09:00-17:00 - Oak
3 eve - Mo. Oct 18, 18:30-21:30 - CC
1 day - Tu. Oct 19, 09:00-17:00 - Oak
1 day - Mo. Nov 29, 09:00-17:00 - Oak

Intermediate Excel—Worksheets and Charts (100798)

Expand your knowledge of Excel worksheets. Intermediate topics include: working with dates and date math, using data series, creating named ranges and protecting data. Students will learn how to work with multiple windows and consolidate and link worksheets. Building charts, using the Chart Wizard and desktop publishing functions such as AutoFormat will also be covered. Experience with Excel is essential. Introduction to Excel is recommended. \$175
1 day - Mo. Sep 27, 09:00-17:00 - Oak
1 day - We. Nov 17, 09:00-17:00 - Oak

Intermediate Excel—Databases (100797)

Excel is much more than just a spreadsheet program. Use Excel's database capabilities to analyze data in existing worksheets. This course covers various database functions. Learn how to set up a data form to facilitate consistent data input, sort your worksheet into a specified order, and finding and extracting records meeting certain conditions. Data tables will also be discussed. Experience with Excel (100795) is essential. Introduction to Excel is recommended. \$175
1 day - Mo. Oct 25, 09:00-17:00 - Oak
1 day - Th. Dec 02, 09:00-17:00 - Oak

Advanced Excel—Macro Programming (100799)

Learn how to automate Excel procedures with macros. This course will cover macro basic including planning, naming, recording, writing and executing macros. Students will also learn to create and customize toolbars. Additional topics include writing and recording advanced macros, building interactive macros and assigning macros to buttons. A good working knowledge of Excel is essential. \$175
1 day - Fr. Oct 15, 09:00-17:00 - Oak
1 day - Tu. Nov 16, 09:00-17:00 - Oak

Introduction to Quattro Pro for Windows (100718)

Learn the fundamentals of this exciting Windows Spreadsheet program including worksheet creation and editing, entering labels, numbers and formulas, relative, mixed and absolute addressing and menu navigation. Also covered are saving, opening and printing worksheets as well as working with notebooks and improving spreadsheet presentation. \$175
1 day - Th. Sep 16, 09:00-17:00 - Oak
1 day - Th. Oct 14, 09:00-17:00 - Oak
1 day - Sa. Nov 27, 09:00-17:00 - Oak

Introduction to MS-WORKS 2.0 (100790)

Please see the Word Processing section for the course description. \$175

Intermediate MS-WORKS (100794)

Please see the Word Processing section for the course description. \$175

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 - Tu. Sep 21, 09:00-17:00 - Oak
1 day - We. Nov 24, 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 - Th. Sep 23, 09:00-17:00 - Oak
1 day - Tu. Nov 23, 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 - We. Sep 29, 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 - We. Oct 06, 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 - Tu. Sep 14, 09:00-17:00 - Oak
1 day - Su. Oct 17, 09:00-17:00 - Oak
1 day - Mo. Nov 22, 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 x 12 pt. increments) and felt tip pens. This course is held at City Centre Campus, 250 West Pender Street. \$175
4 day - Sa. Sep 18, 09:00-16:00 - CC (No class Oct 9)

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. Familiarity with a mouse and experience with other programs is essential. \$175
1 day - Su. Oct 03, 09:00-17:00 - Oak
1 day - Sa. Nov 06, 09:00-17:00 - Oak

Advanced CorelDRAW! (101117)

Learn and use CorelDRAW!'s advanced features — postscript options, vector fills, advanced options, custom outlines, tool advanced options, bitmap patterns, importing text, the special menu, and preferences. Class exercises include advanced envelopes, perspective, blending, extruding, and building a 3-colour logo. \$175
1 day - Su. Nov 14, 09:00-17:00 - Oak

CorelCHART! (101120)

This course will teach you how to build charts that express complex ideas, concepts and relationships in a simple, visual presentation. You will create charts, export them to newsletters, and produce slide presentations. Explore and experiment with Line charts, Pie charts, Bar charts, and 3D charts. You can use the charts in spreadsheets and you will learn to import graphics from CorelDRAW! into CorelCHART!. Previous experience with CorelDRAW! is required. Introduction to CorelDRAW! (101103) is strongly recommended. (Newman) \$175
3 eve - We. Oct 27, 18:30-21:30 - Oak
1 day - Su. Nov 28, 09:00-17:00 - Oak

Introduction to PageMaker Desktop Publishing (100746)

Learn fundamental PageMaker skills for setting up a document, typesetting and editing. Develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting up master pages for multi-page publications, creating a two-fold, two-colour brochure, adapting designs at the production stage, adjusting and editing text, and production of corporate stationery from your design. You will complete the production of a two-sided brochure. Familiarity with a mouse and experience with other programs is essential. \$175
1 day - Su. Sep 19, 09:00-17:00 - Oak
3 eve - We. Oct 06, 18:30-21:30 - Oak
1 day - Su. Oct 31, 09:00-17:00 - Oak
1 day - Sa. Dec 04, 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. Experience with PageMaker is essential. Introduction to PageMaker (100746) is strongly recommended. \$175
1 day - Su. Nov 07, 09:00-17:00 - Oak

Advanced Desktop Publishing with PageMaker and CorelDRAW! (100792)

Learn to produce a newsletter using PageMaker and CorelDRAW!. Setting up 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 - Su. Nov 21, 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 version 5.0 or 5.1. \$175
1 day - We. Sep 22, 09:00-17:00 - Oak
1 day - Fr. Oct 22, 09:00-17:00 - Oak
1 day - Tu. Nov 23, 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 - We. Oct 13, 09:00-17:00 - Oak
1 day - Fr. Nov 26, 09:00-17:00 - Oak

Advanced Excel—Macro Programming (100799)

Learn how to automate Excel procedures with macros. This course will cover macro basics including planning, naming, recording, writing and executing macros. Students will also learn to create and customize toolbars. Additional topics include writing and recording advanced macros, building interactive macros and assigning macros to buttons. A good working knowledge of Excel is essential. \$175
1 day - Fr. Oct 15, 09:00-17:00 - Oak
1 day - Tu. Nov 16, 09:00-17:00 - Oak

WordPerfect for Power Users—Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. \$175
1 day - Th. Sep 30, 09:00-17:00 - Oak
1 day - Tu. Nov 30, 09:00-17:00 - Oak

4. Computer Operations

How to Buy a Computer (100615)

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 - Tu. Sep 07, 09:00-17:00 - Oak
1 day - Sa. Sep 18, 09:00-17:00 - Oak
3 eve - Mo. Sep 20, 18:30-21:30 - Oak
3 eve - Tu. Oct 05, 18:30-21:30 - CC
1 day - Tu. Oct 12, 09:00-17:00 - Oak
3 eve - Mo. Nov 08, 18:30-21:30 - Oak
1 day - Tu. Nov 30, 09:00-17:00 - Oak

Introduction to DOS (100903)

This course is an introduction to the basic concepts and commands of DOS: the Disk Operating System. Exercises will show you the purpose of DOS, how to format diskettes and manage files. Hard disk management concepts include: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. 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 - We. Sep 01, 09:00-17:00 - Oak
1 day - Su. Sep 12, 09:00-17:00 - Oak
3 aft - Sa. Sep 18, 13:00-16:00 - CC
1 day - Mo. Sep 20, 09:00-17:00 - Oak
1 day - Sa. Oct 09, 09:00-17:00 - Oak
1 day - Fr. Oct 15, 09:00-17:00 - Oak
1 day - Su. Oct 24, 09:00-17:00 - Oak
3 eve - Tu. Oct 26, 18:30-21:30 - CC
1 day - Mo. Nov 01, 09:00-17:00 - Oak
1 day - We. Nov 17, 09:00-17:00 - Oak
1 day - Su. Nov 28, 09:00-17:00 - Oak
1 day - Fr. Dec 10, 09:00-17:00 - Oak

Intermediate DOS (100912)

Now that you are comfortable with basic file and disk management, learn the purpose of, and how to write and change Config.sys and Autoexec.bat files. Understand configuration settings, device drivers, internal and external DOS commands, and the command interpretation sequence. Optimize DOS's use of different types of memory—conventional, upper, expanded, extended, etc. Create and use a bootable first aid disk for basic troubleshooting on start-up procedures. Experience with DOS is essential. Introduction to DOS is strongly recommended. \$175

1 day - Fr. Sep 10, 09:00-17:00 - Oak
3 eve - We. Oct 06, 18:30-21:30 - CC
1 day - Sa. Oct 23, 09:00-17:00 - Oak
1 day - Th. Nov 18, 09:00-17:00 - Oak

Advanced DOS (100916)

The focus of this course is control and customization of DOS operations. Build your own menu system using batch files and the DOS Text Editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space, and protect files from accidental deletion. Understand and use file attributes. Learn new and updated DOS 6 commands for defragmenting files, doubling disk space, optimizing use of upper memory, and suing multiple Config.sys files. MSD (Microsoft diagnostics) will be introduced. Experience with DOS is absolutely essential. Intermediate DOS is strongly recommended. \$175

1 day - We. Sep 15, 09:00-17:00 - Oak
1 day - Sa. Oct 30, 09:00-17:00 - Oak
1 day - Th. Nov 25, 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, use icons and the File Manager to perform 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 tree. Students will learn how to customize the Windows working environment through the Control Panel. Also included is a brief overview of several Windows "applets" such as the Clock, Calculator, Write, Cardfile and Paintbrush. Classes are restricted to those who have taken Introduction to Microcomputers (100605) or Introduction to DOS (100903) or have permission from the instructor. \$175

3 eve - We. Sep 15, 18:30-21:30 - CC
1 day - Tu. Sep 21, 09:00-17:00 - Oak
1 day - Sa. Oct 16, 09:00-17:00 - Oak
1 day - Mo. Oct 18, 09:00-17:00 - Oak
1 day - Tu. Nov 02, 09:00-17:00 - Oak
3 eve - Tu. Nov 16, 18:30-21:30 - CC
1 day - Th. Nov 25, 09:00-17:00 - Oak

Intermediate Windows (100915)

Expand your knowledge of the Windows operating environment. This course covers advanced concepts such as organizing the Program Manager, setting up and changing Program Groups and windows, adding document or file icons, using the Startup Group and customizing Windows settings. Students will investigate Windows startup options including operating modes and running Windows programs directly from the DOS prompt. Multi-tasking and managing print jobs will also be discussed. Explore Clipboard functions, Dynamic Data Exchange, and OLE (Object Linking and Embedding). Additional topics include: PIF files, associating files and using the Recorder. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$175

1 day - We. Oct 20, 09:00-17:00 - Oak
1 day - Fr. Nov 26, 09:00-17:00 - Oak

Introduction to Local Area Networks (100920)

Over 50% of all microcomputers are connected to Local Area Networks. This percentage will continue to increase as more businesses and individuals need to share resources. Basic LAN concepts and terminology are absolutely essential for anyone involved in planning, purchasing, using or managing a LAN. This course provides a practical foundation for our Novell LAN series. Explore hardware requirements, Network Interface Cards, Cabling Systems, Protocols, Topologies and Network Operating Systems. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. Intermediate DOS (100912) is strongly recommended. \$175

3 eve - Th. Sep 16, 18:30-21:30 - CC
3 mng - Sa. Sep 18, 09:00-12:00 - CC
3 eve - Th. Oct 28, 18:30-21:30 - CC
3 eve - We. Nov 24, 18:30-21:30 - CC

Introduction to Novell NetWare (100921)

This course introduces basic Novell NetWare operating system commands to end users and managers. Login and Logout procedures, network security levels, rights, directory structures and commands for User, Directory and File management are thoroughly explored with extensive hands-on practice. Classes are open only to those who have completed Introduction to Local Area Networks (100920) or have permission of the instructor. \$175

3 eve - Th. Oct 07, 18:30-21:30 - CC
3 mng - Sa. Oct 16, 09:00-12:00 - CC
3 eve - Th. Nov 25, 18:30-21:30 - CC

Intermediate Novell NetWare (100922)

As a continuation of the Introduction to Novell NetWare, this course explores Novell NetWare operating system commands for LAN administrators and managers. Creating and deleting users, groups, security, granting and revoking rights, passwords and basic login scripts are thoroughly explored with extensive hands-on practice. Classes are open only to those who have completed Introduction to Novell NetWare (100921) or have permission of the instructor. \$175

3 eve - We. Nov 03, 18:30-21:30 - CC

3 mng - Sa. Nov 06, 09:00-12:00 - CC

3 aft - Sa. Dec 04, 13:00-16:00 - CC

Advanced Novell NetWare (100923)

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and managers. Advanced Login scripts, creating and using NetWare Menus, additional security options, and advanced commands for User, Directory and File management are thoroughly explored with extensive hands-on practice. Classes are open only to those who have completed Intermediate Novell NetWare (100922) or have permission of the instructor. \$175

3 mng - Sa. Dec 04, 09:00-12:00 - CC

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.

City Centre Lab Computer Courses

1. Introduction to Computers/Computer Operations

Introduction to Microcomputers (100605)

See the previous section for course description.
3 eve - Tu. Oct 05, 18:30-21:30 - CC

Introduction to DOS (100903)

See the previous section for course description.
3 aft - Sa. Sep 18, 13:00-16:00 - CC
3 eve - Tu. Oct 26, 18:30-21:30 - CC

Intermediate DOS (100912)

See the previous section for course description.
3 eve - We. Oct 06, 18:30-21:30 - CC

Introduction to WINDOWS (100914)

See the previous section for course description.
3 eve - We. Sep 15, 18:30-21:30 - CC
3 eve - Tu. Nov 16, 18:30-21:30 - CC

Introduction to Local Area Networks (100920)

See the previous section for course description.
3 eve - Th. Sep 16, 18:30-21:30 - CC
3 mng - Sa. Sep 18, 09:00-12:00 - CC
3 eve - Th. Oct 28, 18:30-21:30 - CC
3 eve - We. Nov 24, 18:30-21:30 - CC

Introduction to Novell NetWare (100921)

See the previous section for course description.
3 eve - Th. Oct 07, 18:30-21:30 - CC
3 mng - Sa. Oct 16, 09:00-12:00 - CC
3 eve - Th. Nov 25, 18:30-21:30 - CC

Intermediate Novell NetWare (100922)

See the previous section for course description.
3 eve - We. Nov 03, 18:30-21:30 - CC
3 mng - Sa. Nov 06, 09:00-12:00 - CC
3 aft - Sa. Dec 04, 13:00-16:00 - CC

Advanced Novell NetWare (100923)

See the previous section for course description.
3 mng - Sa. Dec 04, 09:00-12:00 - CC

2. Computer Applications

Word Processing

Word Processing

Introduction to WordPerfect (100710)

See the previous section for course description.
3 eve - Tu. Sep 14, 18:30-21:30 - CC
3 aft - Sa. Nov 06, 13:00-16:00 - CC

Introduction to WordPerfect for Windows (101106)

See the previous section for course description.
3 eve - Mo. Nov 01, 18:30-21:30 - CC

WordPerfect for Windows Upgrade (101107)

See the previous section for course description.
3 eve - Mo. Nov 22, 18:30-21:30 - CC

Introduction to WORD for WINDOWS (100796)

See the previous section for course description.
3 eve - Mo. Sep 20, 18:30-21:30 - CC
3 aft - Sa. Oct 16, 13:00-16:00 - CC

Spreadsheets/Graphs

Introduction to Excel (100795)

See the previous section for course description.
3 eve - Mo. Oct 18, 18:30-21:30 - CC

Desktop Publishing

Graphic Design for Desktop Publishing (100773)

See the previous section for course description. Microcomputers are not used in this class.
4 day - Sa. Sep 18-Sa. Oct 16, 09:00-16:00 - CC (There is no class Sa. Oct 9)

Computer Skills for the Workplace

Certificate Program

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

For information and registration, call 324-5322.

Non-certificate students may enroll in any courses without meeting certificate requirements. Enroll early as classes fill up quickly.

Certificate Requirements

Eight courses completed successfully in not more than five 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 Simply 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 included in fee. \$245

5 mng - Sa. Sep 25, 09:00-12:00 - Lan
5 mng - Su. Sep 26, 09:00-12:00 - Lan
5 eve - Mo. Sep 27, 19:00-22:00 - Lan
5 eve - Tu. Sep 28, 19:00-22:00 - Lan
5 eve - We. Sep 29, 19:00-22:00 - Lan
5 eve - Th. Oct 28, 19:00-22:00 - Lan
5 eve - Tu. Nov 09, 19:00-22:00 - Lan
5 eve - We. Nov 10, 19:00-22:00 - Lan
6 mng - Su. Nov 14, 09:00-12:00 - Lan
5 eve - Mo. Nov 15, 19:00-22:00 - Lan

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

Learn to use WordPerfect 5.1 to prepare documents. Topics include editing documents, margin and tab setting,

formatting documents with different layouts and styles, checking out spelling mistakes, merging with other documents, sorting and using macro features. Prerequisite CSW1. Course manual included in fee. \$265

5 eve - Tu. Sep 28, 19:00-22:00 - Lan

5 eve - Mo. Nov 15, 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 - We. Sep 29, 19:00-22:00 - Lan
5 eve - Th. Oct 28, 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. Sep 24, 19:00-22:00 - Lan

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

CSW6—Using Lotus 1-2-3 (100506)

Learn to set up a spreadsheet and perform "What if..." and "Is it worth it to..." type of analysis. Other topics covered will be: Data Management, Lotus Graphics and introduction to macros. The most popular spreadsheet package, Lotus 1-2-3, will be used. Prerequisite CSW1. Course manual included in fee. \$265

5 eve - Fr. Sep 24, 19:00-22:00 - Lan

5 mng - Sa. Nov 13, 09:00-12:00 - Lan

CSW17—Accounting Using ACCPAC PLUS G/L (100522)

This course is intended for those interested in the new ACCPAC PLUS accounting system. G/L modules will be covered with reference to A/R and A/P modules. Learn how to set up a chart of accounts, enter transactions and prepare financial statements. Prerequisite CSW1. Course manual included in the fee. \$265

5 eve - Tu. Nov 09, 19:00-22:00 - Lan

CSW7B—Simply/Bedford Accounting (100507)

Shows how to use Simply (Bedford Integrated Software) to set up a complete set of books. G/L, Payroll, Jobcosting, A/R, A/P and inventory will be covered. Prerequisite CSW1. Course notes included in fee. \$265

5 eve - Th. Sep 23, 19:00-22:00 - Lan

5 mng - Sa. Nov 13, 09:00-12:00 - Lan

CSW9—DOS and Hard Disk Management (100509)

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

5 eve - Th. Sep 23, 19:00-22:00 - Lan

5 eve - Fr. Sep 24, 19:00-22:00 - Lan

5 mng - Su. Sep 26, 09:00-12:00 - Lan

5 eve - Th. Oct 28, 19:00-22:00 - Lan

5 eve - Fr. Nov 05, 19:00-22:00 - Lan

CSW19—Introduction to Windows 3.1 (100523)

Exploring the practical applications of Windows 3.1 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 eve - We. Sep 29, 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 local area networks (LANs) can provide, the theory of their operation and the implications for network management. Participants will be introduced to the Novell operating system. Open lab time will be available as indicated by instructor. Prerequisite CSW1 and CSW9. Course manual included in fee. \$275

5 mng - Sa. Sep 25, 09:00-12:00 - Lan
5 mng - Su. Sep 26, 09:00-12:00 - Lan
5 eve - Mo. Sep 27, 19:00-22:00 - Lan
5 eve - Fr. Nov 05, 19:00-22:00 - Lan
5 mng - Su. Nov 14, 09:00-12:00 - Lan
5 eve - Mo. Nov 15, 19:00-22:00 - Lan

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

CSW80—C Language Programming (100580)

For programmers who want to learn a powerful language which is commonly used in developing applications for engineering design, accounting, database management, and system tools such as operating systems, compilers and word processors. Course format: lectures, practical exercises using Turbo C, and programming assignments. Assignments will be completed outside class on your own computer or by using a designated microlab at Langara Campus. Prerequisite: some programming experience in another language. Course manual included in fee. \$265

5 eve - Th. Sep 23, 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: programming experience in "C" language is strongly recommended. Course manual included in fee. \$265

5 eve - Tu. Sep 28, 19:00-22:00 - Lan

5 eve - We. Nov 10, 19:00-22:00 - Lan

CSW83—Introduction to UNIX (100583)

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

5 eve - Fr. Nov 05, 19:00-22:00 - Lan

CSW84—FoxPro 2.5/DOS - Level I (100584)

FoxPro has emerged as an effective environment for applications development. A favourite with many applications developers. The course will illustrate the advantages of screen objects and FoxPro's Graphic User Interface (GUI), applications development via the Application Generator as well as programming in FoxPro (Xbase) language. It is assumed that the students possess a working knowledge of programming in dBASE (Xbase) language. Course notes included in fee. \$265

5 mng - Su. Sep 26, 09:00-12:00 - 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 common practice in industry. 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; four 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. Enroll early as classes fill up very quickly.

Certificate Requirements

Five courses completed successfully in not more than two years, six 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, CSW14, and CSW15 are open to participants with industry experience in LAN administration. May be taken as a stand alone course, for those interested in "the latest trends."

Courses

Electric/Electronics

INSTRUCTORS

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

Karl Brown is the department head in City Centre's Electronics Department.

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

Bus Sharp 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) \$270

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

Basic Digital Electronics (050703)

Learn the fundamentals of digital electronic circuits. Logic gates and symbols will be covered and practical circuits using logic gates and timers will be studied. Lab projects will enhance understanding of digital troubleshooting. You will be required to purchase some basic tools. (Sharp) \$270

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

Electrical Code—Intermediate (050602)

This course prepares you for the accredited representative examination, either B or C certificate, or to become a registered representative for an electrical contractor. The course is designed for journeymen electricians and apprentices to further their knowledge of the Canadian Electrical Code and the Electrical Safety Regulations and upgrade their qualifications and keep abreast of the ever changing electrical industry. This course is provincially approved. \$350

20 eve - Tu/Th. Sep 21, 19:00-21:30 - 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 enroll 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 courses in no more than two years and one term (seven 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 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. Sep 07, 17:00-18:30 - CC, Room 237. Presentation: 17:15.

INSTRUCTORS

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

Martin Giles, P.Eng., 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 Koeberling, Ph.D., 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. 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) \$230

7 eve - Tu. Sep 14, 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) \$295

12 eve - Th. Sep 16, 18:00-21:00 - CC

Telecommunications Management II (Voice) (102202)

This course is designed to expand upon the topics that were introduced in the Telecommunications Management I (Voice) program and to introduce and discuss enhanced telecommunication applications from the manager's perspective. Topics discussed during this session will include enhanced PBX hardware/software applications, enhanced network design and network management, voice messaging/processing, ongoing telemanagement applications, voice/data integration, integrated building wire concepts and Integrated Services Digital Networks (ISDN). (Clark) \$295

12 eve - Th. Sep 16, 18:00-21:00 - CC

* Data Communications (102204)

Participants in this course will learn the basics of data terminology. Designed for the telecommunication manager, this course is also a good introduction for the sales or technical representative. Learn about the hardware and software that is available today. Guest speakers from the telecommunications industry bring this content into immediate use. Topics include modems, multiplexes, fibre optics and LANs. (Paul) \$295

12 eve - Tu. Sep 14, 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. (Koeberling) \$295

12 eve - Th. Sep 23, 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)

\$160
2 hrs - Th. Sep 09, 18:30-20:30 - KEC

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

\$160
2 hrs - Th. Sep 09, 18:30-20:30 - KEC

Challenge Examination—Data Communications (102209)

\$160
2 hrs - Th. Sep 09, 18:30-20:30 - KEC

Fee Allocation for Challenge Examinations

- Participants must pay \$160 BEFORE writing any examination.
- Fifty dollars (\$50) of the \$160 is charged for writing an examination.
- At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
- If the examination is marked, the balance (\$110) will be charged as a marking fee.
- 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 \$110 (valid for one year); b) request a refund of the balance of \$110 which will be subject to an administrative charge of 20 percent.

Telecommunications Seminar

For registration and general seminar information please call 871-7070.

For detailed seminar information please call Peggy Worobetz—871-7427.

Broadband Networking: Applications, Standards and Environment (102247)

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

LAN inter-networking, medical image transmission, computer aided design and manufacture are all applications targeted as needing lots of bandwidth. Explore the various technologies catering to broadband, including FDDI, IEEE 802.6 MAN, B-ISDN and ATM. How they work and how their applications are relative to each other will be clearly explained. Some products and services currently using broadband technology will be discussed as well as a summary of what the major Canadian carriers are offering/will offer. Course material of approximately 400 pages will be provided. (Wheelchair accessible) \$850.65 (Includes GST)
3 day - Mo/Tu. Nov 29/30, We. Dec 01, 08:30-16:30 - ODH

NOTE

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

ESL Teacher Training

Teaching English as a Second Language

Certificate Program

The TESL Certificate Program is a teacher-training program for those who wish to teach English as a Second Language. The program focuses on practical methodologies and techniques for teaching English as a Second Language to adults. Applicants may be planning to teach overseas or at post secondary educational institutions, community agencies or international schools in Canada.

The TESL Certificate Program is 325 hours in length and consists of a prerequisite course, seven core courses, 30 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 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

- An undergraduate university degree.
- Successful completion of An Overview of Teaching ESL (150802) or an equivalent TESL methodology university course.
- 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.
- A successful interview with a member of staff.

TESL Program Coordinator

Jennifer House, B.A., B.Ed., M.Ed. Jennifer is an experienced ESL instructor, has taught at UBC and at VCC since 1973. She is interested in teacher training, community-based ESL classes, ESL tutor-training programs, and has written many ESL publications. Jennifer teaches the TESL Prerequisite Course, An Overview of Teaching ESL, the TESL Internship, and coordinates the TESL Certificate Program.

INSTRUCTORS

Joann Chermen, B.A. 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, B.A. (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 courses throughout the Lower Mainland and Czechoslovakia. Chris teaches the TESL Certificate Core Course, Teaching Listening and Speaking, An Overview of Teaching ESL, and the TESL Elective Course, Using Video in the ESL Classroom.

Fran Garner, B.Rec.Ed., M.Ed. Fran has taught at VCC since 1981. She has taught at all language levels and her special areas of interest include graphic arts and resource development for the ESL classroom. Fran teaches the TESL Elective Course, Creative Arts in the ESL Classroom.

Barbara Gerber, B.Sc., M.Ed. Barbara has been teaching ESL at VCC since 1974. She has created materials and techniques for grammar instruction, and has developed and implemented the Oral Interview Assessment Test at VCC. 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.

Douglas Grant, B.A., TESL Certificate (VCC). Douglas co-developed and wrote a 72-episode bilingual ESL TV series for SUCCESS and Cathay International Television. Douglas has developed educational materials for BCIT and the Knowledge Network. Douglas teaches the TESL Elective Course, Video Production and ESL Instruction.

Arlene Howard, B.Ed. Arlene is an experienced ESL instructor and is currently teaching at the VCC Canadiana Centre. Arlene is interested in community-based ESL classes, the use of multi-media for ESL instruction, and innovative teaching resources for the ESL classroom. Arlene has presented workshops at TEAL and TESOL conferences. Arlene teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Nina Kozakiewicz, B.A., M.A. (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.

Diane Liu, B.A. 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 and the TESL Internship Intercultural Workshops.

Marion Lovelace, B.A., B.Ed. M.Ed. TESL Certificate (Vancouver Community College). Marion is currently 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.

Sandy MacDonald, B.A., TESL Certificate (Vancouver Community College). Sandy co-developed and wrote a 72-episode bilingual ESL TV series for SUCCESS and

Cathay International Television. Sandy speaks Mandarin and taught English as a Foreign Language in Taiwan and English as a Second Language in the LINC Program and for the Vancouver School Board. Sandy teaches the TESL Elective Course, Video Production and ESL Instruction.

Janet Massaro, B.A. (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, B.A., M.A. TESL Certificate (Vancouver Community College). Michael taught English and Linguistics at the university level from 1970 to 1984. He is currently teaching in the ESL 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, B.Ed. Carla is an experienced ESL instructor. She has taught at the Canada Language Centre, Royal Oak College, and is currently teaching in ESL Vocational Department at VCC. Carla has co-developed Card Games for Infinite Language and has written "Find Out." She teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Michael Plumb, M.A., RSA TEFLA Diploma. Michael has taught EFL classes in England, Libya, Japan, France, and Kuwait since 1975. He has taught ESL at VCC and UBC. His special areas of interest include teaching English for Special Purposes, teaching English as a Foreign Language, and resource development in the areas of audio video materials and the language laboratory. Michael teaches the TESL Certificate Core Course, Teaching Grammar Two: Theory and Practice.

Nan Poliakoff, B.A., M.A. Nan has taught ESL since 1982 and is currently teaching writing in all the departments in the ESL Division at VCC. She has been an executive member of the BC TEAL Association and has presented workshops at TEAL, TESL Canada, Tri-TESOL and TESOL conferences. Nan teaches the TESL Certificate Core Course, Teaching Writing.

Sandra Price-Hosie, B.A., Journalism Diploma (Vancouver Community College), TESL Certificate (Vancouver Community College). Sandra is an experienced ESL literacy instructor and is currently teaching 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.

Dennie Rothschild, B.A. (Honours), M.A. (Language Education). Dennie has taught ESL at VCC and has done teacher training in Slovakia. She is a past President of the BC Association of Teachers of English as an Additional Language (TEAL) and has presented numerous workshops on teaching writing, both provincially and nationally. Dennie teaches the TESL Certificate Core Course, Teaching Writing.

Maureen Sawkins, B.A., M.Ed. (Language Education). Maureen has taught at VCC since 1973. 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 fostering independence in language learning. Maureen teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Tanis Sawkins, B.A., 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 VCC City Centre Campus and recently in the Tourist Training Institute in Bali. Tanis teaches the TESL Elective Course, Developing Language Programs for Employment.

Ann Sears, B.Ed., M.Ed. 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 Courses, The Power of Power in Language Education, Language Education Through Drama, and the TESL Core Course, Teaching Writing.

Richard Sim, B.Ed. Richard has taught ESL since 1986, and has extensive experience teaching immigrant and international students. Richard 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, B.A., M.A. Tony has taught ESL at Capilano College and at VCC since 1982. He has been an executive member of the BC TEAL Association and is currently teaching the Intensive Reading Course in the English Language Skills Department at VCC. He teaches the TESL Certificate Core Course, Teaching Reading.

Judy Taylor, B.A. (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, and stress and intonation. Judy teaches the TESL Certificate Core Course, Teaching Pronunciation.

Maureen Zetler, B.A., RSA Preparatory Certificate (International House). M.Ed. Maureen has taught ESL since 1980 in England, Israel, South Africa and Canada. She is currently teaching in the ESL 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. \$205
10 aft - Fr. Oct 01, 12:30-15:30 - KEC (Zetler)
10 aft - Tu. Sep 14, 12:30-15:30 - KEC (Howard)
6 day - Fri/Sa. Nov 05, 19:00-22:00; Nov 06, 09:00-17:00; Nov 19, 19:00-22:00; Nov 20, 09:00-17:00; Nov 26, 19:00-22:00; Nov 27, 09:00-17:00 (Sim/Kozakiewicz/Sawkins)

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 provided in the VCC Continuing Education flyer. 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) \$275
6 day - Th. Nov 04/18/25, Dec 02/09/16, 16:00-22:00 - KEC
6 day - Th. Sep 09/16/23/30, Oct 07/14, 16:00-22:00 - 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 structures. (Pidgeon/Plumb) \$275
10 mng - Sa. Oct 18/23/30, Nov 06/13/20/27, Dec 04/11/18, 09:30-12:30 - KEC (Plumb)
10 aft - Tu/Th. Sep 14/16/21/23/28/30, Oct 05/07/12/14, 13:30-16:30 - 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) \$275
10 mng - Sa. Sep 11, 09:30-12:30 - KEC (Taylor)
10 mng - Sa. Sep 18, 09:30-12:30 - KEC (Chernen)

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) \$320
12 eve - Tu. Sep 14, 18:30-21:30 - KEC

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 an opportunity to gain a working knowledge of the instructional tools necessary to develop a reading program for an ESL class. (Souza) \$275
10 eve - Th. Sep 09, 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. (Poliakoff/Rothschild) \$320
6 day - Sa. Sep 18, Oct 02/16/30, Nov 13/27, 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/Tulpar) \$275
9 sessions - Mo. Sep 13/27, Oct 18, Nov 08/22, 19:00-22:00 AND Sa. Sep 18, Oct 23, Nov 13, 09:00-12:00 AND Sa. Oct 02, 09:00-16:00 - KEC

TESL Internship

TESL Internship (150824)

The TESL Internship is a 45-hour course. It consists of 15 hours of compulsory workshops and 25 hours of practice teaching in an ESL classroom. (House/Liu) \$390
Internship Workshops - Sa. Sep 11, 08:30-15:30, Sep 25, 08:30-14:30, Oct 16, 08:30-14:30, Nov 13, 08:30-12:30 - KEC
Internship Placement- Oct 4 to Nov 26, 1993

TESL Electives

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, refunds 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 of \$10.

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 to the ESL classroom. (Garner) \$30
1 mng - Sa. Dec 4, 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. (Williams) \$105
2 day - Sa. Sep 18, Oct 02, 09:30-16:30 - KEC

Developing Language Programs for Employment (150858)

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 materials. (Sawkins) \$55
1 day - Sa. Sep 25, 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) \$55
1 day - Sa. Nov 27, 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) \$30
1 mng - Sa. Sep 11, 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) \$55
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. Nov 13, 09:30-16:30

Teaching ESL Using Storytelling (150838)

This six-hour workshop explores a variety of teaching techniques for teaching storytelling in the ESL classroom. Learn techniques for eliciting stories from your ESL students. (Gerber) \$55
1 day - Sa. Oct 23, 10:00-17:00 - KEC

The Power of Poetry in Language Education (150869)

This nine-hour workshop will explore a rationale for teaching poetry in the ESL classroom. Workshop participants will examine poetry as a tool for developing power vocabulary. Participants will also explore teaching techniques for developing a variety of forms of poetry, including haiku and cinquain, while creating their own personal poetry. Poetry will also be examined as a means of cross-cultural education. (Sears) \$85
2 day - Fr. Nov 5, 18:30-20:30, Sa. Nov 6, 08:30-16:30 - KEC

Language Education Through Drama (150877)

This experimental nine-hour workshop will use theatre sports, improvisation and role play as a vehicle for language learning in the ESL classroom. A variety of techniques and exercises will be explored to develop expressiveness using voice, body movement, gestures, character work, tall tales, masks and more. (Sears) \$85
2 day - Fr. Nov 19, 18:30-20:30, Sa. Nov 20, 08:30-16:30 - KEC

Video Production and ESL Instruction (150881)

This six-hour workshop will examine and explore ways to bring English as a second language instruction and video production together in the ESL classroom. Content design, teaching objectives, technical considerations, language skills and program evaluation will be addressed in the course of the workshop. Participants are advised to bring a blank videotape. (MacDonald/Grant) \$55
1 day - Sa. Sep 11, 09:00-16:00 - KEC

TESL Professional Development Institute

The TESL Professional Development Institute at VCC is designed to meet the professional development needs of experienced ESL instructors. The institute provides a wide range of in-service courses and workshops, as opposed to the pre-service program of studies currently offered through the VCC TESL Certificate Program. Professional Development Institute courses focus on teaching methodologies, instructional strategies and curriculum development in areas relevant to the professional needs of practising English Second Language instructors. Students enrolled in the TESL Certificate Program may register in the TESL Professional Development Institute courses in order to fulfill their elective requirement with the permission of the coordinator. The course instructors teaching in the TESL Professional Development Institute are highly qualified and recognized as experts in the fields of English as a Second Language acquisition. Professional Development Institute courses and workshops are offered on weekends and in short-term time modules to ensure accessibility to ESL instructors teaching across British Columbia. VCC Statements of Completion will be awarded upon successful completion of all Professional Development Institute courses.

INSTRUCTORS

Margaret Andrews, Ph.D. Margaret is a highly-respected teacher trainer and expert in the field of curriculum development. She is a senior lecturer for the Lesley College Graduate School in Boston, Massachusetts. She currently teaches graduate courses in Curriculum Theory, Curriculum Development and Multicultural Education. She has conducted graduate courses in Colorado, Missouri, Wisconsin, Nevada, Montana and Canada. Margaret teaches the TESL Professional Development Institute Course, Curriculum Foundations.

Eloise Carbone, B.A., Teaching Certificate. Eloise has taught ESL since 1982. She is currently teaching *Intensive Writing and Advanced Level ESL* students in the ESL Division at VCC. Her special areas of interest include cross-culturalism in the ESL classroom and teaching writing using the process approach. She has presented numerous workshops on writing and cross-culturalism at provincial and international conferences. Eloise teaches the TESL Certificate Core Course, Teaching Writing and the Professional Development Institute Workshop, Fostering Cross-Cultural Understanding in the ESL Classroom.

Barbara Gerber, B.Sc., M.Ed. Barbara is highly qualified in both the art of creative storytelling as well as the implementation of storytelling as an instructional device for Teaching English as a Second Language. She has taught English as a Second Language since 1974 at VCC and has been a teacher trainer with the VCC TESL Certificate Program since 1988. She recently conducted a teacher-training program in the Czech Republic. She is a published poet and has performed as a storyteller in Vancouver, Maple Ridge, Czechoslovakia and Boston.

Nan Poliakoff, B.A., M.A. (Language Education). Nan has taught ESL at VCC since 1982 and has been a teacher trainer in the VCC TESL Certificate Program since 1990. She has been an executive member of the BC TEAL Association and has presented workshops at TEAL, TESL Canada, Tri-TESOL and TESOL conferences. Nan teaches the TESL Certificate Core Course, Teaching Writing and the Professional Development Institute Workshop, Tapping the Potential of Journal Writing.

Dennie Rothschild, B.A. (Honours), M.A. (Language Education). Dennie has taught ESL at VCC since 1977 and has been a teacher trainer in the VCC TESL Certificate Program since 1989. She recently conducted a teacher-training program in Slovakia. She is a past president of the BC Association of Teachers of English as an Additional Language (TEAL) and has presented numerous workshops on teaching writing both provincially and nationally. She has been using journals and writing portfolios for a number of years with both her ESL and TESL students. Dennie teaches the TESL Certificate Core Course, Teaching Writing and the Professional Development Institute Workshops, Writing Portfolios: Definition, Purpose, Implementation, Evaluation, and Tapping the Potential of Journal Writing.

Courses and Workshops

Curriculum Foundations (150873)

This 24-hour course will examine the fundamental premises, parameters and assumptions that delineate the field of curriculum and that provide a basic frame of reference for curriculum analysis, design and assessment. Through an exploration of trends and variables that have a significant impact on curriculum decision making, participants will gain insight into the basic foundations that give direction in education. Participants will also gain an understanding of major curriculum orientations and an appreciation of how these orientations influence educational thought and practice. (Andrews) \$255
8 eve - Tu. Sep 07/14/21/28, Oct 05/12/19/26, 18:30-21:30 - KEC

Fostering Cross-Cultural Understanding in the ESL Classroom (150879)

This five-hour workshop has been designed for experienced ESL instructors who teach in a multicultural setting. Participants will begin by exploring the basis of their values. Participants will also explore a range of student-centred activities and teaching techniques that will lead ESL learners to better understand their culture, to recognize cultural differences and similarities, and to foster greater cultural understanding and acceptance in the ESL classroom. (Carbone) \$75
1 day - Sa. Nov 13, 09:00-15:00 - KEC

Writing Portfolios: Definition, Purpose, Implementation, Evaluation (150878)

This four-hour course will examine the use of writing portfolios by ESL learners at the high-intermediate and advanced language levels. The issues addressed in this course will include the definition, explanation and implementation of writing portfolios. Course participants will identify the kinds of portfolios that are relevant to their programs and develop guidelines to implement a portfolio system that is appropriate in the context of their ESL program. (Rothschild) \$75
1 day - Sa. Dec 04, 09:30-14:00 - KEC

Tapping the Potential of Journal Writing (150880)

This five-hour workshop will examine how adult ESL learners, via the medium of journals, link their knowledge, interests and expertise to cultural, social, work and academic demands. Teaching techniques will be explored, guidelines distributed, and writing samples shown and discussed. Responses to sample journal entries will be drafted and problems of implementation will be discussed. This workshop will be of interest to ESL instructors of international and immigrant-adult ESL learners. (Poliakoff/Rothschild) \$75
1 day - Su. Oct 03, 09:30-15:30 - KEC

Storytelling: A Creative Approach to Teaching ESL (150870)

This 12-hour course is designed for ESL teachers who wish to explore the creative potential of storytelling in the ESL classroom. Participants will spend two sessions exploring storytelling techniques and learning about movement, gesture, breath, voice and rehearsal techniques for performing their own tales. (Gerber) \$150
2 day - Fri/Sa. Oct 22/23, 10:00-17:00 - KEC

HEALTH CARE, SELF-IMPROVEMENT & LIFESTYLES

Professional and 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. Brown, R.N., M.S.N., M.A., is a clinical nurse specialist at the BC Cancer Agency, Vancouver Clinic. She has worked with individuals with cancer and their families for ten years and specializes in a holistic approach to cancer care. She facilitates relaxation groups for patients and staff and teaches workshops on therapeutic touch and pain relief techniques on a regular basis. She has presented papers both nationally and internationally on current issues in cancer care.

J. Cooper, R.N., 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. Dafoe, B.A., M.Ed., 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, R.D.N., B.A. (Psych) Ph.D. (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 BC; 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.

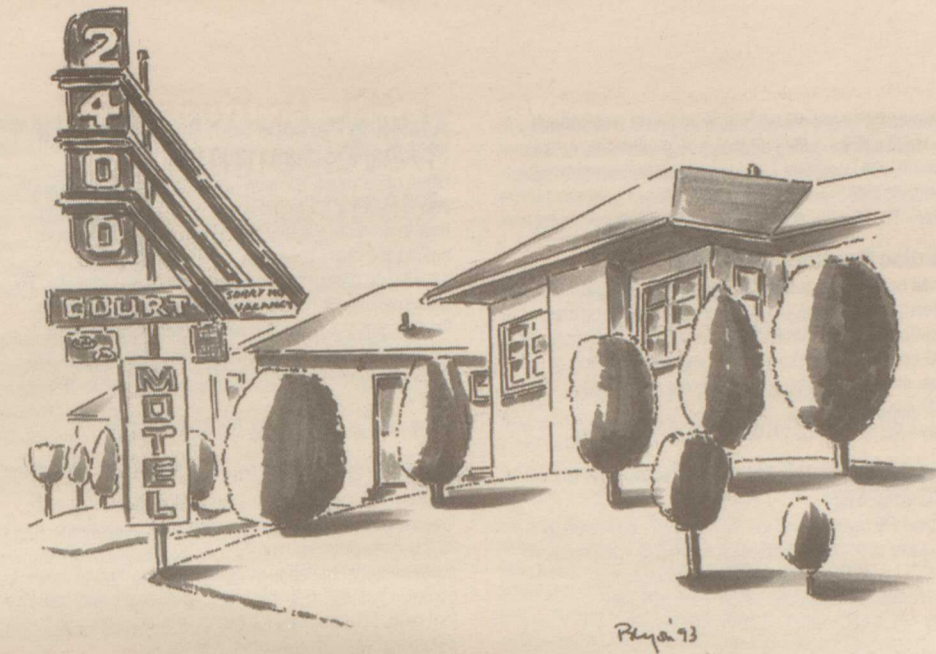
B. Dechant, B.Sc. (Pharm), R.P.H., M.Sc. candidate, is a long-term care clinical pharmacy consultant. She has been involved in long-term care and extended care pharmacology in hospital and community settings since 1981 and has taught courses at many centres throughout BC.

L. Fearn, R.N., 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.

Joan Finlayson, R.D.N., is a community nutritionist with the Vancouver Health Department. She has had clinical dietetic experience in long-term care facilities and hospitals, as well as extensive experience as an adult educator.

J. Fraser, M.B., B.Ch., B.A.O., is the medical director of St. Paul's Hospital Palliative Care Program and a community consultant for the Vancouver Health Department Hospice Program. She has been active in the development of the BC Hospice/Palliative Care Association and has served on its board and as its president.

A. Higgins, R.N., B.Sc.N., 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 is 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, R.N., M.Sc.N., 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.

M. Malcolmson, M.S.W., R.S.W., is coordinator of counselling services at the Invergarry Adult Learning Centre. She is also a trainer in communications and stress management for the Justice Institute.

N. McCoy, R.N., B.S.N., M.Ed., is a nursing instructor at VCC and is past vice-president of the Holistic Nurses Group, a professional practice group of the RNABC.

F. McDowall, R.N., 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, R.N., B.A. (Soc.) M.A. (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, B.A., R.N., M.Ed., has several years' experience in the applied health field and has taught professional development courses in a variety of settings. Pru's course emphasizes experiential learning and practical application of adult education principles. Her confident, relaxed teaching style serves as an excellent role model for aspiring adult educators.

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

J. Olson, R.N., B.S.N., M.Ed., 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.

P. Quick, M.S.W., C.S.W., is a social work consultant for the Hospice Program of the Vancouver Health Department. His clinical experience has been developed in a variety of settings, including hospitals, child welfare, education and training, and research. He has presented at national and international conferences.

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

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

L. Smith, B.S.W., C.C.H., has worked as a medical social worker and clinical hypnotherapist for over 15 years at the BC Cancer Agency, Vancouver Clinic. As well as facilitating a variety of groups in both the agency and the community, she developed and coordinates the Relaxation Program at the BC Cancer Agency. She has produced a series of relaxation audiotapes and works with patients on an individual basis to create their own personalized tapes.

Sonia Usmiani, B.A., M.A. (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.

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

Assessment and Resuscitation of the Newborn (203003)

For nurses and physicians working in maternal/child or nursery settings. Provides an opportunity to gain knowledge and practise 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 registration with the Canadian Heart and Stroke Foundation. This is a collaborative offering with the BC Reproductive Care Program. (Higgins) \$110
1 day - Fr. Nov 26, 08:30-17:30 - St. Paul's Hospital, Room 6, Education Wing

Working with Groups (202813)

Are you facing the challenge of working with groups? Do you want to know more about group process? Are you interested in developing your facilitation skills? Do you feel tested by "difficult" people in your groups? Then Working with Groups is for you. In this two-day course instructors Mary Murray and Marion Malcolmson will cover the theory of group process as well as offer concrete training in skills required for effective group facilitation. Both instructors have extensive experience as educators and group facilitators and are well-prepared to address your specific concerns. (Murray/Malcolmson) \$190
2 day - Fr. Oct 22/29, 09:00-16:00 - KEC

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

If education is among your interests, improve your teaching skills at this interactive, practice-oriented workshop. Instructor Pru Moore creates a comfortable, non-threatening atmosphere and helps you learn and

experience 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. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) \$350
5 day - Mo/Tu/Th/Fr. Oct 25/26/28/29, 09:00-16:00 and We. Oct 27, 09:00-13:00 - KEC West

Palliative Care Concepts for Professionals in Care Facilities (202772)

Clarify your role in caring for persons with terminal illness, and acquire skills for performing that role. From the perspective of an instructional team of nurse, social worker and family physician you will learn about: hospice care's philosophical framework; losses associated with dying; empathic listening and responding; managing symptoms that interfere with breathing, eating, continence, skin integrity and normal functioning; and formulating interventions when death is near. Learning activities involve: informal lecture, small group discussion, exercises and handouts. Designed for professionals in long-term care facilities. (Quick/Salton/physician TBA) \$90 (Co-sponsored with Continuing Care Division, Vancouver Health Department)
1 day - We. Nov 03, 08:30-16:30 - KEC

Caring for Persons with a Terminal Illness (200727)

A unique opportunity for facility care aides and home support workers to learn about palliative care from a team of physician, nurse and social worker. You will learn: about your attitudes, beliefs and feelings about death; how to provide care that is sensitive to clients' and families' needs; how to listen and respond to a dying person's emotional needs; how to provide physical comfort and what to do if death occurs. This course is co-sponsored with the Continuing Care Division of the Vancouver Health Department and is for experienced home support workers and facility care aides who are fluent in English and understand basic blood and body fluid precautions. Building on this basic course, you can pursue additional specific training in the three-hour course Caring for People Living with AIDS or HIV. (Fraser/Quick/Salton) \$65
1 eve - Fr. Oct 01, 18:15-21:00 AND 1 day - Sa. Oct 02, 09:00-16:00 - KEC

Caring for People Living with HIV or AIDS (201058)

This three-hour session builds on what you learned in the course Caring for Persons With a Terminal Illness. Intended for experienced home support workers this course explores 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). \$45
1 eve - Th. Oct 21, 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) \$90
1 day - Mo. Nov 08, 09:00-16:00 - KEC West

Differing Health Care Needs of Ethnic Groups (200728)

Building on Issues and Needs in Multicultural Health Care, this course surveys 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) \$90
1 day - Mo. Nov 22, 09:00-16:00 - KEC West

Meal Time Management in Group Homes (200735)

Directed toward staff and operators of small residential care homes and following the Ministry of Health's manual of the same title, this course will assist with both food service and nutrition components of providing quality care. Menu planning and food purchasing are highlighted, along with textured diets, common eating problems and ideas to improve the dining experience. You will gain experience in applying nutrition and food service techniques through participation in classroom discussion, case studies, problem solving exercises, menu assessment (bring your own) and quizzes. (Finlayson) \$95
3 eve - Tu. Oct 12/19/26, 18:00-22:00 - 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 six-hour course is recommended for nurses, teachers, and day- care and food services personnel. (Damji) \$90
1 day - Tu. Nov 16, 09:00-16:00 - KEC West

Introduction to Holistic Health Techniques (202750)

Learn to understand holistic health as a complementary healing process. Experience practices and techniques of visualization, imagery, relaxation, therapeutic use of sound, breath work, centring, grounding and energy fields. Instructor Nadene McCoy has successfully integrated holistic health principles and concepts in her professional practice and is a skillful facilitator of experiential learning. (McCoy) \$40
1 eve - Mo. Oct 25, 19:30-22:00 - 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 care giving 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) \$90
1 day - Sa. Nov 06, 09:30-16:30 - Lan

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 your health. (Fearn) \$90
1 day - Mo. Nov 29, 09:00-16:00 - KEC West

Innovative Approaches in Relieving Pain and Anxiety (202780)

The experience of pain affects not only the person in pain but ripples out, affecting family, friends and health care professionals, who often feel helpless and unable to offer comfort or relief. In this course you will learn about basic principles of human energy fields and their response to pain, anxiety and relaxation, and you will learn how to select and use a variety of non-pharmacological, non-invasive, complementary techniques to assist in the relief of pain and anxiety. (Brown/Smith) \$90
1 day - Fr. Oct 22, 09:00-16:00 - KEC West

Overcoming Eating Disorders—Routes to Recovery (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 (e.g. adolescents and women), it is important to inform yourself about this topic. (Usmani) \$90
1 day - Tu. Nov 23, 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) \$245
3 day - Tu. Oct 05/12/19, 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) \$95*
1 day - Fr. Oct 01, 09:00-16:00 - KEC West

The Twelve Lead ECG and its Clinical Applications (202616)

The course includes ECG findings related to thrombolytic therapy, right ventricular and posterior infarct, drugs and electrolyte effects, wide complex tachycardias and bifascicular blocks in the acute MI. Fee includes lunch. (Cooper) \$95*
1 day - Sa. Oct 02, 09:00-16:00 - KEC West

* If registered in both courses fee is \$180

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. Nov 24, 09:30-12:30 - KEC West
Medications for Treatment of Chronic Pain (202775) \$45
1 mng - We. Dec 01, 09:30-12:30 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$90
1 day - We. Dec 08, 09:30-16:30 - KEC West

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 percent and 24 percent 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 care giving strategies; and referral and community resources. (Dafoe) \$90
1 day - Mo. Nov 22, 09:00-16:00 - KEC

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

Update your knowledge on this topic. Participants will engage in case studies and interactive group discussions to learn techniques for assessing patients, enhancing their options and ensuring their safety. Content includes teaching tips and practical ideas to educate and help those with diabetes. Although the focus is on the older adult, the instructor is well- prepared to address questions related to other population groups (King-Hooper) \$90
1 day - Tu. Nov 02, 09:00-16:00 - KEC West

Assisting Persons with Swallowing and Feeding Problems (200729)

Often underrated, 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) \$90
1 day - Mo. Nov 15, 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 care givers, 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) \$90
1 day - Sa. Nov 06, 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 enroll in this course. \$345
5 day - Mo/Fr. Nov 15-19, 09:00-16:00 - CC

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

Course I—Core Content for Childbirth Educators (202502)

Guided study—14 modules, 85 hours. \$250

Course II—Teaching Skills for Childbirth Educators (202504)

24 hours in classroom, 49 hours total. \$345
Full-time - 5 days, Mo-Fr. Nov 15-19, 09:00-16:00 - CC

Course III—Practicum for Childbirth Educators (202501)

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

Program Coordinator: Diane Donaldson, R.N.
Senior Program Coordinator: Sheila Stickney

For course information call 874-9923

Continuing Education for Dental Personnel

INSTRUCTORS

Michele Rosko, C.D.A., is presently employed in the Dental Assisting—Reception Department of VCC.

Carole McLeod, C.D.A., is presently owner of a private software company. She has taught many dental office computer courses.

Suzette Jestin, C.D.A., is presently employed in the Dental Assisting—Reception Department of VCC.

Molly Kewley, C.D.A., has been a dental office manager for the past ten years. She is presently employed in private practice.

Grace Hodgins, R.N., B.Sc.N., M.A., is presently employed as a program coordinator in the Continuing Education Department of VCC.

Dr. Carl Cramer, B.Sc., D.M.D., thesis pending in M. of Sc. program in Health Care and Epidemiology, Faculty of Medicine, University of British Columbia, Allied Dental Educator.

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 three posterior teeth and two anterior teeth. Limited to 20 participants. (Rosko) \$65
1 eve - Mo. Sep 13, 19:00-22:00 - CC Room 430
1 eve - Tu. Sep 14, 19:00-22:00 - CC Room 430

Computereze I (203410)

This four-hour, hands-on workshop introduces the dental professional to all components of dental management software, including: hardware—what is it?; how does it work?; how much power do you need?; what makes one computer more powerful than another? (McLeod) \$75
1 mng - Sa. Sep 25, 09:00-12:30 - CC Room 529

Computereze II (203412)

Prerequisite: 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) \$75
1 mng - Sa. Oct 02, 09:00-12:30 - CC Room 529

Isolation Technique (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) \$45
1 eve - Tu. Oct 19, 19:00-22:00 - CC Dental Clinic

Rubber Dam Refresher (203528)

A course focusing on hole punching, clamp design and placement and rubber dam application; also techniques to keep the non-anaesthetized patient comfortable during clamp placement. Screening by dentist required. Participants must provide rubber gloves and face mask. (Limited to eight participants.) (Jestin) \$45
1 eve - Mo. Sep 13, 19:00-22:00 - CC Dental Clinic

Fissure Sealants (203522)

Update on fissure sealant placement for registered dental hygienists and certified dental assistants. Previous authorization for treatment required. (Limited to 20 participants.) (Rosko) \$60
1 eve - Tu. Oct 19, 19:00-22:00 - CC Dental Clinic

Radiography Update (203502)

Quality patient care and diagnosis can be dependant on your ability to expose suitable radiographs. This clinical participation course for certified dental assistants and registered dental hygienists is a perfect opportunity to update your skills and increase your comfort around radiography. Topics include: film placement, bisecting the angle technique, paralleling technique, troubleshooting. All participants will be required to complete a medical history screening form and questionnaire prior to

commencement of the course. Participants must provide: safety glasses, face mask, rubber gloves. This course is always popular, so register early. (Rosko) \$125
2 eve - Mo. Sep 20/27, 19:00-22:00 - CC Dental Clinic

Effective Front Desk (203518)

This workshop is designed for the registered dental hygienist and certified dental assistant to gain knowledge and understanding of the reception desk. The instruction will focus on the basic accounting procedures, one-write systems, balancing bank deposits, communication skills, many other aspects of keeping the practice productive even when the receptionist is absent. Lunch not provided. (Kewley) \$75
1 day - Sa. Oct 16, 09:00-16:00 - CC Room 522

Dental Office Manager I (203530)

A hands-on course designed for the individual wishing to work in a dental office. The course will include terminology, charting, billing procedures, recalls and ordering supplies. Participants must have good English language skills. Next term—Dental Office Manager II Examination and Certificate. (Kewley) \$160
7 eve - We. Sep 15, 19:00-22:00 - CC Room 522

Understanding the Geriatric Patient (203416)

A series of mini-lectures: Common Health Problems Affecting the Elderly Client, Grace Hodgins, R.N., B.Sc.N., M.A. Prescriptions and the Elderly, TBA Geriatric Oral Health Care Policy and Treatment, Carl Cramer, B.Sc., D.M.D. and Associates Lunch not provided. \$80
1 day - Sa. Oct 02, 09:00-16:00 - CC Theatre (112)

Gerontology—Nursing

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, R.N., B.Sc.N., M.A., 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, B.Sc. (Pharm.), R.P.H., M.Sc. 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.

Linda Elliott, R.N., B.Sc.N., M.Ed., 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, R.N., B.A. (Soc.) M.A. (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, R.N., B.Sc.N., 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.

Janice Stanbury, R.N., B.S.N., M.S.N. is a clinical nurse specialist in the Geriatric Assessment and Treatment Program at St. Paul's Hospital. She brings to her teaching an extensive knowledge base and the unique perspectives she has acquired through clinical and management roles in acute, long-term and community care settings.

Prerequisites

- Current Registered Nurse (R.N.) or Registered Psychiatric Nurse (R.P.N.) 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; Gerontological Nursing I; and Gerontological Nursing 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—\$245; practicum—\$245

Information Session

For more information attend the following meeting:
1 eve - Th. Oct 07, 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 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:

Gerontological Nursing I (203605)

Focuses on the gerontological nurse's role in assisting frail or at-risk older adults to maintain or regain independence and deal with physical or environmental health concerns commonly encountered in late life. Emphasis is on integrating knowledge of aging and principles of prevention and rehabilitation in nursing decisions and actions. (Stanbury) \$245
6 day - We. Sep 15, 08:45-15:30 - KEC West

Gerontological Nursing II (203606)

A continuation of Gerontological Nursing I, this course focuses on the nurse's role in psychosocial assessment and intervention with the older adult. Emphasis is on nursing interventions for commonly encountered concerns including psychosocial and behavioural difficulties. (Kline) \$245
6 day - Fr. Nov 05, 08:45-15:30 - KEC West

Health and Health Problems in Later Life (203602)

An analysis of the concept of health and factors influencing health in later life. Participants investigate the purpose and nature of health promotion activities within the Canadian context. With a view toward maximizing independence and quality of life, the course deals with the characteristics, impact and management of common chronic illnesses affecting older adults in the community. (Elliott) \$245
6 day - Th. Sep 09, 08:45-15:30 - KEC West

Communications (203603)

Through study and application of effective interpersonal behaviours, participants increase their confidence and competence as communicators and leaders in a variety of situations. Focus is on communicating proactively and

responsibly with older adults and colleagues in one-to-one and group situations. Participants examine leadership concepts and skills, including practical application of problem-solving, conflict resolution and team-building strategies. (Berry) \$245
6 day - Th. Oct 28, 08:45-15:30 - KEC West

Electives offered this term

Open to certificate program students and other health professionals:

Multicultural Health Care Series—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) \$90
1 day - Mo. Nov 08, 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) \$90
1 day - Mo. Nov 22, 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. Nov 24, 09:30-12:30 - KEC West
Medications for Treatment of Chronic Pain (202775) \$45
1 mng - We. Dec 01, 09:30-12:30 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$90
1 day - We. Dec 08, 09:30-16:30 - KEC West

The program is endorsed by the Restaurant and Foodservices Association of BC 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 BC.

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. \$70
1 day - Sa. Sep 18, 09:00-18:00 - KEC
1 day - Sa. Sep 25, 09:00-18:00 - CC
1 day - Sa. Oct 02, 09:00-18:00 - CC
1 day - Sa. Oct 16, 09:00-18:00 - CC
1 day - Sa. Oct 23, 09:00-18:00 - CC
1 day - Sa. Oct 30, 09:00-18:00 - CC

Nursing Management Certificate Program (202801)

This program reflects 1990's concepts of nursing management and is designed for all 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 programs 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. \$400. Part-time format
7 day - Sa. Sep 25, Oct 02/16/30, Nov 20/27, Dec 11, 09:00-16:00
AND 1 eve - We. Dec 15, 18:30-21:30 - MSA Hospital, Abbotsford

Program Coordinator: Grace Hodgins

Sterile Supply Aide

Independent study (correspondence course) offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (Stickney) \$270
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 food service operation. All student materials will be provided.

1 day - Sa. Nov 06, 09:00-18:00 - CC
 1 day - Sa. Nov 13, 09:00-18:00 - CC
 1 day - Sa. Nov 20, 09:00-18:00 - CC
 1 day - Sa. Nov 27, 09:00-18:00 - CC
 1 day - Sa. Dec 04, 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 15.
 \$70
 4 eve - Tu/Th. Oct 12/14/19/21 - CC
 4 eve - Tu/Th. Nov 18/25, Dec 02/09 - KEC

Foodsafe—Level I (Basic)—In Cantonese (250205)

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$70
 1 day - Sa. Sep 25, 09:00-18:00 - CC
 1 day - Sa. Nov 06, 09:00-18:00 - KEC

Food and Food Allergies for Food Service Workers (201036)

The Canadian Restaurant and Food Service Association strongly endorses a better understanding of food allergies within the food service industry. This four-hour course for food service employees involved in food preparation or serving is important to gain an understanding of the causes, symptoms and treatment of food and food additive allergies. Learn about the foods and ingredients that create the most problems, how to provide ingredient information, how to communicate with an allergy-prone customer and learn some "allergy" recipes. (Vacek) \$55
 1 eve - We. Oct 13, 18:00-22:00 - KEC West

Self-Improvement and Lifestyles

INSTRUCTORS

R. Barclay, B.A., Dipl. (Counselling) is an experienced instructor/facilitator who offers workshops and holds support groups promoting personal development and healing. She brings a passion and enthusiasm to her work which reflects her belief that people have the ability to bring about and influence change. Rae maintains a private practice in Vancouver.

Randy Boychuk, B.A., M.A., 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.

L. Campbell is a consultant and educator in anger management and conflict resolution. She is a mediator, certified through the Justice Institute of BC. A private consultant based in Vancouver, Leslie helps individuals, couples, families and businesses find healthy, productive alternatives to confrontation and litigation.

B. Coleman has degrees in theatre, education and speech.

L. Fearn, R.N., 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, B.A., M.A. (Couns. Psych.), Larry has 21 years of experience as an instructor, family therapist, psychotherapist and treatment coordinator and currently maintains a private practice. Larry is married and has four children; he sculpts clay when tired of distractions. He has himself overcome panic disorder and has helped numerous 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.

B. Petty, M.S.W., has extensive experience in gerontological teaching and counselling. She has conducted numerous workshops for health care providers, produced instructional videos and is presently a peer counselling trainer with seniors. As a counsellor, Beryl works with older adult groups on relationship enhancement and communication, both in the community and in nursing homes.

S. Shamai, M.A. (Counselling Psych.) has a diploma in gerontology from Simon Fraser University. Her experience in gerontology includes teaching and research, training of peer counsellors and group facilitation with middle-aged and older adults on issues related to aging and aging families. Sally is currently in private practice as a family therapist.

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.

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

These courses will be of interest to the general public. Pre-registration is required for all courses.

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

How much more could you enjoy your life and relationships if . . . how far could you advance in your career if . . . you eliminated one or two counter-productive behaviours that block you, "procrastination, disorganization, avoiding conflict, over-reacting emotionally, negative self talk" and so on. This course is the nuts and bolts of the why's and how-to's of personal and professional change. You will have higher self esteem; you'll get more done with less effort. (Loher) \$128.40 (Includes GST)
 6 eve - We. Sep 22, 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. Oct 05, 20:15-21:15 - Lan

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) \$170
 6 eve - We. Sep 29, 18:30-21:30 - Lan

L. Fearn, R.N., 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.

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. Sep 22, 19:00-21:00 - CC
 5 eve - We. Nov 03, 19:00-21:00 - CC

Professional Development and Self-Improvement (104009)

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 confrontational 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)
 6 eve - We. Oct 03, 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 - Mo. Nov 01, 19:00-21:30 - CC

Interactive Presentations (503489)

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. Nov 13, 09:30-17:30 - CC

The Art of Conversation (503452)

Enroll now and meet new friends, be comfortable in large groups even when alone! Recognize possible irritating voice tones, opinions and mannerisms. Learn helpful hints in memorizing, showing animation and overcoming boredom. Learn to save grace in difficult situations and overcome self-consciousness. (Smith) \$85.60 (Includes GST)
 8 eve - We. Sep 22 10, 19:30-21:30 - Lan

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) \$90
 1 day - Fr. Oct 15, 09:00-16:00 - 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) \$90
 2 eve - Th. Oct 28, Nov 04, 18:30-21:30 - KEC West

Change Wise: Staying in Control When Change is All Around You (201062)

Is your workplace in transition? Are you facing a role shift that requires new skills? Do you worry about where and how you will fit? Rapid change is currently shaping many public and private sector organizations. Not surprisingly, such dramatic change can create turmoil, worry and havoc for you, the individual, as you come to terms with your new situation. This course will assist you to increase your level of comfort and control in the midst of a turbulent environment. Along with a new awareness of yourself, you will develop an understanding of personal stress "safety valves" and a set of practical self-management skills. (Barclay) \$90
 2 eve - Th. Oct 14/21, 18:30-21:30 - KEC

Dealing with Sadness, Despair and Depression (201060)

These closely-related emotions touch everyone's life sooner or later. Depending on how they are handled, the temporary states of sadness and despair can be resolved, or one can slide into a more lasting depression. This course provides a temporary community of "like-minded souls," in other words, a supportive forum in which participants can develop a greater understanding of these emotions as experienced in our culture. Experienced instructor, counsellor and facilitator, Larry Green, will help you learn practical methods of dealing with sadness, despair and depression. (Green) \$90
 2 eve - Th. Dec 02/09, 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) \$90
 1 day - Sa. Nov 13, 09:00-16:00 - KEC

Heal Yourself—Mind Over Matter (202734)

Learn to improve your resistance to illness and disease, reduce fatigue and depression, alleviate allergy symptoms, manage stress without symptoms and more. Learn the relationship between your immune system and your lifestyle and how to apply dietary, exercise and attitude management strategies to strengthen your immune system and keep yourself healthy. (Fearn) \$90
 1 day - Mo. Nov 29, 09:00-16:00 - KEC West

You and Your Aging Parent: Balancing Care for Self and Others (201059)

For many, taking on the role of care giver with a frail parent involves new and unfamiliar territory. Through informal lecture, discussion and experiential exercises, this workshop will assist you in preparing for or dealing with the challenge of caring for an elderly parent, relative or friend. Topics: demographic, social and family changes affecting the care giving role; what does a realistic adult relationship with parents look like? myths and realities of aging; learning to set appropriate limits; how "unfinished business" affects your relationship with your aging parents and how to find support, help and resources. (Petty/Shamai) \$45
 1 eve - Tu. Oct 05, 19:00-22:00 - Lan

At An Impasse? Try Mediation! (201061)

Are you frequently arguing with your spouse or your teenager? Is there a cold war at home? Are you going through a divorce or settling an estate? Mediation may be the answer for you. A valuable and not fully-appreciated service, mediation is a process which turns arguments into conversations where issues are resolved productively and fairly. This course helps you: understand mediation and how it works; recognize situations in which mediation is useful; examine benefits of mediation; and learn about how to access and set up mediation. (Campbell) \$30
 1 eve - Th. Nov 18, 19:00-21:00 - KEC West

Assertiveness Training (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) \$95
 1 day - Th. Sep 16, 09:00-15:00 - KEC

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) \$95
 1 day - Fr. Sep 17, 09:00-15:00 - KEC West

Indoor Air Quality—How You Can Control It! (201046)

Poor air quality in residential and office buildings is fast becoming a significant environmental issue and problem causing serious health concerns. This workshop will focus on several aspects of this problem and will help you learn measures to prevent and address this growing health hazard. (Vacek) \$45
 1 eve - We. Nov 17, 18:30-21:30 - KEC West

For additional courses see PROFESSIONAL AND ALLIED HEALTH CARE section.

HUMAN & SOCIAL SERVICES

Counselling Skills

INSTRUCTORS

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

Ross Laird, (M.A., Counselling Psychology), specializes in trauma counselling and movement therapy.

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

Sara Menzel, (M.Ed., Counselling Psychology), is a counsellor working with an employee assistance program.

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

Susan Rungta, (M.A., Counselling Psychology), is a counsellor in private practice specializing in EAP referrals.

Kym Samis, (M.A., Counselling Psychology), is a counsellor with North Shore Family Services, specializing in family 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 will be of particular interest to volunteers and staff in the helping professions. You will practise beginning phase helping skills, which include attending, empathy, summarizing and concreteness. You will participate in counselling interviews as both a helper and a client. This process will require self-disclosure and self-exploration. You can expect to spend three hours per week completing reading and written assignments. This course is a prerequisite for those applying to the Counselling Skills Certificate Program and to the Substance Abuse Program. Text: "Counselling Skills for Social Service Workers," Bob Sheibib. (\$27 at CC Bookstore) \$240
 12 eve - Mo. Sep 13, 19:00-22:00 - CC (Samis) (No class Oct 11)
 12 eve - Tu. Sep 14, 19:00-22:00 - CC (Miller)
 12 eve - We. Sep 15, 19:00-22:00 - CC (Laird)
 12 eve - Th. Sep 16, 18:30-21:30 - CC (Adilman) (No class Nov 11)
 12 mng - Fr. Sep 17, 09:00-12:30 - KEC (Rungta) (No class Oct 15, Nov 12)

Basic Counselling Skills—Level II (101806)

This course is designed for individuals who have completed Basic Counselling Skills—Level I, or those who have completed the equivalent elsewhere. You will review beginning phase helping skills. You will be introduced to and practise the helping skills of the action phase, which include advanced empathy, confrontation, immediacy, helper self-disclosure, problem-solving and goal setting. You will participate in counselling interviews as both a helper and a client. You can expect to spend three hours per week completing reading and written assignments. Prerequisite: Basic Counselling I (101805) Text: "Counselling Skills for Social Service Workers," Bob Sheibib. (\$27 - CC Bookstore) \$200
 10 eve - Tu. Sep 14, 19:00-22:00 - CC (Menzel)

Communicating Across Cultures: Skills for Helping Professionals (101807)

Helping professionals, whatever their agency or location, are working with an increasingly culturally diverse client population. This practical course is designed to increase

awareness of the impact of culture on communication and behaviour, and to help participants develop skills to effectively communicate in cross-cultural interactions. This course is directed towards staff/volunteers who interview or counsel culturally diverse clients in a variety of roles. (Margolis) \$107 (Includes GST)
 2 day - Sa. Sep 18/25, 09:30-16:30 - KEC

Counselling Skills

Certificate Program

The Counselling Skills

Certificate Program teaches knowledge and practical skills in counselling to enable participants with relevant social services experience to work with clients in a helping, rehabilitative or therapeutic role.

Entry Requirements

- Grade 12 completion
- Maturity and emotional stability
- Good knowledge of English, both oral and written
- Relevant experience in social services. (Volunteer experience is credited if it is in a structured, supervised setting. Work or volunteer experience must include use of counselling skills.)
- Completion of Basic Counselling Skills courses (101805) or equivalent
- Satisfactory interview with program coordinator

Certificate Requirements

Satisfactory completion of: A 12-hour Program Orientation; five 36-hour courses—Counselling Theories; 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—\$240, Practicum—\$200

Evaluation

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

Length of Program

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

Program Coordinator: Joanne Rykers

Application

Call 871-7070 for brochure and application form. Qualified students are accepted in order of receipt of application. Preference is given to those already working in a counselling capacity, or who have a developed career path.

Next intake dates: January, September 1994

Information Meetings

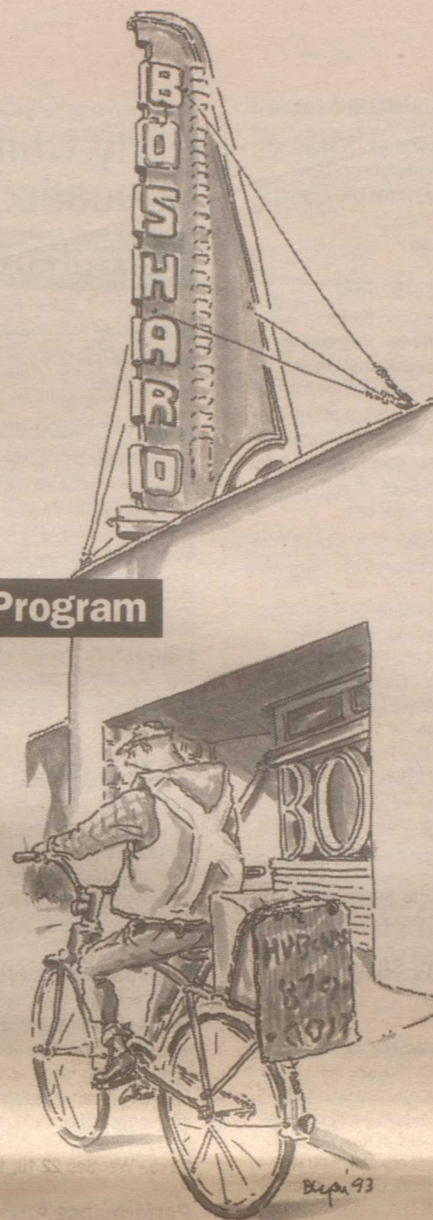
For more information attend the following meeting:
 1 eve - Mo. Sep 20, 18:00-19:00 - KEC Room 4043

NOTE

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

INSTRUCTORS

Daniel Frankel, (M.Ed., Counselling), is a counsellor in the community college system.



Suzanne Kenney, (M.A., Counselling Psychology), is an employee assistance counsellor with Family Services of Greater Vancouver.

Nathan Krakow, (M.A., Counselling Psychology), is a counsellor working with individuals, families and couples in a variety of settings.

Ross Laird, (M.A., Counselling Psychology), specializes in trauma counselling and body movement therapy.

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

Joe Rosen, (M.S.W.), is a social worker in private practice.

Lynne Zetti, (M.A., Counselling Psychology), is a counsellor in private practice.

Practicum (101836)

This practicum provides an opportunity to master and display the knowledge and skills which have been covered during the classroom component of the Counselling Certificate Program. Emphasis is placed on gaining counselling experience in an appropriate setting. Continuous liaison with the program will be maintained

throughout the practicum. Objectives will be written on an individual contract basis. This contract will be negotiated by the student, the practicum site and the program administrator. (Rosen) \$200

Program Orientation (101837)

This short orientation is held at the beginning of the certificate program. The content includes 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. Sep 18/19, 09:30-16:30 - KEC

Counselling Theories (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. (Zetti) \$240
 12 eve - We. Sep 15, 19:00-22:00 - CC

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.

Group Counselling Skills (101832)

This course examines the knowledge and skills which are required when counselling in a group setting. Content will include: identifying types of groups; understanding group effectiveness; understanding group structure and organization; selection of group members; explaining roles and responsibilities of group leader, understanding stages of group development; understanding and dealing with group and individual needs during all stages of development; evaluating change. An exploration of legal and ethical issues, particularly competence, will also be included. This course will emphasize an experiential learning approach. (Rosen, Pierce) \$240
 12 eve - Tu. Sep 14, 19:00-22:00 - KEC

Family Counselling Skills (101833)

This course examines the knowledge and skills which are required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, explaining the indications for using a family systems approach; understanding the impact of the extended family; the process of a family systems assessment; formulating goals; an introduction to appropriate strategies and techniques for use with families. An exploration of appropriate counsellor expectations, counsellor competency, consultations, legal/ethical issues and the importance of record keeping, will also be included. (Pierce) \$240
 12 eve - We. Sep 22, 19:00-22:00 - KEC

Court Interpreting Certificate Program

PROGRAM COORDINATOR

Silvana E. Carr, Ph.D., has been the coordinator of the Court Interpreting Program at VCC since 1982. She also lectured in Italian at UBC for many years. Dr. Carr instructs the Professional Orientation to Interpreting component in the Court Interpreting Certificate Program.

Individual bilingual instructors with extensive language skills will instruct in each of the various language combinations selected. The language combinations are determined by the suitability of applicants and the needs of the courts and community.

Make use of a skill you already possess to create an interesting career. Become an accredited interpreter. Make possible effective communication between parties unable to communicate directly because of language barriers. If you have a very good knowledge of English and another language turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, choose 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

Eligibility

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

Application Deadline

May 20, 1994. 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, September 09 at 19:30. Come to the Langara Continuing Education office.

Early Childhood Education

Living and Working with Young Children

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

INSTRUCTORS

Roz Belle is a well-experienced early childhood educator and teacher trainer. Currently, she is the director of Shalom Preschool at the Jewish Community Centre and an instructor for a number of courses at VCC.

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 of BC.

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 and a three-to-five child care centre.

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

Barbara Karmazyn, B.A., is a fine and performing arts educator who has worked with preschool children over the past nine years. Her focus is on art, movement and drama.

Judy Labrin is a family day-care educator who currently operates a family day-care facility in her home on the east side of Vancouver and instructs within VCC's Family Day-Care Program.

Candace Mann has completed the Working with School-Age Children Certificate Program offered through VCC and is currently working on the North Shore of Vancouver with school-age children.

Susan Stewart is a musician who currently plays backup piano for an "Old Time Band" that performs for families. An early childhood educator, Susan teaches music with children at the Shalom Preschool.

Language of Acceptance—Positive Discipline (151318)

Explore the importance of communication in guiding and caring for young children. This session suggests a slight shift in attitude and self-awareness on the part of the adult which can enhance the relations of a child and care giver. In turn, this may result in more cooperative interaction and ease the process of socialization for all. (Belle) \$25
1 eve - Mo. Sep 20, 19:00-22:00 - Lan

Let's All Join In (151319)

Learn how to get everyone involved! Participants will enjoy a magic circle of music, songs, rhythms, chants and dramatic games. Come ready to join in and put your hands on various percussion instruments. If you have percussion instruments such as a tambourines, drums or

maracas, bring them along. The session will be taped and all participants will have a tape to remember the new songs, chants and games for their personal use. (Stewart) \$25
1 eve - Mo. Sep 27, 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 suggests strategies for encouraging creativity and talking with children about their art work. You will have the opportunity to gather new ideas and information for your setting. Come prepared to put your hands on two- and three-dimensional activities with paint, glue, cardboard, fabric and paper. (Hoppenfeld) \$25
1 eve - Th. Sep 30, 19:00-22:00 - Lan

Toddler Time (151320)

Participants will explore ideas that facilitate the creative development of toddlers through age-appropriate art materials, stories, songs and movement. Attention will be given to designing a program that has clear guidelines and expectations of parents. (Karmazyn) \$25
1 eve - Th. Oct 14, 19:00-22:00 - Lan

Puppets and Masks (151321)

Enhance your circle time, stretch your stories and make your music magical with puppets and masks. A puppet theatre and a mask tree can enrich your early childhood environment and provide a catalyst for creative dramatic play. You will have an opportunity to create a variety of puppets and masks for your own use and learn age-appropriate and open-ended art ideas for making puppets and masks with young children. (Hoppenfeld) \$25
1 eve - Th. Oct 21, 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 for 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 for encouraging and holding children's attention so that story time is enjoyable for everyone. (Karmazyn) \$25
1 eve - Th. Oct 28, 19:00-22:00 - Lan

Resources for Family Day-Care Providers (151322)

Come join a session held off-campus at the new Westcoast Child Care Resource Centre located at #201-1675 West 4th Avenue, Vancouver (739-3099). This session will introduce you to indispensable resources within your community and how to manage effectively while maintaining your budget! Resources within the community will be identified along with tips for where to beg, borrow or purchase what you need. (Hager-Descantes/Labrin) \$15
1 eve - Th. Nov 04, 19:00-21:30 - Westcoast Child Care Resource Centre

Clay Play (151314)

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) \$25
1 eve - Th. Nov 18, 19:00-22:00 - 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. (Graham/Mann) \$25
1 mng - Sa. Nov 27, 09:00-12:00 - Lan

Three O'Clock Rainy Day Solution (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 "turn off your excess energy" activities. Learn cooperative games and how to gather equipment and resources that cost next to nothing! Please wear comfortable clothing. (Graham/Mann) \$25
1 aft - Sa. Nov 27, 12:30-15:30 - Lan

Early Childhood Education

Certificate Program

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

A. Early Childhood Education Level I

This two-year provincially certified program prepares graduates to work as supervisors in nursery school and day-care centres for children three to five-years old. Please note: This program is FULL for this coming year. Applications are now being accepted for September 1994.

B. Infant-Toddler Supervisor Training

This one-year program prepares already qualified ECE graduates with the specialized skills and knowledge to supervise infant and toddler group day-care settings. Applications for September 1993 will be accepted until August 27.

C. Administration of Early Childhood Services

This new, one-year program will provide qualified ECE graduates with the specialized skills and knowledge to effectively manage and administer programs for young children. Applications for September will be accepted until August 27. Please call for further details.

D. Advanced Studies in Early Childhood Education

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

E. Family Day-Care

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

INSTRUCTORS

Isolde Hager-Descantes is well respected in the community for her expertise in family day-care. She is currently the 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 of BC.

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

Pat Mason has an extensive background in the early childhood field. She has worked in day-care and preschool settings; served as a consultant in working with children who have special needs and currently provides respite care services.

This term the following courses are offered:

Prerequisite: Introduction to Family Day-Care (103801)

This 20-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. The second Saturday is a field trip to a family day-care setting. (Hager-Descantes/Labrin) \$95
4 eve - Mo. Sep 13/20/27, Oct 04, 19:00-21:30 - Lan AND 2 day - Sa. Sep 18/Oct 09, 09:30-14:30
4 eve - We. Oct 13/20/27, Nov 03, 19:00-21:30 - Lan AND 2 day - Sa. Oct 16, Nov 06, 09:30-14:30

Exploring Children's Development (103802)

This core course examines the developmental stages, issues and milestones in the lives of young children and suggests strategies for promoting healthy growth and development. (Mason) \$95
8 eve - We. Oct 20-Dec 08, 19:00-21:30 - Lan

F. School Age Child Care

INSTRUCTORS

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

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

This certificate program is designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres or leadership, service and church groups. The program consists of 150 hours of instruction divided between the prerequisite course, five core courses and a variety of electives. In order to register in this certificate program, applicants must successfully complete the 18-hour prerequisite course entitled Introduction to School Age Child Care. Core courses are:
- Working with 5 Year Olds
- Working with 6-9 Year Olds
- Working with 9-12 Year Olds
- Working with Children With Special Needs
- Leadership and Organizational Skills

Introduction to School Age Child Care (150697)

This new 18-hour course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those entering this field of work. Please note that this course meets four evenings AND one Saturday. (Musson) \$85
4 eve - We. Sep 29-Oct 20, 19:00-22:00 - Lan AND 1 day - Sa. Oct 23, 09:30-15:30 - Lan

This term the following core course will be offered:

Working With 5-Year-Olds (150655)

This course focuses on the physical, intellectual, emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. This course meets six evenings AND one Saturday. (Huffman Coe) \$95
6 eve - We. Oct 27, 19:00-22:00 - Lan AND 1 day - Sa. Nov 13, 09:30-15:30 - Lan

Substance Abuse Workshop

INSTRUCTORS

Denise Hall is a family therapist with Pacific Youth and Family Services Society which operates a specialized residential facility for drug and alcohol dependent youth.

She has 13 years of group experience including psycho-educational, training, support and therapy groups. Her professional training includes Pacific Coast Family Therapy Institute (Bowenian), Narrative and Solution-based approaches, instructional skills, the expressive arts, and sexual abuse and substance abuse treatment. Denise instructs in the VCC Substance Abuse program and at the Justice Institute of BC.

Group Skills Training (200142)

This two-day workshop is experientially-based and addresses group process, leadership issues, group themes, clinical dilemmas, assessment and intervention. This workshop would benefit group leaders who have prior experience in psycho-educational and skill-based groups and want to improve their skills in interactive group process and in the narrative approach. (Hall) \$107 (includes GST)
2 day - Sa. Oct 16/23, 09:30-16:30 - KEC

Substance Abuse

Certificate Program

This part-time certificate program offers counselling skills training and development of a more comprehensive knowledge base in the area of substance abuse to applicants with previous experience in a helping, rehabilitative, or therapeutic role.

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
5. Three 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 courses and a practicum, totalling 258 hours of instruction. Courses are offered in the evening, once a week and vary in length.

Orientation Workshop (200120) - 12 hours
Introduction to Substance Abuse (200112) - 27 hours
Drugs and Human Behaviour (200127) - 15 hours
Individual Counselling Skills for Substance Abuse (200115) - 36 hours
Group Counselling Skills for Substance Abuse (200116) - 36 hours
Family Counselling Skills for Substance Abuse (200117) - 36 hours
Assessment, Referral and Community Resources for Substance Abuse (200126) - 36 hours
Substance Abuse Practicum (200119) - 60 hours

Course Fees

12 hours - \$75; 15 hours - \$110; 27 hours - \$190; 36 hours - \$240; Practicum - \$200

Information Session

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

Evaluation

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

Length of Program

Five terms - 18 months. Practicum in addition.

Program Coordinator: Joanne Rykers

Application

Call 871-7070 for brochure and application form. Qualified students are accepted in order of receipt of application.

Next intake date: January 1994

NOTE

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

INSTRUCTORS

Julie Chadwick, (M.A., Psychology), is a substance abuse counsellor with Delta Family Services.

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

Garth Thomson, (M.S.W.), is a family counsellor working with White Rock Community Services. He also has a background in substance abuse counselling.

Orientation Workshop (200120)

This two-day workshop is held on two consecutive Saturdays at the beginning of the certificate program. The content includes group activities aimed at developing

individual self-awareness and building group cohesion in the training group. The intent of this workshop is to allow the participants to develop mutual trust and inter-dependence. (Hall, Chadwick) \$75
2 day - Sa. Sep 18/25, 09:30-16:30 - CC

Introduction to Substance Abuse (200112)

This course provides an overview of the concepts involved in understanding substance abuse, the factors involved in controlling substance abuse, and counselling strategies for assisting abusers. The content will include an exploration of: terms such as addiction/dependency; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impinging on substance use; counselling/therapeutic strategies prevention; factors specific to sub-cultures and minority groups. (Sanders) \$190
9 eve - Tu. Sep 14, 18:30-21:30 - CC

Drugs and Human Behaviour (200127)

This course provides participants with the basic pharmacological concept needed to understand the action of psychoactive drugs in the human body. The course also provides an overview of the medical and non-medical use of commonly used drugs, including long and short-term effects on the human body. (Sanders) \$110
5 eve - Tu. Nov 16, 18:30-21:30 - CC

Group Counselling for Substance Abuse (200116)

This course examines the knowledge and skills required when counselling, in a group setting, individuals affected by substance abuse. Content will include: an exploration of group dynamics; stages of group development; leadership styles; member roles; types of groups; particular applications to working with substance abuse populations. The experiential component of the course will include an extended group experience, as well as the opportunity to lead structured groups. (Thomson, Hall) \$240
12 eve - We. Sep 15, 18:30-21:30 - CC

Assessment and Referral for Substance Abuse (200126)

This course examines the procedures and skills which are used in substance abuse assessment and referral as well as identifying and examining available community resources for those individuals who are affected by substance abuse problems. Participants will be actively involved in the gathering and sharing of community resource information. (Chadwick) \$240
12 eve - Tu. Sep 14, 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 for all students interested in any English Skills Improvement courses:
Monday, August 23, Thursday, September 09, and Wednesday, September 15 at Langara Campus from 17:00-20:00. 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. Please note that in order to process a registration, full payment is required at that time.

Course Cancellation and Adjustment

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

INSTRUCTORS

Marlene Durrieu, B.A., M.A., has taught ESL for the past eight years.

David Bouvier, B.A., M.A., has taught in Britain, the United States and Canada for 17 years.

Kirsten Burton, B.Ed., has taught ESL for six years.

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

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

Debby Freiman, B.A., M.Ed., has taught for 12 years.

Liz Strayski, B.A. (English), TESL (VCC), worked in business for 16 years. She has been teaching ESL and business courses for the past five years.

Luci Tenisci, B.A., B.Ed., 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 speaking, but the course will also include some reading and writing. Text required. (Tenisci) \$250
24 eve - Tu/Th. Sep 21, 18:30-20:30 - Lan

Mid-Intermediate ESL (103044)

A course for students who have taken a lower intermediate course and wish to continue learning and practising their English. The focus of the course will be on speaking and listening, but reading and writing skills will also be taught. Text required. (Demers) \$250
24 eve - Tu/Th. Sep 21, 18:30-20:30 - Lan

Upper Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. (Ferrera) \$250
24 eve - Mo/We. Sep 20, 20:15-22:15 - Lan

Advanced ESL (103018)

A course for advanced students who want to improve their writing, reading, speaking and listening skills. There will be weekly homework assignments and students will have the opportunity to ask individual questions. Text required. (Strayski) \$250
24 eve - Mo/We. Sep 20, 18:30-20:30 - Lan

Developing Business Communication Skills (103042)

Learn to express yourself more confidently and clearly on the job. This course is designed for ESL adults who want to improve their oral and written communication skills in typical work situations with clients, co-workers and superiors. Topics will include requesting and clarifying information, giving instructions, handling complaints, 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) \$300
12 eve - Tu. Sep 21, 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. \$165
12 eve - Tu. Sep 21, 18:30-20:30 - Lan (Durrieu)
12 eve - We. Sep 22, 18:30-20:30 - Lan (Freiman)

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 half-hour lunch break. (Demers) \$250
12 day - Sa. Sep 18, 09:30-14:00 - Lan
24 eve - Mo/We. Sep 20, 18:30-20:30 - Lan

English Upgrading & Composition Writing (103201)

Designed for students at the post-secondary level who require additional training in the fundamental skill of composition writing in order to write a Language Proficiency Index (LPI). Students wishing to register for the course must write a diagnostic test the first night of class and obtain an appropriate score in order to continue the course. Students whose score is too low for this course will have their money refunded and be advised of other options for ESL and native speakers. Text required. (Bouvier) \$350
17 eve - Mo/We. Sep 13, 18:30-21:30 - Lan
17 eve - Tu/Th. Sep 14, 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. \$160
12 eve - Mo. Sep 20, 18:30-20:30 - Lan (Freiman)
8 day - Sa. Sep 25, 10:00-13:00 - 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. (Ferrera) \$160
12 eve - We. Sep 22, 18:00-20:00 - Lan

Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who want to expand their skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feedback by the instructor. Limited enrollment. Text required. \$225
12 eve -

There will be two information/registration sessions for the January term: Thursday, January 06 and Wednesday, January 12 from 17:00-20:00. Please come to the Continuing Education office at our Langara Campus.

Mandarin Education for Children and Adults

The Vancouver First Mandarin School was established in 1988 by a group of enthusiastic, dedicated graduates from various universities in Taiwan under the auspices of the Vancouver Community College (VCC).

The Vancouver First Mandarin School places emphasis on the practicality of its courses, modern and interesting presentation methods and use of simple, easy-to-learn materials. Emphasis is on Chinese reading, writing and conversational skills. Qualified and experienced instructors are employed.

Children's Mandarin Education

Each course has 16 sessions. They are held on Saturdays from 09:30-12:00 and 12:30-15:00. Courses begin September 11, 1993. The fee is \$70 per course. (GST is applicable for students age 15 and older—fees will be \$74.90)

All students from four years old and up will be accepted. All students will be assigned to the appropriate class at registration time.

Hanyu Pinyin phonetics are adopted to compliment the practice of teaching Mandarin as a Second Language in BC. The written characters incorporate both the culturally-rich full version as well as the simplified version for easy learning. The main course materials used throughout the 12 grades are "Hua Yu Ke Ben," an esteemed publication recommended by the Taiwanese Education Subcommittee. These are supplemented by other materials.

Course numbers and descriptions follow:

505820—Preschool—Level I
505820—Preschool—Level II
505820—Preschool—Level III
505801—Grade 1
505802—Grade 2
505803—Grade 3
505804—Grade 4
505805—Grade 5
505806—Grade 6
505807—Grade 7
505808—Grade 8
505809—Grade 9
505810—Grade 10
505811—Grade 11
505812—Grade 12
505813—Beyond Grade 12 students age 15 and older (GST applies)

Fine Arts for Children

Children's fine art courses have 16 sessions. They are held on Saturdays from 12:30-13:30 or 13:30-14:30. Courses begin September 11, 1993. The fee is \$70 per course. (GST is applicable for students age 15 and older—fees will be \$74.90.)

Course numbers and descriptions follow:

505814—Kung-Fu
505815—Chinese Brush Painting
505816—Mathematics
505817—Cartoon Drawing
505818—Choir

Adult Mandarin Education

Adult Mandarin language education covers 10 weekly sessions. Classes are held on Saturdays and begin three times a year: January, April and September. Classes are from 10:00-12:00. Courses begin September 25, 1993. The fee is \$139.10 per course (GST included).

The course guide for adult classes covers four levels:

Adult Elementary (150821)

A strong foundation is built through practices in phonetic and intonation employed in the Mandarin language. The usage of Hanyu Pinyin reinforces the simplicity of learning. Students are introduced to simple words used in daily living, as well as the basic sentence structure.

Adult Intermediate (150822)

This level is for students who have taken the Adult Elementary course or who have a basic understanding of the Chinese language. Emphasis is placed on proper sentence structure, vocabulary building and conversational ability in the language.

Adult Advanced 9150823)

This level is appropriate for students who completed the Adult Intermediate course or who can understand and converse in simple Mandarin. The course aims to expand the student's communication skills in the language. It exposes the student to more written or spoken Mandarin language materials and prepares the students to express themselves in the language.

Adult Advanced Conversational Mandarin (150824)

This course will be ideal for individuals who can read and write in the Mandarin language but seek to improve their spoken Mandarin. The emphasis is on the phonetics of Mandarin language and the proper intonation of words. Through conversation, discussion, debates and other activities, it prepares the student to speak better Mandarin. Students are allowed to bring tape recorders to the course.

Pre-registration will be held at KEC on Saturday, August 28, 10:00-12:00.

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 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, October 11 and Thursday, November 11. Please note classes are held at Langara Campus or City Centre Campus.

Course Cancellation and Adjustment

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

Inquiries: 324-5322 or 443-8380

INSTRUCTORS

Cantonese

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

Chun Yang Lu comes from Nan Kai University, 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.

Czech

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

French

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

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

Gabriel Lachance comes from Ontario with several degrees from three different eastern universities. During his extensive experience as a French as a second language teacher, Gabriel has used a number of methods and approaches in the communicative manner.

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

German

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

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

Japanese

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

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

Kazuko Mito holds a Masters in Education in Modern Languages from Japan. She has been teaching Japanese to adults for a number of years. She is a native of Japan.

Mami Miyata comes from Tokyo, Japan. She has obtained a Masters of Arts from UBC and a Bachelor of Law from the University of Tokyo. She has taught several Japanese courses at UBC and at other institutions for several years.

Mandarin

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

Portuguese

Maria Helena Martz is Brazilian. She holds a teaching degree from the University of Sao Paulo. She taught English as a Second Language in Brazil to business people as well as Portuguese. She has been teaching both languages in Vancouver for a number of years.

Russian

Marina Kaplun comes from Russia with a Masters degree in Mechanical Engineering. She was head of the engineering department in Moscow and a Russian language instructor.

Spanish

Gladys Ballen comes from Colombia. She has extensive experience in teaching Spanish as a second language to business and professional people.

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

Doris de Ruiz is originally from Colombia. She is a teacher and a psychologist. Doris has been teaching for VCC for the last ten years.

Esther Erikson is originally from Chile. She has a teaching certificate from BC and many years of teaching Spanish as a Second Language at Simon Fraser University and other institutions. She uses a standard accent.

Bernhard Schulz was born and raised in Chile. His postgraduate 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.

Tagalog

Micheline Camu has almost 30 years of teaching experience behind her. She lived in Manila for 30 years where she taught Tagalog, French and Spanish to adults. Since she moved to Canada she has been using her expertise in language and culture in Vancouver.

Thai

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

Cantonese Conversation—Level I (501903)

\$133.75 (Includes GST)
10 eve - Tu. Sep 21, 18:30-20:30 - Lan (Lu)
10 eve - We. Sep 22, 18:30-20:30 - CC (Ip)

Cantonese Conversation—Level II (501904)

\$133.75 (Includes GST)
10 eve - Tu. Sep 21, 18:30-20:30 - TBA

Czech Conversation—Level I (502008)

\$133.75 (Includes GST)
10 eve - Th. Sep 23, 18:30-20:30 - CC (Hynek)

French in Action: The Capretz Method

French in Action is the latest in language teaching methodology. It is a combination of audio, video and text using a variety of techniques with feature film quality. This course will immerse you in a real French atmosphere that will make your language learning pleasurable and effective. 40-hour program - \$250 each

French in Action—Level I (502001)

20 eve - Mo/We. Sep 20, 18:30-20:30 - CC (Bussiers)

French Conversation—Level I (501913)

\$125
10 eve - Mo. Sep 20, 18:30-20:30 - Lan (Hassaine)
10 eve - We. Sep 22, 18:30-20:30 - Lan (Hassaine)

French Conversation—Level II (501914)

\$125
10 eve - Tu. Sep 21, 18:30-20:30 - Lan (Lachance)

German Conversation—Level I (501919)

\$133.75 (Includes GST)
10 eve - Mo. Sep 20, 18:30-20:30 - Lan (Rommel)

German Conversation—Level II (501920)

\$133.75 (Includes GST)
10 eve - Th. Sep 23, 18:30-20:30 - Lan (Bleumer)

Italian Conversation—Level I (501923)

\$133.75 (Includes GST)
10 eve - Mo. Sep 20, 18:30-20:30 - Lan (Visscher)

Italian Conversation—Level II (501924)

\$133.75 (Includes GST)
10 eve - We. Sep 22, 18:30-20:30 - Lan (Visscher)

Japanese Conversation—Level I (501926)

25-hour course. \$171.20 (Includes GST)
10 eve - Mo. Sep 20, 18:30-21:00 - Lan (Egawa)
10 eve - Th. Sep 23, 18:30-21:00 - Lan (Mito)
10 eve - We. Sep 22, 18:30-21:00 - CC (Miyata)

Japanese Conversation—Level II (501927)

25-hour course. \$171.20 (Includes GST)
10 eve - Th. Sep 23, 18:30-21:00 - CC (Isobe)

Japanese Conversation—Level III (501928)

25-hour course. \$171.20 (Includes GST)
10 eve - We. Sep 22, 18:30-21:00 - Lan (Egawa)

Mandarin Conversation—Level I (501937)

\$133.75 (Includes GST)
10 eve - Mo. Sep 20, 18:30-20:30 - Lan (Huang)

Mandarin Conversation—Level II (501938)

\$133.75 (Includes GST)
10 eve - Th. Sep 23, 18:30-20:30 - Lan (TBA)

Polish Conversation—Level I (502009)

\$133.75 (Includes GST)
10 eve - Mo. Sep 20, 18:30-20:30 - Lan (Karwoska)

Portuguese Conversation—Level I (501945)

\$133.75 (Includes GST)
10 eve - Th. Sep 23, 18:30-20:30 - Lan (Martz)

Russian—Level I (501947)

\$133.75 (Includes GST)
10 eve - Mo. Sep 20, 18:30-20:30 - CC (Kaplun)

Spanish Conversation—Level I (501949)

\$133.75 (Includes GST)
10 eve - Mo. Sep 20, 18:30-20:30 - Lan (Colome)
10 eve - Mo. Sep 20, 18:30-20:30 - CC (Schulz)
10 eve - Tu. Sep 21, 18:30-20:30 - Lan (Colome)
10 eve - Th. Sep 23, 18:30-20:30 - Lan (Ballen)

Spanish Conversation—Level II (501950)

\$133.75 (Includes GST)
10 eve - We. Sep 22, 18:30-20:30 - Lan (Erikson)

Fast Track Spanish Conversation—Level I (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. 40-hour course. \$267.50 (Includes GST)
20 eve - Mo/We. Sep 20, 18:30-20:30 - CC (de Ruiz)

Tagalog Conversation—Level I (502014)

\$133.75 (Includes GST)
10 eve - Tu. Sep 21, 18:30-20:30 - Lan (Camu)

Thai Conversation Level I (501990)

\$133.75 (Includes GST)
10 eve - Tu. Sep 22, 18:30-20:30 - Lan (Placzek)

LEISURE, RECREATION & TRAVEL

Natural History

Natural History Study Programs

For information and bookings call 871-7069

Families with children ten years and older are welcome to participate in our programs.

Lecture Series

Walkers and Hikers (502805)

From sea's shore to mountain tops . . . discover the diversity of British Columbia's life zones. Learn about the landforms, life histories of common plants and animals and their ecological associations. Course is taught by experienced naturalists through illustrated lectures and field trips to Fraser River Delta, Lighthouse and Cypress parks and a live marine animal lab. Instructors: Dick Cannings, Rob Butler, Martin Gebauer and Nancy Baron. \$95.23
Lectures: Tu. Sep 21 - Oct 12; Field Sessions: Sa. Oct 2/16/23

Field Studies

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 van and ferry transportation, boat charter, accommodation and most meals. Naturalist, Dick Cannings and anthropologist, Margaret Holm. Sep 10-13.



Carmanah Valley (502837)

The Carmanah Valley is revered worldwide for its expanse of old-growth coastal forest. Growing undisturbed for perhaps 800 years, this forest is home to many of Canada's tallest and most massive Sitka Spruce. Hike through the forest's lush understory with biologist Stewart Guy and naturalist Trudy Chatwin and enjoy accommodation at the Mesachie Lake Research Station. Chartered van, ferry costs, accommodation and most meals included. \$267 Field weekend; Sep 18/19.

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, wintering waterfowl, fall-coloured maple and willow forests alongshore and perhaps the resident beavers! Biologist, Alice Cassidy. \$69.55. Sa. Oct 9.

Indian Arm (502804)

The glacial fjord of Indian Arm is a spectacular natural paradise found close to Vancouver. It also boasts an interesting and entertaining human history. With biologists, scuba divers and a local historian on board, you'll cruise along its interesting shores in the deluxe motor sailer, Island Roamer. Studies include spawning salmon in the Indian River estuary, rainforested Twin Islands, a stop at a working fish farm, and close-up observations and handling of the many marine animals divers bring on board. Cost includes boat charter and lunch. \$128.40. Sa. Oct 16; all day.

Snow Geese (502858)

After breeding in Russian Siberia and along the Arctic coast of Alaska and Canada, over 10,000 snow geese fly south to spend the winter in Vancouver! They feed and rest along the foreshore of the Fraser River. Join ornithologist, Alice Cassidy for a lecture and guided walk at Reifel Waterfowl Refuge. Su. Oct 24; 09:00-13:00. \$33.17

Okanagan Valley Weekend (502807)

Big-horn sheep biologist Dr. David Shackleton from UBC's Department of Animal Sciences will guide you through BC's unique Okanagan Valley. A trip up the valley in the fall, enables Vancouverites to view large herds of big-horn sheep, thousands of migratory waterfowl, as well as 'resident' birds and other wildlife which venture down from mountain tops to winter in the valley. \$133.25. Lecture: Mo. Nov 8. Field Trip: Nov. 11/12/13.

Naturalist Tour of the Harrison River (502857)

It's a West Coast natural spectacle. This fall, during the months of October, November and December, VCC Continuing Education will be offering float tours of the Harrison River. World renowned for its wintering eagle population (hundreds at a time), this slow-paced trip offers an outstanding opportunity to view the giant Chinook salmon which have returned to the Harrison to spawn. Also, you will see North America's largest concentration of Trumpeter swans. Specially designed rafts allow safe, dry and comfortable passage along the river. VCC archaeologist and naturalist Rick Blacklaws will accompany all trips. Price: \$74.90 (Includes GST)
1 day - Sa. Oct 16, 1993; 1 day - Sa. Nov 13, 1993; 1 day - Sa. Dec 04, 1993
A pre-tour lecture and orientation session will be offered for all tours on October 13, 1993 at Langara Campus, 100 West 49th Avenue, from 19:00-21:00.

International Study Tours

For information and booking call Great Expeditions 257-2044; FAX: 257-2037; Long distance (1-800-663-3364)

Trinidad and Tobago

Great Expeditions: 257-2044
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 Centre. Naturalist/birder Nancy Baron and John Mikes. November 19-30.

Baja California's Sea of Cortez

For information and booking call Great Expeditions: 257-2044
The Sea of Cortez, separating Baja California from the Mexican mainland, has been called "Mexico's Galapagos." The islands in the Sea of Cortez boast a fabulously rich natural history. On day trips ashore, snorkelling, zodiac cruises and just in general observations from the deck of the comfortable 70 passenger, MV Sea Lion, you'll likely see whales, dolphins, a variety of seabirds such as frigate and booby birds as well as the intriguing animals and plants which survive on these desert islands. Biologist, Dr. Rob Butler. April 16-23, 1994.

California's Southern Deserts

For information and booking call Great Expeditions: 257-2044
Under the harsh and shimmering sun, deserts often appear void of life...but there are fascinating plants and animals which thrive here. Discover the unique life of California's southern deserts on a ten-day trip with biologist, Alice Cassidy. Highlights include seeing the Salton Sea, a large inland saltwater lake surrounded by the Colorado Desert on one side and rich marshlands on the other; Joshua Tree National Monument famous for its spine-studded yucca plants; and the Anza-borrego desert where desert mammals and reptiles abound. April-May 1994.

Galapagos and Ecuador

Great Expeditions: 257-2044
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 20-Jun 10, 1994. Dr. Keith Wade, biologist, Capilano College.

Maritimes and Newfoundland

Great Expeditions: 257-2044
From the cluster of peninsulas and islands of the Maritimes to the glacier-sculptured rocky island of Newfoundland—Canada's east coast is collage of stunningly different natural landscapes. From gannet-covered cliffs at Cape St. Mary to the remarkable tides of the Bay of Fundy, you'll observe all that has made this area a must for naturalists. Alice Cassidy, UBC. May-Jun 1994

Argentina

Great Expeditions: 257-2044
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. Naturalist, Dick Cannings, UBC and John Ford, biologist, Vancouver Aquarium.

Price: \$995; includes GST. A portion of the tour price qualifies for educational tax deduction.
September 19-25, 1993
A pre-tour-lecture and orientation session will be offered on Tuesday, September 14, 19:00-21:30, Langara Campus, 100 West 49th Avenue, Vancouver.

Recreation

Sailing

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.

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.
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 (CYA) Certificate Course (502818)

This three-day adventure offers a unique opportunity to escape; acquiring sailing instruction amidst the beauty and solitude of Howe Sound. A comfortable hike is offered, exploring the coast forest on Gambier Island. Observe marine life while cruising in protected waters, aboard a comfortable yacht. All sailing instruction is provided by an advanced CYA instructor. Course covers: manoeuvring under sail and power, basic navigation and other seamanship skills to complete the CYA Learn to Cruise standard. Class is limited. Pre-registration required. (Kerry) \$345

Thanksgiving Monday - October 09

For more information please call Marcus Kerry, Sail Train International at 731-1023.

Self-Defence

INSTRUCTOR

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

How Not to Become a Victim (504401)

Females aged 12 and up learn the skills necessary to protect themselves both verbally and physically in uncomfortable, threatening & dangerous situations. Learn personal safety techniques, daily prevention routines, useful combinations of releases and techniques. (Laidler) \$53.50 (Includes GST)
1 day - Sa. Oct 02, 09:30-16:00 - KEC
2 day - Sa. Oct 16, 09:30-13:00 - KEC

Travel Study Programs

Courses

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. Oct 23, 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 Simbel, 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. Oct 30, 10:00-12:00 - Lan

Portugal and Northern Spain (504636)

In the 15th and 16th centuries Portuguese navigators sailed the world in small caravels to locate far, exotic lands. Discover the old-world charm of Portugal's castles, palaces, cathedrals and monasteries where European royalty visited. Learn about the excellent gold and silversmiths, the fine tile artisans, the gourmet food and wine served in historic Pousadas, and the beautiful southern Algarve coast. The romantic islands of Madeira and Azores too belong to Portugal. This armchair travel class will highlight Portugal's tourist attractions, then introduce you to "The Road to Santiago"—a historic route across northern Spain which was travelled by thousands of medieval European pilgrims to the shrine of St. James in Santiago de Compostela. It was also a marshalling point for the knights of the crusades. Illustrated with slides, maps, brochures and travel tips. (K. Storey) \$10.70 (Includes GST)
1 day - Sa. Nov 06, 13:00-16:00 - 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

Nov 4 - 13, 1993 / Feb 24 - Mar 25, 1994
VCC—CE presents the Fifth Annual London Theatre Tour. Building on the success of last year's smash tour, VCC-CE is presenting a special fall departure. 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.

Morocco

Nov 13 - 28, 1993 (2 weeks)
Dec 18 - Jan 02, 1994 (2 weeks)
Apr 09 - 24, 1994 (2 weeks)
With its blend of Africa and Arabia, medieval crafts and culture, there are few more exciting countries to visit than Morocco. We will see fabled Casablanca, romantic Marrakesh, the Sahara Desert and the imperial city of Fes. We travel through the snow-capped Atlas mountains to visit friendly Berber villages.
Price: November 1993 tour—\$1700 without international flights, \$2850 with flights from Vancouver. Christmas 1993 and April 1994 trips are \$100 more.
A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Yemen

Oct 19 - Nov 04, 1993 (2½ weeks)
Apr 18 - May 07, 1994 (3 weeks)
Situated on the southern tip of the Arabian Peninsula, Yemen is a country of magnificent mountain scenery, unique architecture and gracious, honest people. Yemen is often called "Green Arabia" because of its lush fields. This is the ancient land where the Queen of Sheba ruled. Price: 1993 trip—\$2275 without international flights, \$4275 with flights from Vancouver. 1994 trip is \$250 more. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

India

Oct 15 - Nov 05, 1993 (3 weeks)
Feb 11 - Mar 04, 1994 (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 3rd century BC through the Mughal empire to the British Raj—has endowed it with numberless temples, palaces, forts and monuments.
Price: \$4250 with flights from Vancouver. \$2900 without international flights. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - at 871-7065.

Pakistan

Oct 02 - 19, 1993 (2½ weeks)
Mar 05 - 22, 1994 (2½ 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: \$4060 with flights from Vancouver. \$2460 without international flights. A portion of the tour qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Turkey (Western)

Sep 26 - Oct 17, 1993 (3 weeks)
May 08 - 29, 1994 (3 weeks)
May 29 - Jun 19, 1994 (3 weeks)
Jul 17 - Aug 07, 1994 (3 weeks)
Sep 04 - 25, 1994 (3 weeks)
Sep 25 - Oct 16, 1994 (3 weeks)
Often called the "crossroads of world civilizations," Turkey is a mysterious land of geological wonders, beautifully preserved Greek and Roman ruins, lovely beaches and friendly people. Note that this trip can be taken on its own as a 3-week tour or combined with Eastern Turkey to

make a 5-week tour of Western, Central and Eastern Turkey.
Price: \$2475 without international flights. \$3900 with flights from Vancouver. We also have a 2-week Turkey trip. This is \$1850 without flights and \$3275 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. (2-week tours are also available.)

Turkey (Eastern)

May 23 - Jun 13, 1993 (3 weeks)
Sep 19 - Oct 10, 1993 (3 weeks)
May 22 - Jun 12, 1994 (3 weeks)
Here is a land quite different from Western Turkey. This mysterious region is the cradle of such civilizations as the Armenians, the Commagenes and the mighty 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.

Costa Rica

Sep 11 - 24, 1993 (2 weeks)
Dec 18 - 31, 1993 (2 weeks)
Jan 22 - Feb 04, 1994 (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: \$1780 without international flights, \$2580 with flights from Vancouver. Christmas trip is \$100 more. 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

Oct 10 - 31, 1993 (3 weeks)
Jan 09 - 30, 1994 (3 weeks)
Jan 30 - Feb 20, 1994 (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: \$3365 with flights from Vancouver. \$2450 without international flights. 1994 trips are \$100 more. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Indonesia

Oct 08 - 29, 1993 (3 weeks)
Apr 04 - 25, 1994 (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, Lombole—with its beautiful beaches, Sumatra—with its tribal people, and Bali—famed for its gentle people and colourful handicrafts.
Price: \$2350 without international flights, \$3650 with flights from Vancouver. Indonesia can also be taken as a 2-week trip. 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

Sep 26 - Oct 16, 1993 (3 weeks)
May 01 - 21, 1994 (3 weeks)
May 15 - Jun 04, 1994 (3 weeks)
Jun 26 - Jul 16, 1994 (3 weeks)
Aug 07 - 27, 1994 (3 weeks)
Sep 04 - 24, 1994 (3 weeks)
Sep 25 - Oct 15, 1994 (3 weeks)
"Greece is the land of gods, home to mythology, ancient civilizations and the cradle of western democracy." It is a land of picturesque islands surrounded by brilliant sapphire blue seas, warm beaches and spectacular orange sunsets. The 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, \$3300 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

New Zealand

Feb 05 - 20, 1994 (2 weeks)
New Zealand is a land of majestic snow-capped peaks and unexplored rain forests, of pristine lakes swarming

with fish and turquoise ocean bays speckled with wooded isles. In the South Island there are glaciers and fjords, in the North Island, geysers and volcanoes.
Price: \$2240 without international flights, \$3540 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.

Papua New Guinea

Jan 9 - 21 (2 weeks)
Rich in mystery, New Guinea, the second largest island in the world, sprawls across the top of Australia and just south of the equator. Papua New Guinea is the last frontier. Here you see things that are seen nowhere else. You will be transfixed by extraordinary body decorations of the tribespeople and you will be swept away by the cultural complexities in a land where 700 languages and customs flourish.
Price: \$3500 without international flights, \$5495 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.

Australia

Jan 21 - Feb 05, 1994 (2 weeks)
Australia, with its beautiful Barrier Reef, majestic outback, mountains and unique features such as Ayers Rock, is a fantastic destination. The island continent has so many things that make it special. The unique flora and fauna are only part of a staggering variety of attractions.
Price: \$2245 without international flights, \$3545 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Thailand, Malaysia and Singapore

Oct 29 - Nov 12, 1993 (2 weeks)
Mar 23 - Apr 06, 1994 (2 weeks)
We journey from the sophistication of Singapore through the wildlife parks and beaches of Malaysia to the temples and hill tribes of Thailand.
Price: \$1500 without international flights, \$2700 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Egypt

Oct 23 - Nov 06, 1993 (2 weeks)
Dec 18 - Jan 01, 1994 (2 weeks)
Jan 15 - 29, 1994 (2 weeks)
Mar 19 - Apr 02, 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—\$1750 without international flights, \$3150 with flights from Vancouver. With Nile cruise—\$1950 without international flights, \$3350 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.

Madagascar and Seychelles

Sep 11 - Oct 06, 1993 (3½ weeks)
May 07 - Jun 01, 1994 (3½ weeks)
Madagascar is remote, unique, exotic and richer in an indigenous flora and fauna than any country in the world. Here you can find the world's largest and smallest chameleons, rare palms, black parrots and ring-tailed lemurs. Madagascar is quite unlike any other country in the world. The Seychelles are perfect tropical paradise islands in the Indian Ocean.
Price: \$5675 with flights from Vancouver, \$3684 without flights. A portion of the tour price may qualify for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Splendours of Portugal

May/Jun 1994
Courageous Portuguese navigators opened world sea lanes in the 15th and 16th centuries to exotic cultures of far-off places. Discover the old world charm of castles, palaces, cathedrals and monasteries, as well as the excellent crafts of the gold and silversmiths and the "azulejos" tile artisans. The west coast has quaint fishing villages where traditional seamanship is kept alive. The Algarve south coast has long luxurious sandy beaches to enjoy. Gourmets and wine buffs can savour exquisite food and wine in historic Pousadas, or dine whilst hearing the emotional "Fado" songs in the old Alfama area of Lisbon. This easy going 3-week tour will introduce you to the

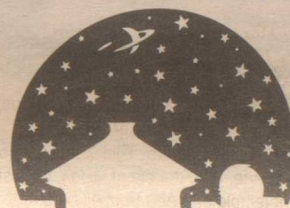
history, art and culture, as well as let you relax and enjoy the ambience of Portugal. A few days will be spent in northwest Spain in the famous town of Santiago de Compostela. Here, the fantastic cathedral of St. James lives at the end of the "Road to Santiago." It was the destination of medieval European pilgrims for hundreds of years. A one-week optional extension to the island of Madeira is possible. For a detailed brochure (ready in November) call tour leaders Karin or George Storey, 922-0689; 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.

Trekking in Nepal

The roof top of the world including Mt. Everest! Exotic Kathmandu—the crossroads of the ancient Tibetan-India trade route.
VCC in conjunction with Everest Trekking Canada is offering the following educational trekking tours to Nepal



Continuing Education

Education Travel Study Tours

Open House at the H.R. MacMillan Planetarium

VCC Continuing Education Division and H.R. MacMillan Planetarium are co-hosting an evening highlighting Educational Travel Tours for the 1993-1994 season. The evening will feature:

- The latest destinations
- Previews and itineraries for all of our travel tours
- Slide presentations
- Our tour leaders and lecturers
- A special presentation in the star theatre

Featured Destinations include:

London Theatre Tour
Madagascar
Papua New Guinea
Morocco
Greek Isles
India
Yemen
New Zealand
Pakistan
Western Turkey
Australia
Eastern Turkey
Costa Rica, Guatemala and Honduras
Indonesia
Thailand
Egypt
Thailand, Malaysia and Singapore
Bolivia and Brazil Eclipse Tours

Natural History Destinations include:

Tatshenshini and Alsek Expeditions
Chilcotin-Fraser Expeditions
Queen Charlotte Islands
San Juan and Gulf Islands
Marlimes and Newfoundland
Trinidad and Tobago
Galapagos and Ecuador
Argentina
Sea of Cortez
California's Southern Deserts

Time:

Monday, October 4, 1993, 19:00-21:00

Place:

H.R. MacMillan Planetarium, Upstairs Lobby, 1100 Chestnut Street, Vancouver, B.C.

Admission \$1 (BC Space Sciences Society Members free); wine and cheese will be served. For more information or reservations, call Wayne Decle at 871-7065.

travel Gord has specialized in Nepal Himalayan travel since 1987. His love of the outdoors translates into constant searches for interesting mountain travel that is both rewarding and achievable. He and his wife Gail work closely with Tashi Jangbu Sherpa from Kathmandu to provide high-quality Himalayan travel adventures. For more information or to register please call Wayne Decle, VCC—CE at 871-7065 or Everest Trekking at 731-7650.

Middle Ages Monastery Tour

October 1994
We follow the pilgrimage route to Muktinath by bus, foot and horseback! The fruit orchards of Marpha are a welcome conclusion to our first week of walking. Switching to horseback at the district capital of Jomoson, we walk and ride along the dry river bed of the Kali Gandaki and follow the dry dun coloured hills past Mustang and up to the medieval religious shrine at Muktinath. Here, natural gas jets from the mountain create the earth, water and fire combination that makes this place of great significance to Hindus and Buddhists. We return to Pokhara and Kathmandu from Jomoson by air. Price: \$4,095; includes air travel from Vancouver via Hong Kong, accommodation at the Kathmandu Guest House, guided tours of the Kathmandu Valley, all trek services including permits and staff gratuity, air and bus travel in Nepal, a farewell dinner, a durable duffle bag and a souvenir embroidered T-shirt. 23 days away. Price subject to change without notice.
Leader Gary Coopland. Grade—Difficult.
Gary Coopland has been part of the Everest Trekking team since 1989 and has covered the major trails in Nepal including the Annapurna Circuit, Langtang, Gosainkund, Helambu and the Mt. Everest region.
For more information or to register please call Wayne Decle, VCC—CE at 871-7065 or Everest Trekking at 731-7650.

Wilderness Ridge Walking Tour

Mar 1994
Destination—Corpra Ridge on the west shoulder of Annapurna South. This is the peak time for rhododendrons and the hills are alive with pink and red blossoms. At 12,000' elevation this is one of the truly great campsites in Nepal! Six days are spent in wilderness following the summer pilgrimage route to the sacred lake of Kare Tai. Offerings of prayer flags, coins and Hindu tridents are seen at the tiny shrines that dot the trail to the lake. We return to the main trail at Ghorepani where we share the trail with goat herds and highly-decorated donkey trains. We travel by air to and from the trail head at Pokhara. Six days in Kathmandu to sight-see and shop include one night at a Tibetan country inn high above the city. Price: \$3,875; includes air travel from Vancouver via Hong Kong, accommodation at the Kathmandu Guest House, all trek services including permit, staff insurance and gratuity, hotel in Pokhara, air travel to and from Pokhara, farewell dinner and a durable duffle bag and souvenir embroidered T-shirt. 23 days away. Price subject to change without notice.
Leader Bob Grindley. Grade—Strenuous
Bob Grindley of Calgary comes with years of experience in the Canadian Rockies and outdoor leadership with the Alpine Club of Canada. He has recently completed a 300 km, 3-week tour with a group of five crossing the Cho La pass at 18,000' in the Mt. Everest National Park. He is renowned for his humour and after-dinner mountain stories!
For more information or to register please call Wayne Decle, VCC—CE at 871-7065 or Everest Trekking at 731-7650.

Nepal and Thailand

14 days including a walking tour of the Kathmandu Valley Spring and Fall 1994
Experience the Kingdom of Nepal with a 5-day walking tour of the Kathmandu Valley. This sub-tropical broad valley offers a wide variety of activities for the interested traveller. Inhabited for over two thousand years there is something for everyone—religious sites and temples, exotic architecture, and unusual bargains in carpets, jewellery including silver and semi-precious stones, clothing and handicrafts. The tour extends to Thailand and concludes at glorious Pattaya near Bangkok. Return via Hong Kong to Vancouver.
Price: \$2,950; includes air travel plus airport transfers, accommodation, Sherpa guided Kathmandu walking tours, breakfasts and dinners. Extras include departure taxes, visas, insurance, noon meals and personal expenses. Price subject to change without notice.
For more information or to register please call Wayne Decle, VCC—CE at 871-7065 or Everest Trekking at 731-7650.

16-Day Nepal Adventure

October 1994
A 2-week getaway to the lush lowlands of central Nepal.
The tour includes 5 days in exotic Kathmandu and a 7-day trek (moderate grade) in Gorkha, a seldom-trekked but extremely beautiful area west of the capital city. The weather is warm in this sub-tropical landscape of terraced fields and neat villages. The local trails follow ridges that provide a broad panorama of the nearby Annapurna range.
Price: \$2,975; includes air travel from Vancouver via Hong Kong, accommodation, trek services including tent and sleeping bag, airport transfers, duffle bag, and farewell dinner in Kathmandu plus Canadian leader. Price subject to change without notice.
For more information or to register, please call Wayne Deede, VCC—CE at 871-7065 or Everest Trekking at 731-7650.

Bolivia and Brazil Eclipse Trips

The H.R. MacMillan Planetarium and Gordon M. Southam Observatory, in conjunction with VCC Continuing Education Division are offering Bolivia and Brazil Eclipse trips. The November 1994 solar eclipse strikes the north coast of Chile and transits across South America exiting into the South Atlantic above Buenos Aires. Maximum duration of totality occurs on the Atlantic side of the continent in southern Brazil, but weather conditions are better high in the Andean mountains of central Bolivia. The Society has developed two tours to view this once-in-a-lifetime experience. The first, with the best weather prospects, goes to the Andean highlands of central Bolivia. Visiting some of the last unspoiled wilderness of South America, you'll view the eclipse mid-way through this 8-day tour. Price will be approximately \$3000. For the fun and sun-lovers who might like to spend longer in South America, try southern Brazil for 15 days for about \$3800. Both tours have an excellent chance of clear, cloudless skies, and they have been developed to meet the diverse demands of avid eclipse chasers, adventure travellers seeking an extraordinary destination and long-distance vacationers looking for an exotic destination with an out-of-this-world theme.

Tour leaders: Bill Van Luven, Creative Director, H.R. MacMillan Planetarium; David Vogt, Science Director, Science World
To register or for more information call the H.R. MacMillan Planetarium at 736-4431.

NOTE

Special Eclipse Presentation in Planetarium Star Theatre, Monday, October 4, 20:30

NOTE

Students planning to travel with VCC—CE educational tours are encouraged to refer to the Languages section.

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

NON-PROFIT, VOLUNTARY & FUND RAISING SECTOR

Workshops

INSTRUCTORS

Erling Christensen is the executive director of the Western Social Policy Forum and also the executive director of "Native Issues Monthly."

Judy Lightwater is a fund raising 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 fund raising in community colleges and conducts seminars in fund raising and organizational development for non-profits and charities across Canada. She thinks fund raising is fun!

Janice Loomer Margolis, L.L.B., is a planned giving consultant currently acting as endowment fund director for the Jewish Federation of Greater Vancouver and providing planned giving program development and administrative support to other charities.

Rhonda Margolis has extensive experience in workplace diversity training. She has a Masters degree in Counselling Psychology specializing in cross-cultural counselling.

Rana Shashin is the librarian at the Society of Special Needs Adoptive Parents. She has extensive and varied experience working in non-profit organizations.

Naomi Staddon is the coordinator of the project "Core Curriculum for Service Providers Working with Refugees" and consults and teaches on multicultural issues.

Lee Titterington, Ed.D., is president of Matrix Developments Inc., a company providing education and consultation services to non-profits. Over the past 15 years he has worked with many groups and organizations throughout BC.

Marilyn Wright is a fund raising consultant and previously the director of development at BCIT.

Introduction to Volunteer Coordination (101601)

Volunteer Vancouver, in cooperation with VCC, Continuing Education is offering this introductory course designed for volunteer leaders and paid staff of non-profit organizations. You will learn the basic skills needed by a coordinator of volunteers. The eight-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 18 participants. Classes are held at Volunteer Vancouver, 301-3102 Main Street, Vancouver. \$165 8 day - Tu. Sep 21, 18:00-20:30 - VVC

Communicating Across Cultures: Skills for Helping Professionals (101807)

(See index for details)

Creating Successful Libraries in Community Organizations—Assessing Your Situation (106072)

Is your organization making plans to start a library? Do you already have a library but wish it was working better? In either case, it's a good time to clarify who your library's users are and which of their needs you want to serve.

This workshop provides a list of questions to help you clarify the purpose and potential of your library. You will learn how to evaluate your present situation in light of your goals. You will discover how a clear purpose directs the decisions you make about organizing, developing and promoting your library. This workshop takes place at the Society of Special Needs Adoptive Parents. There will be time to see how the society's library is organized. (Shashin) \$37.45 (Includes GST) 1 aft - We. Sep 22, 13:00-16:00 - SNAP, 1150-409 Granville Street, Vancouver

Creating Successful Libraries in Community Organizations—Choosing How to Organize Your Materials (106073)

The best way to organize your library is the way that best meets the needs of your users. This workshop provides a checklist of basic considerations for organizing your library. The checklist will help you choose suitable ways to arrange and catalogue your books, videos, audiotapes, magazines and newsletters. You will learn to recognize the pros and cons of different options for arranging and cataloguing. You will see examples from various specialized libraries. Attendance at workshop 106072 above is useful but not required. (Shashin) \$37.45 (Includes GST) 1 aft - Tu. Oct 26, 13:00-16:00 - SNAP, 1150-409 Granville Street, Vancouver

Board Development Skills—Part I (101623)

This program will enhance the management skills of non-profit board members and individuals working with boards. This program is designed for individuals who are "new" board members, those who would like to become involved as board members in non-profit organizations and those individuals who are "new" to working with boards as staff in non-profit organizations. This four-session program includes: 1) Boardmanship—Essentials of a successful board, 2) Managing meetings, 3) Strategic planning for non-profits—A look at values, mission and management principles, 4) Board/staff relations. Classes are held at Volunteer Vancouver, 301-3102 Main Street, Vancouver. (various facilitators) \$85 4 eve - We. Sep 22, 18:00-21:00 - VVC

Media and Public Relations for Community Groups (101287)

The media can be a powerful partner for community groups. Effective involvement with media personnel can enhance change efforts. This program examines how to make the media a participant in action. In this workshop you will identify an appropriate media strategy; develop a contact list for media personnel; write effective press releases and learn how to give interviews. (Titterington) \$69.55 (Includes GST) 2 eve - Th. Sep 23/30, 18:30-21:30 - KEC

Conflict Resolution for Community Groups (101285)

Community groups and individuals can become divided over issues. This program is designed for those people who are involved in mediation between two parties. In this workshop you will describe the preliminary interview; determine the context of the conflict; increase skills to facilitate dialogue; identify ways to plan for ongoing dialogues; identify methods to reach consensus and learn how to use evaluations. (Titterington) \$69.55 (Includes GST) 1 day - Fr. Oct 29, 09:00-16:00 - 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. Oct 30, 09:00-16:00 - KEC

Working in a Multicultural Environment: Issues for Volunteer Programs (101417)

The challenge of providing excellent client service takes on an added dimension in our increasingly multicultural environment. In this practical, one-day workshop, managers of volunteer programs will explore the impact of cultural diversity on volunteer programs and develop strategies for responding to a changing community. Participants will have the opportunity to deal with specific issues from their own environments. (Margolis) \$74.90 (Includes GST) 1 day - We. Oct 20, 09:00-16:00 - KEC Room 5025

Empowering Your Volunteer Leadership (101312)

Specifically geared to fund raising 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 every thing they do. (Wright) \$37.45 (Includes GST) 1 eve - Th. Oct 28, 18:30-21:30 - KEC

Fund Raising Strategies for Non-Profit Organizations (101314)

This is a course for in-house fund raisers and executive directors whose organizations recognize fund raising as a management function. The fund raising 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. Handouts and coffee/juice included. (Lightwater) \$133.75 (Includes GST) 2 day - Fri/Sa. Nov 19/20, 09:30-16:30 - KEC

Today's Non-Profit Organization and the Multicultural Environment (101284)

A growing number of friends, neighbours, co-workers and clients come from cultures other than ones own. This workshop deals with how those realities exist within today's non-profit organizations. Together with resource people from a range of cultural communities and services, we will work on identifying and transforming stereotypes; forming multicultural working groups; recognizing cultural variables that affect user needs and models of service delivery that respond to user needs. (Christensen/Staddon) \$133.75 (Includes GST) 2 day - Fri/Sa. Nov 26/27, 09:30-16:30 - KEC

Planned Giving (101283)

This three-hour workshop will address the benefits of a strong, planned giving program and how it may play an integral role in a charity's overall fund raising plan. It will

provide a description of the various methods for making planned gifts to an organization and it will also present the steps to initiate the development of a planned giving program with suggestions as to how to ensure a successful program. (Loomer Margolis) \$37.45 (Includes GST) 1 eve - Th. Dec 02, 18:30-21:30 - KEC

Ensuring Community Representation (101286)

A community is more than a geographic or political group. Community efforts should be planned by those who will be affected by the process. This program examines practical ways of involving representatives from all appropriate groups in the community. In this workshop you will define community, determine good representation, describe informal and formal leadership, identify community leaders and develop a contact list. (Titterington) \$69.55 (Includes GST) 1 day - Sa. Nov 13, 09:00-16:00 - KEC

Fund Raising Management National Certificate Program

This National Certificate Program is designed to meet the needs of fund raising 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 fund raising.

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 fund raising 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

- Fund raising 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 courses. The Overview of Fund Raising Management and the Overview of Non-Profit Organization Management are the recommended introductory courses. The program takes a minimum of one year to complete, (provided there is sufficient enrollment in courses) and students may take two and one-half years to finish the 174 hours of course work. Courses are currently being reviewed and revised to eliminate any overlap of content and as a result, the total number of hours in the program have been reduced. Students may start the program in any term. If space is available you may enroll in individual courses without committing to the whole program.

Courses to be offered Winter 1994

Overview of Non-Profit Organization Management (101201)
Strategic Management of Fund Raising Campaigns (101302)
Fund Raising Approaches—Part I (101306)

Courses to be offered Spring 1994

Overview of Non-Profit Organization Management (101221)
Fund Raising Approaches—Part II (101307)
Information and Financial Management for Fund Raisers (101305)

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 Fall admission to Non-Profit Fund Raising Certificate Programs
We. Sep 08, 17:30-18:30 - KEC Room 4043
Th. Sep 09, 12:00-13:00 - KEC Room 4043

INSTRUCTORS

Camille Cuthill is manager, corporate/employee fund raising with BC Children's Hospital Foundation.

Lilli Milder is the director of development for the Vancouver Opera.

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 a diploma in Adult Education, UBC.

Overview of Fund Raising Management (101301)

This is the required introductory course for students entering the Fund Raising Certificate. You will examine the role of the fund raiser and the field of fund raising. Emphasis is placed on the position, job responsibilities, work relationships and professional development of the fund raiser. Issues confronting you and the importance of philanthropy in Canada are explored. Student manual included in course fee. (Cuthill) \$105 2 day - Fri/Sa. Sep 17/18, 09:00-16:00 - KEC

Applied Marketing for Fund Raisers (101304)

This course presents the concepts of marketing as they apply to fund raising activities. Topics include an introduction to non-profit marketing, the importance of having a donor orientation, competitive marketing planning, the elements of a marketing plan, communication strategies, audits and implementing the marketing process. Course manual included in fee. (Milder) \$240 10 eve - Mo. Oct 04, 18:30-21:30 - CC (No class Mo. Oct 11)

Developing Fund Raising Volunteers (101303)

The focus of this course is volunteer management from the fund raiser's point of view. Topics covered include: recruitment strategies, orientation, training, support, recognition and evaluation. The implications of working with volunteers and the relationship between volunteer and organizational plans are discussed. Course manual included in fee. (Watson) \$105 2 day - Fri/Sa. Oct 22/23, 09:00-16:00 - KEC

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 fund raising 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) \$150 2 eve - Mo. Sep 20/27, 18:30-21:30 AND 2 day - Fr. Sep 24, Sa. Oct 02, 09:00-16:00 - KEC

Non-Profit Management Certificate Program

This part-time certificate program is designed for adults pursuing a management career in the local non-profit sector. Practical communications, management skills, community trends and resource development issues are examined in nine specialized courses. The instructors are practising professionals from the non-profit sector. The program provides individuals in entry to middle-level non-profit management positions an opportunity to enhance their knowledge and leadership potential.

Entry Requirements

- Current experience in the non-profit sector as a staff member and/or volunteer

- Successful completion of Grade 12 or equivalent
- Current non-profit board or committee experience
- Successful interview with the program coordinator

The Program

The program course work totals 192 hours. All courses are offered once each year. Students may take two years to complete the certificate. Overview of Non-Profit Organization Management is the required introductory course and is offered once each term. Students may start the program in any term. Priority registration is given to full certificate students.

Application Procedure

1. Submit application form.
2. Participate in an interview.
3. Registration follows acceptance to program.

Courses to be offered Winter term 1994

Overview of Non-Profit Management (101201)
Financial Management of Non-Profit Organizations (101206)
Working Effectively with Individuals and Groups (101209)
Time/Stress Management (101234)

Courses to be offered Spring term 1994

Overview of Non-Profit Management (101201)
Marketing for Non-Profit Organizations (101210)
Program Planning and Evaluation (101202)
Government Relations and Lobbying (101214)
Time/Stress Management (101234)

Evaluation

Students will be evaluated on the basis of participation and assignments. A minimum of 80 percent attendance is required to successfully complete each course.

Advisory Committee

A committee composed of staff and volunteers in the non-profit community advises on the course content and directions.

Program Coordinator: Anne Cochran

Information Meetings for Fall admission to Non-Profit Fund Raising/Voluntary Sector Certificate Programs:
We. Sep 08, 17:30-18:30 - KEC Room 4043
Th. Sep 09, 12:00-13:00 - KEC Room 4043

INSTRUCTORS

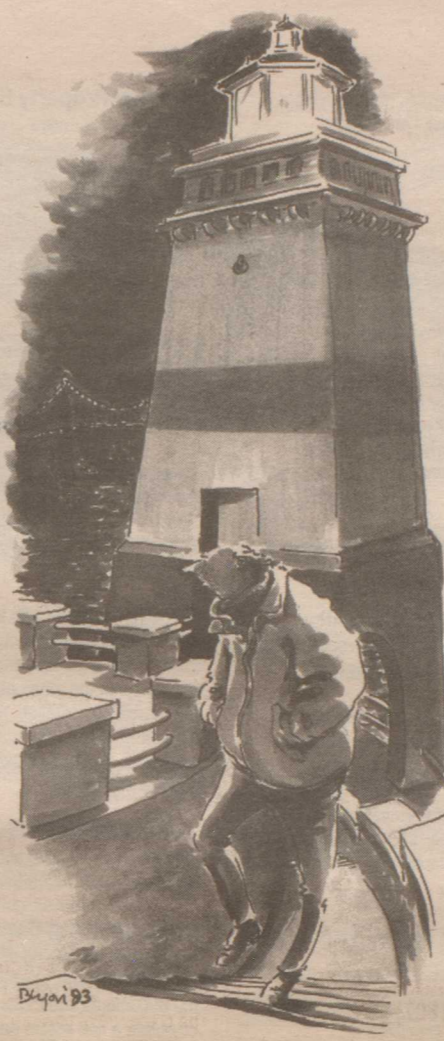
Camille Cuthill is manager, corporate/employee fund raising with BC Children's Hospital Foundation.

Linda Delaporte is the executive director of Polaris Employment Services and works with the City of Vancouver in the social planning and equal employment opportunity departments.

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.

Bob Logelin is the coordinator of the basic occupational education program at Douglas College and past director of vocational services, Vancouver-Richmond Association for the Mentally Handicapped.



Fall 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 fund raising 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) \$150 2 eve - Mo. Sep 20/27, 18:30-21:30 AND 2 day - Fr. Sep 24, Sa. Oct 02, 09:00-16:00 - KEC

Resource Development for Non-Profit Organizations (101211)

The practical skills required to plan, manage and evaluate the fund raising needs of a non-profit organization are examined in this course. The basic components of fund raising, including grant writing, special events, current trends and staff and volunteer roles are covered. (Cuthill) \$190 4 day - Fri/Sa. Oct 15/16, Nov 05/06, 09:30-16:30 - KEC

Human Resources Management (101203)

You will examine basic management theory as it applies to human behaviour issues and challenges that typically face managers in non-profits. Skills and strategies for effectively channelling the energies of groups and individuals are studied. Essential office support systems and procedures will be covered. Textbook: "On Becoming a Leader," Warren Bennis. (Logelin/Delaporte) \$240 10 eve - Tu. Sep 21, 18:30-21:30 AND 1 day Sa. Nov 30, 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) \$50 1 day - Fr. Dec 10, 09:00-16:00 - KEC

Volunteer Management Certificate Program

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

Entry Requirements

- Successful completion of Grade 12 or equivalent
- Current experience in the voluntary sector as a volunteer or staff member, preferably in volunteer management

Certificate Requirements

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

Application Procedure

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

Evaluation

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

Length of Program

150 hours over ten 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)
Administrative Effectiveness (101402)
Motivating and Recruiting Volunteers (101413)
Interviewing and Supporting Volunteers (101414)
Working with Volunteers—Communication Skills (101404)
Training (101411)
Training/Presentation Practice (101412)
Working with Volunteers—Leadership and Group Skills (101406)
Financial Management/Resource Development (101405)
Marketing/Public Relations (101403)
Time/Stress Management (101415)

Internship (101416)

Certificate program fee: \$760 in full or three term payments.

Limited spaces for qualified students available in individual Fall workshops: \$65 each workshop. Contact the program coordinator at 871-7059 to register.

Information Meetings for Fall admissions to Non-Profit/Voluntary Sector Programs - KEC, Room 4043
We. Sep 08, 17:30-18:30
Th. Sep 09, 12:00-13:00

INSTRUCTORS FOR FALL WORKSHOPS

Jose Chuback is manager of recreation for the District of Maple Ridge.

Rosemary Rawnsley is director of volunteers and regional resources for the Heart and Stroke Foundation of BC and the Yukon.

Fall Workshops

01 Overview of Volunteer Management (1 day) (101408)

This workshop provides an overview of the administration of volunteer programs. Topics include: roles, responsibilities and issues facing coordinators of volunteers as well as the basic structure and functioning of non-profit organizations. (Chuback) We. Sep 22, 09:00-16:00 - KEC

02 Planning and Evaluating Volunteer Programs (1 day) (101409)

This workshop provides a practical approach to planning and evaluating volunteer programs. A systematic planning model is described and applied to specific volunteer programs. (Chuback) We. Oct 06, 09:00-16:00 - KEC

03 Administrative Effectiveness (1 day) (101402)

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

04 Motivating and Recruiting Volunteers (1 day) (101413)

This workshop focuses on understanding the motivation and recruitment challenges faced by coordinators of volunteers. Topics include: the volunteer cycle, motivation theory, common motivational problems and strategies, job descriptions and recruiting strategies. (Rawnsley)
We. Nov 17, 09:00-16:00 - KEC

05 Interviewing and Supporting Volunteers (1 day) (101414)

This workshop focuses on: 1) understanding and practising the interviewing process and 2) identifying strategies for supporting and challenging volunteers. (Rawnsley)
We. Dec 01, 09:00-16:00 - KEC

REAL ESTATE, LAW & FINANCIAL PLANNING

Financial Planning and Investment

INSTRUCTOR

Doug Hodgins, B.A., 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.

Introduction to Financial Planning (503701)

This seminar will introduce you to personal financial management. You will develop your own financial plan after reviewing your goals and present financial position. Learn about basic concepts in money management and budgeting, investment and tax planning, and long-term accumulation strategies. (Hodgins) \$32.10 (Includes GST) 1 eve - Tu. Oct 12, 19:00-21:30 - KEC 1 eve - Tu. Nov 16, 19:00-21:30 - KEC

Advanced Financial Planning (503702)

Looking for financial independence at an earlier age? Designed to be a logical follow-up to Introduction to Financial Planning, includes an in-depth review and analysis of your financial affairs with specific emphasis on advanced financial planning techniques in money management, risk management, investment planning and analysis, proven tax planning strategies and retirement planning. (Hodgins) \$32.10 (Includes GST) 1 eve - Tu. Oct 19, 19:00-21:30 - KEC 1 eve - Tu. Nov 23, 19:00-21:30 - KEC

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

Law

INSTRUCTOR

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

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

Legal Assistant

Short Courses

These courses are designed as continuing education for graduates of the Legal Assistant Certificate Program. Other experienced law firm staff will find the courses useful. Course material must be purchased at the City Centre Bookstore prior to the first night of class.

INSTRUCTORS

Shirley Kay is a lawyer with a preferred area of practice in wills and estates.

Elaine Langston, M.B.A. and C.M.A., has a decade of experience helping professional service firms, mostly law firms, in administration and internal accounting.

Don Mainland, LL.B., supervises corporate services and PPSA registrations for a major Vancouver law firm with national affiliations.

Donna M. Moroney was a legal assistant for 14 years with major Vancouver law firms. Currently she is executive vice-president of a public company trading on the Alberta Stock Exchange.

Allen H. Soroka, LL.B., M.L.S. and assistant law librarian, is a senior reference librarian.

Cheryl M. Stephens, LL.B., has been a legal educator for seven years and is a legal writing specialist.

Client Accounting for Legal Assistants (104850)

This course is designed for legal assistants and others within the law firm who need a sound working knowledge of client file accounting and an awareness of accounting concepts. Topics include: trust accounting procedures and compliance, working with the accounting department and system, recording time and disbursements, billing procedures and suggestions, GST, PST, using reports and inquiries. Materials available from CC Bookstore. (Langston) \$240 8 eve - Tu. Oct 12, 18:00-21:00 - CC

Securities Practice (104851)

This course is designed for the legal assistant with corporate records experience. The curriculum covers steps to be taken to file a prospectus, obtaining Vancouver Stock Exchange listing, due diligence, escrow shares and stock options, news releases, continuous disclosure, BC Securities Commission policies, common exemptions, private placements, insider reports and trading, annual meetings and public financing. Materials available from CC Bookstore. (Moroney) \$240 8 eve - We. Oct 13, 18:00-21:00 - CC

Wills and Estates (104852)

This course covers: handling an intestacy; the passing of assets on death; applications for grants of probate and administration, including foreign grants. It also covers the basics of wills drafting that a legal assistant needs to understand. Materials available at CC Bookstore. (Kay) \$240 8 eve - We. Oct 13, 18:00-21:00 - CC

Legal Research (104853)

This is a course for the legal assistant needing an introduction to legal research techniques. The classes will meet at UBC's Law Library so students can do hands-on research. Topics covered include: legal reasoning, developing a research plan and documenting the research, legal bibliography, formats for research results. Materials available in CC Bookstore. (Soroka) \$240 8 eve - Tu. Nov 02, 18:30-21:30 - UBC Law Library

Legal Communications (104854)

This course will be useful to legal assistants of all levels of experience. Topics covered include: interviewing techniques, negotiation skills, legal writing, persuasive writing and advocacy techniques. Materials available in CC Bookstore. (Stephens) \$240 8 eve - We. Jan 05, 18:00-21:00 - CC

Personal Property Security (104855)

This course is a review and update for legal support staff. It covers the basics of the Personal Property Security Act as amended, the legal regime, the documentation and procedures and the Registry practice. Materials available at CC Bookstore. (Mainland) \$240 8 eve - We. Jan 05, 18:00-21:00 - CC

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. Each 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. Commercial conveyances and new developments will be covered.

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, BC Society 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; preparing for trial, commercial litigation and collections.

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. RSVP 443-8380. 1 eve - Mo. Oct 04, 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 \$1395 (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 Winter term no later than October 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 FAX and mail-in registration form available from CE office at City Centre Campus.

For more information

Contact Anne Tolstam, 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, BC 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 (Pacific Association of Managing Agents).

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 Deale (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, September 01, 1993, from 17:00-18:30 to learn about VCC's real estate programs and courses. The formal presentation will begin at 17:00. Program advisors and representatives of PAMA (Pacific Association of Managing Agents) and IREM (Institute of Real Estate Management) will be on hand to answer your questions. Course outlines and other literature will also be available. Refreshments will be served.

Location

Banquet Room, City Centre Campus, 250 West Pender Street, Vancouver, BC (Go to Continuing Education office for directions)

Time

Wednesday, September 01, 17:00-18:30

Vancouver Community College 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.

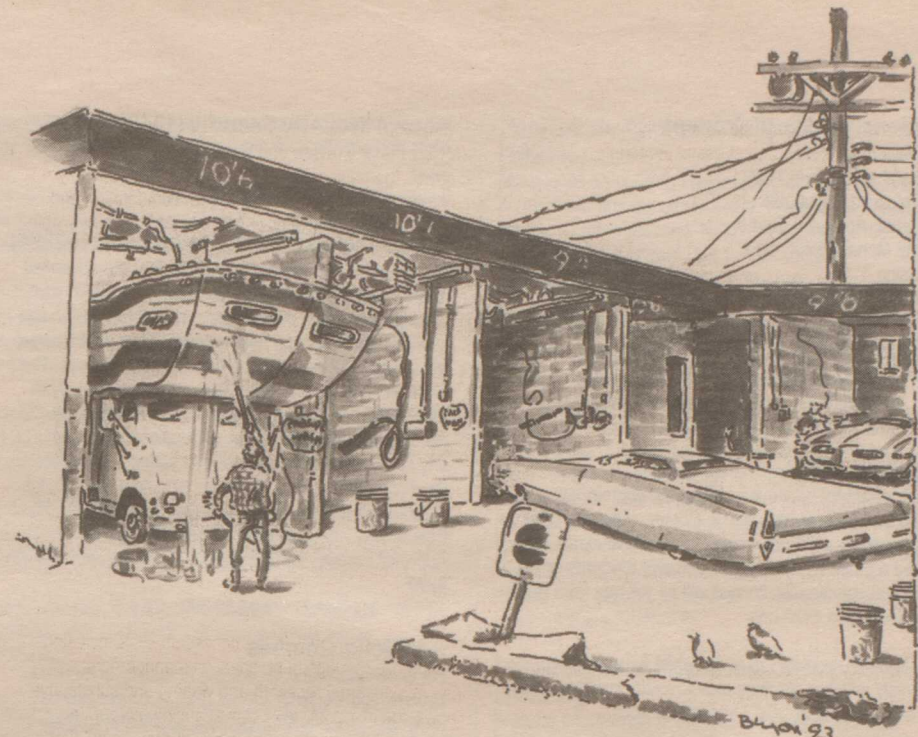
Annual Scholarship Awards

For Building Manager Certificate Program graduates:
- Greater Vancouver Apartment Owners' Association Award
- Colinamatic 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 (Pacific Association of Managing Agents)

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

INSTRUCTORS

Maury Dubuque, B.A., Dipl. (Urban Land), A.L.O., is currently senior lease negotiator for Knowlton Realty Ltd. Maury's diverse background includes teaching high school and four years as a senior lease negotiator for Public Works Canada.

Lyndon Grove has many years experience in communications, from working as an advertising agency creative director to newspaper/magazine editor and broadcaster. Lyndon has worked closely with developers on marketing various properties throughout North America. He is the winner of several industry awards, including the International Broadcasting Award.

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

Kenneth King, A.Sc.T., MCQS, 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.

Larry Dybvig, AACI, MAI, is an appraiser with Grover Elliott and Co. Ltd. He teaches appraisal at VCC and recently authored a major report on contaminated real estate for the Appraisal Institute of Canada.

Blair Norton, M.A. (Econ.) is president of Norton Capital, a Vancouver-based real estate consulting and investment firm. He has directed the acquisition and syndication of numerous Vancouver commercial properties. Mr. Norton was formerly vice president of a major Canadian investment banking firm located in Toronto. Mr. Norton has held teaching positions at UBC and BCIT.

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. Oct 02, 09:00-15:00 - CC

Marketing That Moves Real Estate (109017)

A seminar on project marketing, advertising and sales promotion for developers, realtors and project managers. Covers market research, name and theme development, media selection, communications techniques, marketing materials including brochure development and shopping for services, e.g. research, creative production and media. (Grove) \$80 1 day - Sa. Sep 18, 09:00-15:00 - CC

Commercial Lease Negotiation Skills (109016)

Are you a commercial tenant trying to negotiate a renewal of your lease with your landlord? Or, are you a landlord or property manager leasing out space and you are unsure of the leasing procedures? If so, this seminar is for you. Conducted by Maury Dubuque, a leasing specialist with Knowlton Realty, this professional seminar will take the mystery out of leasing procedures. \$60 1 day - Sa. Oct 23, 10:00-14:00 - CC

Tips for Landlords—Monetary Claims (109018)

This seminar is for any landlord who owns rental property and needs information on how to recover monies owed from a tenant who has vacated the premises. When the damages and costs exceed the amount of the security deposit held, how does an owner proceed? Screening techniques, security deposit statements and an application for a monetary claim at the Residential Tenancy Branch will be covered. The first half of the seminar will be conducted by a property management consultant and the second half will include speakers from the Credit Bureau of Vancouver. (Kelly) \$60 1 day - Sa. Sep 25, 10:00-14:30 - 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. Oct 16, 10:00-14:00 - KEC

Condominium Operations and Management (500702)

Many condominium owners find themselves elected to the strata council and have difficulty understanding the duties and obligations of a board member. Learn the key aspects of condominium operations. (Kelly) \$32.10 (Includes GST) 1 day - Sa. Nov 06, 10:00-14:00 - KEC

Property Inspections: Determining Value in Residential Property Investments (109019)

A practical course for realtors, investors, property managers as well as home buyers and sellers. Although it will not provide the detailed professional background required for an in-depth study, this short course will allow the participant to consider the physical aspects of real property improvements with a specific focus on the residential side. Participants will learn how to determine value for money invested in any specific property improvement. The key topics will include: liability, assessing financial risk, recognizing critical risk areas in properties, recognizing value in a property, simplified value engineering and decisions about upgrading properties. Property types covered include: single-family houses, revenue houses, duplexes, triplexes, townhouses and small apartment buildings. (King) \$125 1 day - Sa. Sep 25, 09:00-17:00 - CC

Contaminated Real Estate—How Does It Affect You? (109020)

How might contamination of real estate affect your property investment? When is a contaminant a hazard? Should the contaminant be removed? Are there alternative uses for the property? What are the basic legal issues? Who can be liable—owner, agent or tenant? While this is not a course in the technical or scientific aspects of performing an environmental audit of real property, it will review types of property contaminants/hazards, value considerations and legal issues. Property managers, realtors, appraisers, developers, owners, vendors, purchasers and lenders stand to benefit by gaining a practical understanding of the nature of contamination in real estate and its effect on market value. (Dybvig) \$125 1 day - Sa. Oct 02, 09:00-16:00 - CC

Development Finance Proposals (109021)

Learn how to organize a development financing proposal. Topics include: development ProForms, market analysis, borrower qualification, the funding process and loan security. For a more comprehensive treatment of development finance, please see Real Estate Development Finance (109202) in the Real Estate Development Certificate Program. (Norton) \$125 1 day - Sa. Oct 02, 09:00-16:00 - CC

Real Estate Development Certificate Program

Description

The Real Estate Development Program is intended to provide students with a practical understanding of the principles and practices which characterize the real estate development business. The student will gain a foundation of applicable real estate development knowledge, upon which he or she can build through professional experience.

INSTRUCTORS

Jeffrey Simpson, B.A. (Econ.), R.I.(B.C.), C.L.P., 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, M.A. (Econ.), is president of Norton Capital, a Vancouver-based real estate consulting and investment firm. He has directed the acquisition and syndication of numerous Vancouver commercial properties. Mr. Norton was formerly vice president of a major Canadian investment banking firm, located in Toronto. Mr. Norton has held teaching positions at UBC and BCIT.

Thomas Knight, B.A. (Urban Geography), is a development consultant with a major Vancouver firm. A former manager (Development Services) for Marathon Realty and development officer for the municipality of Surrey, Mr. Knight has extensive experience in the development approval process. He has five years' teaching experience in land development.

Kenneth King, A.Sc.T., MCIO, 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 Communications 1118 and Economics 220/221. 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 13 courses in no more than six 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

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

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. \$290
13 eve - Mo. Sep 20, 18:30-21:30 - CC (Norton)
13 eve - We. Sep 22, 18:30-21:30 - CC (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) \$200
8 eve - We. Sep 29, 18:30-21:30 - 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)
\$200
8 eve - Th. Sep 30, 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). \$290
13 eve - Tu. Sep 21, 19:00-22:00 - CC

Additional Courses

For descriptions and scheduling of additional required courses and electives, please refer to course listings under the Property Management Certificate Program in this flyer.

Information and Registration

For registration and general information phone Continuing Education at 443-8380.

For course counselling phone Brian Pink at 443-8388.

NOTE

An Information Night will be held for all Continuing Education Real Estate Programs on Wednesday, September 01, 1993, from 17:00-18:30 in the Banquet Room at City Centre Campus, 250 West Pender Street, Vancouver.

Building Manager Certificate Program

This program is designed for persons who are currently resident managers/caretakers and wish to improve their skills as a manager/caretaker in an apartment building or other multi-family complex. Graduates will be trained in basic landlord-tenant law as it applies in British Columbia; in basic building maintenance, fire safety and security matters; and about relevant office forms and record keeping. Supervisory skills are also covered, including goal setting, problem-solving techniques and people management.

The program is recognized by PAMA (Pacific Association of Managing Agents). 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.

For registration call 443-8380. For course advisory information call Brian Pink at 443-8388, or the program coordinator (Sharon Kelly) at 443-8380.

Entry Requirements

Completion of grade 12 is not necessary, but students must possess reasonably good oral, reading and writing skills. Good manual dexterity is highly preferred.

Certificate Requirements

The certificate program consists of four courses: Law and Tenant Relations, Building Maintenance and Cost Control, Building Service Management and Building Service Worker—Level I. These courses may be completed in any order. Program students must pass the exam for each course in order to qualify for the program certificate.

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 ongoing 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. \$160
8 eve - Tu. Sep 28, 19:00-21:30 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn to maintain your building and control costs through preventative maintenance, 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. \$180
10 eve - We. Oct 06, 19:00-22:00 - CC

Building Service Worker - Level I (109008)

Learn general cleaning and floor maintenance. Students will explore types of soils, types of cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas. Safety issues will also be covered. This is a theoretical course which 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. \$185
5 day - Sa. Sep 25, 09:00-16:00 - CC
5 day - Sa. Nov 13, 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) \$185
10 eve - Tu. Sep 28, 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.

Fall Term 1993

INSTRUCTORS

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

Oren Breitman, L.L.B., is a practising lawyer in the real estate field.

Tammy Brimm, C.M.A., teaches computer accounting at VSB, as well as working in private industry.

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

Chuck Dunn, B.Comm., A.A.C.I., is a full-time instructor at VCC and a real estate appraiser.

Larry Dybvig, A.A.C.I., is a practising real estate appraiser with a national appraisal and real estate company.

John Hunt, C.P.R.P.M., is an active property manager with a Vancouver property management and real estate consulting company.

Sharon Kelly, B.A., C.P.R.P.M., is a property management consultant specializing in residential and commercial properties. Sharon has extensive instructional experience.

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 (109201)

Entry Requirements

The Language Proficiency Index (LPI) exam is required for all students registering in Communications 1115 or Communications 1118. Students may be exempted from the LPI exam if they have:
1. a degree from an English-speaking university, or
2. completed a first year English course or business communications course from an English-speaking college or university.
For details, please contact Joanne Bydal, Program Assistant at 324-5214.

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 (Macro and Micro) 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 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 Pacific Association of Managing Agents. 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) and 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.

Barrie Martin, C.G.A., senior auditor, Revenue Canada, has 14 years' teaching experience at VCC.

Eric Murray, M.B.A., B.A., Teacher's diploma, four years as communications instructor with considerable experience in both the public and private sectors.

P. Read, C.P.M., C.S.M., is a consultant in asset management, specifically in commercial and shopping centre management. Peter has over 35 years' experience in the real estate field.

Ken Tollstam, C.A., has five years' teaching experience on microcomputers using Lotus, DOS, dBase and word processing software.

Bob Wadsworth, B.Comm., C.A., has 16 years' experience with the Department of Business Administration at Langara, teaching accounting.

Peter Whiteley, A.A.C.I., is a practising real estate appraiser with a national appraisal and real estate company.

Fred Young, A.A.C.I., is an instructor in Real Estate Appraisal at VCC and author of a new text, 'Fundamentals of Real Estate Investment Analysis and Feasibility Studies.'

LPI Exam (102055)

Language Proficiency Index (LPI) exam. The fee for this course is non-refundable. \$33
1 eve - Tu. Sep 07, 18:30-21:00
1 eve - We. Sep 08, 18:30-21:00

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. \$290
13 eve - We. Sep 15, 18:30-21:30 - CC (Agnew)
13 eve - Th. Sep 16, 18:30-21:30 - Lan (Kelly) (No class Nov 11)

Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing commercial and industrial type properties. (Hunt) \$290
13 eve - Mo. Sep 13, 18:00-21:00 - CC (No class Oct 11)

Property Management 3415 (109103)

An in-depth course that discusses the management of shopping centres. Topics will include: stopping centre location, tenant mix, leases, insurance, promotion and advertising, security, budgets, problems with retailers, future trends. (Read) \$290
13 eve - Th. Sep 16, 18:00-21:00 - CC (No class Nov 11)

Real Estate Law - 1325 (109104)

A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate. (Breitman) \$290
13 eve - We. Sep 15, 18:30-21:30 - Lan

Real Estate Appraisal 1118—Part 1 (109105)

Introduction to the basic principles of real estate appraising. Focus on the nature of value, the reasons for appraisals and the appraisal process itself. Both Parts 1 and 2 meet the requirements for the Appraisal Institute of Canada Courses Appraisal 1101 and 1102. (TBA) \$290
13 eve - Mo. Sep 13, 18:30-21:30 - Lan

Real Estate Appraisal 1118—Part 2 (109106)

More focus on building construction. In-depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. Note: Prerequisite - Successful completion of Appraisal Part 1. (TBA) \$290
13 eve - Mo. Sep 13, 18:30-21:30 - Lan

Real Estate Marketing 1420 (109109)

This course will focus on the Real Estate Act and code of ethics, mortgage law and financing, and other topics related to the sale and management of real estate. NOTE: 1) Successful completion of this course and the other eleven (11) courses in the certificate program will allow the student to challenge the salesman's prelicensing examination to obtain real estate license. 2) PREREQUISITE for this course is a pass grade in Appraisal 1118, Part 1 and 2, Property Management 1415, Real Estate Law 1325. (Dunn) \$290
13 eve - Th. Sep 16, 18:30-21:30 - Lan (No class Nov 11, make-up class Tu. Nov 9)

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. \$290
13 eve - Mo. Sep 20, 19:00-22:00 - CC (Norton)
13 eve - We. Sep 22, 18:30-21:30 - CC (King)

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. \$220
13 eve - Tu. Sep 14, 18:30-21:30 - Lan (Wadsworth)
13 eve - We. Sep 15, 18:30-21:30 - Lan (Badley)
13 eve - Sa. Sep 18, 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. Oct 30, 10:00-13:00. Final exam for all classes of Accounting 1115 will be Sa. Dec 11, 10:00-13:00.

Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises learn how various computer applications—word processing, spreadsheets, database management and data communications knowledge—will improve the effectiveness of your office or business. A knowledge of typing is highly recommended for this course. (Tollstam) \$255
13 eve - We. Sep 15, 18:30-21:30 - CC
10 mng - Sa. Sep 18, 09:00-13:00 - Lan

Communications 1118 (102016)

This course is designed to prepare students to compose business correspondence. Training in writing skills, with emphasis on business writing in a career context. Writing projects include memos, letters, reports, resumes and employment correspondence. Pre-requisite: Successful completion of the LPI Exam. (TBA) \$220
13 eve - We. Sep 15, 18:30-21:30 - Lan

4 WAYS TO REGISTER

1. BY MAIL

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

Sorry, NO POSTDATED CHEQUES

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

2. BY PHONE

Charge to your MasterCard or Visa card

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

3. IN PERSON

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

4. BY FAX

Use the form on page 51 and FAX to 871-7300. Pay by charge card.

Registration hours:

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

King Edward Campus West (Nursing and Health): Monday to Friday, 09:00-16:30

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Accounting with ACCPAC Plus - G/L 21
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Administration of Early Childhood Services 32
Administrative Effectiveness (1 day) 40
Administrative Skills—Part III 14
Advertising a Small Business 5
Anatomy for the Artist/Illustrator 5
Applied Marketing for Fund Raisers 39
Applied Real Estate Development 42
Argentina 35
Art History 6
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Students with Special Needs

Services for students with disabilities who are registered in CE Certificate Programs may be arranged through the VCC Coordinator of Services to Special Needs Students. Contact Gail Rochester at 871-7057. Services include interpreting, note taking and brailing.

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

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 Continuing Education Division's on-site programs can help develop and improve the productivity of your organization, call Brenda Pengelly at 871-7055.

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.

New Courses for Fall 1993

Each term our team of program coordinators is busy developing new courses to meet our student and community needs.

Some NEW courses for Fall 1993 include:

Buying Print Media Advertising (102717)

Make time and money work for you. This course is designed for people who buy print advertising and want to make the right choices and spend the right amount of money. We will review publications in the Lower Mainland and decide which publication will work best for you. The course will look at how to approach publications and what questions to ask sales representatives. Discussion will focus on planning your advertising and why different design concepts and ideas can improve the look and effectiveness of advertising. You'll learn how to talk to your sales representative and build a working relationship that makes your print advertising work for you. (Hurst) \$133.75 (Includes GST)
6 eve - We. Oct 20, 19:00-21:30 - Lan

Children's Wear—Pattern Making—I (050943)

Taught by a professional pattern maker, this course provides the knowledge, skills and experience necessary to draft patterns for children's wear in a variety of styles. You will construct all the blocks needed as a basis for this area of pattern making and, using standard size-4 blocks, draft patterns for various current popular styles. Drafting paper and pattern card are provided, but bring to first class: HB pencil, eraser, 38 cm ruler—clear plastic, metric fibre-glass tape measure, french curve, set square, tracing wheel, a three-ring binder. (Swinglehurst) \$170
4 day - Sa. Sep 25, 09:00-16:00 - CC

Weekend Film Camp (102440)

For anyone 14 years or older who has always wanted to produce their own short films or videos. Beginning with script development and pre-production, you will be introduced to each step of the filmmaking process. Students will work together as a film crew to write a script, cast actors, set up lights, shoot and edit their own short film. Everyone is encouraged to experiment with a variety of "wild styles" and techniques as they discover their own personal filmmaking niche. Classes will conclude with a gala evening screening so friends, families and the public can see the final group production. All classes will be held at Langara Campus with actual shooting locations around the Lower Mainland. (Hayduk) \$294.25 (Includes GST)
8 day - Su. Oct 17, 10:00-15:00 - Lan

Database Design for Library Special Projects (106074)

Have you been intending to start using or make better use of the database software available in your library? Have you been making do with manual systems that provide a single point of access to annual reports or community information or equipment inventory? Would you like to automate valuable home-grown resources like the ones you keep on rolodexes or 3 x 5 cards? In this introductory-level course you will learn how to:
- identify the kinds of library projects that can be carried out effectively using database software
- think through basic design decisions
- structure your data
- tailor reports to meet your needs
Classroom hours are divided between lecture and hands-on time. The concepts you learn can be applied to whatever database management software you have in your library. The practice exercise, based on a typical library scenario, will take you step-by-step through the design and construction of a database. Familiarity with microcomputers would be helpful. (Roberts) \$175 (Includes all course materials and lab fees.)
To be offered Winter 1994

CSW84—FoxPro 2.5/DOS - Level I (100584)

FoxPro has emerged as an effective environment for applications development. A favourite with many applications developers. The course will illustrate the advantages of screen objects and FoxPro's Graphic User Interface (GUI), applications development via the Application Generator as well as programming in FoxPro (Xbase) language. It is assumed that the students possess a working knowledge of programming in dBASE (Xbase) language. Course notes included in fee. \$265
5 mng - Su. Sep 26, 09:00-12:00 - Lan

You and Your Aging Parent: Balancing Care for Self and Others (201059)

For many, taking on the role of care giver with a frail parent involves new and unfamiliar territory. Through informal lecture, discussion and experiential exercises, this workshop will assist you in preparing for or dealing with the challenge of caring for an elderly parent, relative or friend. Topics: demographic, social and family changes affecting the care giving role; what does a realistic adult relationship with parents look like? myths and realities of aging; learning to set appropriate limits; how "unfinished business" affects your relationship with your aging parents and how to find support, help and resources. (Petty/Shamai) \$45
1 eve - Tu. Oct 05, 19:00-22:00 - Lan

Indoor Air Quality—How You Can Control It! (201046)

Poor air quality in residential and office buildings is fast becoming a significant environmental issue and problem causing serious health concerns. This workshop will focus on several aspects of this problem and will help you learn measures to prevent and address this growing health hazard. (Vacek) \$45
1 eve - We. Nov 17, 18:30-21:30 - KEC West

Resources for Family Day-Care Providers (151322)

Come join a session held off-campus at the new Westcoast Child Care Resource Centre located at #201-1675 West 4th Avenue, Vancouver (739-3099). This session will introduce you to indispensable resources within your community and how to manage effectively while maintaining your budget! Resources within the community will be identified along with tips for where to beg, borrow or purchase what you need. (Hager-Descantes/Labrin) \$15
1 eve - Th. Nov 04, 19:00-21:30 - Westcoast Child Care Resource Centre

Hawks, Eagles and Owls (502859)

Join ornithologist, Alice Cassidy, for a field day at Boundary Bay discovering the ever-interesting habits and habitats of such birds of prey as snowy owls, red-tailed hawks, bald eagles, gyrfalcons, and short-eared owls. Sa. Jan 22. \$33.17.

Today's Non-Profit Organization and the Multicultural Environment (101284)

A growing number of friends, neighbours, co-workers and clients come from cultures other than ones own. This workshop deals with how those realities exist within today's non-profit organizations. Together with resource people from a range of cultural communities and services, we will work on identifying and transforming stereotypes; forming multicultural working groups; recognizing cultural variables that affect user needs and models of service delivery that respond to user needs. (Christensen/Staddon) \$133.75 (Includes GST)
2 day - Fr/Sa. Nov 26/27, 09:30-16:30 - KEC

Trekking in Nepal

The roof top of the world including Mt. Everest! Exotic Kathmandu—the crossroads of the ancient Tibetan-India trade route.
VCC in conjunction with Everest Trekking Canada is offering the following educational trekking tours to Nepal with spring and fall departures. From easy walks to strenuous treks, an experienced Canadian leader together with our caring and hospitable Nepalese staff will guide you along the ancient foot paths of the Nepal Himalaya. Tour leaders are experienced in the Nepal terrain. All have first aid training. They will provide guided tours in Kathmandu as well as lead the mountain treks and jungle safaris.
For all tours please be sure to attend VCC Travel Nepal Open House at VCC, Langara Campus, 100 West 49th Avenue, Vancouver, 19:30-21:30, Thursday, September 30 and Thursday, December 2, 1993.

How to Shoot Video Newsrooms Will Buy (102439)

This course is designed for those who have home video cameras and want to shoot news footage that newsrooms will pay \$\$\$ for (usually \$100 - \$200). Students should have a camera and a basic knowledge of how it works although complete technopians are most welcome. The course will include: a tour of the BCTV newsroom, a tape compiled by the instructor of various "newsfinder" videos that did see air time and video that wasn't bought, the reasons why—and why not, examples of great news footage, the basics of shooting compelling TV news (how to tell a story with pictures, using natural sound, conducting effective on-the-spot interviews) and a friendly critique of student work. (Pippus) \$101.65 (Includes GST)
4 eve - We. Oct 27, 19:00-21:30 - Lan

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

Business Administration

Childbirth Educators

Computer Skills for the Workplace

Continuing Care Management

Counselling Skills

Court Interpreting

Customer Care

Early Childhood Education:

Level 1

Family Day Care

Fashion Arts

Fashion Design

Floral Design

Fund Raising

Garment Construction

Gerontology - Nursing

Infant-Toddler Educator

Legal Assistant:

Conveyancing

Corporate

Litigation

Local Area Network Administrator

Non-Profit Management

Nursing Management

Office Administration

Pattern Making

Post Anaesthesia Nursing

Property Management

Real Estate Development

School Age Child Care

Sterile Supply Processing Aide

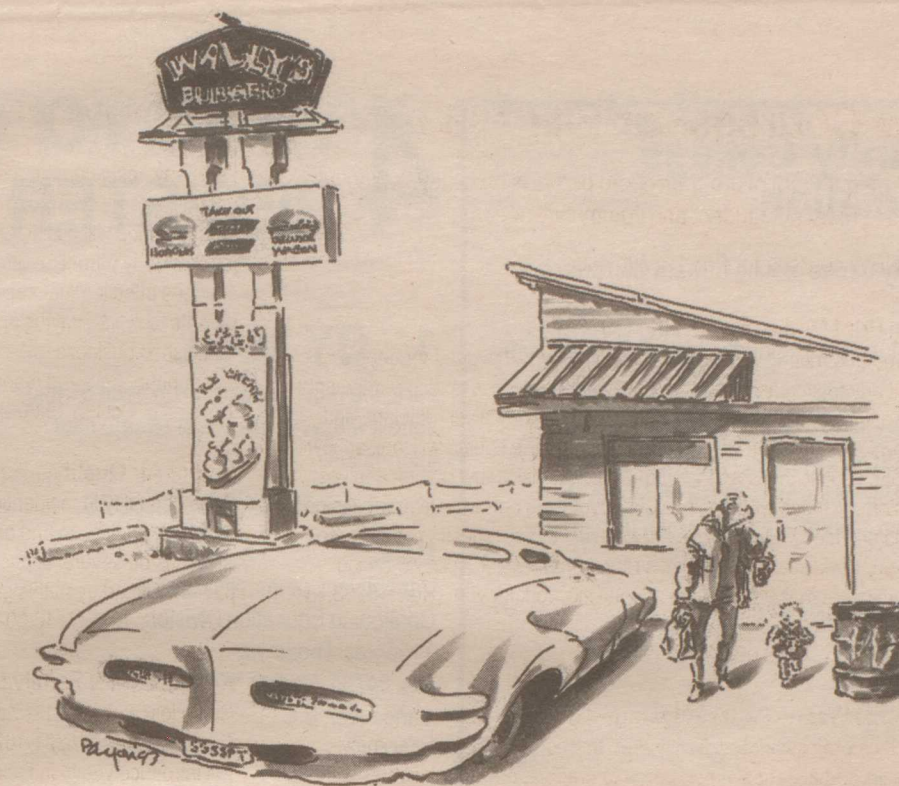
Substance Abuse

Teaching English as a Second Language

Telecommunications Management

Visual Arts—Photography Major

Volunteer Management



People at Work

For the first time this term, we are offering two new courses aimed at improving the workplace environment. Each course addresses topics of concern to both employer and employee.

The emphasis on practical application makes both these courses particularly useful in today's workplace.

Harassment Awareness (100158)

Recent events have focused attention on harassment as never before. This session is designed to allow participants to acquire the skills to deal effectively with this issue in their place of employment while maintaining a good working atmosphere. Objectives:

- Discover the financial and emotional cost of harassment both for the organization and its employees
- Understand the definition of various forms of harassment
- Identify employee behaviour that constitutes harassment
- Know the obligations of supervisors and managers with respect to harassment
- Understand the employment aspects of Human Rights legislation
- Equip participants to initiate, develop and review practical policies on harassment for their own workplace
- Gain the knowledge and skill to resolve many harassment problems that arise in their own spheres of responsibility
- Help participants implement what they have learned without negatively affecting the workplace environment. \$195
1 day - We. Oct 06, 09:00-16:00 - SPH 500
1 day - We. Nov 17, 09:00-16:00 - SPH 500

Service for Success (100157)

Non-profit, government and business organizations are coming under increasing pressure to optimize service to the people and organizations with whom they deal. This course is designed to help employees in both supervisory and non-supervisory positions develop an action-oriented approach to customer service and be able to implement what they have learned in their workplace. Designed for supervisory and non-supervisory personnel who wish to achieve and maintain excellence in customer service in a revenue-producing, cost-effective manner. Objectives:

- Understand what customer service is through the customer's eyes
- Understand who customers are
- Identify crucial events that determine how the organization is perceived by the customer
- Understand some effective ways of "reading the customer" and researching "how you're doing"
- Communicate with your customers
- Optimize your service to customers
- Motivate yourself and fellow workers to continued excellence in customer service.
- Solve customer problems and customer service problems. \$175
2 day - Fr. Nov 05/19, 09:00-16:00 - SPH 500
4 eve - We. Oct 06/13/20/27, 18:30-21:30 - CC

Career & Information Sessions

Please join us for the following free sessions:

Counselling Skills Certificate Program

Mo. Sep 20, 18:00-19:00, King Edward Campus, 1155 East Broadway, Room 4043

Court Interpreting Program

Th. Sep 9, 19:30, Continuing Education Office, Langara Campus, 100 West 49th Avenue

English Skills Improvement

Mo. Aug 23, Th. Sep 09, We. Sep 15, 17:00-20:00, Continuing Education Office, Langara Campus, 100 West 49th Avenue

Floral Design Certificate Program

Th. Sep 9, 19:00-20:00, King Edward Campus, 1155 East Broadway, Room 4043

Gemmology Program

We. Sep 8, 19:00-20:00, City Centre Campus, 250 West Pender Street, Room 164

Health Professions

Gerontology Certificate Program - Nursing Learning to Teach Program
Nursing Management Certificate Program
Th. Oct 7, 19:00-19:30, King Edward Campus West, 691 East Broadway

Legal Assistant Certificate Program

Mo. Oct 4, 17:00-18:15, City Centre Campus, 250 West Pender Street, Room 237

Non-Profit Management Certificate Program

Fundraising Management Certificate Program

Voluntary Sector Certificate Program

We. Sep 8, 17:30-18:30, King Edward Campus, 1155 East Broadway, Room 4043
Th. Sep 9, 12:00-13:00, King Edward Campus, 1155 East Broadway, Room 4043

Office Administration Certificate Program

Th. Sep 9, 17:00-18:15, City Centre Campus, 250 West Pender Street, Room 237

Real Estate Program

We. Sep 1, 17:00-19:30, Banquet Room, City Centre Campus, 250 West Pender Street

Substance Abuse Certificate Program

Mo. Sep 20, 18:00-19:00, King Edward Campus, 1155 East Broadway, Room 4043

Telecommunications Management Certificate Program

Th. Sep 10, 17:00-18:30, City Centre Campus, 250 West Pender Street, Room 237

Continuing Education Phone Numbers

City Centre Campus, 443-8380

King Edward Campus, 871-7070

King Edward Campus West, 874-9923

Langara Campus, 324-5322

Vancouver Community College Alumni Association

Have you attended a VCC program at Langara, VVI/City Centre or King Edward Campus over the last 25 years?

If the answer is YES, the VCC Alumni Association is your organization for keeping in touch with the college, former classmates and instructors!

In addition to keeping you up to date on college activities, the Alumni Association offers its members a 20 percent discount on Continuing Education courses, library privileges and bookstore discounts. (Some exceptions apply. Contact the office for details.) Members also receive a twice yearly newsletter highlighting Alumni and college events, profiling past graduates and much more.

If you would like more information, just fill in the coupon and mail it to:

VCC Alumni Association
1155 East Broadway
Box 24700, Station "F"
Vancouver, BC V5N 5V1
Phone: 871-7147

Name _____

Address _____

Postal Code _____

Telephone (Res.) _____ (Bus.) _____

Program _____ Campus _____

Year Completed _____

Tell us about yourself: _____

Learn a Language and Travel

These days, your best investment may be in yourself. We believe that learning a new language and exploring a foreign culture are investments you make in yourself. Whether you want to increase your business opportunities or become a more knowledgeable traveller, our courses are designed to push you further--both linguistically and culturally.

We offer stimulating educational tours designed by experts and led by instructors selected for their expertise, warmth and enthusiasm. Enrich your travel experience by learning the language of the country you are visiting.

Our language instructors are native speakers, familiar with the culture as well as the language. They will help you develop practical skills in the language of your choice as well as a knowledge for the culture. Explore the life and land of some fascinating destinations and feel confident and at ease.

Thousands of you have extended your imaginations and life experiences by studying a new language and joining our travel study tours. Come join us . . . and invest in yourself.

Please see page 34 for Modern Languages and page 36 for Travel Study Tours.

4 WAYS TO REGISTER

1. BY MAIL

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

Sorry, NO POSTDATED CHEQUES

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

2. BY PHONE

Charge to your MasterCard or Visa card

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

3. IN PERSON

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

4. BY FAX

Use the form on page 51 and FAX to 871-7300. Pay by charge card.

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

King Edward Campus West (Nursing and Health): Monday to Friday, 09:00-16:30

Continuing Education Phone Numbers

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

Certification is Important in Today's Workplace

Vancouver Community College offers certificates in more than 30 programs-- Business, Computers, Court Interpreting, Early Childhood Education, Fashion, Non-Profit, Nursing and Health and Social Services.

Earn a VCC certificate. It marks your achievement in a program. Having certification is essential not only to you and your employer but particularly to the people you serve. Each of our programs has been designed by experts in their field. We listen to the requests of business, industry, the community and our students in designing our certificate programs.

A VCC certificate will help you:
- Gain training to advance in your job
- Acquire new skills to enhance your life
- Broaden your career options

Certification can make a real difference in your career. Why not call one of our program staff today for further information? We think you will find the time spent on a VCC certificate is time well spent.

To register or for more information please call 871-7070.

Dates Closed

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

September 4 - 6, 1993 (inclusive)
October 9 - 11, 1993, (inclusive)
November 11, 1993
December 24, 1993 - January 2, 1994 (inclusive)

APPLICANT INFORMATION

Withdrawals, Refunds & Course Cancellations

Unless otherwise stated in course advertising, requests for refunds must be received in writing by Vancouver Community College, Continuing Education Division before the second session of the class. Requests for refunds must state reasons and be accompanied by your original receipt.

A different refund policy may apply for some courses and events: e.g. courses of five sessions or less require refund requests 24 hours before the start date; Nursing and Health courses and some Business seminars require refund requests either five or ten business days before the course start date.

REFUNDS ARE SUBJECT TO AN ADMINISTRATIVE CHARGE OF 20% OF COURSE FEES OR A MINIMUM OF \$10. As an alternative, we would be pleased to issue a "deferred fee credit" for 100% of the course registration fee valid for one year. Please allow three weeks for processing any refunds. Fee payments made by charge card are refunded by means of a credit to your account. All other refunds are made by cheque.

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

Students with Special Needs

Services for students with disabilities who are registered in CE certificate programs may be arranged through the VCC Coordinator of Services to Special Needs Students. Contact Gail Rochester at 871-7057. Services include interpreting, note-taking and braille.

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

Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrollment at Vancouver Community College.

By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrollment 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.

Security Escort

Our Security Office offers students an escort to campus parking lots in the evening. Please check with your instructor for details.

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 behaviour 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.

Weather Warning

In the event of a snow storm disruptive enough to postpone evening classes, please listen to an announcement on CKNW 98 AM radio after 16:00 or telephone any Continuing Education office for more information.

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:

SELP 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 five to six 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.

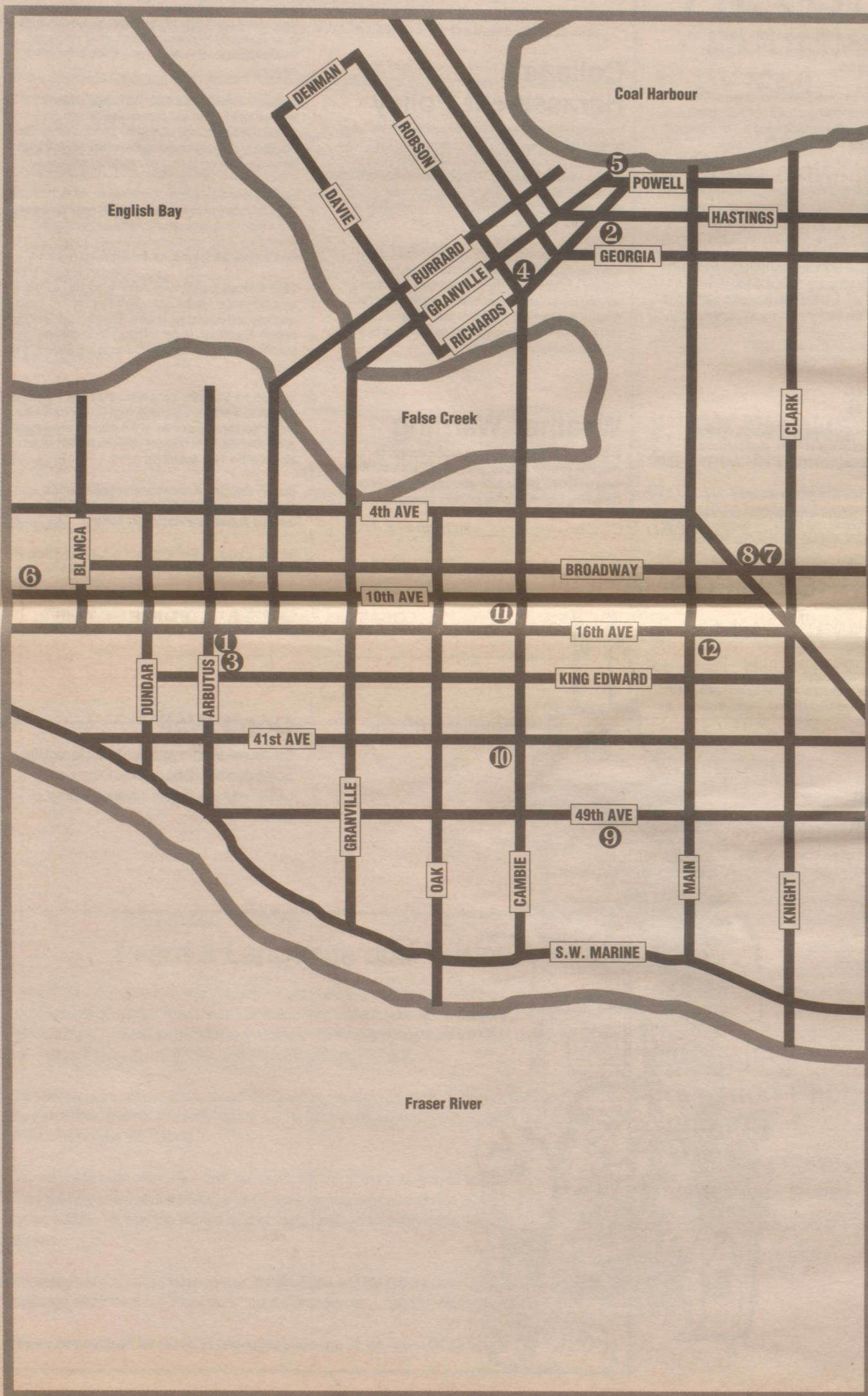
The Homestay Program is a growing one with many opportunities for involvement. For more information please call 874-5056.

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.



VCC Continuing Education Locations



- ① ARB
Arbutus Club, 4226 Arbutus St.
- ② CC
City Centre, 250 W. Pender St.
- ③ CLW
Clothworks, 2031 W. 41st Ave.
- ④ CMA
Society of Management Accountants
of B.C. Education Centre, 814 Richards St.
- ⑤ EMS
e. marie hat studio, 332 Water St.
- ⑥ FP
Focal Point, 4474 W. 10th Ave.
- 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 Ave.
- ⑪ SPH
Sheraton Plaza 500, W. 12th at Cambie
- ⑫ VVC
Vancouver Volunteer Centre,
#301-3102 Main St.



Continuing Education

Fax & Mail-In Registration

FAX & MAIL-IN REGISTRATION

**VANCOUVER
COMMUNITY
COLLEGE**

**Continuing
Education Division**

FAX 871-7300

(FOR VISA or MASTERCARD USE ONLY)

Mail Registration to:

1155 East Broadway
Box 24785, Station 'F'
Vancouver, B.C. V5N 5V2
Phone: 871-7070



Continuing Education

PLEASE TYPE or PRINT in BLACK ink.

Note: one student may register on this form. Place additional registrants on a separate sheet.
Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms

S.I.N. Number

SURNAME

GIVEN NAMES

ADDRESS: 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 ☐ VISA ☐ MASTERCARD

1

\$

NAME ON CARD

2

☐ MONEY ORDER

CREDIT CARD ACCOUNT #

3

☐ CHEQUE

START DATE

END DATE

4

☐ 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

