

Ref. Desk



CONTINUING EDUCATION

WINTER
1994



TABLE OF CONTENTS

ARTS & SCIENCE

| | |
|--------------------------------------|----|
| Advertising & Public Relations | 5 |
| Anthropology/History/Culture | 5 |
| Art | 5 |
| Astronomy | 6 |
| Comedy | 6 |
| Ecology | 7 |
| Fashion Arts | 7 |
| Film, Television, Theatre | 7 |
| Floral Design | 8 |
| Gemmology | 8 |
| Graphic Design | 8 |
| Interior Design | 9 |
| Jewellery | 9 |
| Journalism | 9 |
| Music | 9 |
| Photography | 10 |
| Wine | 11 |
| Writing | 11 |

CAREER, BUSINESS, MANAGEMENT & TRAINING

| | |
|---|----|
| Building Service | 12 |
| Business Administration | 12 |
| Business English Skills | 14 |
| Essential Skills for Supervisors | 15 |
| Improving Workplace Effectiveness | 18 |
| Library Skills | 14 |
| Management Skills for Supervisors | 15 |
| Office Administration | 15 |
| Small Business | 18 |
| Training Skills | 19 |

COMPUTERS, TECHNOLOGY & TELE-COMMUNICATIONS

| | |
|-------------------------------------|----|
| Computers | 19 |
| Electronics | 24 |
| Telecommunications Management | 25 |

ESL TEACHER TRAINING

| | |
|---|----|
| Teaching English as a Second Language Certificate Program | 25 |
|---|----|

HEALTH CARE, SELF-IMPROVEMENT & LIFESTYLES

| | |
|---|----|
| Professional & Allied Health Care | 28 |
| Foodsafe | 31 |
| Self-Improvement & Lifestyles | 31 |

HUMAN & SOCIAL SERVICES

| | |
|------------------------------------|----|
| Counselling Skills | 32 |
| Court Interpreting | 33 |
| Early Childhood Education | 33 |
| Settlement Service Providers | 34 |
| Substance Abuse | 34 |

LANGUAGES

| | |
|--|----|
| English Skills Improvement | 34 |
| Mandarin Education for Children & Adults | 35 |
| Modern Languages | 35 |

NON-PROFIT, VOLUNTARY & FUNDRAISING SECTOR

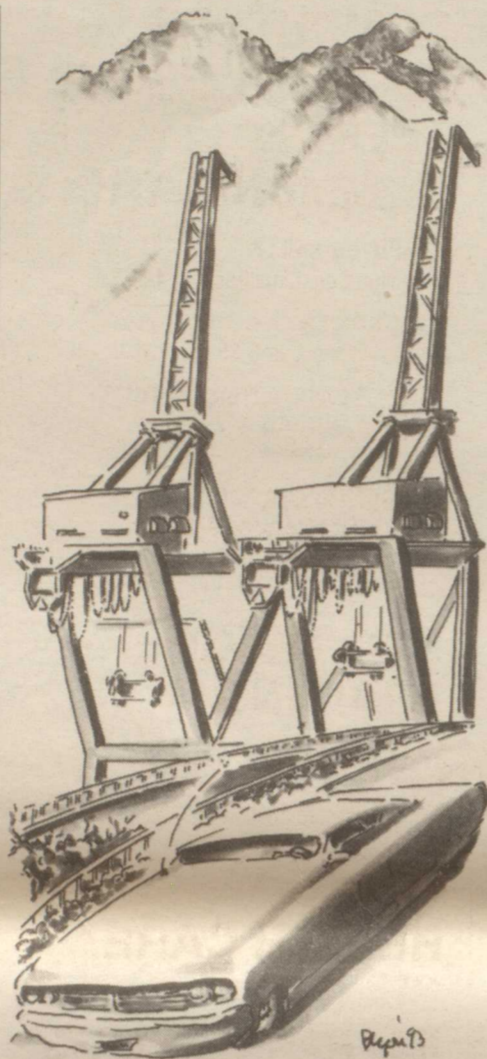
| | |
|------------------------------|----|
| Workshops | 36 |
| Fundraising Management | 37 |
| Non-Profit Management | 37 |
| Volunteer Management | 37 |

REAL ESTATE, LAW & FINANCIAL PLANNING

| | |
|---------------------------------------|----|
| Building Manager | 40 |
| Financial Planning & Investment | 38 |
| Law | 38 |
| Legal Assistant | 38 |
| Property Management | 41 |
| Real Estate Seminars | 39 |
| Real Estate Development | 40 |

TRAVEL

| | |
|-------------------------|----|
| Educational Study | 42 |
| Natural History | 44 |



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

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 & PUBLIC RELATIONS, ANTHROPOLOGY, ASTRONOMY, COMEDY, ECOLOGY, FILM & VIDEO, FINANCIAL PLANNING & INVESTMENT, HISTORY, INTERIOR DESIGN, JOURNALISM, WINE, WRITING
Wayne Decle, 871-7065

ART
Bernie Lyon, 324-5322

FLORAL DESIGN
Joyce Jackson, 871-7462

FASHION ARTS
Evelyn May, 443-8387

GEMMOLOGY
Linda Devine, 443-8380

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

CUSTOMIZED FOREIGN LANGUAGE TRAINING
Brenda Pengelly, 871-7055

ESSENTIAL SKILLS FOR SUPERVISORS
Anne Tollstam, 871-7021

IMPROVING WORKPLACE EFFECTIVENESS
Brian Cole, 871-7062

LIBRARY SKILLS
Susan Huber, 871-7461

MANAGEMENT SKILLS, TRAINING SKILLS
Brian Cole, 871-7062

SMALL BUSINESS
Peggy Worobetz, 871-7427

COMPUTERS, TECHNOLOGY & TELE-COMMUNICATIONS

COMPUTER SKILLS
Cornelius Constantinescu, 324-5322

ELECTRONICS
Gareth Williams, 443-8565

OAKRIDGE COMPUTER CENTRE & CITY CENTRE LAB
Brian Pink, 443-8388

TELECOMMUNICATIONS
Peggy Worobetz, 871-7070

ESL TEACHER TRAINING

TEACHING ENGLISH AS A SECOND LANGUAGE
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 & ALLIED HEALTH CARE
Grace Hodgins, 874-9923
Sheila Stickney, 874-9923

SELF-IMPROVEMENT & LIFESTYLES
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 EDUCATOR, SCHOOL AGE CHILD CARE, ADMINISTRATION, ADVANCED STUDY
Gyda Chud, 324-5521

FAMILY DAYCARE, LIVING & WORKING WITH YOUNG CHILDREN
Rosie Anslow, 324-5322

SETTLEMENT SERVICE PROVIDERS
Marilyn McClaren, 871-7064

LANGUAGES

ENGLISH SKILLS IMPROVEMENT
Leanne Quirk, 324-5322

MODERN LANGUAGES
Patricia Martin, 324-5322

VANCOUVER FIRST MANDARIN SCHOOL
Jennifer Lo, 871-7070

NON-PROFIT, VOLUNTARY & FUNDRAISING SECTOR

FUNDRAISING MANAGEMENT, NON-PROFIT MANAGEMENT
Anne Cochran, 871-7061

VOLUNTEER MANAGEMENT
Brenda Reynolds, 871-7059

REAL ESTATE, LAW & FINANCIAL PLANNING

FINANCIAL PLANNING & 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
Brian Pink, 443-8388

TRAVEL

EDUCATIONAL STUDY
Wayne Decle, 871-7065

NATURAL HISTORY
Marja DeJong Westman, 871-7069

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:

December 23, 1993—January 3, 1994 (inclusive)
April 1—4, 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
Fundraising Management
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.

Is financial aid available?

Unfortunately, there is very little financial aid available for courses and programs listed in this flyer. Because of the part-time nature of CE courses, they do not meet the criteria for most student assistance programs (e.g. Canada Student Loans, BC Student Assistance, etc.). However, certain programs do have limited assistance available in the form of bursaries or scholarships. These are generally available to students registering in or accepted into certificate programs. Financial assistance issues should be discussed with program coordinators. The development of financial assistance continues to be a goal of VCC Continuing Education.

Why can't I simply register in any certificate program course?

In many certificate programs students are required to go through a rigorous application procedure. This ensures that the potential student is appropriate to take the training and would have a realistic chance to find employment in that field after completing the training. Once an application is received, students are evaluated and/or interviewed. Evaluation/interview periods vary from program to program. Once a student has successfully completed the application process and has been accepted into a program, they are allowed to register in courses.

Continuing Education Phone Numbers

City Centre Campus, 443-8380

King Edward Campus, 871-7070

King Edward Campus West, 874-9923

Langara Campus, 324-5322

Career & Information Sessions

Please join us for the following FREE sessions:

British Virgin Islands Open House

Mo. Feb 07, 19:30-21:30
Room 4043, King Edward Campus
1155 East Broadway

Business Administration Certificate Program

Th. Jan 06, 17:30-18:30
Room A253, Langara Campus, 100 W. 49th Avenue

Counselling Skills Certificate Program

Mo. Jan 10, 18:00-19:00
Room 4043, King Edward Campus
1155 East Broadway

Court Interpreting Certificate Program

Tu. Jan 25, 19:30, Continuing Education Office
Langara Campus, 100 W. 49th Avenue

English Skills Improvement

Tu. Jan 04, Th. Jan 06, We. Jan 12, 17:30-20:00
Continuing Education Office
Langara Campus, 100 W. 49th Avenue

Floral Design Certificate Program

Th. Jan 13, 19:00-20:00
Room 4043, King Edward Campus
1155 East Broadway

Health Professions

Gerontology Certificate Program-Nursing
Learning to Teach Program
Nursing Management Certificate Program
Th. Jan 20, 19:00-20:30
King Edward Campus West,
691 East Broadway

Nepal Trekking Open House

Mo. Feb 07, 19:30
HR MacMillan Planetarium
1100 Chestnut Street

Non-Profit Management Certificate Program Fundraising Management Certificate Program

We. Jan 05, 12:00-13:00
Room 4043, King Edward Campus
1155 East Broadway

Th. Jan 06, 17:30-18:30
Room 4043, King Edward Campus
1155 East Broadway

Office Administration Certificate Program

Tu. Jan 18, 17:00-18:15
Room 237, City Centre Campus
250 West Pender Street

Property Management

We. Jan 05, 17:30-18:30
(Formal presentation begins at 17:30)
Continuing Education Office
Langara Campus, 100 W. 49th Avenue

Substance Abuse Certificate Program

Mo. Jan 10, 18:00-19:00
Room 4043, King Edward Campus
1155 East Broadway

Telecommunications Management Certificate Program

We. Jan 05, 17:00-18:30
Room 237, City Centre Campus
250 West Pender Street

ARTS & SCIENCE

Advertising & 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.

Peter Walton is a Vancouver corporate communications consultant with more than 14 years of experience in public relations and journalism. The former director of communications for Vancouver General Hospital, Vancouver, he holds degrees in journalism and political science.

Writing for Public Relations (102703)

This course will focus on the skills, techniques and styles required to produce concise, targeted and effective public relations written materials. Participants will learn and improve public relations writing skills with "hands-on" preparation of news releases, media background information sheets, newsletter articles, brochure copy and public service announcements. Ideal for either those with little public relations experience or public relations professionals interested in polishing their existing skills. (Walton) \$187.25 (Includes GST)
6 eve - Th. Feb 17, 19:00-21:00 - 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. Feb 16, 19:00-22:00 - Lan

Advertising: Designing and Buying (102717)

This course is designed for people who are in charge of buying advertising for small or large business and want to make the most of their advertising dollars. Discussion will focus on solving your specific advertising problems as well as elements of advertising design and media buying in the Lower Mainland. Handouts will explain which publications will work best for you and why. Each week we will focus on one specific area of advertising. Exercises and handout materials will help you to develop the skills and knowledge you need to design your own advertising, choose the right publication and take control of your advertising. Learn how to build a successful relationship with your sales representatives so you can get what you need to make the most of your time and money. (Hurst) \$133.75 (Includes GST)
5 eve - We. Feb 16, 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. Feb 17, 19:00-21:30 - Lan



Anthropology/History/Culture

INSTRUCTORS

Priya Helwig and Tamara Little are M.A. candidates at the University of British Columbia whose specialties are Northwest Coast Native Peoples.

Ethnography of the Northwest Coast (505606)

This course will be loosely structured as an ethnography, reviewing literature and introducing issues of the political organization, economy, art forms, and oral traditions of the First Nations living on the West Coast. The class will be run as an introduction to issues, with considerable time spent on relating ethnographic details to contemporary issues in Native self-government, economy, art market, health care, and culture. A field trip to the Museum of Anthropology will be included, as will guest lecturers on special topics. This course will be co-led by two UBC anthropology graduate students, Priya Helwig, who is researching women Northwest Coast artists, and Tamara Little, who is investigating the role of First Nations cultural centres in BC. \$133.75 (Includes GST)
8 eve - We. Feb 15, 19:00-21:30 - Museum of Anthropology

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)
4 eve - Th. Feb 17, 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 exhibitions including ARTEXPO in New York City. His workshop is now offered internationally and attracts sculptors from Europe and the USA. In Vancouver Jean Guy is represented by the Simon Patrich Galleries.

Elliot Drobner has been teaching screen printing for 15 years. He operates a successful screen printing, textile dyeing business, "Clothworks", on 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, B.Ed., is a realist painter who frequently exhibits at the Harrison Galleries in Vancouver. She is a graduate of the Vancouver School of Art and a postgraduate of the Academy of Art, Munich.

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.

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. Jan 26, 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. Jan 26, 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. Jan 25, 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. Jan 27, 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. Jan 27, 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. Jan 27, 19:00-22:00 - Lan

Creating Depth: Perspective for Artists (500155)

This course, designed specifically for artists, conveys in simple, straightforward ways, the means to create believable depth in pictorial space. Drawing problems are formulated each week to explore definitions and techniques of linear perspective, atmospheric perspective, creating shadows and reflections, defining form with light, coherent composition and perspective in figures. All levels welcome. (Finlay) \$120
8 eve - Mo. Jan 24, 19:00-21:30 - Lan

Special Painting Effects (500144)

The natural world continues to surprise us with its many wonders. Learn to recreate the many "effects" created by nature. The appearance of different skies, water reflections, trees, snow, sunshine and much more. Media such as pencil, pen and ink, water colour and acrylics will be explored. Bring a pencil and paper to first class. (Kowallek) \$120
10 eve - Tu. Jan 25, 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. Jan 22, 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. Jan 22, 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. Jan 24, 18:00-21:30 - Lan

Painted Finishes for Fine Furniture—Part II (500111)

This advanced course (the second of three parts) follows the book, "The Art of the Painted Finish for Furniture and Decoration," by Isobel O'Neill. 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. (Skemp) \$190
10 eve - Tu. Jan 25, 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. Jan 24, 19:30-21:30 - Lan

Sculpt 2000 Workshop (500145)

With our revolutionary 'Sahara Foam' as primary medium, this program explores the creation of works inspired from local stone and pebbles such as the ones that have inspired the masters of modern sculpture, in particular, Henry Moore. Examples of works from the instructor's own collection will be shown. Using simple mould techniques, you will reproduce and begin a limited plaster edition of your creation. The course concludes with the application of a bronze imitation and the mounting of your work on a wooden base. This course is particularly of interest to those who have completed the introduction program, "Sculpt-Moore in Sahara!" Materials \$65 (Dallaire) \$210
6 eve - We. Jan 26, 18:30-21:30 - Lan

Drawing: Studio Practice and Procedure (500153)

Neil Wedman has returned to teach his newly developed course in which 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. Models provided. (Wedman) \$130
10 eve - Tu. Jan 25, 19:00-21:00 - 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 - Mo. Jan 24, 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. Feb 12, 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 — 263-4483 for more information. **NB Clothworks, (CLW) 2031 West 41st Avenue, Vancouver. (Drobner) \$149.80 (Includes GST)
1 day - Su. Jan 30, 08:00-15:00 - CLW
1 day - Su. Feb 27, 08:00-15:00 - CLW
1 day - Su. Mar 27, 08:00-15:00 - CLW
1 day - Su. Apr 24, 08:00-15:00 - CLW
1 day - Su. May 29, 08:00-15:00 - CLW
1 day - Su. Jun 26, 08:00-15:00 - CLW

Textile Painting Techniques Workshop (500156)

This covers brush, sponge, finger and spray painting, stamping, stencils, fish and other 3-D prints using the polyfab water-based textile paints. No solvents are used. For more information please call Clothworks (CLW), 2031 West 41st Avenue, Vancouver (263-4483). (Drobner) \$74.90 (Includes GST)
1 day - Su. Jan 23, 09:00-16:00 - CLW
1 day - Su. Feb 20, 09:00-16:00 - CLW
1 day - Su. Mar 20, 09:00-16:00 - CLW
1 day - Su. Apr 17, 09:00-16:00 - CLW
1 day - Su. May 22, 09:00-16:00 - CLW
1 day - Su. Jun 19, 09:00-16:00 - 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.

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. Feb 15, 19:00-21:00 - KEC

Comedy Writing Through Improvisation (102894)

A hands-on approach to writing. Perfect for potential stand-up comics, film, television or short story writers. Designed to take your imagination in new and hilarious directions. Course focuses on writing based on improvised scenes. (Boothby) \$94.16 (Includes GST)
6 eve - Mo. Feb 14, 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. Feb 15, 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 - We. Feb 16, 19:00-21:00 - Lan



Continuing Education

VCC Continuing Education presents

Courses at the H.R. MacMillan Planetarium and Gordon M. Southam Observatory

(Administered by the BC Space Sciences Society)

To register please call VCC CE at 871-7070.

INSTRUCTORS

Bill Burnyeat has been an amateur astronomer for more than 20 years. Bill lectures and conducts workshops and outreach programs for the HR MacMillan Planetarium and Gordon Southam Observatory.

Wanda La Claire is a lecturer at the HR MacMillan Planetarium, and has worked at the under-graduate level in the University of British Columbia's Astronomy Department.

Gary Seronik is an experienced telescope builder and user. He is a member of the Royal Astronomical Society of Canada and a lecturer at the HR MacMillan Planetarium.

Shoot the Moon (503492)

Shoot the Moon is a program allowing owners of common 35 mm SLR cameras to attach them to the telescope(s) and take high-powered photos of our closest neighbour in space. We recommend you bring 100 ASA black and white film, and, if possible, a cable release. (Observatory staff) \$15
1 eve - Jan 19/20, Feb 16/17, Mar 21/22, Apr 19/20, May 18/19, 21:00-23:00 - PLAN

Telescope Making (503493)

Participants will enjoy the satisfaction of building their own powerful and easy-to-use astronomical telescope—an instrument capable of showing the wonders of the heavens, such as the rings of Saturn, the craters on the moon, and countless star clusters and distant galaxies. Note: supplies extra — estimate \$125. (Seronik) \$150
12 eve - We. Jan 28, 19:00-21:00 - PLAN

Basic Astronomy (503494)

Make the cosmic connection with an entry-level astronomy course for adults. This observation-based program covers the set-up and use of a telescope, and the life-cycle of stars, planets and distant galaxies. (Burnyeat) \$135
8 eve - Tu. Jan 25, 19:00-21:00 - PLAN

Celestial Navigation (503495)

Learn the art of navigation by the sun, stars, planets, and moon for use when you sail offshore, or just for fun. The course includes six lectures and a seventh evening for those candidates who wish to challenge the Canadian Yachting Association Celestial Navigation standard. While a basic understanding of navigation is useful, it is not essential as the course introduces the navigational concepts fundamental to celestial navigation. Students must bring a parallel ruler, divider, pencil, and eraser. All other classroom materials are supplied. (Barrie Jackson) \$125
7 eve (incl. exam) - Mo. Mar 07, 19:00-22:00 - PLAN

Enjoying Astronomy (For Parents and Children) (503490)

Share a Saturday afternoon experience with your child(ren). This astronomy course teaches some techniques that bring the sky to life. The emphasis is on simple projects that serve to illustrate concepts in astronomy and provide participants with a lot of fun. (Burnyeat) \$50 (Includes one child and one adult.)
4 aft - Sa. Jan 29, 12:00-14:00 - PLAN

A Night With the Stars—The Planetarium's Overnight Adventure! (503491)

Find out how astronomers use computers and telescopes to make discoveries about the nature of the universe. Build your own astronomical aids and learn to locate the wonders of the night sky. Enjoy a night under the stars in the Planetarium's star theatre and at the neighbouring Gordon Southam Observatory. Perfect for birthday parties, school field trips, and groups such as Brownies, Beavers, Cubs, Scouts and Guides. NOTE: Minimum 10 children required. (La Claire) \$35/child.

1 eve - Sa. Mar 05, 19:00-09:00 Su. - PLAN
1 eve - Sa. Mar 26, 19:00-09:00 Su. - PLAN

Guide Stars

Guide Stars is an astronomy workshop designed for the Girl Guides and Boy Scouts of Canada. Based on the Astronomy Badge as set out by the Girl Guides requirements, Guide Stars includes an informative slide presentation, constellation identification, and a discussion about the observatory and how telescopes function. Features observing session (as weather conditions allow). (Observatory staff) Various dates available. For information and to register please call David Dodge at 736-4431.

For information regarding courses held at the Planetarium, please call 736-4431.

All courses are held at the HR MacMillan Planetarium complex, 1100 Chestnut Street in Kitsilano's Vanier Park.

Early registration is advised.

Ecology

INSTRUCTOR

Frank Rotering is an economics graduate from Simon Fraser University who left a computing career in 1991 to devote himself to the study of ecological economics. He has taught courses in ecological economics for local school boards and colleges, and has lectured on the subject at SFU, UBC and Capilano College. He is a member of the International Society for Ecological Economics. His articles on ecological economics have appeared in Everwild and the Vancouver Sun, and he has been interviewed by the CBC regarding the ecological revolution in economic thought.

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. Feb 19, 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 enrollment—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/store at The Landing.

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

Paul Thompson, B.A., graduated from Ottawa University and has been involved in the fashion industry, communications and education, since 1979. He is president of Straight Talk Communications and is currently chairman of the VCC Fashion Arts Advisory Committee and president of the Western Canadian Fashion and Design Association.

Deborah Zrill-Mass, Provincial Instructors Diploma, graduated in Fashion Merchandising at Ryerson Polytechnical Institute, has been involved in the fashion industry since 1975 and is currently director of merchandising at a fashion career college.

Fashion Careers—Business Development for Designers (050918)

Today designers are experiencing a significant move to retail. Rather than depend on a fragile market place and high credit risks, designers are working to cut out the middleman and open retail outlets featuring their own designs. How does one begin to establish a retail front? How to obtain funding or financing for the venture? These questions and more are answered by professionals in sessions covering retail factors, business plan development, politics of fashion, mind-set and media management. (Thompson) \$180
5 day - Sa. Jan 29, 10:00-16:00 - 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. Jan 18, 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. Classes are held at e. marie studio, The Landing, 375 Water Street, Vancouver. \$250
7 mng - Th. Feb 03, 09:00-12:00 - EMS
7 mng - Sa. Feb 05, 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. (Bring a bag lunch or take a half-hour break.) (Zrill-Mass) \$35

1 day - Sa. Jan 22, 09:30-16:00 - CC
1 day - Sa. Mar 05, 09:30-16:00 - 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

Evelyn May, B.H.E., is the Fashion Arts coordinator at VCC and has been the instructor responsible for the garment construction courses for seven years. She has taught fashion subjects in BC secondary schools, developed a textile manual for a national company, designed and manufactured under her own label, was vice-president in charge of production for Gechtwerk and has worked as a pattern-maker for local companies including the House of Virani. She graduated in Home Economics and Education at the University of British Columbia in 1980.

Lisa Gelfort, 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.

Peggy Morrison, B.A., A.R.C.T., has worked in the fashion industry since 1966. Her career started as fashion coordinator for The Bay and Eatons and, since 1972, she

has been involved in administration and teaching at local fashion schools, combining this with free-lance work as a fashion show producer and coordinator. She is program director at a fashion career institute and a board member for the Western Canadian Design and Fashion Association and the Private Career Training Association. She graduated from the University of British Columbia in 1966.

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.

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

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

Apply by February 28 for next entry in April 1994. For detailed brochure and application form, call the Continuing Education office at City Centre — 443-8380.

Film, Television & Theatre

Courses

INSTRUCTORS

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

Cam Hayduk earned his diploma in Film Production in 1988 with several awards to his credit, including the CBC Telefest award 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. He has worked in film, television, radio and theatre for 24 years. He is also a professional educator with degrees from UBC and a certificate from Harvard University.

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 electronic news gathering editor for both major television newsrooms 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) \$90
3 day - Sa. Jan 22, 09:00-12:00 - CC

The Keys to Entry Into Acting for Film, Television and Theatre (503447)

A six-hour workshop focusing on the information and techniques necessary to enter the world of film, television and theatre as an actor. Topics covered include: talent and casting agents, performers' unions, auditioning, the genres, the actors' magic key, script analysis, professional training, resumes and photos, directors and producers, names, addresses and phone numbers you need. The day is a combination of practical work, discussion and information. You will leave knowing what the next steps are to reach your goal and with the tools to be successful in taking them. This course is appropriate for beginning actors and those interested in knowing more about auditioning. Those making a transition from theatre to film will also benefit. (Lysell) \$55.85 (Includes GST)
1 day - Sa. Mar 05, 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. Feb 20, 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 newsrooms 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 critique of student work. (Pippus) \$101.65 (Includes GST) 4 eve - We. Feb 16, 19:00-21:30 - Lan

Lights, Camera... What Next? Video Production for Beginners (102437)

Got a camcorder and can't figure it out? Want to get a camcorder, but which one? Just cannot seem to get those video productions to really work? Confused about the whole business of video taping? Boy, do we have a course for you! We will take you through all the steps of video production including:

- Selecting the right camcorder and accessories
- Camera handling and composition
- Audio lighting
- Graphics, titles and special effects
- Editing
- Care and maintenance.

This course is designed for the video beginner or the video pro-sumer. Course booklet available in first class for \$10. This course is sponsored by The Studio Video Facilities. After the first class at Langara, the location of this course shifts to The Studio Video Facilities, 202-1110 Seymour Street Vancouver. (Cooperstone) \$205.44 (Includes GST) 8 eve - Mo. Feb 14, 19:00-22:00 - Lan

Creating Exciting Videos: Video Camcorder Workshop (102438)

Take a day off and see how you can create exciting videos that don't put people to sleep. We will tell you how to avoid the shakes, the fuzzies, the "what was that he said" and "I can't see anything." If you have a camcorder bring it along. If not, we will provide you with one for the class. We will talk about all video camcorder formats and help you decide which camcorder is best for you, or if you have a camcorder we will help you figure out how all those little buttons work and what they do. No matter what use you have for video, be it at home, at work, or as a video producer, you can benefit from this comprehensive video camcorder workshop. Course fee includes camcorder basics booklet. This course is sponsored by and held at The Studio Video Facilities, 202-1110 Seymour Street, Vancouver. (Cooperstone) \$53.50 (Includes GST) 1 day - Sa. Mar 12, 10:00-16:00 - Studio

Putting It All Together: Editing Video Tape (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, pro-sumer and professional editing equipment
- Editing styles and techniques: cutaways, logs, paper edits, use of graphics and titles
- Editing theory and application: insert editing (audio-video dubbing) assemble editing, time code, control tracks, generation loss.

During the course students will be given and encouraged to do editing exercises, first with their own systems (if they have) and later utilizing The Studio's editing facilities. Those who have video tape they wish to edit may take advantage of this opportunity to explore ways and means to edit their video. After the first class the location of this course will be The Studio Video Facilities, 202-1110 Seymour Street, Vancouver. A course booklet is available from the instructor for \$15. (Cooperstone) \$205.44 (Includes GST) 8 eve - We. Feb 16, 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:

- Grade 12 completion or equivalent
- Complete the application process
- Students requesting exemption from Floral Design—Level I will be required to successfully complete a basic floral design evaluation on January 08, 1994.

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

Application Deadline

Send your completed application to KEC. Once your application has been received and you have been accepted into the program, register by paying your tuition in order to reserve your space in the class. Applications will be accepted as long as space in the class is available. Applicants will be placed on a wait list for the next term if space is not available.

An Information Night will be held on Thursday, January 13, 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 five and a half 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/rosegay, one-sided triangle, 3D triangle, crescent and hogarth curve. They will learn the proper use of tools and equipment and the basic principles of floral design. Flower treatment and plant care fundamentals will be covered. The student will be introduced to basic business principles including the use of a pricing grid and the function of wire services. Flowers included. Students required to purchase floral knife and cutters, available from instructor. (TBA) \$530 20 eve - Mo/Tu. Jan 24, 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. Jan 12, 18:30-21:30 - KEC

Floral Design—Level III

The student will learn more advanced design principles as applied to custom floral designs common to weddings and funeral tributes. This course will also provide the students with the opportunity to develop their personal style by taking the basics to a higher level of interpretation. The student will learn specific business procedures for costing complex package order. (TBA) \$625 24 eve - Mo/Tu. Jan 10, 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. (TBA) \$225 12 eve - We. Jan 12, 19:00-22:00 - KEC

Gemmology

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

For other related Gemmology courses please see: JEWELLERY.

Graphic Design

Graphic design uses words and images to visually communicate ideas and information effectively. These courses have been designed to meet the 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 29 years of experience in the field of high-quality typesetting. After completing an apprenticeship in hot-metal composition, he practised photo composition in London, Paris, Toronto, Auckland and Vancouver. Currently he is studio manager of Karacters at Palmer Jarvis Advertising, Vancouver.

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 13 years' experience as an art director at various agencies and is currently the advertising and marketing director at Home Life Realty Services.

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, and is currently production manager for Total Graphics.

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. Jan 22, 10:00-13:00 - CC 9 eve - Tu. Jan 25, 18:00-21:00 - CC

Printing and Production Techniques—Intermediate Graphic Design (050409)

Team-taught by an art director and a printer, this course is for those wishing to expand their knowledge of graphic design by studying design layout and the theory of printing. Emphasis is on the actual printing process as it relates to design graphic theory. (McGuinness/Lewis) \$120 8 eve - Tu. Jan 25, 19:00-22:00 - CC

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

The assembly of logos, type, photos and line drawings creates camera-ready copy for the printer. This course integrates the preparation of camera-ready artwork with single and multiple colour printing. Class projects are designed to demonstrate efficiency and rationale as well as the tactile skills demanded for paste-up. Projects include a stationery package, display ad, brochure and hand-out separations. Material cost is approximately \$50 to \$70. (Morrison) \$130 8 eve - We. Jan 26, 19:00-22:00 - CC

Advanced Layout and Design (050429)

Beyond the fundamentals, this hands-on course is for those who wish to improve their design and visualization skills. Learn how to create more powerful, better quality layouts. Felt pen rendering techniques will be developed through exploration of colour, composition, typography and design. Class projects include ad design and rendering a TV story board. Please bring pencils and paper to first class. (Kirkaldy) \$120 8 eve - Th. Jan 27, 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 and a myriad of other printing mysteries. (Lewis) \$85 4 eve - We. Jan 26, 19:00-22:00 - CC

The Business of Graphic Design—A Self-Promotional Tool Kit (050427)

Learn the key principles for self-promotion and business success. This course is tailored for those currently working in graphic design, considering starting their own business or looking for work. Each class will focus on current issues in the areas of client communication, production management, business operations and self-promotion techniques. (McGuinness) \$85 5 eve - Th. Jan 27, 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. Jan 26, 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. Jan 25, 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 - Th. Jan 27, 19:00-22:00 - CC

Perspective Sketching and Drawing—An Introduction (050415)

This course is intended to develop your visual skills while teaching perspective sketching and projection techniques. The fundamentals of perspective will be introduced through the study of quick sketches using basic geometry as building blocks for more complex drawings. The introduction of one-point, two-point and three-point perspective will continue as you study plan projection as a means to create 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. Jan 26, 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. Jan 25, 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. Feb 08, 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. Mar 22, 19:00-22:00 - 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. Mar 12, 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. Mar 26, 10:00-15:00 - KEC

Recycle, Re-use and Rewrap (504210)

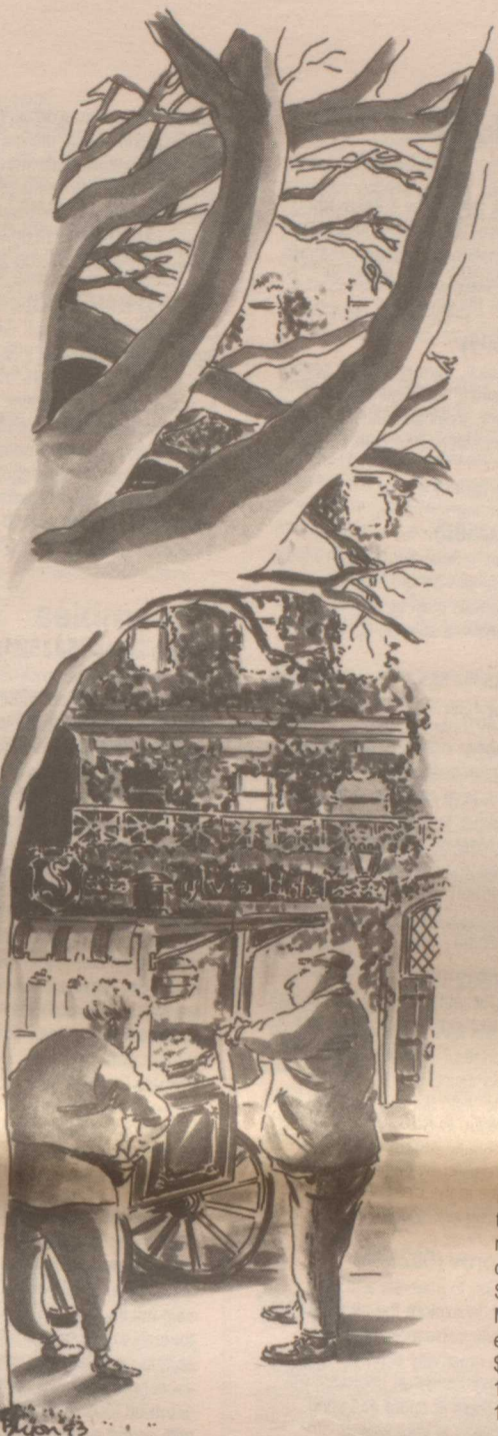
This special packaging seminar for holiday gift giving focuses on using recycled goodies from urban sources to create beautiful handmade packages for your gifts. Workshop will feature individual and imaginative brainstorming ideas for boxes and the like. (Dilts) \$53.50 (Includes GST) 1 day - Sa. Feb 12, 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 16 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. Jan 24, 18:00-21:00 - CC 10 eve - We. Jan 26, 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. Jan 27, 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 I or equivalent. (Thompson) \$190 5 day - Sa. Jan 22, 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 and procedures are included. (Additional costs approximately \$150). Prerequisites: Successful completion of Metal Techniques or equivalent. (Bebel) \$190 10 eve - We. Jan 26, 18:00-21:00 - CC

Casting Techniques for Jewellery and Small Sculpture (051103)

Learn the practical application of several casting techniques including lost wax, centrifugal, sand and cuttlefish bone in this advanced course. Three-dimensional designs using the wax carving process is encouraged. (Additional costs approximately \$100.) No previous experience required. (Walentowicz) \$190 10 eve - Tu. Jan 25, 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. Feb 15, 19:00-21:30 - 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. Mar 19, 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 school 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 past-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 Sweelink Conservatory for two years. Since his return to Vancouver he has been active as performer, as a member of the Panormo Trio and as a teacher both at VCC and Malaspina College.

Greg Reid, Business/Computers. Greg has been self-employed in the music industry for 17 years, as the sole proprietor of McReid Music. During that period of time he has worked in many different areas as a producer, engineer, publisher, writer, arranger, performer and educator. He has been involved in the design and development of two major recording studios. He has also engineered and co-produced five 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. Jan 24, 18:00-19:00 - KEC
10 eve - Mo. Jan 24, 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. Jan 24, 20:00-21:00 - KEC

NOTE

Prerequisites for Intermediate Piano classes are completion of the appropriate Beginners' class, or by permission of 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. Jan 26, 18:00-19:00 - KEC
10 eve - We. Jan 26, 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. Jan 26, 20:00-21:00 - KEC
10 eve - We. Jan 26, 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. Jan 24, 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. Jan 24, 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. Jan 26, 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. Jan 26, 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. Jan 25, 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. Jan 25, 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. Jan 26, 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. Jan 26, 19:00-20:00 - KEC

Vocal Music

Singing I (102614)

Designed to give beginning singing students, or those who have studied no more than two years, a good basic foundation for their art, by using exercises and songs. Vocal technique includes: breath onset, focusing of tone,

posture, relaxation, extension of range, projection, dramatization of text, diction, etc. All styles of music. Group classes alternate with half-hour individual lessons tailored to meet the needs of each student. Permission of instructor required to register. \$175.48 (Includes GST)
10 eve - Mo. Jan 24, 18:00-20:00 - KEC
10 eve - Tu. Jan 25, 18:00-20:00 - KEC

Singing II (102630)

Continuation of Singing I. Group classes will work on repertoire from musical theatre, early folk, classical, etc., and prepare solos, duets, trios, 3-4 part harmony, rounds, in anticipation of presenting a musical evening to seniors when music is ready for performance. Alternates with half-hour individual lessons continuing the vocal technique taught in Singing I. Prerequisite: Singing I and permission of instructor. \$175.48 (Includes GST)
10 eve - We. Jan 26, 18:00-20:00 - KEC
10 eve - Th. Jan 27, 18:00-20:00 - KEC

Ensembles

Stage Band (502525)

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. Jan 08, 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. This course is not only limited to students who have previously participated in group lessons. Beginner and advanced students may register. If enough interest is expressed, an ensemble designed specifically for beginning instrumentalists will be formed. (Lutz) \$110.58 (Includes GST and music fee)
10 eve - Mo. Jan 24, 20:30-22:30 - KEC

Vocal Jazz Ensemble: Beginner (502523)

This ensemble is designed for the singer who would like to experience vocal jazz. Some previous choral experience is helpful, but not mandatory; ability to sight-sing will improve during the course. Topics covered will be through the repertoire sung: jazz style, improvisation, stylizing a ballad, movement for performance. Correct vocal production will be stressed at all times with good warm-up techniques being used. Some rehearsals will be with sound system. An ideal course for directors wishing instruction in vocal jazz techniques. A small music deposit will be collected on the first evening. (Warren) \$111.30 (Includes GST and music fee)
10 eve - We. Jan 26, 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 welcomed! Some rehearsals will be with sound system. Students unsure of their level should register in beginner's level and may be moved by instructor. (Warren) \$111.30 (Includes GST and music fee)
10 eve - We. Jan 26, 20:00-22:00 - KEC

Appreciation & 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. Jan 25, 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. Jan 20, 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. Jan 26, 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 standard program for the Mac, 'Deluxe Recorder'. No previous experience required. (Reid) \$140
12 eve - Th. Jan 13, 19:00-21:00 - 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. Jan 10, 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. Jan 10, 18:00-20:00 - KEC

Photography Visual Arts Certificate— Photography Major Certificate Program

This certificate program is designed for those employed in the photographic industry and for those who use photography in their work.

AMATEUR PHOTOGRAPHERS and those not interested in the certificate may take these courses for general interest.

Entry Requirements

Students wishing entry into the program may be required to have an interview and show a portfolio of their work. Students wishing entry into basic courses do not require an interview or need to show a portfolio.

Certificate Requirements

Satisfactory completion of approximately 450 hours of instruction.

Application/Registration

Registration will take place from 10:00-16:00, Monday through Saturday, starting Tuesday, January 04, 1994.

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

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

For those unable to register during the day, we have evening registration Tuesday, January 04 or Wednesday, January 05 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. Jan 17, 19:00-22:00 - FP
10 aft - Tu. Jan 18, 12:30-15:30 - FP

10 eve - Tu. Jan 18, 19:00-22:00 - FP

10 eve - Fr. Jan 21, 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. Jan 17, 19:00-22:00 - FP
10 aft - Tu. Jan 18, 12:30-15:30 - FP
10 eve - Tu. Jan 18, 19:00-22:00 - FP
10 eve - Fr. Jan 21, 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. Jan 19, 12:30-15:30 - FP
10 eve - We. Jan 19, 19:00-22:00 - FP
10 mng - Sa. Jan 22, 10:00-13:00 - FP
10 aft - Sa. Jan 22, 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. Jan 20, 12:30-15:30 - FP
10 eve - Th. Jan 20, 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. (Harvey/Bernaerdt) \$275
10 eve - Th. Jan 20, 19:00-22:00 - FP
10 mng - Sa. Jan 22, 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. Jan 22, 14:00-17:00 - 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. Jan 19, 19:00-22:00 - 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. Jan 19, 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. (Blue) \$275
10 mng - Sa. Jan 22, 10:00-13:00 - FP

Stock Photography (300134)

This course will introduce the students to the many facets of stock photography. Shooting for stock, marketing your work, equipment selection, selecting an agency and copyright laws will be some of the topics covered. Prerequisite: Intermediate Photography or equivalent. (Brons) \$175
5 aft - Sa. Jan 22, 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. Jan 22, 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. Jan 17, 19:00-22:00 - FP

Photographic Style (300147)

A course for those who have an understanding of the medium of photography and want to progress beyond the technical aspects. Using historical and contemporary perspectives in a lecture/assignment/critique format, this course is designed to help the student recognize and develop a personal style that is uniquely their own. Prerequisite: Intermediate Photography and Composition and Design. (Carter) \$275
10 eve - Tu. Jan 18, 19:00-22:00 - FP

Business Practices (300126)

This course will introduce students to the business of photography. Students will be given instruction in marketing and self-promotion, setting up a business, business law, portfolio presentation, professional practices and a discussion of the Free Trade Agreement and its effect on photographers. This course is designed for the working professional or the aspiring professional. Students must have completed Intermediate Photography or its equivalent. (Blue) \$250
10 eve - We. Jan 19, 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. Jan 20, 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 Wedgewood 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. Jan 23, 10:00-17:00 - FP

Wine

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

Introduction to Wine Appreciation and Wine Tasting (502511)

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. Jan 24, 19:30-21:30 - KEC

Advanced Wine Appreciation and the Nose of Wine (502502)

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 (502521)

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 (502526)

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—The Tasty Tavolas (502526)

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, Sangiovese, Mornore

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

Deanna Levis was a teaching assistant in English at SFU and is a master's degree candidate. She has been teaching essay writing at Capilano College for the last three years.

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 paperbacks Health Secrets of the Stars/Dell, How to Photograph Pets and Animals/HPBooks), and most recently Quick Notes and Fast Quotes for Every Occasion, Self Counsel Press.

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 - Mo. Feb 07, 18:30-21:00 - CC (Furst)
6 eve - Mo. Feb 14, 18:30-20:30 - CC (Janoff)
6 eve - We. Feb 16, 18:30-21:00 - CC (Medved)
6 eve - Th. Feb 17, 18:00-20:30 - 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, you will also learn how to successfully "pitch" your completed story ideas to a network "showrunner." (Furst) \$115

6 eve - Tu. Feb 08, 18:30-21:00 - Lan

Writing Skills Workshop III (102709)

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

6 eve - Tu. Feb 15, 18:00-20:30 - CC (Janoff)
6 eve - Th. Feb 17, 18:30-21:00 - CC (Medved)

Writing a Best Seller (102718)

Mysteries, thrillers, romances, westerns, big storytelling novels — "category" fiction comprises over 80 percent of the bestseller lists. The public and publishers' appetite for genre fiction is enormous, and this class focuses on the fundamentals of writing it, including plot, the creation of conflict, characterization, and setting. Writing assignments cover first draft, revision, and preparation of manuscript for submission. (Furst) \$115

6 eve - We. Feb 09, 18:30-21:00 - CC

College and University Essay Writing (102719)

Set yourself up for success in college and university courses in which the formal essay represents part of your grade. The college or university essay is distinctive; mastering its requirements allows you to concentrate on textual content. Topics will include audience, purpose, occasion; generating ideas, overcoming blocks; structuring topic, formulating thesis; sentence patterns, punctuation; literary analysis, literary terms; quotations, plagiarism; words and meanings; writing a research paper, library tour. You'll gain confidence with your new essay-writing skills and be able to tackle your essays with enthusiasm. (Levis) \$135

6 eve - We. Feb 16, 19:00-21:30 - Lan

Creative Writing I—An Introduction (102802)

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

6 eve - Mo/We. Feb 14/16, 19:00-21:30 - Lan

Getting Started: An Introductory Writing Workshop (102710)

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

3 mng - Sa. Mar 12, 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. Feb 16, 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 - Tu. Feb 15, 18:30-21:00 - 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. Feb 12, 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 aft - Sa. Feb 19, 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 mng - Sa. Mar 05, 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 aft - Sa. Mar 05, 13:00-16:00 - 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. Mar 20, 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)

8 eve - Mo. Feb 09, 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 mng - Sa. Feb 19, 09:00-12:00 - 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 chairman of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing Association.

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. Jan 22, 09:00-16:00 - CC

5 day - Sa. Feb 26, 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 1000 (102023)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. (Neuls) \$220

10 sessions - Sa. Jan 22, 09:00-12:00 - CC (This course will include three full-day sessions, i.e. 09:00-16:00, on Feb 19, Mar 05/19. Afternoon sessions will allow time for practical exercises to apply theory.)

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. Jan 26, 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.

Business Administration Information Night

Please join us for a Business Administration Information session. Presentation will begin at 17:30. Program advisors will be available to answer your questions. Brochures and other literature will also be available. Time: Thursday, January 06, 1994, 17:30-18:30 Place: Langara Campus, Room A253, 100 West 49th Avenue, Vancouver. Phone—324-5322 See you there!

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 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 For additional LPI dates please call EMRG 822-4145

1 eve - We. Jan 05, 18:30-21:00

Recognition of BAC Courses

Professional Associations
Some courses are recognized by the following associations:

- CGA (Certified General Accountants)
- CMA (Certified Management Accountants)
- CBSA (Canadian Building Servicing Association)

Educational Institutions

Some BAC courses may be accepted for transfer credit by the following institutions:

- Langara College
- BCIT
- Open Learning Agency

The VCC Continuing Education Division may accept some courses taken at other educational institutions for credit towards the Business Administration Certificate. For specific information on transfer credit, please contact the program assistant, Joanne Bydal at 324-5214.

INSTRUCTORS

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

Oren Breitman, L.L.B., is a practising lawyer in corporate and commercial law.

Tammy Brimm, C.M.A., teaches computer accounting and works 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 Jeyakumar, M.Sc., C.G.A., is an instructor in managerial statistics, financial management and auditing for the CGA Association.

Barb Katz, B.A. (Mathematics), C.M.A., currently instructs in the CMA and CGA Program, teaching finance and cost accounting.

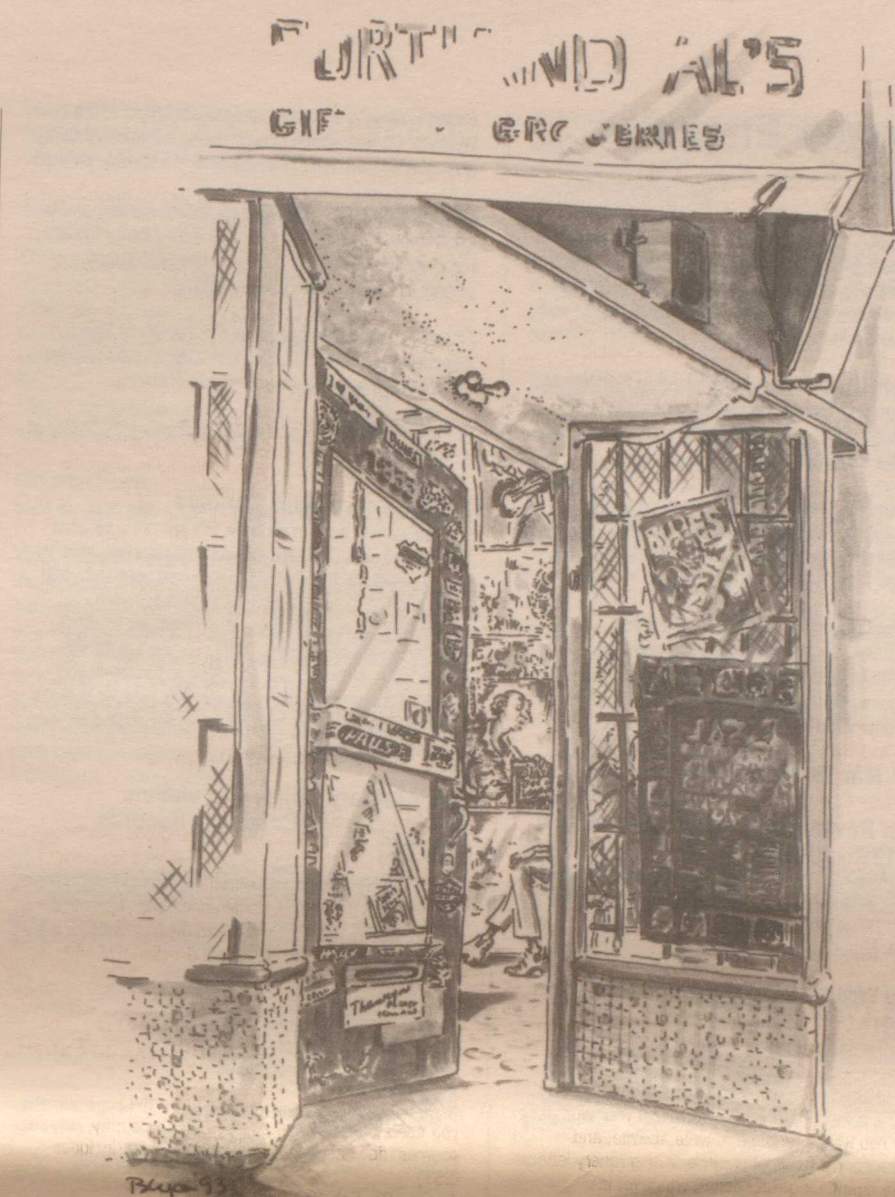
Thomas Kelly, Ph.D., president of Corporate Communications, is a sales and marketing consultant and former vice-president of Admiral Corporation.

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.

John Neuls is facilities supervisor for the West Vancouver School District. Mr. Neuls is chairman of the Advisory Committee for the Building Service Worker Program at VCC and also serves on the board of the Canadian Building Servicing Association. He has three years' teaching experience.



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 - We. Jan 12, 18:30-21:30 - Lan (Badley)

13 mng - Sa. Jan 15, 10:00-13:00 - Lan (TBA)

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, Feb 26, 10:00-13:00. Final exam for ALL classes of Accounting 1115 will be Saturday, Apr 09, 10:00-13:00.

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. Jan 11, 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. (TBA) \$220

13 eve - Th. Jan 13, 18:30-21:30 - Lan

Accounting 3421 (102004)

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases, and financial statement analysis. Prerequisite: Standing of "C+" or higher in Accounting 3321. Proof of this letter grade must be provided at time of registration. (Jeyakumar) \$220

Available September 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

Available September 1994

Business Law 1115 (102006)

Every aspect of conducting business in Canada has been somehow considered, governed and dealt with pursuant to common law principles and precedents as well as statutes. This course is designed as an introduction to the subject of business or commercial law. The emphasis of Business Law 1115 is placed on the sources of law, principles of tort law, and contract formation, performance, breach and remedies. (Breitman) \$220

13 eve - Mo. Jan 10, 18:30-21:30 - Lan

Business Law 2215 (102014)

This course will focus on various aspects of business law, including: business organizations, creditor rights, real estate law, and consumer protection. Prerequisite: Successful completion of Business Law 1115. (Wellman) \$220

13 eve - Tu. Jan 11, 18:30-21:30 - Lan

Business Planning 1000 (102060)

Learn how to prepare a practical business plan. At the conclusion of this course you will have developed a specific plan for a business of your choice (real or hypothetical) including the following components: mission statement/objectives, industry description, legal and corporate structure, marketing plan, sales forecast, production/service plan, financial plan, risk assessment and action plan. This class will assist those considering the establishment of their own business, as well as those responsible for specific functional areas in any size organization. (Greenslade) \$220

Available September 1994

Building Service Management 1000 (102023)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. (Neuls) \$220

10 sessions - Sa. Jan 22, 09:00-12:00 - CC (This course will include three full-day sessions, i.e. 09:00-16:00, on Feb 19, Mar 05/19. Afternoon sessions will allow time for practical exercises to apply theory.)

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 the success we desire. 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

Available April 1994

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. Jan 11, 18:30-21:30 - Lan

Communications 1118 (102016)

Learn to compose business correspondence. Writing projects include memos, letters, reports, resumes and employment correspondence. Effective written communication skills are an essential asset in all areas of professional life. Prerequisite: Successful completion of the LPI Exam. (Murray) \$220

13 eve - We. Jan 12, 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) can improve the effectiveness of your office or business. A knowledge of typing is highly recommended. \$255

13 eve - We. Jan 12, 18:30

the Computer Applications in Business course. The exam will be a four-hour lab-based exam. At the time of registration ask to speak to the Program Assistant who will supply a list of topics to be covered on the exam. \$125 1 mng - Sa. Jan 08, 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 Available April 1994

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 13 eve Tu. Jan 11, 18:30-21:30 - Lan

Labour Relations 1330 (102022)

An introduction to the basic elements of the Canadian industrial relations system. The first part of the course surveys the historical development of trade unionism; the structure and function of contemporary unionism; and public policies affecting labour and employment relations. The balance of the course will examine the main components of the labour relations system, including: the establishment of the labour-management relationship; the collective bargaining process; strikes and dispute resolution; and contract administration. The course will conclude with an actual labour dispute negotiation. (Brown) \$220 13 eve - Mo. Jan 10, 18:30-21:30 - Lan

Personnel Management 1115 (102018)

Explore human and industrial relations with an emphasis on the various processes and techniques of establishing and maintaining efficient employee relations with high morale. Specifically, participants will study Human Rights Legislation, procedures and approaches to employee selection, development, evaluation performance and compensation as well as the issue of labour-management relations. (Brown) \$220 13 eve - We. Jan 12 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 Available April 1994

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 13 eve - Th. Jan 13, 18:30-21:30 - CC

Sales and Marketing 2000 (102012)

Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. Focus on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training. Designed for those who wish to increase their practical knowledge in the skills of market research, product design, packaging, advertising and media selection. (Kelly) \$220 13 eve - Tu. Jan 11, 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. Mar 19, 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. Jan 29, 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. Feb 12, 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. Feb 26, 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. Mar 12, 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

All of our instructors hold the Master of Library Science degree. They share with students a wealth of knowledge acquired through extensive work experience.

Jacqueline Bradshaw is librarian/analyst for the Electronic Library Network at the Open Learning Agency. She specializes in the automation of information and library operations and has provided consulting and training services to business, government and libraries.

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.

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 Susan Huber, 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—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 7 eve - Th. Jan 20, 18:30-21:30 - CC

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. (Bradshaw) \$195 To be offered Spring 1994

Workshops on Creating Successful Libraries in Community Organizations

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

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 will help you:

- Clarify the purpose and potential of your library
- Evaluate your present situation in light of your goals
- Use your library's purpose to guide decisions about organizing, developing, and promoting the library

The workshop takes place at the Society of Special Needs Adoptive Parents. There will be time to see how the Society's library is organized. (Shaskin) \$37.45 (Includes GST)

1 aft We. Feb 16, 13:00-16:00 - SNAP, 1150-409 Granville Street

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 your books, videos, audiotapes, magazines, and newsletters. You will learn to recognize the pros and cons of different options for arranging your materials. You will see examples from various specialized libraries. Attendance at workshop 106072 above is useful but not required. (Shaskin) \$37.45 (Includes GST) 1 aft - Tu. Mar 15, 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.

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 5 eve - Tu. Jan 25, 18:30-21:30 - CC

The Internet—Beginner Level (106075)

In this one-day workshop you will find out what the Internet is and how it provides access to a wealth of resources, including: electronic documents, electronic discussion groups, and remote library catalogues. You will learn the basics of using the following tools to mine the Internet's vast resources:

- Electronic mail
- Electronic file transfer (ftp)
- Remote log-in (telnet)
- Gopher menu systems

The workshop takes place in a computer lab where students will work in pairs. Hands-on exercises are featured throughout the day. Class size is limited to 20. (Bradshaw) \$150 1 day - Sa. Mar 12, 09:00-16:30 - SFU Harbour Centre

The Internet—Intermediate Level (106076)

In this one-day workshop you will learn what tools and capabilities exist for discovering the Internet resources out there waiting to be found. You will work with:

- Archie to search for files available for transfer
- Veronica to search Gopher menus for Internet resources
- Electronic mail to search the archived files of discussion groups
- Gophers as discovery routes

The workshop takes place in a computer lab where students will work in pairs. Hands-on exercises are featured throughout the day. Class size is limited to 20. The level of this workshop is appropriate for those who already understand and use the basic Internet tools (electronic mail, ftp, and telnet). (Bradshaw) \$150 To be offered Spring 1994

Management Skills for Supervisors Provincial Certificate Program

This highly successful program which has been taken by over 400 people is 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. To deliver this training in three modules that can be taken separately in any sequence.

The modules are:
Interpersonal Skills
Group Skills
Administrative Skills

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. One of the strengths of the program is the diversity of experience that is shared by the participants in the classes.

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

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

Interpersonal Skills—Part I (10101)

Objectives: On completion participants will 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 (10102)

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 (10103)

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

Interpersonal Skills - Feb 01-04

Group Skills - Feb 22-25
Administrative Skills - Mar 15-18
All sessions 09:00-17:00 - SPH 500

Spring 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.

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 Tollstam, 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.

Jenni Lewis is the president of Lewis Consulting which specializes in the training and development of management skills, selling in a service environment and customer service skills. Prior to founding Lewis Consulting, Jenni was responsible for management training and development at Royal Trust.

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. Feb 04, 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. Mar 04, 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 (Lewis) 1 day - Fr. Apr 08, 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. May 06, 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.

Records Management Skills

The following are courses required for students in the Records Management 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

Records Management I (104509) - 30 hours

Total minimum course hours - 102 hours

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 - Tu. Jan 18, 17:00-18:15 - CC Room 237

Winter Term 1994**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 (Tollstam/Makortoff) \$80
6 mg - Sa. Jan 22, 09:00-12:00 - CC
6 eve - Mo. Jan 24, 18:30-21:30 - CC

Typing—Speed Building 1030 (104402)

Designed to help all levels of typists, including word processing operators, develop speed. Course devoted to typing drills and timings. Time will be allotted to cover questions about any typing format. Please bring your own typing paper. Textbook provided for classroom use. - 18 hours (Makortoff) \$85
6 eve - We. Jan 26, 18:30-21:30 - CC

Computers**Computer Applications in Business 2000 (102008)**

Learn to effectively use computers to solve business problems. By using practical exercises, learn how various computer applications—word processing, spreadsheets, database management and data communications knowledge—will improve the effectiveness of your office or business. A knowledge of typing is highly recommended for this course. - 39 hours \$255
13 eve - We. Jan 12, 18:30-21:30 - CC
10 mg - Sa. Jan 15, 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.

Lavana 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. Jan 31, 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. Jan 24, 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 - Th. Jan 27, 18:30-21:30 - CC

Supervisory/Recruitment and Selection 1515 (104508)

This course will take you 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 - Mo. Jan 24, 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 - Mo. Will be offered in Spring term

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. Jan 26, 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. Jan 26, 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. Jan 27, 18:30-21:30 - CC

Accounting/Bookkeeping/Budgeting**INSTRUCTORS**

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

David Kolot, 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.

Jo-Ann Slizak has been involved in the implementation, design and training of office systems. She has several years' business experience in the areas of bookkeeping, payroll and computers.

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) \$140
8 eve - Tu. Jan 25, 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 (Slizak) \$135
8 eve - Tu. Jan 25, 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. Jan 24, 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. Jan 27, 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. Feb 05, 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 mg - Sa. Mar 26/Apr 09, 09:00-12:30 - CC

Time Management Skills 1816 (104566)

Beating the clock! This interactive, participant-centred skill development program is designed to help participants become aware of how they use time and look at specific techniques they can use to establish and accomplish priorities. The focus will be on providing immediately-useful skills. You will also examine concepts of balance and control and develop useful time-managing skills. This program does not promote one method of time management, but rather examines some alternatives to help participants find the method that works best for them. Participants will be provided with specific techniques that they can apply on the job. - 6 hours (Dean) \$65
1 day - Sa. Feb 19, 09:30-15:30 - CC

Leadership and Team Skills 1815 (104564)

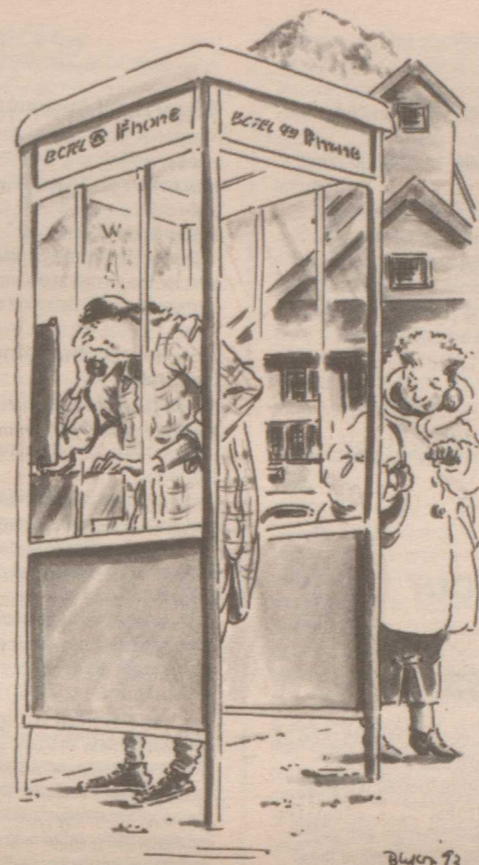
Today's team work trend challenges each of us towards personal growth within a changing organizational culture. This class will help you develop skills to become a better team member, enable you to make a valuable contribution to your team's success, persuade others to follow your lead and gain respect up and down the corporate ladder. - 6 hours (Henderson) \$65
1 day - Sa. Mar 05, 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. - 14 hours (Swankey) \$140
4 mg - Sa. Feb 19/26, Mar 5/12, 09:00-12:30 - CC

Effective Oral Communications 1315 (104546)

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. Learning techniques utilized will include: information sessions, impromptu speaking, delivering prepared speeches, speech evaluation and audience analysis, creative visualization, role playing, acting, evaluation of thinking and learning styles, plus media relations exercises. The program is designed to extend the communication capabilities of every individual and all sessions will be dynamic, highly participatory and creative. The goal of the learning process is for YOU to become more knowledgeable of interpersonal communication barriers and skills, plus be more confident and comfortable in the public forum, and thereby, become a more successful communicator with family, friends, colleagues, clients and supervisors. - 18 hours (Swankey) \$165
6 eve - We. Jan 26, 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. - 6 hours (Stephens) \$75
2 eve - Mo. Feb 21/28, 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.

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. Jan 25, 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. Jan 26, 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. Jan 24, 19:00-22:00 - Lan

Medical Office Billing I—Non Computerized 1415 (104536)

This course will help participants understand what is involved in medical office billing and how to process information needed prior to billing by computer. Learn Billing by Service Bureau, Medical Services Plan of BC, WCB and Out of Province. This course is a prerequisite for Computerized Billing II (104520). Students currently

working with a non-computerized medical billing system may apply in writing for an exemption. - 12 hours (Wikjord) \$95
2 day - Sa. Jan 29, Feb 05, 09:30-15:30 - 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. Feb 12/19, 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. Mar 05, 09:30-15:30 - Lan

Shorthand**INSTRUCTOR**

Claire Dombey, 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.

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

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. Jan 25, 18:30-21:30 - Lan

Civil Litigation 1315 (104427)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case from Writ of Summons to trial, judgement and execution. - 9 hours (Dean) \$70
3 eve - Th. Jan 27, Feb 03/10, 18:30-21:30 - Lan

Corporate 1415 (104428)

Outlines the steps to incorporate a British Columbia company plus annual reports and filings, keeping of minute books and extra-provincial registrations. - 9 hours (Komorowska) \$70
3 eve - Tu. Feb 01/08/15, 18:30-21:30 - Lan

Matrimonial 1515 (104429)

Discuss the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Application and Family Relations Act proceedings. - 9 hours (Dean) \$70
3 eve - Th. Feb 17/24, Mar 03, 18:30-21:30 - Lan

Conveyancing 1715 (104431)

This introductory course will provide an overview of the responsibilities and duties of conveyancing including the steps required to complete a typical residential conveyance. - 9 hours (Cooke) \$70
3 eve - Tu. Feb 22, Mar 01/08, 18:30-21:30 - Lan

Legal

Legal Ethics and Confidentiality 1815 (104532)

This program will cover legal ethics as it applies to support staff in the various areas of law. Using case studies reviewed by the Bar Association we will discuss how the ethics of the profession bind you. Emphasis will be placed on the value of confidentiality. - 9 hours (Dean) \$70
3 eve - Mo. Jan 31, Feb 07/14, 18:30-21:30 - CC

Legal Office Procedures 1915 (104531)

This program introduces the structure and practice within law firms. Topic areas include introduction to law, lawyers and law offices which provide discussion on the legal profession, including your role as support staff. Additional topic areas include law office administration, file management, legal correspondence and specialized services. A video on "the law office of the future" will be shown and discussed in the last class. Handouts will be provided and worksheet exercises will be done. - 12 hours (Dean) \$90
4 eve - Mo. Feb 21/28, Mar 07/14, 18:30-21:30 - Lan

Legal Terminology 2015 (104530)

This course will cover the rules of legal language, terminology unique to each area of law. Please bring a dictionary. - 6 hours (Komorowska) \$60
2 eve - We. Mar 16/23, 18:30-21:30 - Lan

Wills and Estates 1615 (104430)

Review the importance of having a will. Take client instructions and set up simple wills. The course will guide you through the necessary steps and legal forms leading to Grant of Letters Probate and Letters of Administration. - 12 hours (Komorowska) \$90
4 eve - Tu. Mar 22/29, Apr 12/19, 18:30-21:30 - Lan

Conveyancing II - 2115 (104541)

An in-depth study into the legal procedures involved in the purchase and sale of single family residential dwellings. You will be shown the standard documents used in a residential purchase and sale and participants will prepare documents and reports required to close the transaction.

Prerequisite is Conveyancing 1715 (104431). - 15 hours (Cooke) \$110
5 eve - Th. Mar 17/24, Apr 07/14/21, 18:30-21:30 - Lan

Litigation II - 2120 (104565)

This 15-hour program is designed for junior litigation secretaries currently working in the field or as an adjunct to the Introductory Litigation program also offered. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. (Dean) \$110
5 eve - Th. Mar 17/24, Apr 07/14/21, 18:30-21:30 - Lan

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

Improving Your Workplace Effectiveness

Employees want to keep their workplace skills as good as possible. Employers want to make their people as productive as possible and minimize "people problems."

This evolving program has several offerings with wide applicability specifically designed to help achieve these goals. The emphasis on practical application makes each one valuable.

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

TBA

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.

Ask about group rates and in-house offerings.

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.

Terry Blaker, president of Corporate Arts Inc. has over 20 years of experience in leading seminars in the communication arts. His specialties include public speaking, effective meeting management, employer/employee relationships and office automation.

Donna K. Willon is Senior Account Executive with Contacts Target Marketing Inc. She has 13 years of experience in Direct Marketing and has had extensive experience in assisting business and government organizations in targeting their audience, business development and improving their marketing effectiveness. Donna brings to this workshop a clear, down to earth approach that is backed by her many years of hands-on experience.

Harassment Awareness (100158)

Attention is focussed on harassment as never before. This one-day workshop 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. Attendees will:

- Discover the financial and emotional cost of harassment both for the organization and its employees
- Understand the definition of various forms of harassment
- Be able to 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
- Become equipped 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
- Know broad rules for implementing what they have learned without negatively affecting their workplace environment. \$195
1 day - Fr. Feb 11, 09:00-16:00 - TBA

Effective Customer Service (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. Participants will:

- 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"
- Learn ways of communicating effectively with customers; optimizing customer service; motivating themselves and fellow employees to continued excellence in customer service; solving customer and customer service problems \$175
1 day - Sa. Feb 12, 09:00-16:00 - TBA
1 day - Fr. Mar 04, 09:00-16:00 - TBA

Working the Room (100161)

A special one-day seminar for people wishing to expand their career by expanding their network of contacts effectively at conferences, meetings and other functions. The essence of all successful business and careers is people serving people. Learn the skills and attitudes that enable you to serve people and to get others to serve you. Learn how to meet and influence people and how to tap into the wealth of support and encouragement that comes from having "friends in the business." Topics covered include:

- Advantages of networking
 - Types of networks
 - How to build a network
 - Expanding your sphere of influence
 - Staying in touch
 - Avoiding misuse of networks
 - Memory skills
 - Getting the most by giving the most
- Special emphasis will be given to how to build your network at conferences, meetings and other functions including getting to know total strangers and how to disengage from people who are nice but not in your area of interest. \$175
1 day - Fr. Mar 04, 09:00-16:00 - TBA

Negotiating for Success (100162)

Negotiations are a vital part of life. Our success in life is also a direct result of our success in negotiating. We are all very aware of the effect on our lives of negotiations between governments and between corporations and unions. More importantly, our careers are highly affected by everyday negotiating. This course which is offered as a three-day seminar or ten evening program teaches and fosters negotiating attitudes and skills that will produce effective results for all parties involved. Negotiations will yield positive results. In the long run, when all parties win; when no-one takes advantage of someone else. This principle, called "WIN/WIN," if the focus. Skills and attitudes developed will include:

- Preparing to negotiate
- Defining what you want and what you will accept
- Developing Win/Win attitudes
- Negotiating tactics that work
- Defending yourself against unethical tactics
- Effective communication skills
- Setting rules and standards
- Five steps to a successful outcome
- Being clear on what has been agreed
- Some typical negotiating situations

The program will also explore the negotiating skills and advice of professional negotiators such as: Gerard Neirenberg, author of "The Complete Negotiator" and William Ury, author of "Getting to Yes and Getting Past No." These texts, which are readily available at most book stores, are recommended reading. Participants will be challenged to analyze past negotiation incidents with a view to improving future, more effective courses of action. (Blaker) \$395
10 eve - Tu. Jan 25, 18:30-21:30 - TBA
3 day - We/Th/Fr. Feb 16/17/18, 09:00-17:00 - TBA

Maximizing Your On-the-Job Effectiveness (100160)

Exploring the myths and realities of politics in the work place. To progress in a career, more than technical job skills is needed. It is necessary to learn just how the work place works, how to achieve without stepping on toes and egos. In other words, to be able to play by the rules and to know the rules. The workshop is designed for people just starting out on a new career or for people already in business who need new skills if they are to grow on the job. The seminar looks at this topic of Office Politics from a positive perspective. It does not deal with sneaky tricks or how to manipulate the office grapevine. It is a study in human nature. It explains why people do the things they do and how to accept and work with this information. (Blaker) \$175
1 day - Fr. Feb 25, 09:00-16:00 - TBA

Direct Response Marketing (102422)

Direct Response Marketing is the first course in a new series of marketing workshops for business that explore techniques that for one reason or another are of rapidly growing importance in the workplace. This course is for all employees who wish to learn state-of-the-art techniques in areas of rapidly-growing importance. Direct Response Marketing is designed to produce results you can measure. It is the only fully accountable form of advertising there is. Marketing products and services isn't always easy. It can be too expensive, too risky, too competitive, too slow. Direct Response Marketing can help minimize these problems. Learn how to:

- Plan an admail campaign
- Target markets
- Mail effectively to customers
- Obtain good outside mailing lists
- Create copy, design and graphics
- Use the telephone to increase the effectiveness of mail
- Get the most from a lettershop and Canada Post. \$145
1 day - Fr. Feb 18, 09:00-16:00 - TBA

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 hours of instruction offered on two evenings for three hours per night. At \$90 per course or for a total of \$345 for all five 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. Jan 18/20, 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.
2 eve - Tu/Th. Jan 25/27, 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. Feb 01/03, 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.
2 eve - Tu/Th. Feb 08/10, 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. Feb 15/17, 19:00-22:00 - Lan

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.

In-house and group rates are available too. Why not get your own group together?

For more information please call Paula Yunker, program coordinator, 871-7457 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. The trainers are all highly competent and experienced.

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 TBA

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 an M.A. 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.

Paula Yunker is a training consultant with extensive experience in the training field. Prior to forming Con Brio Consulting which provides training development and instruction to a wide clientele, Paula was employed in diverse training functions on a path of increasing responsibility by BC Telephone Co. These have ranged from instructing in the classroom through training needs assessment, course development and design of training materials. She is qualified as a BC Tel master trainer at the specialist level and is a member of the National Society of Performance and Instruction and The Training and Development Society of BC.

Becoming a Great Trainer (100151)

This two-day course will provide participants with a fast and effective way to learn training skills that work! They will have the opportunity to practise the art of effective training in a supportive, coaching environment. By the end of this course, participants 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. Class size is limited to 12 participants to ensure personal attention. (Kalef) \$275
2 day - Mo/Tu. Jan 31/Feb 01, 09:00-16:30 - TBA

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. Class size is limited to 16 participants to ensure personal attention. (Kalef) \$275
2 day - Mo/Tu. Apr 18/19, 09:00-16:00 - TBA

Understanding Group Dynamics (100153)

Have you ever taught a group and wondered "What's going on now?" Do you know how to make the most of your group's interactions to maximize learning potential? Would you like to understand that challenging and mysterious phenomenon, the "group dynamic?" In this highly interactive two-day workshop participants will learn the fundamentals of group dynamics and specific strategies for enhancing adult learning in a training environment. They will come away with an understanding of stages of group development, common issues which arise in groups and how to respond to them, and ideas for

fostering learning and commitment. This course is for those trainers who have completed either the "How to be a Great Trainer" or "Delivering Effective Instruction" course, or who have equivalent training or experience. By the end of this course they should be able to:

1. Explain how to set optimum climates for effective group learning
2. Explain a model of group dynamics
3. Explain possible purposes of groups
4. Identify diagnostic variables for analyzing behaviour in a group situation
5. Apply the diagnostic variables
6. Describe common issues which arise in group learning situations and strategies for dealing with them. (Kalef) \$275
2 day - Mo/Tu. Feb 28/Mar 01, 09:00-16:00 - TBA

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 written 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. (Yunker) \$275
To be offered in the Spring term - May 05/06, 1994

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" or "Delivering Effective Instruction" 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) \$275
TBA, 0900-16:00 - TBA

Delivering Effective Instruction (100159)

A practical hands on approach to instruction designed to help develop and enhance skills needed to prepare and deliver instruction in business, industry and other organizations. Topics covered include presenting in a professional manner, dealing with unforeseen events, creating an outline, instructional techniques, effective use of media and set up of the learning space. Note: This course is offered as an alternative to Becoming a Great Trainer. It is offered evenings or weekends for those who find attendance difficult during the work week. (Yunker) \$275
2 day - Sa. Jan 29/Feb 05, 09:00-16:00 - TBA

COMPUTERS, TECHNOLOGY & TELE-COMMUNICATIONS

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 for night classes, and one-day classes on Saturdays. 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 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 ACCPAC, Simply Accounting and BusinessVisions.

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 or 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 drives 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. Jan 19, 18:30-22:00 - Oak
1 eve - Mo. Mar 21, 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 - We. Jan 12, 09:00-17:00 - Oak
3 eve - Mo. Jan 17, 18:30-21:30 - Oak
1 day - Sa. Jan 22, 09:00-17:00 - Oak
3 eve - Tu. Feb 01, 18:30-21:30 - CC
1 day - Mo. Feb 14, 09:00-17:00 - Oak
3 eve - Mo. Feb 28, 18:30-21:30 - Oak
1 day - Tu. Mar 22, 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 and how to use DOS for file and disk management. Hard disk management concepts include: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. Taking Introduction to Microcomputers first would benefit those with little or no microcomputer experience. Some typing is required. Suitable for all versions of DOS. \$175
1 day - Su. Jan 09, 09:00-17:00 - Oak
1 day - Th. Jan 13, 09:00-17:00 - Oak
1 day - We. Jan 26, 09:00-17:00 - Oak
1 day - Sa. Feb 05, 09:00-17:00 - Oak
3 eve - Mo. Feb 07, 18:30-21:30 - Oak
1 day - Th. Feb 17, 09:00-17:00 - Oak
3 eve - Tu. Mar 01, 18:30-21:30 - CC
1 day - Mo. Mar 14, 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. Understand 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 - Sa. Jan 15, 09:00-17:00 - Oak
1 day - Tu. Jan 18, 09:00-17:00 - Oak
1 day - We. Feb 09, 18:30-21:30 - Oak
1 day - Sa. Feb 19, 09:00-17:00 - Oak
1 day - We. Mar 16, 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

1 day - Tu. Jan 25, 09:00-17:00 - Oak
1 day - Fr. Feb 11, 09:00-17:00 - Oak
1 day - Sa. Feb 26, 09:00-17:00 - Oak
1 day - Fr. Mar 18, 09:00-17:00 - Oak

Introduction to Windows (100914)

Windows is a graphic environment for file, disk and program management. Instead of typing DOS commands, 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
1 day - Mo. Jan 10, 09:00-17:00 - Oak
3 eve - Tu. Jan 11, 18:30-21:30 - CC
1 day - We. Feb 02, 09:00-17:00 - Oak
1 day - Sa. Feb 12, 09:00-17:00 - Oak
1 day - Mo. Feb 21, 09:00-17:00 - Oak
3 eve - Th. Mar 03, 18:30-21:30 - Oak
1 day - Mo. Mar 21, 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: associating files and using the Recorder. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$175
1 day - Th. Jan 20, 09:00-17:00 - Oak
1 day - Tu. Feb 15, 09:00-17:00 - Oak
1 day - Fr. Mar 04, 09:00-17:00 - Oak
1 day - Sa. Mar 19, 09:00-17:00 - Oak

Introduction to Local Area Networks (100920)

Microcomputers connected through Local Area Networks (LANs) are rapidly becoming common in the workplace. This trend will continue as more individuals and businesses 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 NetWare LAN series. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. \$175

1 day - Sa. Jan 15, 09:00-17:00 - CC
3 eve - We. Jan 19, 18:30-21:30 - CC
1 day - Sa. Feb 12, 09:00-17:00 - CC
1 day - Sa. Mar 12, 09:00-17:00 - 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, passwords, rights, directory structures, drive mapping 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 DOS (100903), Introduction to Local Area Networks (100920) or have permission of the instructor. \$175
3 eve - Th. Jan 20, 18:30-21:30 - CC
1 day - Sa. Jan 22, 09:00-17:00 - CC
3 eve - We. Feb 09, 18:30-21:30 - CC
1 day - Sa. Feb 26, 09:00-17:00 - 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, granting and revoking rights, 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. Intermediate DOS (100912) is strongly recommended. \$175

1 day - Sa. Jan 29, 09:00-17:00 - CC
3 eve - Th. Feb 10, 18:30-21:30 - CC
1 day - Sa. Mar 05, 09:00-17:00 - 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, creating, managing and deleting groups, 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

1 day - Sa. Feb 05, 09:00-17:00 - CC
3 eve - Th. Mar 03, 09:00-12:00 - CC
1 day - Sa. Mar 19, 09:00-17:00 - CC

2. Computer Applications

Word Processing

NOTE: Regarding WordPerfect Versions

Word processing training is available for three different versions of WordPerfect; WordPerfect 5.1 for DOS, WordPerfect for Windows, and WordPerfect 6.0 for DOS. Please read the course titles and descriptions carefully to ensure that you have chosen the course that is appropriate for your version of WordPerfect.

Introduction to WordPerfect 5.1 (100710)

Learn fundamental WordPerfect commands for creating and editing documents; moving around, saving, retrieving and printing documents; blocks, formatting and moving/copying text. Emphasis is placed on WordPerfect's use of codes. This course is suitable for students with all versions, except WordPerfect for Windows. \$175
1 day - Sa. Jan 08, 09:00-17:00 - Oak
1 day - Fr. Jan 14, 09:00-17:00 - Oak
1 day - Su. Feb 06, 09:00-17:00 - Oak
1 day - Fr. Feb 11, 09:00-17:00 - Oak
1 day - We. Feb 23, 09:00-17:00 - Oak
1 day - Sa. Mar 05, 09:00-17:00 - Oak
1 day - Mo. Mar 28, 09:00-17:00 - Oak

Intermediate WordPerfect 5.1 (100735)

Now that you have mastered the WordPerfect basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect is essential. \$175
1 day - Th. Jan 20, 09:00-17:00 - Oak
1 day - Th. Feb 24, 09:00-17:00 - Oak
1 day - Su. Mar 13, 09:00-17:00 - Oak

Advanced WordPerfect 5.1—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 - Tu. Jan 18, 09:00-17:00 - Oak
1 day - Th. Feb 17, 09:00-17:00 - Oak
1 day - We. Mar 16, 09:00-17:00 - Oak

WordPerfect 5.1 for Power Users—Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. \$175
1 day - Fr. Jan 28, 09:00-17:00 - Oak
1 day - Th. Mar 10, 09:00-17:00 - Oak

Introduction to WordPerfect 6 (101121)

Learn fundamental WordPerfect commands for creating and editing documents; 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 version 6.0 only. \$175
1 day - Su. Jan 16, 09:00-17:00 - Oak
1 day - Mo. Jan 24, 09:00-17:00 - Oak
1 day - Fr. Feb 18, 09:00-17:00 - Oak
1 day - Su. Feb 27, 09:00-17:00 - Oak
1 day - Fr. Mar 25, 09:00-17:00 - Oak

Intermediate WordPerfect 6 (101122)

Now that you have mastered 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. This course is suitable for students with version 6.0 only. Experience with WordPerfect is essential. \$175
1 day - Fr. Feb 04, 09:00-17:00 - Oak
1 day - Th. Mar 03, 09:00-17:00 - Oak

WordPerfect 6 Upgrade (101125)

This course is designed for experienced WordPerfect for DOS users who want to make an easy, quick, and efficient transition into WordPerfect 6. Explore new features such as: using a mouse, managing frames, using menus, button bars and rulers. Also covered are concept and vocabulary changes such as 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. Suitable for students with

versions 5.0 and 5.1. Experience with WordPerfect is essential. \$175

1 day - Tu. Jan 25, 09:00-17:00 - Oak
1 day - Th. Feb 24, 09:00-17:00 - Oak
1 day - Tu. Mar 15, 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 - Mo. Jan 17, 09:00-17:00 - Oak
1 day - Sa. Feb 05, 09:00-17:00 - Oak
1 day - Mo. Mar 07, 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 - Th. Jan 27, 09:00-17:00 - Oak
1 day - Fr. Feb 18, 09:00-17:00 - Oak

Intermediate WordPerfect for Windows (101108)

Now that you have mastered the WordPerfect for Windows basics, learn how to create newspaper and parallel columns. Set up tables with text and math calculations. Learn merging into form letters, lists, envelopes and mailing labels, sorts and more. Experience with WordPerfect for Windows is essential. \$175
1 day - Tu. Feb 01, 09:00-17:00 - Oak
1 day - We. Mar 09, 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 - We. Feb 09, 09:00-17:00 - Oak
1 day - Fr. Mar 18, 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 and WORD for Windows. \$175
1 day - Sa. Jan 22, 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 and WORD for Windows. \$175
1 day - Su. Jan 30, 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 and WORD for Windows. \$175
1 day - Th. Feb 03, 09:00-17:00 - Oak



Introduction to WORD for WINDOWS (100796)

Explore many of the exciting new features of this WYSIWYG word processor. Introductory topics include: creating and editing documents; using the mouse to access commands; deleting, inserting, moving and copying text; formatting, setting tabs and margins, searching/replacing text and printing. \$175
1 day - Sa. Jan 15, 09:00-17:00 - Oak
1 day - Fr. Jan 28, 09:00-17:00 - Oak
1 day - Su. Feb 13, 09:00-17:00 - Oak
1 day - Mo. Feb 28, 09:00-17:00 - Oak
3 eve - We. Mar 09, 09:00-12:00 - CC
1 day - Th. Mar 24, 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 - We. Jan 19, 09:00-17:00 - Oak
1 day - Fr. Feb 25, 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. Experience with WORD for WINDOWS is essential. \$175
1 day - Fr. Jan 21, 09:00-17:00 - Oak
1 day - Su. Feb 20, 09:00-17:00 - Oak
1 day - Tu. Mar 08, 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). Basic merge commands are also covered. Experience with WORD for WINDOWS is essential. \$175
1 day - Tu. Feb 08, 09:00-17:00 - Oak
1 day - Fr. Mar 11, 09:00-17:00 - Oak

Introduction to MS-WORKS 2.0 (100790)

MS-WORKS is an integrated collection of software tools. Learn the basics of WORD PROCESSING (including creating, editing, formatting, printing, and saving documents); SPREADSHEETS (entering numbers, labels and formulas; relative and absolute references; and printing worksheets). Also covered are fundamentals of DATABASE creation, maintenance and basic information enquiries. \$175
1 day - Su. Jan 23, 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. Feb 12, 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 - We. Jan 26, 09:00-17:00 - Oak

Introduction to dBASE IV (100771)

Learn fundamental dBASE commands to create, use and maintain a database. This course covers catalogs; creating and changing a database structure; displaying, adding, changing and deleting records; and queries to select records. All commands are given through the Control Centre. \$175
1 day - Th. Jan 27, 09:00-17:00 - Oak
1 day - Fr. Mar 04, 09:00-17:00 - Oak

Intermediate dBASE IV (100781)

This course builds on the knowledge gained in Introduction to dBASE IV. Topics include multiple search conditions, dates and memos, use of various filters and query files, and complex index keys. Also explored in detail is the creation and maintenance of a variety of reports and mailing labels, and the creation and use of input screens. \$175
1 day - Fr. Feb 25, 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 - Fr. Jan 07, 09:00-17:00 - Oak
1 day - Su. Jan 16, 09:00-17:00 - Oak
1 day - Th. Feb 03, 09:00-17:00 - Oak
3 eve - Th. Feb 10, 18:30-21:30 - Oak
1 day - We. Mar 02, 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 - Fr. Jan 21, 09:00-17:00 - Oak
1 day - Su. Feb 27, 09:00-17:00 - Oak
1 day - Th. Mar 17, 09:00-17:00 - Oak

Advanced Lotus—Macro Programming (100716)

Advanced Lotus 1-2-3 has been designed for individuals who want to put the full power of 1-2-3 to work. This course covers the development of detailed macros including the creation of menu systems. A good working knowledge of Lotus 1-2-3 is a prerequisite. \$175
1 day - Tu. Feb 15, 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 - Fr. Jan 14, 09:00-17:00 - Oak
1 day - Tu. Feb 22, 09:00-17:00 - Oak
1 day - Sa. Mar 12, 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 worksheets as well as improving spreadsheet presentation. \$175

1 day - Tu. Jan 11, 09:00-17:00 - Oak
3 eve - Th. Jan 20, 18:30-21:30 - Oak
1 day - Sa. Jan 29, 09:00-17:00 - Oak
1 day - Th. Feb 10, 09:00-17:00 - Oak
1 day - Sa. Feb 19, 09:00-17:00 - CC
1 day - Th. Mar 03, 09:00-17:00 - Oak
1 day - We. Mar 23, 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 and AutoFill, 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. Jan 24, 09:00-17:00 - Oak
1 day - Sa. Feb 26, 09:00-17:00 - Oak
1 day - Th. Mar 10, 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 - We. Jan 12, 09:00-17:00 - Oak
1 day - We. Feb 16, 09:00-17:00 - Oak
1 day - Sa. Mar 12, 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 - Th. Jan 13, 09:00-17:00 - Oak
1 day - We. Mar 02, 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 - Mo. Jan 17, 09:00-17:00 - Oak
1 day - We. Feb 23, 09:00-17:00 - Oak

Microcomputer Accounting

Introduction to Simply Accounting/Bedford for DOS (100702)

Learn to set up a chart of accounts, as well as customer, vendor and payroll files. Students will also learn how to integrate each of the modules (Receivables, Payables and Payroll), and how to properly process data and correct errors. Structuring a chart of accounts and closing the books at the end of the month, calendar year and fiscal year are also covered. If you have Simply Accounting for Windows, please see that course description below. A basic understanding of accounting principles is a prerequisite. \$175

1 day - Mo. Jan 10, 09:00-17:00 - Oak
1 day - Tu. Mar 08, 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 - Tu. Jan 11, 09:00-17:00 - Oak
1 day - We. Mar 09, 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 - Th. Feb 10, 09:00-17:00 - Oak

Advanced Simply Accounting for Windows (101112)

In this more advanced approach to Simply Accounting for Windows, you will learn how to fully utilize each of the subsidiary ledgers and job costing. More detailed accounting functions will be covered for Purchase Discounts, Sales Discounts, NSF Cheques, exporting to a spreadsheet, and the manipulation of information on the spreadsheet to create comparative financial statements. \$175

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

Accounting With ACCPAC Plus - G/L (100701)

Learn to use ACCPAC - G/L to set up a G/L system. Specifically, you will learn to convert your existing manual data to ACCPAC, add transactions in batches, edit transaction batches, post batches to the ledger and print out the various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is a prerequisite. \$175

1 day - We. Jan 19, 09:00-17:00 - Oak
1 day - Fr. Mar 11, 09:00-17:00 - Oak

Introduction to BusinessVisions Accounting (101126)

This powerful integrated accounting system handles basic accounting functions, as well as order entry and purchasing. This course covers setting up of the general ledger, accounts receivable, accounts payable. Also included is payroll, inventory, purchasing, and the various financial reports that are available. A basic understanding of accounting principles is a prerequisite. \$175

1 day - Tu. Feb 08, 09:00-17:00 - Oak
1 day - Mo. Mar 07, 09:00-17:00 - Oak

Advanced BusinessVisions Accounting (101127)

This course goes into greater detail on the payroll, order entry and inventory functions of BusinessVisions Accounting. Additional topics include sales analysis; by customer, territory, product, or product line. Experience with BusinessVisions Accounting is required. Introduction to BusinessVisions Accounting (101126) is strongly recommended. \$175

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

Desktop Publishing IBM/IBM Compatible

Graphic Design for Desktop Publishing (100773)

This is an introductory course in design for the desktop publishing trainee. Learn techniques for typographical layout, casting, measuring and identifying typefaces. Learn page layout procedures for designing brochures, catalogues, advertisements, corporate stationery and newsletters. Page architecture and terminology are studied as well. Explore marketing design techniques and camera-ready print media reproductive procedures. Colour and balance will also be covered. Students will produce four final designs. Please note that this is a preparatory course and microcomputers are NOT used in this class. Students will require the following supplies at the first class: Beinfang Graphics 360 design layout pad 11" x 14", type scale ruler (6 + 12 pt. increments) and felt tip pens. This course is held at City Centre Campus, 250 West Pender Street. \$245

4 day - Sa. Jan 22-Sa. Feb 12, 09:00-16:00 - CC

Introduction to CorelDRAW! (101103)

This course covers various CorelDRAW! concepts and commands such as tools, colour palette, the editing window and status line. Learn object manipulation:

stretching, rotating, scaling, skewing and other on-screen alignment aids. Learn curve and node control, how to set and customize typefaces, and create logotype. Graphic importing and exporting are also covered, as well as customizing and separating colour graphics. Familiarity with a mouse and experience with other programs is essential. \$175

1 day - Su. Jan 30, 09:00-17:00 - Oak
3 eve - We. Feb 23, 18:30-21:30 - Oak
1 day - Su. Mar 27, 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. Mar 13, 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

1 day - Su. Feb 06, 09:00-17:00 - Oak
3 eve - We. Mar 16, 18:30-21:30 - 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. Jan 23, 09:00-17:00 - Oak
3 eve - We. Feb 02, 18:30-21:30 - Oak
1 day - Su. Feb 20, 09:00-17:00 - Oak
1 day - Sa. Mar 26, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing (100766)

This course is designed for successful students from the introductory course. Students will learn the following: setting up a four-page, two-colour catalogue; using master pages, creating spot colour separations; setting up a style sheet; creating graphic structures in draw/paint programs; entering text via word processing programs; advanced page editing techniques; and producing a two-page brochure. Experience with PageMaker is essential. Introduction to PageMaker (100746) is strongly recommended. \$175

1 day - Su. Mar 06, 09:00-17:00 - Oak

Advanced Desktop Publishing with PageMaker and CorelDRAW! (100792)

Learn to produce a newsletter using PageMaker and CorelDRAW!. Setting up in PageMaker includes tagging word-processed text, creating a style sheet and 3-colour separations. CorelDRAW! will be used to create the graphics. Electronic design and assembly will be done in PageMaker (IBM). Prerequisite: completion of Intermediate PageMaker (100766) or equivalent, along with some DOS/graphics background. \$175

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

Advanced WordPerfect 5.1 — 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 - Tu. Jan 18, 09:00-17:00 - Oak
1 day - Th. Feb 17, 09:00-17:00 - Oak
1 day - We. Mar 16, 09:00-17:00 - Oak

Also see: GRAPHIC DESIGN for more courses.

3. Computer Programming

Advanced Lotus—Macro Programming (100716)

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

1 day - Tu. Feb 15, 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 - Th. Jan 13, 09:00-17:00 - Oak
1 day - We. Mar 02, 09:00-17:00 - Oak

WordPerfect for Power Users—Macro Programming (100788)

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

1 day - Fr. Jan 28, 09:00-17:00 - Oak
1 day - Th. Mar 10, 09:00-17:00 - Oak

4. Computer Operations

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 drives 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. Jan 19, 18:30-22:00 - Oak
1 eve - Mo. Mar 21, 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 - We. Jan 12, 09:00-17:00 - Oak
3 eve - Mo. Jan 17, 18:30-21:30 - Oak
1 day - Sa. Jan 22, 09:00-17:00 - Oak
3 eve - Tu. Feb 01, 18:30-21:30 - CC
1 day - Mo. Feb 14, 09:00-17:00 - Oak
3 eve - Mo. Feb 28, 18:30-21:30 - Oak
1 day - Tu. Mar 22, 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 and how to use DOS for file and disk management. Hard disk management concepts include: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. Taking introduction to Microcomputers first would benefit those with little or no microcomputer experience. Some typing is required. Suitable for all versions of DOS. \$175

1 day - Su. Jan 09, 09:00-17:00 - Oak
1 day - Th. Jan 13, 09:00-17:00 - Oak
1 day - We. Jan 26, 09:00-17:00 - Oak
1 day - Sa. Feb 05, 09:00-17:00 - Oak
3 eve - Mo. Feb 07, 18:30-21:30 - Oak
1 day - Th. Feb 17, 09:00-17:00 - Oak
3 eve - Tu. Mar 01, 18:30-21:30 - CC
1 day - Mo. Mar 14, 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. Understand 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 - Sa. Jan 15, 09:00-17:00 - Oak
1 day - Tu. Jan 18, 09:00-17:00 - Oak
1 day - We. Feb 09, 18:30-21:30 - Oak
1 day - Sa. Feb 19, 09:00-17:00 - Oak
1 day - We. Mar 16, 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

1 day - Tu. Jan 25, 09:00-17:00 - Oak
1 day - Fr. Feb 11, 09:00-17:00 - Oak
1 day - Sa. Feb 26, 09:00-17:00 - Oak
1 day - Fr. Mar 18, 09:00-17:00 - Oak

Introduction to Windows (100914)

Windows is a graphic environment for file, disk, and program management. Instead of typing DOS commands, 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

1 day - Mo. Jan 10, 09:00-17:00 - Oak
3 eve - Tu. Jan 11, 18:30-21:30 - CC
1 day - We. Feb 02, 09:00-17:00 - Oak
1 day - Sa. Feb 12, 09:00-17:00 - Oak
1 day - Mo. Feb 21, 09:00-17:00 - Oak
3 eve - Th. Mar 03, 18:30-21:30 - Oak
1 day - Mo. Mar 21, 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: associating files and using the Recorder. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$175

1 day - Th. Jan 20, 09:00-17:00 - Oak
1 day - Tu. Feb 15, 09:00-17:00 - Oak
1 day - Fr. Mar 04, 09:00-17:00 - Oak
1 day - Sa. Mar 19, 09:00-17:00 - Oak

Introduction to Local Area Networks (100920)

Microcomputers connected through Local Area Networks (LANs) are rapidly becoming common in the workplace. This trend will continue as more individuals and businesses 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 NetWare LAN Series. Explore the differences between peer-to-peer and server-based LANs. Understand hardware requirements for workstations and servers, Network Interface Cards, cabling systems, protocols, topologies and network operating systems. A

basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. \$175

1 day - Sa. Jan 15, 09:00-17:00 - CC
3 eve - We. Jan 19, 18:30-21:30 - CC
1 day - Sa. Feb 12, 09:00-17:00 - CC
1 day - Sa. Mar 12, 09:00-17:00 - 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, passwords, rights, directory structures, drive mapping 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 DOS (100903), Introduction to Local Area Networks (100920) or have permission of the instructor. \$175

3 eve - Th. Jan 20, 18:30-21:30 - CC
1 day - Sa. Jan 22, 09:00-17:00 - CC
3 eve - We. Feb 09, 18:30-21:30 - CC
1 day - Sa. Feb 26, 09:00-17:00 - 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, granting and revoking rights, 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. Intermediate DOS (100912) is strongly recommended. \$175

1 day - Sa. Jan 29, 09:00-17:00 - CC
3 eve - Th. Feb 10, 18:30-21:30 - CC
1 day - Sa. Mar 05, 09:00-17:00 - 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, creating, managing and deleting groups, 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

1 day - Sa. Feb 05, 09:00-17:00 - CC
3 eve - Th. Mar 03, 09:00-12:00 - CC
1 day - Sa. Mar 19, 09:00-17:00 - 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 261-2805 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. Feb 01, 18:30-21:30 - CC

Introduction to DOS (100903)

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

Introduction to WINDOWS (100914)

See the previous section for course description.
3 eve - Tu. Jan 11, 18:30-21:30 - CC

Introduction to Local Area Networks (100920)

See the previous section for course description.
1 day - Sa. Jan 15, 09:00-17:00 - CC
3 eve - We. Jan 19, 18:30-21:30 - CC
1 day - Sa. Feb 12, 09:00-17:00 - CC
1 day - Sa. Mar 12, 09:00-17:00 - CC

Introduction to Novell NetWare (100921)

See the previous section for course description.
3 eve - Th. Jan 20, 18:30-21:30 - CC
1 day - Sa. Jan 22, 09:00-17:00 - CC
3 eve - We. Feb 09, 18:30-21:30 - CC
1 day - Sa. Feb 26, 09:00-17:00 - CC

Intermediate Novell NetWare (100922)

See the previous section for course description.
1 day - Sa. Jan 29, 09:00-17:00 - CC
3 eve - Th. Feb 10, 18:30-21:30 - CC
1 day - Sa. Mar 05, 09:00-17:00 - CC

Advanced Novell NetWare (100923)

See the previous section for course description.
1 day - Sa. Feb 05, 09:00-17:00 - CC
3 eve - Th. Mar 03, 09:00-12:00 - CC
1 day - Sa. Mar 19, 09:00-17:00 - CC

2. Computer Applications

Word Processing

Introduction to WORD for WINDOWS (100796)

See the previous section for course description.
3 eve - We. Mar 09, 18:30-21:30 - CC

Spreadsheets/Graphs

Introduction to Excel (100795)

See the previous section for course description.
1 day - Sa. Feb 19, 09:00-17:00 - 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. Jan 22, 09:00-16:00 - CC

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

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. Jan 13, 19:00-22:00 - Lan
5 eve - Fr. Jan 14, 19:00-22:00 - Lan
5 mng - Su. Jan 16, 09:00-12:00 - Lan
5 eve - Th. Feb 24, 19:00-22:00 - Lan
5 eve - Fr. Feb 25, 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. Jan 12, 19:00-22:00 - Lan
5 eve - Fr. Feb 25, 19:00-22:00 - Lan

CSW12—Local Area Network Management—Level I (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 eve - Mo. Jan 10, 19:00-22:00 - Lan

5 mng - Sa. Jan 15, 09:00-12:00 - Lan

5 mng - Su. Jan 16, 09:00-12:00 - Lan

5 eve - Mo. Feb 21, 19:00-22:00 - Lan

5 eve - Fr. Feb 25, 19:00-22:00 - Lan

5 mng - Su. Feb 27, 09:00-12:00 - Lan

NOTE

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 - Fr. Jan 14, 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 required. Course manual included in fee. \$265

5 eve - Tu. Jan 11, 19:00-22:00 - Lan

5 eve - We. Feb 23, 19:00-22:00 - Lan

CSW83—Introduction to UNIX (100583)

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

5 eve - Th. Jan 13, 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. Jan 16, 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 I
CSW12A—Local Area Network Management—Level II
CSW12B—Local Area Network Management—Level III

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

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

Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW1 and CSW9 only. Students who are confident with Hard Disk Management should register in the other courses and not

wait for credit confirmation. Application for credit must be made in writing and include a transcript of courses taken and/or documentation of PC related experience. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara Campus, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

CSW1—Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used commands of PC/MS-DOS control program for the IBM-PC and compatibles. Examine the most common business applications for the IBM-PC microcomputer: word processing, spreadsheets, and BASIC programming. This course is hands-on oriented with numerous examples for illustration. CSW1 is the foundation course to all other courses. Course manual included in fee. \$245

5 eve - Mo. Jan 10, 19:00-22:00 - Lan

5 eve - Tu. Jan 11, 19:00-22:00 - Lan

5 eve - We. Jan 12, 19:00-22:00 - Lan

5 eve - Th. Jan 13, 19:00-22:00 - Lan

5 mng - Sa. Jan 15, 09:00-12:00 - Lan

5 eve - Mo. Feb 21, 19:00-22:00 - Lan

5 eve - Tu. Feb 22, 19:00-22:00 - Lan

5 eve - We. Feb 23, 19:00-22:00 - Lan

5 eve - Th. Feb 24, 19:00-22:00 - Lan

5 mng - Su. Feb 27, 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. Jan 13, 19:00-22:00 - Lan

5 eve - Fr. Jan 14, 19:00-22:00 - Lan

5 mng - Su. Jan 16, 09:00-12:00 - Lan

5 eve - Th. Feb 24, 19:00-22:00 - Lan

5 eve - Fr. Feb 25, 19:00-22:00 - Lan

CSW12—Local Area Network Management—Level I (100518)

This course serves as an introduction to the basics of network systems. Emphasis will be on developing an understanding of what services networks can provide, the theory of their operation and the implications for network management. Participants will be introduced to the Novell operating system. Open lab time will be available as indicated by instructor. Prerequisite: CSW1 and CSW9. Course manual included in fee. \$275

5 eve - Mo. Jan 10, 19:00-22:00 - Lan

5 mng - Sa. Jan 15, 09:00-12:00 - Lan

5 mng - Su. Jan 16, 09:00-12:00 - Lan

5 eve - Mo. Feb 21, 19:00-22:00 - Lan

5 eve - Fr. Feb 25, 19:00-22:00 - Lan

5 mng - Su. Feb 27, 09:00-12:00 - Lan

CSW12A—Local Area Network Management—Level II (100519)

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

5 eve - Fr. Jan 14, 19:00-22:00 - Lan

5 mng - Sa. Jan 15, 09:00-12:00 - Lan

5 eve - We. Feb 23, 19:00-22:00 - Lan

5 mng - Sa. Feb 26, 09:00-12:00 - Lan

5 mng - Su. Feb 27, 09:00-12:00 - Lan

CSW12B—Local Area Network Management—Level III (100525)

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

5 eve - Mo. Jan 10, 19:00-22:00 - Lan

5 eve - Th. Jan 13, 19:00-22:00 - Lan

5 eve - Tu. Feb 22, 19:00-22:00 - Lan

5 eve - Th. Feb 24, 19:00-22:00 - Lan

CSW14—Wide Area Networking (100514)

Objectives: to acquaint participants with technologies for extending the reach of the local area networks through dial-out, dial-in, FAX server and E-mail systems. Contents: brief overview of telecommunications concepts and services, including: asynchronous/synchronous, X.25, T-1, ATM, ISDN, etc. Dial-out systems, dial-in systems, FAX servers, E-Mail. Course structure: One day course 09:00 to 16:00, lecture with hardware/software demonstrations, class size limited to 20. Prerequisite: completion of VCC Local Area Network Certificate course or equivalent and/or comparable experience. Course notes included in fee. \$265

1 day - Su. Jan 16, 09:00-16:00 - Lan

1 day - Su. Feb 06, 09:00-16:00 - Lan

1 day - Su. Mar 06, 09:00-16:00 - Lan

CSW15—Managing Large Networks (100515)

Objectives: to acquaint participants with the concepts, strategies and real world products for managing large computer networks. Contents: system performance and maintainability considerations in designing large networks, including topics such as: protocols and segmentation, structured cabling, premises wiring and hub management systems, as well as troubleshooting tools including: protocol analyzers and cable testers. Course structure: One day course 09:00 to 16:00, lecture with hardware/software demonstrations, class size limited to 20. Prerequisite: completion of VCC Local Area Network Certificate course or equivalent and/or comparable experience. Course notes included in fee. \$265

1 day - Su. Jan 23, 09:00-16:00 - Lan

1 day - Su. Feb 13, 09:00-16:00 - Lan

1 day - Su. Mar 13, 09:00-16:00 - Lan

Electric/Electronics

INSTRUCTORS

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

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

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. Jan 25, 18:30-21:30 - CC

Basic Digital Electronics (050703)

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

20 eve - Mo/We. Jan 24, 18:30-21:30 - CC

Build Your Own Robot (050701)

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

10 eve - Mo. Jan 24, 18:30-21:30 - CC

Telecommunications Management

Certificate Program

This program offers you the opportunity to enhance your telecommunications knowledge and improve your management skills in this constantly changing field. All course instructors are practising telecommunications professionals providing you, the student, with up-to-date "real life" experience and knowledge. The Telecommunications Management Certificate Program will provide you with a unique combination of technical knowledge and management skills enhancing your potential for leadership in this evolving profession.

Non-certificate students may 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 We. Jan 05, 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 Koebberling, 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. Jan 18, 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. Jan 13, 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. Jan 13, 18:00-21:00 - CC

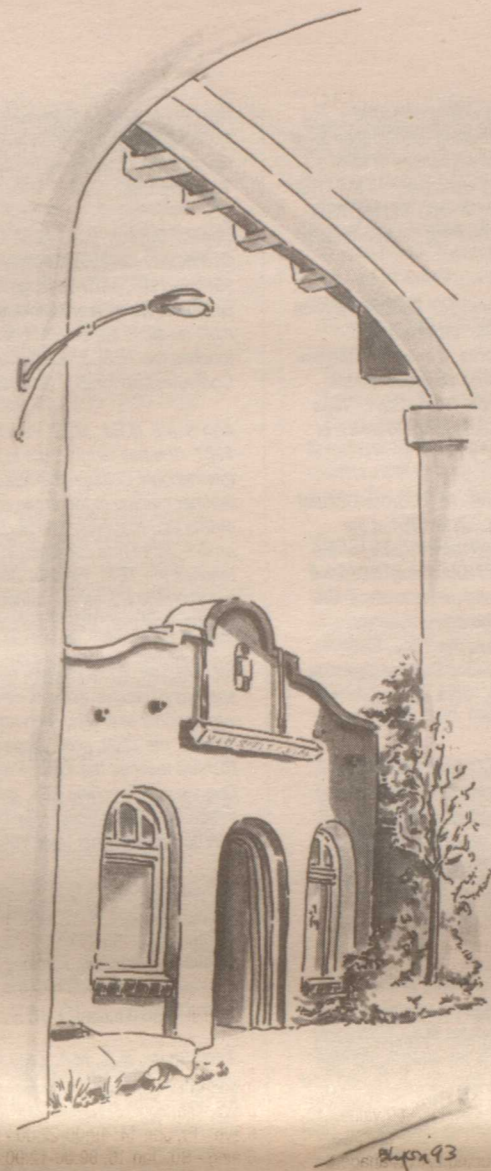
* Data Communications (102204)

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, multiplexers, fibre optics and LANs. (Paul) \$295

12 eve - We. Jan 19, 18:00-21:00 - CC

Managing the Integrated Office (102205)

Managing the Integrated Office provides the background necessary to utilize the technical overviews developed throughout the program in the modern office. The course provides a solid basis for understanding office automation and the impact of technology on human resources. The course examines many management concerns and decisions related to the person/machine interface. An overview of key elements of management issues and



tools is discussed, with particular emphasis on the impact of technological change. (Koebberling) \$295

12 eve - Th. Jan 13, 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. Jan 06, 18:30-20:30 - KEC

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

\$160
2 hrs - Th. Jan 06, 18:30-20:30 - KEC

Challenge Examination—Data Communications (102209)

\$160
2 hrs - Th. Jan 06, 18:30-20:30 - KEC

Fee Allocation for Challenge Examinations

1. Participants must pay \$160 BEFORE writing any examination.
2. Fifty dollars (\$50) of the \$160 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance (\$110) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may: a) request a "deferred fee credit" for 100 percent of the balance of \$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.

The TCP/IP Protocol Suite (102248)

This seminar has been developed and will be presented by Gary Zielke, President of Infotel Systems Corp., a Vancouver-based consulting firm specializing in the development and presentation of telecommunications-based seminars. Mr. Zielke holds an electrical engineering degree from UBC, is a registered professional engineer in BC and Ontario and a member of the IEEE. Mr. Zielke's 25 years of experience has included engineering and

marketing positions with Xerox Corporation, General Electric and BC Telephone Company. While at BC

exercises. Using newspaper articles, expository prose and fiction. Participants will also analyze the reading strategies students need to use as they create charts, graphs and visuals to improve their level of reading comprehension at the intermediate, advanced and college-preparatory level. (Klingenberg) \$40
1 aft - Sa. Feb 05, 13:00-17:00 - KEC

Using the Westcoast Reader in an ESL Classroom (150885)

Learn new and creative ways to use the Westcoast Reader in an ESL classroom. Joan Acosta, a highly-skilled ESL instructor and editor of this popular newspaper, will present a wide range of learning activities and teaching strategies in this four-hour hands-on workshop. Participants will explore activities that can be used to teach speaking, listening, reading and writing skills at all language levels. (Acosta) \$40
1 aft - Sa. Feb 05, 13:00-17:00 - KEC

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

This 11-hour participant-centred workshop will focus on teaching adult ESL literacy students within the framework of a multi-level class. Topics will include instructional approaches, teaching techniques, lesson planning, teaching materials and resources. Samples of lesson plans and teaching ideas will be provided for all workshop participants. It is advisable that participants have volunteer or teaching experience in an ESL literacy class. (Price-Hosie and Massaro) \$110
2 day - Sa/Su. Jan 08/09, 09:30-16:00 - Immigrant Services Society, 333 Terminal Avenue, Vancouver.

Testing in English as a Second Language (150815)

A 14-hour practical course in how to test your students' knowledge of English. You will learn how to use and construct a variety of tests for speaking, listening, reading, writing and grammar. Students registering for this elective are required to have teaching experience or to have completed Teaching Grammar One: Theory and Practice, Teaching Listening and Speaking, Teaching Reading and Teaching Writing. (Gerber) \$120
2 day - Sa/Su. Mar 19/20, 09:00-17:00 - KEC

An Introduction to the Audio Lab for ESL Instructors (150886)

This hands-on three-hour workshop will introduce participants to the potential of the audio lab for ESL instructors. Participants will be briefed on how to operate an audio lab. There will be an opportunity to preview commercially-produced audio tapes and explore ways of developing your own audio materials. Participants will also examine ways of using audio materials outside the audio lab by utilizing tape recorders and language masters in the ESL classroom. (Slattery) \$40
1 aft - Sa. Jan 29, 13:00-16:00 - KEC, Audio Lab

Developing an ESL Unit Plan Using Authentic Materials (150884)

This three-hour workshop will explore how to develop a unit plan for ESL students at upper beginner and intermediate language levels using authentic teaching materials. Participants will use the Crimestoppers Program as a model for developing a unit plan using authentic materials. A range of learning activities and teaching ideas will be explored in this context. (Rastan-Schnepl) \$40
1 mng - Sa. Mar 12, 09:30-12:30 - KEC

LINC Class Observation (150887)

Participants in this day-long elective course will have the opportunity to spend a full teaching day in a LINC[®] class with an expert instructor from the ESL Vocational Department at VCC. Participants will begin their observation day with an half-hour pre-class briefing, followed by a six-hour LINC in-class observation and end the day with a half-hour debriefing session. *The Language Instruction for New Canadians program is a federally-funded language instruction initiative at the beginner to pre-intermediate language levels. (TBA) \$65
1 day - Tu. Feb 08, 08:00-15:00 - KEC North
1 day - Th. Feb 10, 08:00-15:00 - KEC North

HEALTH CARE, SELF-IMPROVEMENT & LIFESTYLES

Professional & Allied Health Care

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

For phone registration call 874-9923.

INSTRUCTORS

F. Barker, 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.

A. Beesack, B.A., D.V.A.T.I., is a certified art therapist in private practice. She does individual counselling and offers workshops and groups in art therapy and creative processes. Anne has over 1000 hours of practical experience using art with clients in a variety of settings. She has worked with children, teens and both young and older adults.

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. 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.

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.

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 member and is currently an executive board member of the Vancouver Society of Immigrant and Visible Minority 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., R.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.

J. Shaw, B.A., Dipl. Gerontology, M.A. (candidate), is the director of the West End Seniors' Network in Vancouver. In 1989 she received a grant from Seniors' Independence Program to develop storytelling skills with seniors. This project has grown to include partnerships with elementary and secondary schools, with special emphasis on working with immigrant and refugee students. Jenny recently authored a manual entitled "Turning Memories into Stories."

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.

B. Spring, B.A., M.D., is a family physician, a community consultant for the Hospice Program of the Vancouver Health Department and a physician in the Palliative Care Unit of Vancouver General Hospital.

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.

Third Annual Traditional Chinese Medicine Tour to the People's Republic of China

April 18—May 2, 1994
(Extended periods of study and/or travel can be individually arranged.)
For health care professionals. Explore Traditional Chinese Medicine (TCM) as it is practised today in the People's Republic of China. This unique program focuses on the clinical practice of acupuncture taught by highly-skilled TCM physicians at the Hangzhou Hospital of Traditional Chinese Medicine. Also includes training in other traditional therapies such as Qi Gong, Tuina (massage) and herbal remedies. There will be pre-trip orientation and study group sessions to prepare participants. This

program is designed to meet the needs of serious students and veteran practitioners as well as for individuals with a more casual interest in the healing arts and cultural enjoyment. VCC tour leader, Les Moncrieff, has studied acupuncture in China. This is his third trip as tour leader.

Price: \$2990 double occupancy, includes return airfare from Vancouver, all land travel arrangements, tuition, organized sightseeing, accommodation and meals. A portion of the tour price qualifies for a tax receipt. Prices subject to change without notice. For further information call Sheila Stickney—874-9923 or Les Moncrieff—520-3505.

Team Building for Success

An effective team is an essential component for any organization delivering quality customer service. Do you want to know more about how to build an effective team for your facility? About group process? About handling group dynamics more effectively? Are you interested in developing your team building skills? In Level I of this two-day course, instructors Mary Murray and Marion Malcolmson lay the theoretical foundations for team building, and in Level II offer you specific training to build your skills. Level I can be taken on its own, but you must complete Level I before taking Level II. (Murray/Malcolmson)

Group Theory for Team Building—Level I (2028313) - 1 day - Fr. Feb 18, 09:00-16:00 - KEC - \$90
Team Building Skills—Level II (202803) - 1 day - Fr. Feb 25, 09:00-16:00 - KEC - \$90

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. Feb 14/21/28, Mar 07/14, 09:00-16:00 - 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/Spring) \$90 (Co-sponsored with Continuing Care Division, Vancouver Health Department)
1 day - Fr. Mar 11, 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 clinical nurse specialist 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 Levels I & II courses of the "aring for People Living with AIDS or HIV."(Quick/Salton) \$65
1 eve - Fr. Feb 18, 17:45-20:30 AND 1 day - Sa. Feb 19, 09:00-16:00 - KEC

Caring for People Living with HIV or AIDS—Level I (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 introduces 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 awareness 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. Mar 03, 18:30-21:30 - KEC West

Caring for People Living with HIV or AIDS—Level II (201063)

This Level II course examines specific knowledge and skills related to working with people experiencing HIV/AIDS. Topics: standards of care; opportunistic infections and treatment issues; pain management; the home support workers role in HIV/AIDS care; impact of attitudes toward sexuality on quality of care; community resources; support networks, and the importance of incorporating self care into your work. (Prerequisites 200727 and 201058.) (Co-sponsored with Vancouver Person's with AIDS Society, AIDS Vancouver, and the Positive Women's Network.) \$65
1 eve - Fr. Apr 08, 18:15-21:00 AND 1 day - Sa. Apr 09, 09:00-16:00 - KEC

Validation Through Storytelling: A New Approach for Care Givers (200736)

Storytelling is an effective and entertaining way of validating life experiences for people of all ages, but especially for those dealing with the uncertainties and changes involved in coming to terms with the aging process. Facilitating a storytelling group involves patience and skills learned over time, but brings with it many lasting rewards. This course will give you ideas for getting started and provide suggestions for implementing storytelling as a useful tool for promoting well-being among participants. The course includes demonstration and discussion of the art and value of storytelling, with the help of some veteran senior storytellers. (Shaw) \$90
1 day - Fr. Mar 11, 09:00-16:00 - KEC West

Introduction to Art Therapy (202785)

What is art therapy? What does an art therapist do? This experiential workshop will familiarize you with the field of art therapy, the creative process and the role of art within the healing process. Through exercises, discussion and hands-on exploration of art materials, you will gain an understanding of how to respond to and encourage another person's expression of self through art. You will learn to identify clients who could benefit from the use of expressive arts and recognize therapeutic qualities of different art media. (Beesack) \$90
1 day - We. Feb 16, 09:00-16:00 - KEC West

Issues and Needs in Multicultural Health Care (200725)

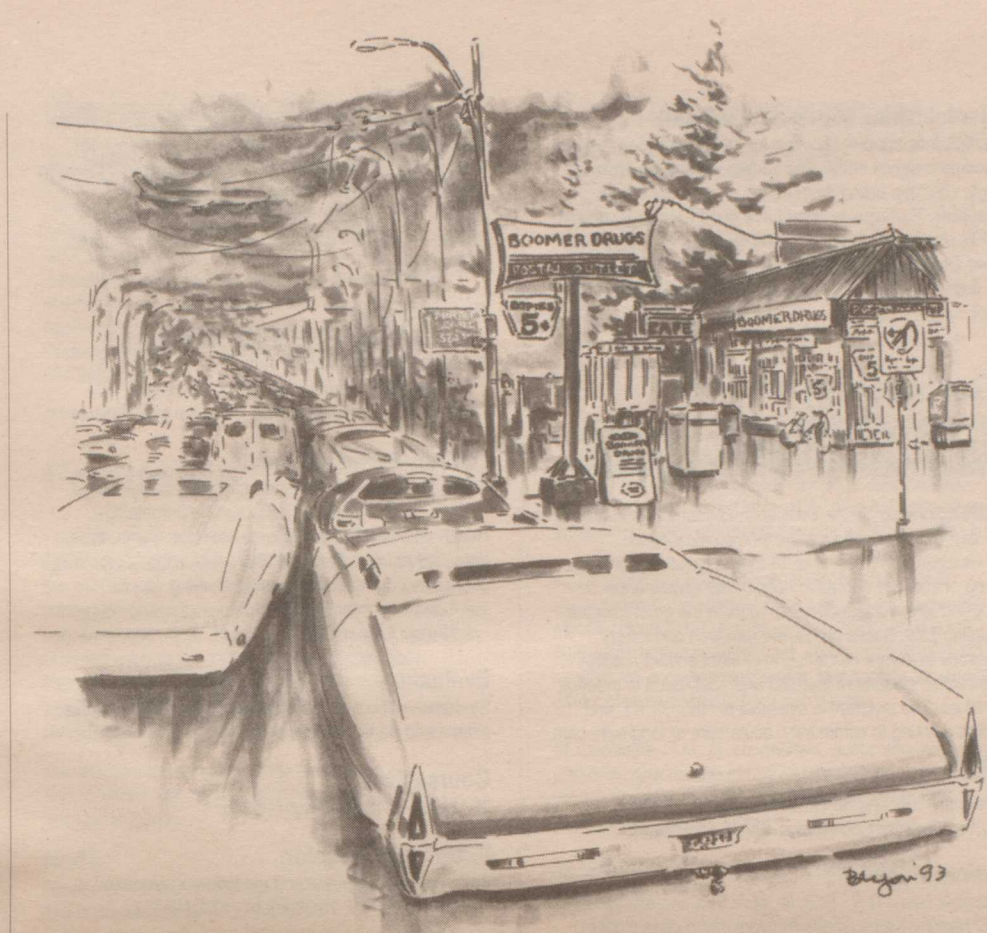
Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships 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. Apr 11, 09:00-16:00 - KEC West

Differing Health Care Needs of Ethnic Groups (202728)

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. Apr 25, 09:00-16:00 - KEC West

Mealtime 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. Feb 08/15/22, 18:00-22:00 - KEC West

Assisting Persons with Swallowing and Feeding Problems (202729)

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 - Th. Feb 24, 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. Jan 24, 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. Jan 22, 09:30-16:30 - Lan
1 day - Sa. Mar 05, 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 - Fr. Mar 04, 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. Feb 25, 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. (Barker) \$245
3 day - Tu. Feb 08/15/22, 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 - Th. Mar 17, 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 - Fr. Mar 18, 09:00-16:00 - KEC West

* If registered in both courses fee is \$180

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. Mar 29, 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. Apr 16, 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. (Donaldson) \$345
2 weekends - Sa/Su. Mar 05/06/12/13, 09:00-16:00 - KEC

Outreach Teaching: Serving Socially-Disadvantaged Clients in the Childbearing Period (203065)

This one-day workshop assists childbirth educators and other health professionals to work more effectively with socially-disadvantaged clients (e.g. under-served cultural minorities, teens). Emphasis is on how to identify, teach, support and refer clients who are dealing with the daily realities of such problems as: poverty, social isolation, illiteracy, substance misuse, sexual abuse and other forms of family violence. The workshop includes practical application of facts and concepts through small group exercise and case study analysis.
1 day - Sa. Apr 23, 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, 115 hours (Donaldson) \$270

Course II—Teaching Skills for Childbirth Educators (202504)

24 hours in classroom, 49 hours total (Donaldson) \$345
2 weekends - Sa/Su. Mar 05/06/12/13, 09:00-16:00 - KEC

Course III—Practicum for Childbirth Educators (202501)

43 hours. Arranged on an individual basis. (Donaldson) \$125

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

For course information call 874-9923

Dental Education

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.

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. Jan 10, 19:00-22:00 - CC, Room 430
1 eve - Tu. Feb 08, 19:00-22:00 - CC, Room 430
1 eve - Mo. Mar 07, 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 eve - We. Jan 19, 18:00-21:30 - 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 eve - We. Jan 26, 18:00-21:30 - CC, Room 529

Bridging the Computer Gap—A Dentist-Friendly Workshop (203531)

Do you want to maximize your computer potential? Here's how. Use it yourself, in and out of the practice. You'll discover how to expand the benefits of your system—easily—and acquire the know-how to make it really deliver. Limited to six participants. (McLeod) \$100
1 eve - We. Feb 02, 18:00-21:30 - CC, Room 529

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.) (Jestin) \$65
1 eve - Tu. Feb 08, 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) \$135
2 eve - Tu. Feb 08/15, 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. Jan 22, 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. Jan 12/Feb 23, 19:00-22:00 - CC Room 522

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 the gerontological nursing field. 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 coordinator of the BC Healthy Communities Network and a 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.

Dawn Blais, R.N., B.Sc.N., M.S.N., is a clinical nurse specialist in geriatrics at St. Paul's Hospital and is cross-appointed as clinical assistant professor at UBC's School of Nursing. Her breadth of experience in gerontological nursing includes roles in clinical practice, education and research. She is familiar with care issues in acute, long-term and community care settings.

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.

Grace Hodgins, R.N., B.Sc.N., M.A., coordinates Continuing Education programs in nursing and health at VCC. Her experience base includes clinical practice in community health, rehabilitation and long-term care and educator/consultant roles in a variety of health care and educational settings.

Karen Kline, R.N., M.Sc.N., has been a clinical nurse specialist in gerontology for 14 years. She is currently employed in that role at Lion's Gate Hospital. Her past experience includes both acute and long-term care settings and she has been a consultant to several long-term care facilities. Karen's research focuses on enabling the abilities of cognitively-impaired elders and on behavioral problems in older persons. In these topic areas she has published numerous articles and recently co-authored a book.

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.

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. Jan 20, 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

Only open to certificate program students who have met entry requirement.

Introduction to Gerontology (203601)

This course provides an overview of the field of gerontology and demographic trends in Canada. Participants examine issues related to health and social service provision in an aging population. Emphasis is placed on distinguishing facts from myths in relation to aging and older people, and on using theory and research to gain a holistic understanding of the aging process. (Berry) \$245
6 day - Th. Jan 06, 09:00-16:00 - KEC West

Introduction to Gerontological Nursing (203604)

Provides an overview of the gerontological nursing specialty in Canada: history, philosophical underpinnings, roles, functions, standards and current issues. Emphasis is placed on theory-based practice and on mutual problem solving with older adults and their families. Participants examine their role in quality and risk management. (Blais) \$245
6 day - Fr. Jan 14, 08:45-15:30 - KEC West

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 health concerns commonly encountered in late life. Emphasis is on integrating knowledge of aging and principles of prevention and rehabilitation in nursing assessment and intervention. (Stanbury) \$245
6 day - We. Mar 02, 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. Mar 03, 09:00-16:00 - KEC West

Practicum (203607)

Provides an opportunity for students to integrate theory and skills learned throughout the program with experiences and judgement acquired only in a practice setting. Students apply knowledge and refine practical skills through field experience in an approved clinical practice setting. The practicum is 122.5 hours in duration and is completed over a 12-week period. (Hodgins) \$245

Continuing Care Management Certificate Program

This one-year part-time certificate program has been developed in collaboration with the British Columbia Association of Community Care in order to provide an opportunity for managers and administrators in Continuing Care to develop their abilities in establishing efficient organizations, effective care teams and quality care outcomes based on relevant theory and research and current industry standards. This is a highly experiential program. Class size limited to allow maximum interaction.

Prerequisites

Current practice in the Continuing Care field in a managerial or administrative position, or employment in a managerial position with the availability of a Continuing Care environment in which to apply unit-based assignments.

Certificate Requirements

The program consists of six courses, totalling 144 hours of instruction. Courses must be taken in chronological order. Each course is offered in four-day formats, 09:00-16:00 hours, Wednesday through Saturday.

Management Processes (201601)

4 day - We/Th/Fr/Sa. Feb 16/17/18/19, 09:00-16:00 - TBA

Communications (201602)

4 day - We/Th/Fr/Sa. Mar 23/24/25/26, 09:00-16:00 - TBA

Introduction to Continuing Care Management (201603)

4 day - We/Th/Fr/Sa. Apr 27/28/29/30, 09:00-16:00 - TBA

Personnel Management (201604)

4 day - We/Th/Fr/Sa. Jun 15/16/17/18, 09:00-16:00 - TBA

Financial Management (201605)

4 day - We/Th/Fr/Sa. Sep 14/15/16/17, 09:00-16:00 - TBA

Organizational Development and Evaluation (201606)

4 day - We/Th/Fr/Sa. Oct 19/20/21/22, 09:00-16:00 - TBA

Course Fees

Each course costs \$400

Evaluation

Students will be evaluated on practice-based assignments, attendance and class participation.

Length of Program

Three terms — 12 months

Program Coordinator

Sheila Stickney

Application

Call 874-9923 for brochure and application form. Qualified participants are selected in order of receipt of application.

INSTRUCTORS

All instructors are practising professionals in the continuing care or related fields and are able to provide up-to-date practical experience and knowledge.

Mark Brown is director of Human Resource Services for the Continuing Care Employee Relations Association of BC (CCERA).

Garrick Clements is the special health law consultant to the Ministry of Health and has practised health and hospital law since 1974.

Allan Curtis is a business consultant with extensive experience in administration and financial management in community care.

Aida Davis is the director of services to adults at the Office of the Public Trustees and has been associated with the continuing care field for a number of years.

Rob Goodall has extensive experience as a health care educator and is a management consultant with a special interest in CQI.

NOTE

Courses offered this term:

The content of each course is related to the content of the continuing care field.

Management Processes (201601)

This course provides an overview of management theory and processes, including management principles and styles, organizational structures, management skills, power and change theory, strategic planning, and team building within the organization. (Goodall) \$400
4 day - We/Th/Fr/Sa. Feb 16/17/18/19, 09:00-16:00 - TBA

Communications (201602)

This course provides an overview of communication concepts and skills necessary in developing team work, with emphasis on assertiveness and conflict resolution skills, managing group processes, team building, and verbal and written communication skills. (Goodall) \$400
4 day - We/Th/Fr/Sa. Mar 23/24/25/26, 09:00-16:00 - TBA

Nursing Management Certificate Program

INSTRUCTOR

Irene Rohrer, R.N., M.S.N., has had previous experience as assistant head nurse, head nurse and teaching in various areas. She is currently nurse manager of the Emergency and Palliative Care units of MSA Hospital.

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. Mar 05/12, Apr 09/23, May 07/14/28, 09:00-16:00 AND 1 eve - We. Jun 01, 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.

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. Jan 15, 09:00-18:00 - CC

1 day - Sa. Jan 22, 09:00-18:00 - CC

1 day - Sa. Jan 29, 09:00-18:00 - CC

1 day - Sa. Feb 05, 09:00-18:00 - CC

1 day - Sa. Feb 12, 09:00-18:00 - CC

1 day - Sa. Feb 19, 09:00-18:00 - CC

1 day - Sa. Feb 26, 09:00-18:00 - CC

1 day - Sa. Mar 05, 09:00-18:00 - CC

1 day - Sa. Mar 12, 09:00-18:00 - CC

1 day - Sa. Mar 19, 09:00-18:00 - CC

1 day - Sa. Mar 26, 09:00-18:00 - CC

Foodsafe—Level I (Basic)—For ESL Students (250203)

This Level I class is specifically designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. \$70

2 day - Sa. Feb 12/19, 09:00-16:00 - KEC

4 eve - Tu/Th. Mar 08/10/15/17, 18:30-21:30 - CC

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. Feb 05, 09:00-18:00 - KEC
1 day - Sa. Mar 12, 09:00-18:00 - CC

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. Mar 30, 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.

M. Cochrane, R.N., is a consultant, public speaker and educator, specializing in one-to-one and group work with clients experiencing emotional problems related to eating and low self-esteem.

Beth 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 performance anxiety and panic disorder and has helped numerous others through the same process.

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

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. Shamal, 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.

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

How much more could you enjoy your life and relationships if . . . how far could you advance in your career if . . . you eliminated one or two counter-productive behaviours that block you, "procrastination, disorganization, avoiding conflict, over-reacting emotionally, negative self talk" and so on. This course is the nuts and bolts of the why's and how to's of personal and professional change. You will have higher self esteem; you'll get more done with less effort. (Loher) \$128.40 (includes GST)
6 eve - We. Feb 09, 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. Feb 15, 20:15-21:15 - Lan

Vocal Fitness for Speaking (104008)

A practical course that identifies the strengths and weaknesses of your speaking voice and through vocal exercises and experiences helps you to improve the basics of good speaking. We focus on relaxation, alignment, breathing, centring, resonance, projection and articulation so you can avoid the problems of throat tension, poor breath support, fade-out, breathlessness, whiny tone, nasality and mumbling. It is a fun opportunity to shape up your voice. Comfortable casual or exercise clothing is essential. (Coleman) \$107 (includes GST)
5 eve - Mo. Feb 21, 19:00-21:00 - CC
5 eve - Tu. Apr 11, 19:00-21:00 - CC

Communicating to Get Results (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. Mar 23, 19:00-21:30 - Lan

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 - We. Mar 02, 19:00-22:00 - 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
2 eve - Th. Feb 17/24, 18:30-21:30 - KEC West

Panic Attacks: Understanding, Coping and Healing (201045)

This course maps the beginning and the route of this syndrome which will be examined from biological, psychological and spiritual points of view. Course will be useful to sufferers of panic disorders and their partners/spouses. Family therapist and instructor, Larry Green, has himself overcome panic disorder and has helped numerous others through the same process. You will appreciate his sensitivity and approach in teaching you how to reduce your symptoms and sense of alienation. You will learn methods for working with confidence on day-to-day experiences. You are invited to phone and talk with us to find out if this course is right for you. (Green) \$85
2 eve - Th. Mar 10/17, 18:30-21:30 - KEC West

Heal Yourself—Mind Over Matter (202734)

Learn to improve your resistance to illness and disease, reduce fatigue and depression, alleviate allergy symptoms, manage stress without symptoms and more. Learn the relationship between your immune system and your lifestyle and how to apply dietary, exercise and attitude management strategies to strengthen your immune system and keep yourself healthy. (Fearn) \$90
1 day - Fr. Mar 04, 09:00-16:00 - KEC West

Assertiveness Training (202715)

Assertion is an essential component of effective communication and interpersonal relationships. Counsellor 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 - Mo. Jan 17, 09:00-15:00 - KEC West

Conflict Resolution (202802)

This course combines theory with practice to help you manage conflict in the workplace and deal effectively with tension and anger. Learn to recognize the positive functions of conflict and view it as a normal part of everyday life and work. Become aware of your own reactions and approaches to conflict and broaden your conflict resolution options. Course emphasizes practice using a variety of communication techniques to resolve conflicts more successfully. (Boychuk) \$95
1 day - Tu. Jan 18, 09:00-15:00 - KEC West

Decision-Making/Life Planning (201065)

Do you ever feel uncertain or anxious when faced with a life/career decision? Do you sometimes arrive at a choice and then later second-guess yourself? In this one-day experiential workshop you will learn about a five-stage model of decision-making and apply it to a personal career/life choice. By acquiring a systematic and thorough approach to making decisions you will experience a greater sense of control and satisfaction related to choices which have a major impact on your daily life/career. (Boychuk) \$95
1 day - We. Jan 19, 09:00-15:00 - KEC West

When Diets Don't Work (201064)

Problems with weight are a significant and recurring concern for many people. Poor eating habits, preoccupation with body image, weight fluctuations and a sense of failure at not being able to maintain weight are factors which can lead to feelings of discouragement and low self-esteem. In this three-hour workshop you will gain

awareness of the complex factors contributing to eating behaviour and explore strategies and resources to promote healthy eating and a positive sense of self. (Cochrane) \$45
1 eve - Mo. Mar 07, 19:00-22:00 - KEC West

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. Feb 12, 09:30-16:00 - KEC
1 day - Sa. Feb 26, 09:30-16:00 - KEC

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.

Shirley Coomber, (M.A., Counselling Psychology), is coordinator of counselling services at BCIT and specializes in vocational rehabilitation.

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.

Judy Miller, (M.A., Counselling Psychology), is a counsellor working in a school setting with children and families.

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
10 mng - Fr. Jan 07, 09:30-12:30 AND 2 day - Jan 14, Feb 11, 09:30-16:30 - KEC (Rungta) (No class Feb 25, Mar 18)
8 mng - Sa. Jan 08, 09:30-12:30 AND 2 day - Sa. Feb 19, Mar 05 - KEC (Miller) (No class Sa. Feb 26)
12 eve - Mo. Jan 10, 18:30-21:30 - CC (Samis)
12 eve - We. Jan 12, 18:30-21:30 - CC (Laird)
12 eve - Th. Jan 13, 18:30-21:30 - CC (Adilman)

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) \$88
1 eve - Fr. Feb 25, 18:00-21:00 AND 1 day - Sa. Feb 26, 09:30-16:30 - KEC

Vocational Counselling (101839)

This course presents the theory and practice of vocational counselling. Participants will examine the theory of how people make vocational/career decisions, how the counselling relationship facilitates this process, and what particular issues special needs population have in this process. Opportunities for skills development will include helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. It may be used to replace "Family Counselling" in the Counselling Skills Certificate Program. Prerequisite: Basic Counselling Skills (101805), OR permission of program coordinator. (Coomber) \$240
3 day - Sa. Jan 15/29, Feb 12, 09:00-16:00 AND 6 eve - Tu. Jan 18, Feb 01/08/22, Mar 01/08, 18:30-21:30 - CC

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. Jan 10, 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.

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. Jan 15/16, 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 - Tu. Jan 11, 18:30-21:30 - CC

Individual Counselling Skills (101831)

This course examines the knowledge and skills which are required when counselling on a one-to-one basis. The intent of this course is to provide participants with experiential learning regarding the counsellor/client relationship and to analyze the issues which emerge from this work. Lecture and discussion will enlarge on these issues. You will learn how to evaluate your work on an ongoing basis to ensure that the results are positive and the skills are used appropriately. (Frankel/Krakow) \$240
12 eve - Tu. Jan 11, 19:00-22:00 - KEC (Frankel)
12 eve - Th. Jan 13, 19:00-22:00 - KEC (Krakow)

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, Miller) \$240
12 eve - Tu. Jan 11, 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 - Tu. Jan 11, 19:00-22:00 - KEC

Assessment, Referral and Community Resources (101838)

This course examines the procedures and skills which are used in assessment and referral. Content will include: understanding the purpose of assessment in the referral process; acquiring skill in assessing various issues which require specialized referral, e.g. sexual/physical abuse,

substance abuse, suicide risk, crisis intervention, psychiatric problems, depression, stress/burn-out; understanding the referral process, and how to make a good referral; knowledge of community counselling resources; understanding of the legal/ethical issues involved in assessment and referral. (Rosen) \$240
12 eve - We. Jan 12, 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, close individual instruction is offered. The certificate from this program is recognized as proof of accreditation by the Ministry of the Attorney General, Court Services, in its recently announced accreditation policy. Established in 1979, this part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs. (Textbooks included.)
63 eve - Tu/Th. Sep 20-May 16, 19:00-22:00 - Lan

The Court Interpreting Certificate Program is composed of the following components listed below:

Professional Orientation to Interpreting Skills (150118)

This component is designed to develop oral/aural skills, memory, interpreter skills, and terminology research. Seminars on professional ethics, communication techniques, resume preparation. \$250

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. \$475

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. \$250

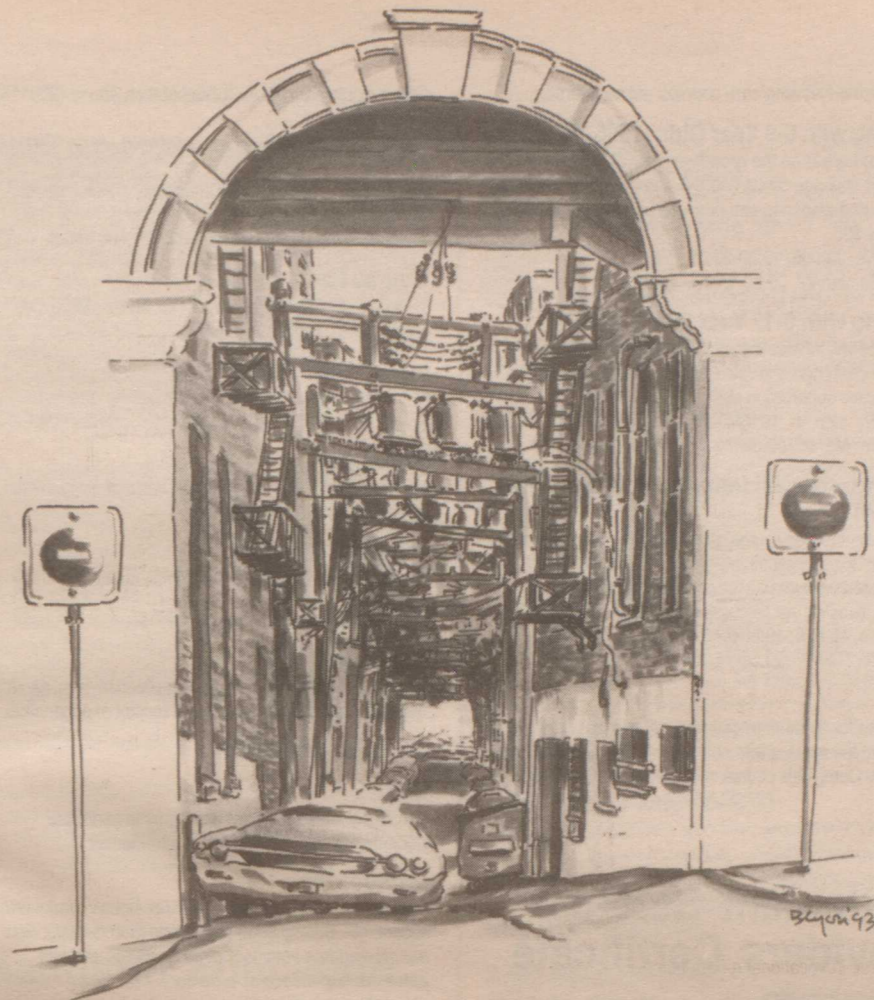
Eligibility

Entrance into the program will be determined by a language proficiency examination prior to registration. Examination fee—\$20 to be enclosed with application form. In some cases it may be possible for students to take components separately. A number of bursaries may be available to assist students.

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 Tuesday, January 25 at 19:30. Come to the Langara Continuing Education office.



Workshop

Practice Workshop in Simultaneous Interpreting (150133)

If you are an experienced French or Spanish interpreter, graduate of the Court Interpreting Program, or member of STIBC, take this opportunity to come together with colleagues for a series of intensive practice workshops in simultaneous interpreting skills. You will have access to the latest technology in language labs at KEC, interpreting materials in English, French and Spanish in diverse fields (legal, medical, economic, etc.), guidance and feedback. Call 324-5322 for application forms. Application deadline: January 31. (Hobrough) \$225
6 mng - Sa. Feb 12, 09:30-12:30 - KEC

Early Childhood Education

Living and Working With Young Children

These workshops are designed for parents, care givers, child care workers and teachers who want to know more about young children. Some workshops focus on preschoolers while others are directed to school-age children. If no age group is specified, the session is appropriate for all age groups.

INSTRUCTORS

Rhonda Aird is a graduate of the Working With School Age Children Certificate Program. She currently operates two school-age programs in Tsawwassen; Kid's Club House in her home and Kid's Zone located at the Junior High School.

Bayla Greenspoon is a well-experienced early childhood educator with a Master's degree in ECE from Bank Street College. She is a staff member of Early Childhood Multicultural Services and offers numerous course and workshops related to anti-bias and multicultural themes.

Isolde Hager is well respected in the community for her expertise in family day-care. Currently she is outreach coordinator for the Vancouver Child Care Support Program located at Collingwood Neighbourhood House. Isolde is also director of education for Western Canada Family Day-Care Association.

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

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

Judy Labrin is a family day-care educator who currently operates a family day-care on the east side of Vancouver. She currently teaches in the Family Day-Care Certificate Program.

Susan Stewart is a musician who currently plays back-up piano for an "old-time band" that performs for families. An early childhood educator, Susan teaches at the Child Study Centre.

Extending Multicultural Stories Through Art (150717)

In this participatory session you will have the opportunity to examine a rich variety of children's stories from around the world and explore methods for incorporating them into age-appropriate art activities for young children. (Hoppenfeld) \$25
1 eve - Tu. Jan 18, 19:00-22:00 - Lan

Planning Activities for School-age Child in the Family Day-Care Home (150724)

This session will present a range of ideas that are suitable for a mix of ages. Explore a multitude of activities that include quick and easy crafts to long-term projects. The session is geared towards planning activities for school-age children that can include a multi-age grouping specifically in the family day-care home. (Aird) \$25
1 eve - Mo. Jan 24, 19:00-22:00 - Lan

Spring and Summer Program Planning (151307)

Come join this participatory session for a fun-filled day of arts, crafts, science experiments, songs and cooking activities that are all related to spring and summer. Please bring scissors and felt pens. (Herd) \$35
1 day - Sa. Jan 29, 10:00-15:30 - Lan

Arts and Science (150725)

Children learn best when all their senses are activated! Find out how to integrate open-ended art activities with an experiential science program. Children gain a deeper

understanding of what they have discovered scientifically when they have the added opportunity of exploring their new knowledge through their very natural creative potential. A mixed media hands-on component will cover topics such as magnets, the solar systems, plants and animals. (Hoppenfeld) \$25
1 eve - Tu. Feb 08, 19:00-22:00 - Lan

ESL in the Family Day-Care Setting (150726)

This session will focus on some challenges and strategies for working with children who speak a second language. We will explore how to incorporate a multitude of activities and ideas into your program planning. (Greenspoon) \$25
1 eve - Tu. Feb 22, 19:00-22:00 - Lan

Resources for Family Day-Care Providers (151311)

Come join this "off campus" session held at the new Westcoast Child Care Resource Centre located at Suite 201-1675 West 4th Avenue, Vancouver — (739-3099). This session will introduce you to indispensable resources within the community which can help you function effectively while maintaining your budget guidelines! Resources within the community will be identified along with tips of where to beg, borrow or purchase what you need. (Hager, Labrin) \$20
1 eve - Th. Feb 24, 19:00-21:30 - Westcoast Child Care Resource Centre

Come Join In (150727)

This session is a continuation of "Let's All Join In." Come ready to participate and learn how to build effective and exciting circle-times. Learn how to get everyone involved! You will enjoy a magic circle of music, songs, rhythms, chants and dramatic games. (Stewart) \$25
1 eve - Th. Mar 10, 19:00-21:30 - 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 three-to-five year old children. Please note: This program is FULL for the coming term. Applications will now be accepted for September 1994.

B. Infant-Toddler Educator 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 1994 are now being accepted.

C. Administration of Early Childhood Services

This new, one-year program provides qualified ECE graduates with the specialized skills and knowledge to effectively manage and administer programs for young children. Applications for September 1994 are now being accepted.

D. Advanced Studies in Early Childhood Education

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

E. Family Day-Care

This certificate program is designed for those who wish to provide care in their own home for a small group of young children. The program involves 150 hours of classroom instruction related to such themes as child development, children's behaviour, program activities, health, safety and administration. In order to register in this program, applicants must first complete a 25-hour prerequisite course entitled "Good Beginnings." Introduction to Family Day-Care. Following this, core courses may be taken as they become available.

INSTRUCTORS

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

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

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 in a variety of courses at VCC.

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

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

Prerequisite: "Good Beginnings," Introduction to Family Day-Care (103801)

This course provides an introduction to a variety of issues related to family day-care. Please note that this course meets four evenings AND two Saturdays. There will be an additional charge for a class workbook. (Labrin, Hager) \$100
6 eve - Mo. Jan 10, 19:00-21:30 - Lan AND 2 day - Sa. Jan 15, Feb 19, 09:00-14:30 - Off campus

This term the following courses are offered:

Guiding Children's Behaviour (103803)

This course focuses on issues related to discipline, behaviour management and the socio-emotional development of young children. (Belle) \$90
8 eve - We. Jan 05, 19:00-21:30 - Lan

Planning Children's Experiences (103804)

The focus in this course is on the role of adults in encouraging children's learning through play based activities, material and equipment. (Hager, Hoppenfeld) \$90
4 eve - We. Mar 02, 19:00-21:30 - Lan
2 day - Sa. Mar 05/26, 09:00-15:00 - Lan

Health and Safety (103805)

The content of this course focuses on both the principles and practices of health, safety and nutrition in the family day-care setting. Topics such as child proofing the environment, ensuring hygienic practices, recognizing common illnesses and meal planning will be highlighted. (Herd) \$90
6 eve - We. Mar 30, 19:00-21:30 - Lan
1 day - Sa. May 07, 09:00-14:30 - Lan

F. Working With School Age Children

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

INSTRUCTORS

Susan Huffman Coe holds an Early Childhood Education diploma from Capilano College and a B.A. in General Studies from SFU. With 18 years' experience as an administrator of a school-age child care program, Susan has much to offer.

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

This term the following core courses will be offered:

Working with 6-9 Year Olds (150656)

The focus here is on the growth and development of children in this age group and the ways in which effective planning and guidance can promote positive self-esteem. (Musson) \$95
6 eve - We. Jan 05, 19:00-22:00 - Lan
1 day - Sa. Jan 22, 09:30-15:30 - Lan

Working with 9-12 Year Olds (150657)

Key topics will include the maturing child, the concept of personal challenge, the role of field trips for this age group and effective supervision skills. (Musson) \$95
6 eve - We. Feb 16, 19:00-22:00 - Lan
1 day - Sa. Mar 05, 09:30-14:30 - Lan

Working with Children with Special Needs (150651)

This course focuses on the attitudes, knowledge and skills necessary for successful integration. Various kinds of special needs are introduced and specific tools for program planning are discussed. (Huffman-Coe) \$95
6 eve - Mo. Mar 28, 19:00-22:00 - Lan
1 day - Sa. May 07, 09:30-14:30 - Lan

NOTE

To register for these core courses, participants must have completed the prerequisite course, Introduction to School Age Child Care. This course is offered ONLY in the fall term.

Settlement Service Providers Certificate Program (Certificate Pending)

Continuing Education is pleased to initiate the design of a new certificate program for settlement service providers.

It is being developed for service providers who work with immigrants and refugees in both immigrant serving and other agencies. Refer to page 4 "Earn a Certificate" for the program criteria. The courses will be offered on a part-time basis to suit the working adult. The planned start date is September 1994. Please call Helen at 871-7070 to put your name, address and phone number on a list of interested students if you wish to be kept informed of the program content, application process and start date.

For more information call: Marilyn McClaren, senior program coordinator, 871-7064.

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.

Course Preparation 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. Jan 10, 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: April 1994

NOTE

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

INSTRUCTORS

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

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.

Celesta Wilson, (M.Ed., Counselling Psychology) is a counsellor with an employee assistance program and has an extensive background in substance abuse counselling.

Individual Counselling Skills for Substance Abuse (200115)

This course examines the knowledge and skills required when counselling, on a one-to-one basis, clients affected by substance abuse. Content areas will build on those covered in "Basic Counselling Skills" and in "Introduction to Substance Abuse," by introducing and enlarging on the concept of "motivational interviewing." Content areas will include: a review of the counselling process and phases of the helping relationship; reviewing the stages of substance abuse recovery and the nature of change; increasing counsellor self-awareness and its impact on the helping process; practice and skill development. The intent of this course is to provide participants with experiential learning regarding the counselling process and to discuss the issues which emerge from this work. (Hall) \$240
12 eve - Mo. Jan 10, 18:30-21:30 - KEC
12 eve - Th. Jan 13, 18:30-21:30 - KEC

Family Counselling Skills for Substance Abuse (200117)

This course examines the knowledge and skills which are necessary when counselling a substance abusing family. Content areas will focus on understanding the family as a system and on the role of substance abuse within that system. Content areas will include: family systems theory; the difference between healthy and dysfunctional systems; family assessment; structured intervention; countertransference issues; ethical issues. The intent of this course is to allow students to begin to develop a systemic framework for working with families. (Wilson) \$240
12 eve - We. Jan 12, 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: Tuesday, January 04; Thursday, January 06; and Wednesday, January 12 at Langara Campus from 17:30-20:00. 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 \$30. 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 enrolment. Also, the College reserves the right to reduce hours of instruction due to lower enrolment.

INSTRUCTORS

Marlene Durieu, 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 Bunton, B.Ed., has taught ESL for six years.

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

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

Debby Freiman, B.A., M.Ed., has taught for 12 years.

Jeannette Smith, B.A., TESL (VCC), has been teaching ESL for the past six 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 a beginner's ESL course, 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. Jan 18, 18:00-20:00 - Lan

Mid-Intermediate ESL (103044)

A course for students who have taken a lower intermediate course and wish to continue learning and practising their English. The focus of the course will be on speaking and listening, but reading and writing skills will also be taught. Text required. (Demers) \$250
24 eve - Tu/Th. Jan 18, 18:00-20:00 - Lan

Upper Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. (Ferera) \$250
24 eve - Mo/We. Jan 17, 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. Jan 17, 18:00-20:00 - 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. Jan 18, 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. This course is designed for English as a second language speakers who speak English fluently, but want to improve their writing skills. Text required. \$165
12 eve - Tu. Jan 18, 18:00-20:00 - Lan (Durieu)
12 eve - We. Jan 19, 18:00-20:00 - Lan (Freiman)

English Writing Skills Improvement II (103008)

This course is designed for students who have already completed Writing Skills I. You will study expository, descriptive and narrative writing, examine paragraph types and learn to develop ideas and arguments in your writing. There will be in-class writing and some homework assignments. Text required. (Durieu) \$165
12 eve - Th. Jan 20, 18:00-20:00 - Lan

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. Jan 22, 09:30-14:00 - 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 - Tu/Th. Jan 18, 18:30-21:30 - Lan

Intermediate Conversational Skills (103009)

Improve your speaking and listening skills with a variety of activities. In this course there will be opportunities for listening practice, pronunciation, group discussion, pair work and individual presentations. As you study different themes and topics, you will learn new words and phrases to help you communicate more effectively in English. Text required. (Ferera) \$160
12 eve - Mo. Jan 17, 18:00-20:00 - 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. Jan 17, 18:00-20:00 - Lan (Freiman)
8 day - Sa. Jan 22, 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. (Ferera) \$160
12 eve - We. Jan 19, 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 enrolment. Text required. \$225
12 eve - Tu. Jan 18, 18:30-21:30 - Lan (Smith)
12 eve - Th. Jan 20, 18:30-21:30 - Lan (Strayski)

Pronunciation Improvement (103011)

This course is designed to identify in some detail, the kinds of pronunciation errors you are making and to offer you the opportunity to learn how to correct yourself. Areas included are vowels and consonants of Canadian English, stress, intonation and linking. This course is designed for advanced ESL speakers who already have a high degree of fluency. Students who wish to register must be interviewed at one of the information nights by an instructor before enrolling. Enrolment is limited to 12. Text required. (Bunton) \$325
18 eve - Mo/We. Jan 24, 18:00-20:00 - Lan

There will be three information/registration sessions for the May term: Thursday, April 21; Wednesday, April 27 and Tuesday, May 03 from 17:30-20:00. Please come to the Continuing Education office at our Langara Campus.

Mandarin Education for Children & 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 February 5, 1994. 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 Sub-Committee. These are supplemented by other materials.

Course numbers and descriptions follow:

505820—Preschool
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 February 5, 1994. 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 (under age 12)
505818—Choir
505825—Cultural Dance
505826—Pencil and Charcoal Drawing (over age 8)

Pre-registration for children's classes will be held at KEC on Saturday, January 8/15/22, 10:00-12:00.

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 January 22, 1994. The fee is \$139.10 per course (GST included).

The course guide for adult classes covers four levels:

Adult Elementary (505821)

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 (505822)

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 (505823)

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 (505824)

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 for adult classes will be held at KEC on Saturday, January 8 and 15, 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

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 enrolment. Also, the college reserves the right to reduce hours of instruction due to lower enrolment.

Inquiries: 324-5322 or 443-8380

INSTRUCTORS

Cantonese

Eric Au holds a B.A. from the University of Hong Kong. He is fluent in Cantonese and Mandarin. Eric has been teaching adults using different methodologies for a number of years.

Chun Yang Lu comes from Nan Kai University, Tiensin, 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.

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 Schultz 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.

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, Jan 18, 18:30-20:30 - Lan (Lu)

Cantonese for Mandarin Speakers (502015)
10 mng - Sa, Jan 22, 11:00-13:00 - Lan (Lu)

Cantonese Conversation—Level II (501904)
\$133.75 (Includes GST)
10 eve - We, Jan 19, 18:30-20:30 - Lan (Au)

Czech Conversation—Level I (502008)
\$133.75 (Includes GST)
10 eve - Th, Jan 20, 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, Jan 17, 18:30-20:30 - CC (Le Corvec)

French in Action—Level II (502002)
20 eve - Mo/We, Jan 17, 18:30-20:30 - CC (Charley)

French Conversation—Level I (501913)
\$125
10 eve - Tu, Jan 18, 18:30-20:30 - Lan (Hassaine)

French Conversation—Level II (501914)
\$125
10 eve - We, Jan 19, 18:30-20:30 - Lan (Hassaine)

German Conversation—Level I (501919)
\$133.75 (Includes GST)
10 eve - Mo, Jan 17, 18:30-20:30 - Lan (Rommel)

Italian Conversation—Level I (501923)
\$133.75 (Includes GST)
10 eve - Mo, Jan 17, 18:30-20:30 - Lan (Visscher)

Italian Conversation—Level II (501924)
\$133.75 (Includes GST)
10 eve - We, Jan 19, 18:30-20:30 - Lan (Visscher)

Japanese Conversation—Level I (501926)
25-hour course. \$171.20 (Includes GST)
10 eve - Mo, Jan 17, 18:30-21:00 - Lan (Egawa)

10 eve - We, Jan 19, 18:30-21:00 - Lan (Oba)
10 eve - Th, Jan 20, 18:30-21:00 - CC (Mito)

Japanese Conversation—Level II (501927)
25-hour course. \$171.20 (Includes GST)
10 eve - Th, Jan 20, 18:30-20:30 - CC (Masuda)

Mandarin Conversation—Level I (501937)
\$133.75 (Includes GST)
10 eve - Mo, Jan 17, 18:30-20:30 - Lan (Huang)

Mandarin for Contonese Speakers (502016)
\$133.75 (Includes GST)
10 mng - Sa, Jan 22, 09:00-11:00 - Lan (Lu)

Mandarin Conversation—Level II (501938)
\$133.75 (Includes GST)
10 eve - Th, Jan 20, 18:30-20:30 - Lan (Young)

Portuguese Conversation—Level I (501945)
\$133.75 (Includes GST)
10 eve - Th, Jan 20, 18:30-20:30 - Lan (Martz)

Russian—Level I (501947)
\$133.75 (Includes GST)
10 eve - Mo, Jan 17, 18:30-20:30 - CC (Kaplun)

Russian—Level II (502010)
\$133.75 (Includes GST)
10 eve - Th, Jan 20, 18:30-20:30 - CC (Kaplun)

Spanish Conversation—Level I (501949)
\$133.75 (Includes GST)
10 eve - Mo, Jan 17, 18:30-20:30 - CC (Schulz)
10 eve - Tu, Jan 18, 18:30-20:30 - Lan (Colome)
10 eve - We, Jan 19, 18:30-20:30 - Lan (Colome)
10 eve - Th, Jan 20, 18:30-20:30 - Lan (Ballen)

Spanish Conversation—Level II (501950)
\$133.75 (Includes GST)
10 eve - Th, Jan 20, 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, Jan 17, 18:30-20:30 - CC (de Ruiz)

Thai Conversation Level I (501990)
\$133.75 (Includes GST)
10 eve - We, Jan 19, 18:30-20:30 - Lan (Placzek)

NON-PROFIT, VOLUNTARY & FUNDRAISING SECTOR

Workshops

INSTRUCTORS

C. Lesley Allen is a lawyer and chartered accountant and currently the manager for Western Canada of Tax and Wills with TD Trust.

Judy Lightwater is a fundraising consultant for charities across BC, including Knowledge Network, BC Society of Transition Houses, BC Association of Specialized Victim Assistance Program, and the Osteoporosis Society of BC. She teaches fundraising in community colleges and conducts seminars in fundraising and organizational development for non-profits and charities across Canada. She thinks fundraising is fun!

Rhonda Margolis has extensive experience in workplace diversity training. She has a Masters degree in Counselling Psychology specializing in cross-cultural counselling.

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

Judy Stevens is a financial and management consultant and has worked extensively in the areas of voluntary and non-profit sector management.

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 fundraising 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-evening 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 (Includes GST)
8 eve - Tu, Jan 25, 18:00-20:30 - VV

Communicating Across Cultures: Skills for Helping Professionals (101807)

(See index for details)

Creating Successful Libraries in Community Organizations—Assessing Your Situation (106072)

See Library Skills listings for workshop description. (Shaskin) \$37.45 (Includes GST)
1 aft - We, Feb 16, 13:00-16:00 - SNAP, 1150-409 Granville Street

Successful Libraries in Community Organizations—Choosing How to Organize Your Materials (106073)

See Library Skills listings for workshop description. (Shaskin) \$37.45 (Includes GST)
1 aft - Tu, Mar 15, 13:00-16:00 - SNAP, 1150-409 Granville Street

An Overview of Financial Management and Taxation for Non-Profit Organizations (101288)

The purpose of this course is to provide a general overview of financial record keeping, procedures, reporting requirements and an in-depth introduction to taxes in the non-profit environment. Charitable tax status and its implications for operation, planning and decision-making will be examined. Policies and procedures for accepting gifts, capital, "earmarked" funds, charitable trusts, special gifts and gifts of services are included. (Stevens/Allen) \$133.75 (Includes GST)
2 day - Fr/Sa, Feb 18/19, 09:30-16:30 - KEC

Continuous Improvement and Organizational Planning (101291)

Non-profit organizations are often so focused on the delivery of necessary services that trying to keep up with changes and stay ahead of the funding game is difficult. Finding ways of improving service or developing the organization to make it stronger, healthier and able to weather storms can help. In this workshop you will learn about:

- Determining the health of the organization
- Identifying areas for adaptation and change
- Establishing the organizational attitude for constant adaptation
- Describing organizational planning techniques
- Examining methods to monitor health in an ongoing way. (Titterington) \$69.55 (Includes GST)
1 day - Sa, Feb 19, 09:30-16:30 - KEC, Room 5025

Creating and Developing Successful Task Teams and Working Committees (101292)

This program identifies the practical ways to develop task teams within the community or organization. Non-profits can enhance their service delivery if their teams and committees are functioning effectively. In this workshop you will:

- Develop a common vision
- Implement a "reality" map for the team
- Develop effective communications
- Identify the interpersonal and social skills needed for teamwork
- Describe phases of team development
- Apply practical exercises for team development. (Titterington) \$69.55 (Includes GST)
1 day - Sa, Mar 05, 09:30-16:30 - KEC, Room 5025

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, Feb 26, 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 - Fr, Mar 04, 09:00-16:00 - KEC

Volunteer Leadership for Success (101312)

Specifically geared to fundraising professionals, this seminar will focus on creating a win-win relationship between you and your senior volunteers. It will help you understand how, by meeting their needs, you can get them to follow through on their commitments and become salespersons for your organization in everything they do. (Wright) \$37.45 (Includes GST)
1 eve - Tu, Feb 22, 18:30-21:30 - KEC

Harnessing the Information Flow (101289)

Information moves within an organization through formal and informal channels. To be effective and useful, information must move quickly and address the organizational changes that may be occurring as a result. Non-profit organizations are faced with new programs, policy changes and community demands with information from boards, staff, clients and community all moving through the organization. In this workshop you will learn to:

- Identify formal and informal communication patterns and their impact
- Determine "feedback" and "feed forward" processes
- Identify obstacles to communication
- Identify information criteria for decision making
- Identify community awareness and attitude towards organization
- Identify required statistical and management information. (Titterington) \$69.55 (Includes GST)
1 day - Sa, Jan 22, 09:30-16:30 - KEC, Room 5025

Facilitator Training—Basic (101290)

Community meetings and forums are most effective when they are properly facilitated by someone who is aware of the processes. Preplanning and preparation will ensure success. In this workshop you will learn about:

- Managing the group's process
- Styles of facilitation
- Describing the components of the facilitation process. (Titterington) \$69.55 (Includes GST)
1 day - Sa, Mar 12, 09:00-16:00 - KEC, Room 5025

Fundraising that Works (101308)

This course is designed for board members, volunteers and staff who want to learn new fundraising techniques. Fundraisers whose present methods and sources are not meeting today's needs will be happy to know successful fundraising is not magic. It's just good management! Participants will leave with clear definitions of service, concrete annual and three-year objects and the need in the community stated in language the public can understand. Budgeting and presentation methods, as well as current information on funding trends, will be discussed. Please bring budget and program information, your service statistics and information on fundraising methods you have used in the past. You will leave with a new set of tools for solving your funding crisis before it begins! (Lightwater) \$128.40 (Includes GST)
2 day - Fr/Sa, Feb 11/12, 09:30-16:30 - KEC

Fundraising Management National Certificate Program

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

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

Entry Requirements

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

The Program

A Vancouver Community College certificate will be awarded following successful completion of eight courses. The Overview of Fundraising Management and the Overview of Non-Profit Organization Management are the recommended introductory courses. The program takes a minimum of one year to complete, (provided there is sufficient enrollment in courses) and students may take two and one-half years to finish the 162 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 has 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 Fundraising Campaign (101302)
Fundraising Approaches—Part I (101306)

Courses to be offered Spring 1994

Overview of Non-Profit Organization Management (101221)
Fundraising Approaches—Part II (101307)
Information and Financial Management for Fundraisers (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

Information Meetings for Winter Admission to Non-Profit/Fundraising Certificate Programs
We, Jan 05, 12:00-13:00 - KEC Room 4043
Th, Jan 06, 17:30-18:30 - KEC, Room 4043

Winter 1994 courses

INSTRUCTORS

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

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

Ron Dumouchelle is the director of Development, UBC.

Barbara Grantham is director of Development at BC Children's Hospital.

Lee Titterington, Ed.D., is president of Matrix Developments Inc.

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

Overview of Non-Profit Organization Management (101201)

You will explore the scope of non-profit organization management with emphasis on structure, function, roles and responsibilities of non-profit staff and volunteers; board development; legal, ethical and advocacy issues; future trends and community resources. This course is required for both the fundraising and non-profit management certificates. Textbooks: "Forming and Managing a Non-Profit Organization" by Flora MacLeod and "Society Guide for BC" by Gerald Scott. Maximum 25. (Grantham) \$150
4 sessions - Mo, Jan 17/24, 19:00-22:00; Fr, Jan 21, 09:00-16:00; Sa, Jan 29, 09:00-16:00 - KEC

Fundraising Approaches—Part I (101306)

This course begins the exploration of all fundraising approaches by examining organizational, environmental, campaign and donor needs assessment studies. Grantsmanship, a donor cultivation model and a variety of personal solicitation techniques are covered. This course is recommended as the preparation for Fundraising Approaches—Part II. Course manual included in fee. (Titterington) \$150
6 eve - Mo, Feb 07, 18:30-21:30 - CC

Strategic Management of Fundraising Campaigns (101302)

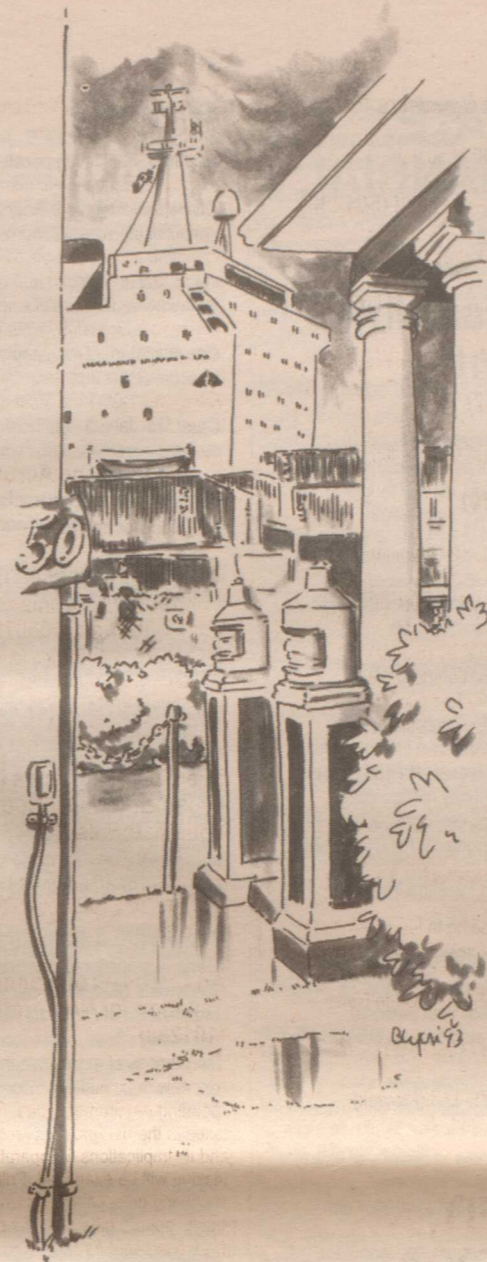
Strategies for selecting and implementing a successful fundraising campaign will be developed in this course. The elements of annual and capital campaigns such as a feasibility study, goal and budget setting, scheduling and donor cultivation are covered. Student work will be based on examples from local non-profit agency campaigns, so students should select a non-profit agency which runs an annual capital campaign and come to the first class prepared to discuss their agency. Course manual included in course fee. (Angel/Cuthill/Dumouchelle/Woodham) \$240
6 eve - Th, Jan 20/27, Feb 03/10/17/24, 19:00-22:00 AND 2 day - Sa, Feb 12, Mar 05, 09:00-16:00 - CC

Non-Profit Management Certificate Program

This part-time certificate program is designed for adults pursuing a management career in the local non-profit sector. Practical communications, management skills, community trends and resource development issues are examined in nine specialized courses. The instructors are practising professionals from the non-profit sector. The program provides individuals 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



Resource Development for Non-Profit Organizations (101211)
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 Winter admission to Non-Profit and Fundraising Sector Certificate Programs:
We, Jan 05, 12:00-13:00 - KEC, Room 4043
Th, Jan 06, 17:30-18:30 - KEC, Room 4043

INSTRUCTORS

Rob Goodall was 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.

Suzanne Kenney (M.A. Counselling Psychology) is an employee and family assistance counsellor with Family Services of Greater Vancouver. She has instructed in the Counselling Skills Certificate Program at VCC.

Judy Stevens is a financial and management consultant and has worked extensively in the areas of voluntary and non-profit sector management.

Winter 1994 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;

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 Spring term 1994

Overview of Non-Profit Organization Management (101201)
Program Planning and Evaluation (101202)
Marketing for Non-Profit Organizations (101210)
Government Relations and Lobbying (101214)
Time/Stress Management (101234)

Courses to be offered Fall term 1994

Overview of Non-Profit Organization Management (101201)
Human Resource Management (101203)

board development; legal, ethical and advocacy issues, future trends and community resources. This course is required for both the fundraising and non-profit management certificates and is the required introductory course for the non-profit management program. Textbooks: "Forming and Managing a Non-Profit Organization" by Flora MacLeod and "Society Guide for BC" by Gerald Scott. Maximum 25. (Grantham) \$150
4 sessions - Mo, Jan 17/24, 19:00-22:00; Fr, Jan 21, 09:00-16:00; Sa, Jan 29, 09:00-16:00 - KEC, Room 5025

Working Effectively with Individuals and Groups (101209)

Managers of non-profit agencies face a wide range of interpersonal challenges. This course examines the scope of effective communications, group dynamics and team building. Strategies for developing strong staff and volunteer teams are demonstrated, management techniques discussed, and an in-class presentation to a small group required. The textbook, "People Skills" by Robert Bolton, c. 1979, Simon and Schuster must be read prior to the course. (Kenney) \$200
4 day - Fr, Feb 04/25, Sa, Feb 05/26, 09:30-16:30 - KEC, Room 5025

Financial Management for Non-Profit Organizations (101206)

In this course you will gain an in-depth introduction to the knowledge and skills required to plan, implement, monitor, report on and evaluate the financial management of non-profits. Ethical issues pertaining to financial management will be discussed. A description of the users of computer software, common problems, the use of paid or volunteer expertise and current information on the GST are explored. Textbook: "Financial Management for Community Groups" by Alix Granger, (Stevens) \$240
10 eve - Tu, Jan 11, 18:30-21:30 - KEC, Room 5025

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, Mar 11, 09:00-16:00 - KEC, Room 5025

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

Length of Program

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

Program Coordinator: Brenda Reynolds

Next full program: September 1994—June 1995. 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 Winter workshops: \$65 each workshop. Contact the program coordinator at 871-7059 to register.

INSTRUCTORS FOR WINTER WORKSHOPS

Linda Elliott is an adult education consultant and professional health educator.

Mary Ferguson is director of Public Relations for the Sage Foundation.

Nancy McPhee is a trainer/consultant in interpersonal skills and conflict resolution.

Brenda Sawada is an adult education consultant.

The Workshops—Winter Term

06 Working with Volunteers: Communication Skills (1 day) (101404)

This workshop provides an understanding of the importance of effective oral communication skills in the volunteer setting. An introduction to conflict resolution is also included. (McPhee)
We, Jan 12, 09:00-16:00 - KEC

07 Training (1 day) (101411)

This workshop provides an understanding of the training process. Topics include: identifying training opportunities, instructional styles, needs assessment, instructional design and techniques, and evaluation strategies. (Elliott)
We, Feb 02, 09:00-16:00 - KEC

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

This workshop is designed to assist you to develop your training/presentation skills. You may choose to make a ten-minute presentation describing your agency and its volunteer program or use your ten minutes to practise a small part of a training session. Each workshop limited to 15 students. (Elliott)
We, Feb 16, 09:00-16:00 - KEC
We, Feb 23, 09:00-16:00 - KEC

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

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

REAL ESTATE, LAW & FINANCIAL PLANNING

Financial Planning & Investment

INSTRUCTOR

Doug Hodgins, B.A., B.Comm., CFP, is a registered financial planner and principal of the financial planning firm, HLP Financial Planning Corp. He has taught personal financial planning at VCC since 1983.

Don Proteau, B.Comm., C.F.P., R.F.P., has lectured on financial planning and investing at a number of local colleges and universities. He is a principal of the financial planning firm, HLP Financial Planning Corp.

Financial Planning (An Introduction) (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, investment and tax planning, long-term capital accumulation and retirement strategies. (Hodgins, Proteau) \$32.20 (Includes GST)
1 eve - Mo, Feb 07, 19:00-21:30 - Arbutus Club
1 eve - Tu, Mar 29, 19:00-21:30 - KEC

Financial Planning (Investment and Tax Planning) (503702)

This seminar will help you develop your personal investment strategy in a logical step-by-step manner. You will better understand:

- Why you behave as you do as an investor
- Your personal investment philosophy and how to set your investment objectives
- Realistic expectations about rates of return and how to allocate assets to achieve a desired outcome
- How to select investment products to suit your risk profile

This will be a participating workshop with a workbook that you will use throughout the session. It is not a product presentation, but is a valuable opportunity for you to become more comfortable about how you can make investment decisions. This course is based on George Hartman's research on asset allocation, and a copy of his book "Risk is a Four Letter Word" is included with the course material. \$37.45 (Includes GST)
1 eve - Mo, Feb 21, 19:00-21:30 - Arbutus Club
1 eve - Tu, Apr 05, 19:00-21:30 - KEC

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

Legal Assistant

Short Courses

Continuing education for graduates of the Legal Assistant Certificate Program, these courses will be useful for other experienced law firm staff. Classes are small for individual attention.

Introductory legal courses are listed under "Legal Office Skills" in the Office Administration Certificate Program section.

INSTRUCTORS

Leonard M. Cohen, LL.B., practicing lawyer recently worked in IBCB's Corporate Law Department.

Elaine Langston, M.B.A. and C.M.A., has experience in administration and accounting.

Gayle McFall, a legal assistant for ten years, has extensive experience in foreclosures.

Don Mainland, LL.B., supervises PPSA registrations for a Vancouver law firm.

Carol Monteith, a legal assistant for 24 years, currently devotes her time to legal education.

Donna Moroney, a legal assistant for 14 years, is vice president of a public company.

Allen H. Soroka, LL.B., M.L.S., is Assistant Law Librarian at the UBC Law Library.

Cheryl M. Stephens, LL.B., a legal educator for seven years, is a legal writing specialist.

Legal Research (104853)

An introduction to legal research techniques. Classes meet at UBC's Law Library so students can do hands-on research. Topics: legal reasoning, developing a research plan and documenting the research, legal bibliography, formats for research results. This class is offered again in Spring 1994. Call for dates and info. (Soroka) \$240
8 eve - Tu, Nov 02, 18:30-21:30 - CC

Corporate Administration I (104859)

General procedures, agencies and registries involved; Registrar's Guidelines, name procedures; incorporation, organization of corporate records, duties of records/register officers, post-incorporation steps, share issuance, annual maintenance, directors and shareholders meetings; Federal Incorporations; Societies. (TBA) \$175
8 eve - Tu/Th, Jan 4, 18:00-21:00 - CC

Legal Communications (104854)

Useful to legal assistants of all levels of experience. Topics covered include: interviewing techniques, listening skills, negotiation skills, legal writing, persuasive writing and advocacy techniques. (Stephens) \$240
8 eve - We, Jan 5, 18:00-21:00 - CC

Personal Property Security (104855)

Review and update for legal support staff: the basics of the Personal Property Security Act as amended, the legal regime, the documentation and procedures and the Registry practice. (Mainland) \$240
8 eve - We, Jan 5, 18:00-21:00 - CC

Corporate Administration II (104860)

Management, governance and corporate alterations: roll-overs, alteration to memorandum, special rights and restrictions on shares; change of name, amalgamation; dissolution, restorations; continuation inside and outside BC, extraprovincial registrations, public companies special concerns. (TBA) \$175
8 eve - Tu/Th, Feb 1, 18:00-21:00 - CC

ICBC Inside Out (104858)

Cover the nuts and bolts of the corporation: 1st and 3rd party coverage, accident benefits calculations, debts to ICBC, and both claims by and against ICBC under its insurance policies. (Cohen) \$240
8 eve - Th, Feb 10, 18:00-21:00 - CC

Foreclosure Proceedings (104857)

From starting the foreclosure, obtaining needed information, understanding the land title search, drafting and filing land title and court documents, to vesting order or order absolute of foreclosure, mostly procedural with law covered in a nutshell. (McFall) \$240
8 eve - Mo/We, Mar 07, 18:00-21:00 - CC

Family Law Procedures (104856)

Understand the Family Relations Act and proceedings under it. Create a client interview checklist, prepare originating documents, analyze pleadings, prepare interlocutory proceedings, disclosure and discovery, and pretrial preparation. (Monteith) \$240
8 eve - Mo/We, Feb 02, 18:00-21:00 - CC

Client Accounting for Legal Assistants (104850)

For those who need working knowledge of client file accounting and awareness of accounting concepts: trust accounting procedures and compliance, working with the accounting department, recording time and disbursements, billing procedures and suggestions, GST, PST, using reports and inquiries. (Langston) \$240
8 eve - Mo/We, Feb 07, 18:00-21:00 - CC

Securities Practice (104851)

For the person with corporate records experience. Covers filing a prospectus, obtaining VSE listing, due diligence, escrow shares and stock options, news releases, continuous disclosure, BCSC policies, common exemptions, private placements, insider reports and trading, annual meetings and public financing. (Moroney) \$240
8 eve - We, Feb 02, 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 Act (Motor Vehicle) Act, and Court Order Enforcement Act; preparing for trial, commercial litigation and collections.

Schedule: Conveyancing, Corporate/Commercial or Litigation

Winter 1994

Tu/Th, Jan 11-Sep 01, 18:00-21:00

Fall 1994

Tu/Th, Sep 06-Apr 27, 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 - We, May 11, 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, practicum 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 Tollisiam, 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 (Professional 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—Sharon Kelly (443-8380)
Real Estate Development Certificate Program—Brian Pink (443-8388)

Real Estate Information Night for Property Managers

Please drop by to see us on Wednesday evening, January 05, 1994 from 17:30-18:30 to learn about the Property Management Program. The formal presentation will begin at 17:30.

Location

Langara Campus, 100 W. 49th Avenue, Vancouver, BC (Go to Continuing Education office for directions)

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
• Colimatic 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 (Professional 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.

Ruth Harding, B.A., M.A. (candidate) is a Certified Disaster Recovery Planner and currently works in the field. She has co-authored numerous publications including Earthquake Planning for Businesses and Prepare Now for an Earthquake in British Columbia. Ruth is presently completing her masters degree in communications at SFU, where she does part-time teaching.

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., MCIQS, is chief project estimator for the Housing and Properties Department of the City of Vancouver. Mr. King has 15 years' experience in construction and development through employment with numerous companies. He is an enthusiastic instructor who has taught appraisal and development for two years.

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.

Managing Your Rental Property (109009)

Whether you rent out one suite or an entire apartment, you are still a landlord. This seminar will cover current provincial legislation on residential tenancies. Subjects will include: access, security deposits, screening applicants, tenancy agreements, ending the tenancy and arbitration. Bring your problems! Cost of registration includes receiving a copy of the Residential Tenancy Act. (Students who wish to obtain more extensive information on this subject should consider registering in Law and Tenant Relations listed under the Building Manager Certificate Program.) (Kelly) \$60
1 day - Sa, Jan 22, 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, Feb 12, 10:00-14:00 - CC

Managing a Strata Corporation (109015)

This seminar is designed for those involved in the management of strata corporations. Interpretation of the Condominium Act, including the manager's duties/responsibilities and potential liabilities will be discussed. Review of bylaws, amendments, handling general meetings and arbitration procedures. Bring your copy of the Condominium Act. (Kelly) \$60
1 day - Sa, Feb 19, 09:00-15:00 - CC

Buying a Condominium (500701)

Introduces new buyers to the financial and legal structures of a condominium (strata) corporation—how are by-laws enacted, who controls the corporation, what are an owner's rights, duties and obligations, and how to distinguish the good condominiums from the poor ones. (Kelly) \$32.10 (Includes GST)
1 day - Sa, Feb 12, 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, Mar 05, 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, Feb 05, 09:00-17:00 - CC

Contaminated Real Estate—What are the Issues? (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, Feb 12, 09:00-16:00 - CC

Careers in the Real Estate Business (109022)

Designed for persons who wish to enter the real estate business, this short program will introduce the major specialty areas within the field—sales and leasing, property management, appraisal and development. A major emphasis will be on working conditions, typical career opportunities and professional associations relevant to each specialty. The specific educational pathways which lead into each specialty will also be discussed. Practitioners from each area will be included in the program. \$90
1 day - Sa, Jan 29, 09:00-16:00 - CC

Emergency Planning for Property Managers (109023)

An introductory seminar on emergency preparation for both residential and commercial real estate. Actual disasters will be reviewed, including revenue losses incurred due to the lack of a proper emergency plan. Emphasis will be placed on how

Managing Buildings with Older Residents (109013)

This workshop is for managers of rental and strata apartment buildings. It is a joint offering by VCC and the Vancouver Health Department Seniors' Wellness Program. The focus will be on how building managers can positively affect the quality of life of older residents as part of providing good management for the building's elderly tenants or strata owners. Discussions, presentations and videos will be used to explore areas of concern to you—the building manager—and provide useful information to assist in managing your building. Coffee is included and there is a nominal registration fee of two dollars. Space is limited. Early registration is advised. \$2 1 mng - Sa. Jan 29, 09:00-12:00 - 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., 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.

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 1101
Real Estate Appraisal 1102
Property Management 1415*
Accounting 1115
Communications 1118

* Property Management 2415 (Commercial/Industrial) or 3415 (Shopping Centre Management) may be substituted. **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. Jan 17, 18:30-21:30 - CC (Norton)
13 eve - We. Jan 19, 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. Jan 26, 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. Jan 27, 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
Not available this term

Additional Courses

For descriptions and scheduling of additional required courses and electives, please refer to course listings under the Property Management Certificate Program in this flyer.

Information and Registration

For registration and general information phone Continuing Education at 443-8380.

For course counselling phone Brian Pink at 443-8388.

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 (Professional 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. Jan 25, 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. Jan 26, 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. 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. \$185
5 day - Sa. Jan 22, 09:00-16:00 - CC
5 day - Sa. Feb 26, 09:00-16:00 - CC

Building Service Management 1000 (102023)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBSA (Canadian Building Servicing Association) for credit within the CBSA Professional Certification Program. \$220
10 sessions - Sa. Jan 22, 09:00-12:00 - CC (This course will include three full-day sessions, i.e. 09:00-16:00, on Feb 19, Mar 05/19. Afternoon sessions will allow time for practical exercises to apply theory.)

Students who do not wish to take Building Service Management (102023) may contact Sharon Kelly, the program coordinator (443-8380) or Brian Pink (443-8388) for advice on alternative supervisory courses which can fulfill certificate requirements.

Property Management Certificate Program

Property Management is a comprehensive training program designed to provide participants with the concepts, techniques, knowledge and skills necessary to perform as a Professional Property Manager.

For information call Program Coordinator, Chuck Dunn at 324-5511.
For registration call 324-5322.

Non-Certificate students may enroll in any course without meeting certificate requirements except Appraisal 1102, and Real Estate Marketing 1420, which require prerequisite courses.

Certificate Requirements

Students must complete the following 12 of 13 courses in no more than six years:

Mandatory Courses

Property Management 1415
Property Management 2415
Property Management 3415
Real Estate Law 1325
Real Estate Appraisal 1101 (was Appraisal 1118—Part I)
Real Estate Appraisal 1102 (was Appraisal 1118—Part II)
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 (Professional 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 1101, 1102 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.

Winter term 1994

INSTRUCTORS

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

Oren Breitman, L.L.B., is a practising lawyer in corporate and commercial law.

Tammy Brimm, C.M.A., teaches computer accounting and works in private industry.

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

Chuck Dunn, B.Comm., AACI, is a full-time instructor at VCC and a real estate appraiser.

Larry Dybvig, AACI, is a practising real estate appraiser with a national appraisal and real estate company.

John Hunt, 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.

Joan Lockhart is a private fee appraiser.

Barrie Martin, C.G.A., senior auditor, Revenue Canada, has 14 years' teaching experience at VCC.

Eric Murray, B.A., M.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 36 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.

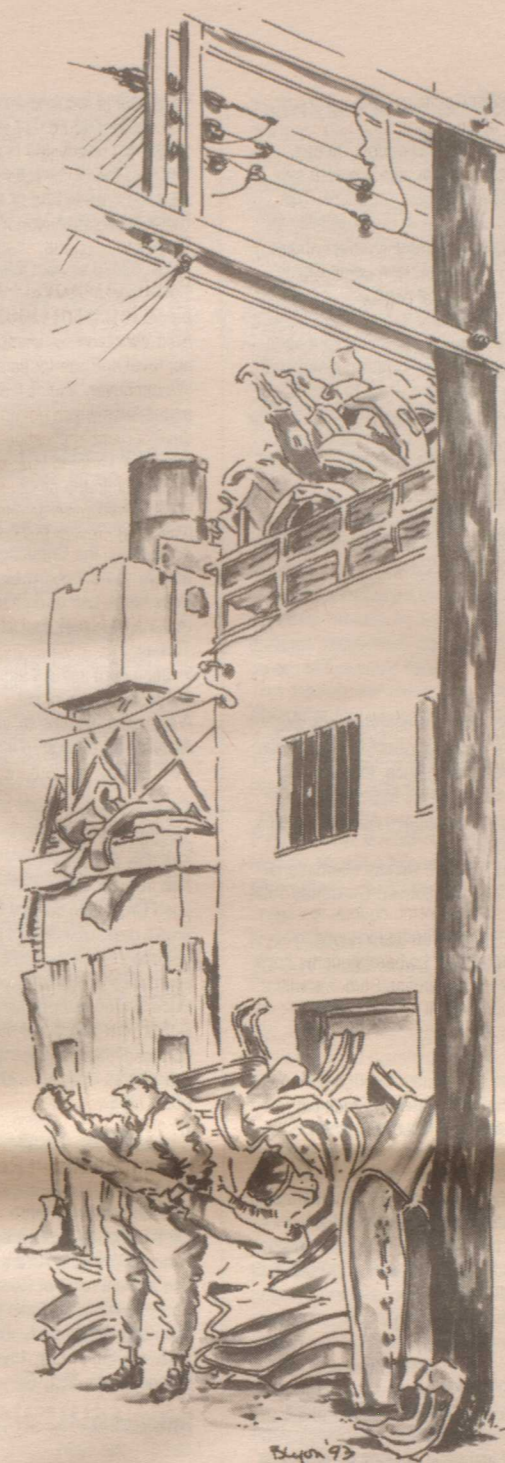
Bob Wadsworth, B.Comm., C.A., has 16 years' experience with the Department of Business Administration at Langara, teaching accounting.

LPI Exam (102055)

Language Proficiency Index (LPI) exam. The fee for this course is non-refundable. \$33
1 eve - We. Jan 05, 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. Jan 12, 18:00-21:00 - CC (Kelly)
13 eve - Th. Jan 13, 18:30-21:30 - Lan (Kelly)

Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing commercial and industrial type properties. (Hunt) \$290
13 eve - Mo. Jan 10, 18:00-21:00 - CC (No class Apr 04)

There will be common midterm and final exams for Accounting 1115.
Mid-term exam for all classes of Accounting 1115 will be Sa. Feb 26, 10:00-13:00.
Final exam for all classes of Accounting 1115 will be Sa. Apr 09, 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. \$255
13 eve - We. Jan 12, 18:30-21:30 - CC (Nizar)
10 mng - Sa. Jan 15, 09:00-13:00 - Lan (Tollstam)

Communications 1118 (102016)

This course is designed to prepare students to compose business correspondence. Writing projects include memos, letters, reports, resumes and employment correspondence. Effective written communication skills are an essential asset in all areas of professional life. Prerequisite: Successful completion of the LPI Exam. (TBA) \$220
13 eve - We. Jan 12, 18:30-21:30 - Lan

NOTE

Property Management Information Session
We. Jan 05, 17:30-18:30
Continuing Education Office
Langara Campus, 100 West 49th Avenue
A formal presentation will begin at 17:30

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 1101 and 1102, Property Management 1415, Real Estate Law 1325. Available Sep 1994

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. Jan 17, 19:00-22:00 - CC (Norton)
13 eve - We. Jan 19, 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 - We. Jan 12, 18:30-21:30 - Lan (Badley)
13 mng - Sa. Jan 15, 10:00-13:00 - Lan (TBA)

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. Feb 26, 10:00-13:00.
Final exam for all classes of Accounting 1115 will be Sa. Apr 09, 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. \$255
13 eve - We. Jan 12, 18:30-21:30 - CC (Nizar)
10 mng - Sa. Jan 15, 09:00-13:00 - Lan (Tollstam)

Communications 1118 (102016)

This course is designed to prepare students to compose business correspondence. Writing projects include memos, letters, reports, resumes and employment correspondence. Effective written communication skills are an essential asset in all areas of professional life. Prerequisite: Successful completion of the LPI Exam. (TBA) \$220
13 eve - We. Jan 12, 18:30-21:30 - Lan

NOTE

Property Management Information Session
We. Jan 05, 17:30-18:30
Continuing Education Office
Langara Campus, 100 West 49th Avenue
A formal presentation will begin at 17:30

TRAVEL

Educational Study Programs

INSTRUCTORS

Chris Boycott and Norman Bruce, *Adventures Abroad*, have been leading tours for many years to destinations such as Egypt, Turkey, Morocco, Iceland, Greece, Syria, Jordan and Costa Rica. They are well known around Vancouver for their colourful slide shows and they have travelled to places as diverse as Russia, SE Asia, New Zealand and Europe.

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

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 mng - Sa, Mar 05, 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, Kamak temple and Abu Sunbel, among many other wonders. Morocco is an incredibly diverse and exotic country. With the aid of slides, you will travel from the ancient wall cities of the northern plains to the Sahara Desert, passing through the snow-capped Atlas mountains and on to the rugged Atlantic coast. Particular attention will be paid to the native Berber people—their lifestyles remaining virtually unchanged for centuries—and the contrast of the village life of the mountainous south and the royal cities of Fes and Marrakesh. (Bruce)

\$10.70 (Includes GST)

1 mng - Sa, Feb 19, 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 aft - Sa, Feb 05, 13:00-16:00 - Lan

Thailand — Land of Smiles (504606)

An exotic kingdom where the doors are open and the welcome sign is posted. An introduction to where to go and what to see. Background information on keeping costs down. Helpful hints to make your trip more enjoyable and rewarding. (Flack) \$10.70 (Includes GST)

1 mng - Sa, Feb 19, 09:30-12:30 - Lan

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

Feb 24 - Mar 05, 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 winter 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

April 16 - May 01, 1994
Oct 08 - 23, 1994
Oct 22 - Nov 06, 1994
Dec 17 - Jan 01, 1995
With its blend of Africa and Arabia, medieval crafts and culture, there are few more exciting countries to visit than Morocco. We will see fabulous 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 1994 tour—\$1800 without international flights, \$2950 with flights from Vancouver. Christmas 1994 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.

Yemen

April 18 - May 03, 1994
October 10 - 25, 1994
Situated on the southern tip of the Arabian Peninsula, Yemen is a country of magnificent mountain scenery, unique architecture and gracious, honest people. Yemen is often called "Green Arabia" because of its lush fields. This is the ancient land where the Queen of Sheba ruled. Price: \$2275 without international flights, \$4275 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

India

Oct 14 - Nov 04, 1994
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 Mahal. 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: \$4200 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 - 871-7065.

Pakistan

Mar 05 - 22, 1994 (2½ weeks)
Oct 05 - 22, 1994
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 price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Turkey (Western)

May 01 - 22, 1994
Jun 12 - Jul 03, 1994
Jul 24 - Aug 14, 1994
Sep 04 - 25, 1994
Sep 25 - Oct 16, 1994
Oct 02 - 23, 1994

Often called the "crossroads of world civilizations," Turkey is a mysterious land of geological wonders, beautifully preserved Greek and Roman ruins, lovely beaches and friendly people. Note that this trip can be taken on its own as a three-week tour or combined with Eastern Turkey to make a five-week tour of Western, Central and Eastern Turkey.
Price: \$2475 without international flights, \$3900 with flights from Vancouver. We also have a two-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. (Two-week tours are also available.)

Turkey (Eastern)

Sep 18 - Oct 09, 1994
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 three-week tour or combined with Turkey (Western) to make a five-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

Jan 09 - 22, 1994
Sep 11 - 24, 1994
Dec 18 - 29, 1994
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

Jan 09 - 22, 1994
Feb 06 - 27, 1994
Oct 16 - Nov 06, 1994
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: \$3465 with flights from Vancouver. \$2550 without international flights. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Indonesia

Oct 07 - 28, 1994
Apr 04 - 25, 1994
Two-week tours are also available.
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, Lombok—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 two-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

May 08 - 28, 1994
May 15 - Jun 04, 1994
May 29 - Jun 18, 1994
Jun 05 - 25, 1994
Jun 26 - Jul 16, 1994
Jul 17 - Aug 06, 1994
Aug 07 - 27, 1994
Aug 24 - Sep 04, 1994
Sep 11 - Oct 01, 1994
"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: Two weeks - \$1695 without international flights, \$2995 with flights from Vancouver.
Three weeks - \$1995 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

Oct 22 - Nov 06, 1994
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. This trip can also be combined with our two-week Australia trip to allow a four-week tour.

Papua New Guinea

Sep 25, Oct 07, 1994
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

Oct 07 - 22, 1994
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. This trip can also be combined with our two-week New Zealand trip to allow a four-week tour. 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 15 - 29, 1994
Oct 29 - Nov 12, 1994
Dec 17 - 31, 1994
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 three-day Nile cruise.
Price: Without international flights, \$3150 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 10 - Oct 05, 1994
May 07 - Jun 01, 1994
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.

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 and Northern Spain

May 17 - Jun 04, 1994 (19 days)
Lisbon is cultural capital of Europe in '94! Portuguese navigators opened world sea lanes in the 15th and 16th centuries to exotic far-off places. Discover the Old World charm of castles, palaces and cathedrals; also the excellent crafts of the gold-and-silver-smiths, and the "Azulejos" tile artisans. The west coast has quaint fishing villages to explore. The Algarve south 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 tour will introduce you to the history, art, culture, and let you relax in the NW 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 centuries. A one-week optional extension to the Flower Isle of Madeira is possible. Outbound we will stop one night in London. Returning, persons can stop over in the UK for no extra ticket cost. Cost \$4195 Cdn, based on 24 persons, including taxes, most meals, and two pre-departure meetings. A portion of the tour price qualifies for a tax receipt. For a detailed brochure call tour leaders Karen and George Storey, 922-0689 or Wayne Decle, 871-7065.

Thailand

Nov 1994 (2 weeks)
Escape the cold November rains and come with us to Asia. This two-week educational study tour focuses on Thailand, one of the most interesting countries in Asia. This fully-guided tour features a slide/lecture orientation prior to departure, airfare, hotels, and 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 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 treks in Kathmandu as well as lead the mountain trails and jungle safaris.
Free slide show presentations: Monday, Feb 7, Vancouver Planetarium - 19:30
Tuesday, Feb 08, Seniors Centre, West Vancouver - 19:30

Trek—Raft—Jungle Tour

Nov 1994
A jungle safari, river rafting plus an eight-day trek. The Gorkha region in central Nepal offers easy walking through unspoiled terraced farmlands with daily vistas of Annapurnas and Himalchuli. The weather is warm for this low-level ridge route. The trek is followed by two days rating the Trisuli River towards the Royal Chitwan National Park and the final destination—a jungle resort complete with elephant rides in search of the one-horned rhino and Bengal tiger. Six days in Kathmandu include an overnight at the Vajra Country Inn on a river overlooking the city.
Price: \$4350—includes air travel from Vancouver via Hong Kong airport transfers, accommodation in Kathmandu, all trek/raft/jungle service, air and bus travel in Nepal, trail permits and staff gratuity, farewell dinner and a high-quality duffel bag and souvenir embroidered T-shirt. 23 days away. Price subject to change without notice.
Leader: Gord Konantz. Grade—Moderate.
Gord Konantz, with an extensive background in adventure 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.

Price: \$2,975; includes air travel from Vancouver via Hong Kong, accommodation, trek services including tent and sleeping bag, airport transfers, duffel bag, and farewell dinner in Kathmandu plus Canadian leader. 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.

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 Jomsom, 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 Jomsom 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 duffel bag and a souvenir embroidered T-shirt. 23 days away. Price subject to change without notice.
Leader Gary Coppland. Grade—Difficult.
Gary Coppland 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 731-7065 or Everest Trekking at 731-7650.

Wilderness Ridge Walking Tour

Mar 1994
Destination—Corra 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 duffel 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, three-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.

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.

Nepal and Thailand

14 days including a walking tour of the Kathmandu Valley Spring and Fall 1994
Experience the Kingdom of Nepal with a five-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.

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 two-week getaway to the lush lowlands of central Nepal. The tour includes five days in exotic Kathmandu and a seven-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, duffel bag, and farewell dinner in Kathmandu plus Canadian leader. 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.

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 eight-day tour. Price will be approximately \$3000. For the fun and sun-lovers that 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.

Provence: Sunlit Land of Wine and History

May 1 - 15, 1994 Approx. Price: \$2995
"Provence" — Just to speak the name conjures up vivid images of sunlight on vineyards, romantic medieval townscapes, imposing Roman monuments and the flavour of fine, rich wines. A very special feature of this journey to Provence is the fact that you settle into the attractive old city of Avignon for the entire stay. From this historic base you venture out each day in the comfort of your private air-conditioned coach to sample the justifiably famous wines of the region and to visit old Roman towns still endowed with fine stonebuilt theatres and temples. There will be time to taste the local cuisine — a blend of aromatic herbs, olive oil, garlic and the freshest of ingredients. Provencal crafts have been prized for centuries — fabrics, ceramics and glassware will tempt you to purchase. In all ways Provence is a connoisseur's delight!
Cost includes: Return airfare on BA Vancouver/Marseilles return, 12 nights hotel on a bed-and-breakfast basis in twin share, all ground transportation in deluxe coach, transfers Marseilles airport/Avignon return, services of an English-speaking guide.
For more information or to register, please call Great Expeditions, Caroline Williams, 257-2040, or VCC Continuing Education, Wayne Decle at 871-7065.

Heritage Arts and Crafts—Thailand and Laos

October 6 - 21, 1994 (15 days — Thailand)
October 6 - 26, 1994 (20 days — Thailand and Laos)
For those on their first, or repeat, visit to Thailand, a unique opportunity to discover the culture and history of North and North-east Thailand through visits to archaeological sites and village workshops where artisans use traditional methods to produce intricately designed textiles, ceramics, bronzes and baskets.
The tour members have the option of journeying on to the magical country of Laos, where time seems to have stood still and tourism is just beginning. Visit the capital, Vientiane, with its French colonial air, just in time for the Loy Krathong festival; and Luang Prabang, the former royal capital, nestled in the mountains.
Both the 15-day and 20-day tours end with two days in Bangkok for shopping and sightseeing.
In-country tour leader, Patricia Naenna, on the faculty of Chulalongkorn University, has lectured worldwide and published numerous books on Thai and Lao textiles and ceramics. Both she and VCC tour leader Alison Norman speak Thai and Lao fluently and have lived many years in both countries. Alison will provide an orientation prior to departure.
Price for 15-day Thailand tour includes all breakfasts, two lunches, deluxe hotel accommodation, air-conditioned coach travel, airport transfers and return airfare from Vancouver—Bangkok. \$2875
Price for optional Laos portion (five-days) includes Lao visa, all meals, accommodation, ground transportation, return airfare Vientiane-Luang Prabang, airfare Vientiane to Bangkok and Lao airport tax. \$1585
For more information and booking, please call Great Expeditions, 257-2044; tour leader Alison Norman at 988-9995; or Wayne Decle, VCC-CE at 871-7065.

Third Annual Traditional Chinese Medicine Tour to the People's Republic of China

April 18—May 2, 1994
(Extended periods of study and/or travel can be individually arranged).
For health care professionals. Explore Traditional Chinese Medicine (TCM) as it is practised today in the People's Republic of China. This unique program focuses on the clinical practice of acupuncture taught by highly-skilled TCM physicians at the Hangzhou Hospital of Traditional Chinese Medicine. Also includes training in other traditional therapies such as Qi Gong, Tuina (massage) and herbal remedies. There will be pre-trip orientation and study group sessions to prepare participants. This program is designed to meet the needs of serious students and veteran practitioners as well as for individuals with a more casual interest in the healing arts and cultural enjoyment. VCC tour leader, Les Monciereff, has studied acupuncture in China. This is his third trip as tour leader.
Price: \$2990 double occupancy, includes return airfare from Vancouver, all land travel arrangements, tuition, organized sightseeing, accommodation and meals. A portion of the tour price qualifies for a tax receipt. Prices subject to change without notice. For further information call Sheila Stickney—874-9923 or Les Monciereff—520-3505.

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.
Mo. Feb 07, 19:30-21:30 - 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 '30s. 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: Apr 01 - 11, 1994
Cost \$2150 approx. (No Air \$15

Natural History

Natural History Study Programs

The college has developed its Natural History section with British Columbia's unique attributes and special natural areas of the world in mind. These programs are developed by a biologist and implemented by specialists in the field of natural history. The courses appeal to both the lay person and professional biologist. Unlike many commercial companies, the college's primary focus is one of education, and tuition for our programs is tax deductible.

For information and bookings call 871-7069

Families with children ten years and older are welcome to participate in our programs.

Field Studies

Bald Eagles (502855)

In January bald eagles congregate along the Squamish River to feast on the spawning salmon. Migrating here from distances as far away as Alaska, they reach numbers in the thousands. Alice Cassidy, \$58.85. Day trip: Sa. Jan 15, 1994.

Hawks, Eagles and Owls (502859)

Join Alice Cassidy for a field day at Boundary Bay discovering the interesting lives of such birds of prey as snowy owls, red-tailed hawks, bald eagles, gyrfalcons, and short-eared owls. \$33.17. Day trip: Sa. Jan 22, 1994.

Carmanah Valley (502837)

Visit selectively logged forests, stay at forestry research station, hike through the lush old-growth forests of the Carmanah with biologists Alison Watt and Stewart Guy. \$267.50. Apr 16/17, 1994. ** Book early.

Birds, Birds, Birds (502814)

Learn biology, identification and ecology of Vancouver's resident birds and winter migrants. Lectures illustrated with slides, preserved specimens and sound recordings. Field trips to Jericho and Stanley parks and Reifel Sanctuary too! Alice Cassidy, \$85.00. Jan 24 - Feb 12; 1994. Three lectures: Mondays; two field trips: Saturdays.

Owls and Owling (502845)

Join Alice Cassidy for an illustrated lecture and an evening hooting for owls in the UBC endowment lands. You'll learn where and how to locate owls and something of their fascinating natural history. \$42.80. We. Mar 23 AND We. Mar 30

Whales, Eagles and Totems (502809)

Sea birds, sea lions, bald eagles, minke, gray and killer whales... native dancing and feasts, historic villages and lush old-growth rain forests... discover Johnstone Strait with naturalist Dick Cannings and anthropologist Margaret Holm. Early Sep 1994.

Gulf Islands Natural History Cruise (502813)

On a boat trip through the Gulf Islands, observe the thousands of seabirds, seals and perhaps whales which congregate at the peak of herring spawning. Rob Butler interprets islands' natural history. All day boat cruise. \$90.95. Sa. Mar 12, 1994. ** Book early.

Canadian Study Tours

Queen Charlotte Islands

Call Bluewater Adventures: 684-4575
Visit "Canada's Galapagos" with Canadian Wildlife Service biologist, Rob Butler, aboard MV Island Roamer and discover the biological uniqueness and fascinating native history of these islands. Aug 1994.

Newfoundland

Call Great Expeditions: Fraser MacLean—257-2044.
From the garnet-covered cliffs of Cape St. Mary's to boat trips off the Great Banks: from the scenic fishing villages of France's St. Pierre to hikes in the rugged wind-swept Terra Nova Park, you'll realize the potential of Newfoundland's unique natural history. Alice Cassidy, Jun 12-24, 1994.

International Study Tours

For information and booking, call Great Expeditions: Fraser MacLean—257-2044; FAX: 257-2037; long distance (1-800-663-3364)

Baja California's Sea of Cortez

The Sea of Cortez, separating Baja California from the Mexican mainland, has been called Mexico's "Galapagos." You'll see whales, dolphins, a variety of seabirds, as well as intriguing desert island animals and plants aboard MV Sea Lion, snorkelling, and on day trips ashore. Rob Butler. Apr 16-23, 1994.

California's Southern Deserts

Study the life which survives under the harsh and shimmering sun. Tour highlights include the Salton Sea, a large inland saltwater lake, Joshua Tree National Monument with its spine-studded yucca plants; and the Anza-Borrego desert where mammals and reptiles abound. Alice Cassidy. Apr 28 - May 7, 1994.

Galapagos and Ecuador

Andean mountains, Indian villages, jungle research stations, subtropical rain forests and the legendary Galapagos Islands. See the amazing flora and fauna which so inspired Darwin over 100 years ago! Keith Wade. \$595 includes \$975 tax deductible tuition. May 22-Jun 10, 1994.

Argentina

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; penguin colonies, elephant seals, right and killer whales along the rich coast of Patagonia; explore the Pampas, Argentina's vast prairies, and discover the subantarctic forests of Tierra del Fuego. November 1994. John Ford and Dick Cannings.



Course Listing

A Night With the Stars—The Planetarium's Overnight

Adventure! 6
Accounting 1115 13, 41
Accounting 22
Accounting 2215, 3321, 3421 13
Accounting for the Non-Accountant 1415 17
Accounting using ACPAC PLUS G/L, CSW17 23
Accounting with ACCPAC Plus - G/L 22
Administrative Skills—Part III 15
Advanced WordPerfect 5.1, Advanced, CSW4B 23
Advertising a Small Business 5
Advertising: Designing and Buying 5
Anatomy for the Artist/Illustrator 5
Applied Real Estate Development 40
Argentina 44
Art Therapy, Introduction to 29
Assertiveness Training 32
Assessment, Referral and Community Resources 32
Assisting Persons with Swallowing and Feeding Problems 29
At An Impasse? Try Mediation! 31
Audio Lab for ESL Instructors, An Introduction to 28
Australia 42

Baja California's Sea of Cortez 44

Bald Eagles 44
Becoming a Great Trainer 19
Bilingual Interpretation 33
Birds, Birds, Birds 44
Bolivia and Brazil Eclipse Trips 43
Bookkeeping 1115, Introduction to 17
Bookkeeping from Start to Finish 19
Bridging the Computer Gap—A Dentist-Friendly Workshop 30
British Virgin Islands Caribbean Sail-Training 43
Budgeting Skills 1515 17
Build Your Own Robot 24
Building a Powerful Vocabulary 1315 14
Building and Coaching a Productive Team 1318 15
Building Maintenance and Cost Control 12, 40
Building Service Management 1000 12, 13, 40
Building Service Worker—Level I 12, 40
Business Ethics 1000 13
Business Law 1115, 2215 13
Business Letters that Get Results 1215 14, 17
Business Management 11
Business Planning 1000 13
Business Practices 11
Business/Visions Accounting, Introduction to, Advanced 22
Buying a Condominium 39

C Language Programming, CSW80 24
C++: A New and Evolving Language, CSW81 24
California's Southern Deserts 44
Canadian Yachting Association Certification 43
Cantonese Conversation—Levels I & II 36
Cantonese for Mandarin Speakers 36
Cardiac Monitoring 29
Career Management 1115 13
Careers in the Film Industry: Introductory Course 7
Careers in the Real Estate Business 39
Caring for People Living with HIV or AIDS—Levels I & II 28, 29
Caring for Persons with a Terminal Illness 28
Carmanah Valley 44
Casting Techniques for Jewellery and Small Sculpture 9
Celestial Navigation 6
Challenge Examination—Data Communications 25
Challenge Examination—Telecommunications Management I (Voice) 25
Challenge Examination—Understanding Telecommunications 25
Champagne and Port—What a Pair 11
Change Wise: Staying in Control When Change is All Around You 31
Civil Litigation 1315 18
Client Accounting for Legal Assistants 38
College and University Essay Writing 12
Come Join In 33
Comedy Improvisation—Levels I & II 6
Comedy Writing Through Improvisation 6
Commercial Lease Negotiation Skills 39
Communicating Across Cultures: Skills for Helping Professionals 32, 36
Communicating for Success 1317 15
Communicating to Get Results 31
Communications 1115 13
Communications 1118 13, 41

Communications 30, 31
Composition and Design 11
Computer Applications in Business 2000 13, 16, 41
Computer Applications in Business Challenge Exam 1000 13
Computer Lab for ESL Instructors, An Introduction to 27
Comptereze I & II 30
Condominium Operations and Management 39
Conflict Resolution 32
Conflict Resolution, Negotiation and Mediation 1115 14
Contaminated Real Estate—What are the Issues? 39
Continuing Care Management, Introduction to 30
Continuous Improvement and Organizational Planning 36
Conversational Skills Improvement I, III for Advanced ESL Speakers, II 35
Conveyancing 1715, II - 2115 18
Conveyancing Certificate 38
Core Content for Childbirth Educators, Course I 29
CoreCHART 22
CoreDRAW, Introduction to, Advanced 22
Corporate 1415 18
Corporate Administration I & II 38
Corporate/Commercial Certificate 38
Corporate Design 9
Costa Rica 42
Costa Rica, Guatemala and Honduras 42
Counselling Theories 32
Creating and Developing Successful Task Teams and Working Committees 36
Creating Depth: Perspective for Artists 5
Creating Exciting Videos: Video Camcorder Workshop 8
Creating Successful Libraries in Community Organizations—Assessing Your Situation 36
Creative Arts in the ESL Classroom 27
Creative Commercial Illustration 9
Curriculum Development, An Introduction to 27
Czech Conversation—Level I 36

D Data Communications 25
Database Design for Library Special Projects 14
dBase III/IV Plus, Using, CSW5, Introduction, Intermediate 21, 23
Decision-Making/Life Planning 32
Decorative Painting—Level I 6
Decorative Pottery 6
Delivering Effective Instruction 19
Dental Office Manager I 30
Designer's Notebook 9
Designing Effective Training Programs 19
Desktop Publishing with PageMaker and CoreDRAW, Advanced 22
Dessert Wines from Sweet to Rich 11
Developing an ESL Unit Plan Using Authentic Materials 28
Developing Business Communication Skills 34
Development for Designers 7
Differing Health Care Needs of Ethnic Groups 29
Direct Response Marketing 18
DOS, Advanced 20, 23
DOS and Hard Disk Management, CSW9 24
DOS, Intermediate 20, 23
DOS, Introduction to 20, 22, 23
Drawing with Pencil Crayons 6
Drawing: Studio Practice and Procedure 6

E Ecological Economics 7
Effective Customer Service 18
Effective Front Desk 30
Effective Memo and Report Writing 1515 14
Effective Oral Communications 1315 17
Egypt 42
Emergency Planning for Property Managers 39
English Upgrading & Composition Writing 35
English Writing Skills Improvement I & II 35
Enjoying Astronomy (For Parents and Children) 6
ESL, Advanced 34
ESL in the Family Day-Care Setting 33
Ethnography of the Northwest Coast 5
Excel—Advanced, Macro—Advanced 22
Excel—Databases, Intermediate 22
Excel, Introduction to 21, 23
Excel—Worksheets, Intermediate 22
Exploring Comedy 6
Extending Multicultural Stories Through Art 33

F Facilitator Training—Basic 36
Family Counselling Skills 32
Family Counselling Skills for Substance Abuse 34
Family Law Procedures 38
Fashion Arts Certificate 7
Fashion Careers—Business 7
Fashion Design Certificate 7
Fashion Illustration 7
Fashion Photography 11
Fast Track Spanish Conversation—Level I 36
FastTrack Word for Windows 21
Financial Management 30
Financial Management for Non-Profit Organizations 37
Financial Planning (An Introduction) 38
Financial Planning (Investment and Tax Planning) 38
Financial Statements—Forecasting and a Cash Budget 19
Financing and Business Strategy 19
Finding Time for Results 1319 15
Fine Arts for Children 35
Fissure Sealants 30
Floral Design—Levels I, II & III 8
Flute: Beginners, Intermediate 10
Food and Food Allergies for Food Service Workers 31
Foodsafe—Level I (Basic), for ESL Students, in Cantonese 31
Foot Care for the Elderly 29
Foreclosure Proceedings 38
Forkner Shorthand 1315 17
FoxPro 2.5/DOS—Level I, CSW84 24
French Conversation—Levels I & II 36
French in Action—Level II 36
Fundraising Approaches—Part I 37
Fundraising that Works 36

G Galapagos and Ecuador 44
Garment Construction Certificate 7
German Conversation—Level I 36
Gerontological Nursing, Introduction to 30
Getting Started: An Introductory Writing Workshop 12
Getting the Most from Custom Labs 11
Good Beginnings, Introduction to Family Day-Care 34
Grammar Review for Productive Business Writing 1215 14
Graphic Design—An Introduction 8
Graphic Design for Desktop Publishing 22, 23
Great Red Wines of the World 11
Greek Isles 42
Group Counselling Skills 32
Group Skills—Part II 15
Guide Stars 6
Guiding Children's Behaviour 34
Guitar Jazz Rock Improv 10
Guitar: Beginners, Intermediate 10
Gulf Islands Natural History Cruise 44

H Harassment Awareness 18
Harnessing the Information Flow 36
Hawks, Eagles and Owls 44
Heal Yourself—Mind Over Matter 32
Health and Health Problems in Later Life 30
Health and Safety 34
Heritage Arts and Crafts—Thailand and Laos 43
Holistic Health Techniques, Introduction to 29
How Not to Become a Victim 32
How to Buy a Computer 20, 22
How to Shoot Video Newsrooms Will Buy 7
How to Start a Business 18
How to Write for Television 12
How to Write Great Training Materials 19

I CBC Inside Out 38
Idea Generation: Mind-Mapping for Richer Writing 12
Identifying and Marketing Business Opportunities 19
Image Make-over Workshop 7
Impromptu Speaking 31
Improving ESL Reading Comprehension Using Creative Diagramming 27
India 42
Individual Counselling Skills 32
Individual Counselling Skills for Substance Abuse 34
Indonesia 42
Innovative Approaches in Relieving Pain and Anxiety 29
Internet—Beginner & Intermediate Level, The 14
Interpersonal Skills in the Medical Assisting Profession 1615 17
Interpersonal Skills—Part I 15
Introduction to UNIX, Introduction to, CSW83 24
Introductory Electronics 24
Issues and Needs in Multicultural Health Care 29
Italian Conversation—Levels I & II 36
Italian Stallions—The Tasty Tavolas 11

J Japanese Conversation—Levels I & II 36
Jazz and Blues Jam Workshop 10
Jazz Improvisation 10

Jazz Piano: Beginners & Intermediate 10
Jewellery Workshops, Advanced 9

L Labour Relations 1330 14
Language Education Through Drama 27
Law and Tenant Relations 40
Law for Court Interpreters 33
Layout and Design, Advanced 8
Leadership and Team Skills 1815 17
Learn to Sail and Cruise 43
Learning to Draw 9
Learning to Teach: A Practical Course for Health Professionals 28
Legal Aspects of Buying a House 38
Legal Communications 38
Legal Ethics and Confidentiality 1815 18
Legal Office Procedures 1915 18
Legal Research 38
Legal Terminology 2015 18
Libraries in Community Organizations 14
Life Drawing 5
Lights, Camera... What Next? Video Production for Beginners 8
LINC Class Observation 28
Litigation Certificate 38
Litigation II - 2120 18
Live Sound Engineering 10
Local Area Network Management—Level III, CSW12B 24
Local Area Networks, Introduction to 20, 23
London Theatre Tour 42
Lotus 1-2-3 for Windows, Introduction to, Intermediate 21
Lotus 1-2-3, Introduction to, Intermediate 21
Lotus 1-2-3, Using, CSW6 23
Lotus—Macro Programming, Advanced 21, 22
Lower Intermediate ESL 34
LPI Exam 41

M Macro Programming 22
Madagascar and Seychelles 42
Magazine Article Marketing 12
Management Processes 30, 31
Managing a Strata Corporation 39
Managing Buildings with Older Residents 40
Managing Large Networks, CSW15 24
Managing the Integrated Office 25
Managing Your Rental Property 39
Mandarin Conversation—Levels I & II 36
Mandarin for Cantonese Speakers 36
Mastering Meditation 31
Matrimonial 1515 18
Maximizing Your On-the-Job Effectiveness 18
Mealtime Management in Group Homes 29
Medical Office Billing I—Non Computerized 1415 17
Medical Office Billing II - 1415 16
Medical Office Billing II—Computerized 1515 17
Medical Office Procedures/Administrative Assistant 1315 17
Medical Terminology I & II 1115 17
Metal Techniques I & II 9
Microcomputers, Introduction to 20, 22, 23
Mid-Intermediate ESL 34
Middle Ages Monastery Tour 43
MIDI Music I 10
Millinery—Level I 7
More Life Drawing 5
Morocco 42
MS-WORD, Advanced 21
MS-WORD for WINDOWS, Advanced, Intermediate 21
MS-WORD, Introduction to, Intermediate 21
MS-WORDS 2.0, Introduction to, Intermediate 21
Music Arranging 10
Music Publishing and Record Company Contracts 10
Music Theory 10

N Negotiating for Success 18
Nepal Adventure 43
Nepal and Thailand 43
New, Old Furniture 9
New Zealand 42
Newfoundland 44
Novel NetWare, Introduction to, Intermediate, Advanced 20, 23
Nursing Management Certificate Program 31

O Office Automation 1115 16
Office Automation Challenge Exam 1000 16
Organizational Development and Evaluation 30
Organizational Leadership 1115 14

Overview of Financial Management and Taxation for Non-profit Organizations 36
Overview of Non-Profit Organization Management 37
Overview of Teaching ESL 28
Owls and Owling 44

P PageMaker Desktop Publishing, Introduction to, Intermediate 22
Painted Finishes for Fine Furniture—Part II 6
Painting 5
Painting the Figure 6
Pakistan 42
Palliative Care Concepts for Professionals in Care Facilities 28
Panic Attacks: Understanding, Coping and Healing 32
Papua New Guinea 42
Paste-Up and Assembly—Intermediate Graphic Design 8
Pattern Making Certificate 7
Payroll (Manual Computerized) 1315, Introduction to 17
Performance Anxiety: Paralyzing Fear When One is the Focus of Attention 32
Personal Property Security 38
Personnel Management 14, 30
Perspective Sketching and Drawing 9
Photographic Style 11
Photography, Basic, Intermediate 11
Photjournalism 11
Piano: Beginners & Intermediate 10
Placement of Treatment Liners 30
Plain Language: Making Your Message Clear 1415 14, 17
Planning Activities for School-age Child in the Family Day-Care Home 33
Planning Children's Experiences 34
Planning Creation 12
Portraiture 5
Portugal and Northern Spain 42
Portuguese Conversation—Level I 36
Practical Aspects of Diabetes: Education, Monitoring and Management 29
Practical Darkroom 11
Practical Lighting 11
Practice Workshop in Simultaneous Interpreting 33
Practicum for Childbirth Educators, Course III 29
Presenting and Practising New Language 27
Presenting Your Ideas with Confidence 1518 17
Principles of Organizational Behaviour 1321 14
Print and Broadcast Journalism, An Introduction to 9
Printing and Production Techniques—Intermediate Graphic Design 8
Professional Orientation to Interpreting Skills 33
Professional Telephone Communication Skills 1215 17
Program Orientation 32
Programming 22
Pronunciation Improvement 35
Property Inspectors: Determining Value in Residential Property Investments 39
Property Management 1415, 2415, 3415 41
Providence: Sunlit Land of Wine and History 43
Psychoneuroimmunology—Mind Over Matter 29
Public Approval Process for Real Estate Development 40
Public Relations, Introduction to 5
Putting It All Together: Editing Video Tape 8

Q Quattro Pro for Windows, Introduction to 22
Queen Charlotte Islands 44

R Radiography Update 30
Rapid Interpretation of the Twelve Lead ECG 29
Real Estate Appraisal 1101, 1102 41
Real Estate Development Finance 40
Real Estate Development, Introduction to 40, 41
Real Estate Law - 1325 41
Real Estate Marketing 1420 41
Records Management I - 1615 16
Records Management II/Advanced Topics 1617 16
Records Management III/Specialized Functions 1618 16
Recycle, Re-use and Rewrap 9
Reporting Skills, SW + H 9
Research Made Easy: Write Like an Expert 12
Residential Interior Design—Parts I & II, Introduction to 9
Resources for Family Day-Care Providers 33
Russian—Levels I & II 36

S Sales and Marketing 2000 14
Savophony/Clefnet: Beginners & Intermediate 10
Sculpt 2000 Workshop 6

Securities Practice 38
Self-Management Training—Skills for the 21st Century 31
Shoot the Moon 6
Simply Accounting/Bedford for DOS, Introduction to, Advanced 22
Simply Accounting for Windows, Introduction to, Advanced 22
Simply/Bedford Accounting, CSW7B 23
Spanish Conversation—Levels I & II 36
Special Painting Effects 5
Splendours of Portugal and Northern Spain 42
Spring and Summer Program Planning 33
Stage Band 10
Stepping up to Supervision 1316 15
Stock Photography 11
Stone Setting 9
Strategic Management of Fundraising Campaigns 37
Studio Lighting, studio 11
Substance Abuse Practicum 34
Supervisory/Delegation, Motivation and Evaluation 1516 16
Supervisory/Management and Decision Making 1315 16
Supervisory/Recruitment and Selection 1515 16

T Talking to Your Printer 8
Teaching English for Academic Purposes 27
Teaching ESL Literacy in a Multi-Level Class 28
Teaching Grammar One, Two: 26
Teaching Listening and Speaking 27
Teaching Pronunciation 27
Teaching Reading 27
Teaching Skills for Childbirth Educators, Course II 29
Teaching Strategies for Cross-Cultural Learning and Communication 27
Teaching Writing 27
Team Building for Success 28
Telecommunications Management II (Voice) 25
Telescope Making 6
Testing in English as a Second Language 28
Textile Printing Techniques 6
Textile Screen Printing Workshop 6
Thai Conversation Level I 36
Thailand 43
Thailand — Land of Smiles 42
Thailand, Malaysia and Singapore 42
The Art of Conversation 31
The Art of Personal Solicitation 36
The Business of Graphic Design—A Self-Promotional Tool Kit 9
The History of Photography 1820 to 1900 11
The Keys to Entry Into Acting for Film, Television and Theatre 7
The Legal Office Program 1215, Introduction to 18
The Power of Poetry in Language Education 27
The TCP/IP Protocol Suite 25
The Twelve Lead ECG and its Clinical Applications 29
Therapeutic Touch 29
Third Annual Traditional Chinese Medicine Tour to the People's Republic of China 28, 43
Time Management Skills 1816 17
Time/Stress Management 37
TOEFL Preparation 35
Tour/Canadian Yachting Association Certification 43
Training 38
Training in a Multicultural Environment 19
Training/Presentation Practice 38
Trek—Raft—Jungle Tour 43
Trekking in Nepal 43
Turkey (Eastern, Western) 42
Turkey and Greece 42
Typing—Keyboarding For Beginners 1020 16
Typing—Speed Building 1030 16
Typography 9

U Understanding Group Dynamics 19
Understanding Telecommunications 25
Upper Intermediate ESL 34
Using the Westcoast Reader in an ESL Classroom 28

V Validation Through Storytelling: A New Approach for Care Givers 29
Video Production and ESL Instruction 27
View Camera Techniques 11
Vocal Coaching 10
Vocal Fitness for Speaking 31
Vocal Jazz Ensemble: Beginner & Advanced 10
Vocational Counselling 32
Volunteer Coordination, Introduction to 36
Volunteer Leadership for Success 36

Continued on page 46

Water Colour—Levels I & II 5
 Weekend Film Camp 7
 Whales, Eagles and Totems 44
 When Diets Don't Work 32
 Wide Area Networking, CSW14 24
 Wilderness Ridge Walking Tour 43
 Wills and Estates 1615 18
 Windows 22
 Windows 3.1, Introduction to, CSW19 24
 Windows, Introduction to, Intermediate 20, 23
 Wine and Food—How to Match Them 11
 Wine Appreciation and the Nose of Wine, Advanced 11
 Wine Appreciation and Wine Tasting, Introduction to 11
 Woodwind Ensemble 10
 Word Processing Using WordPerfect 5.1, Introduction to, CSW4 23
 WORD for WINDOWS, Introduction to 21, 23
 WordPerfect 5.1 — Desktop Publishing, Advanced 20, 22
 WordPerfect 5.1 for Power Users—Macro Programming 20
 WordPerfect 5.1, Introduction to, Intermediate 20
 WordPerfect 5 Upgrade 20
 WordPerfect for Power Users—Macro Programming 22
 WordPerfect for Windows—Desktop Publishing, Advanced 21
 WordPerfect for Windows, Introduction to, Intermediate 21
 WordPerfect for Windows Upgrade 21
 Working Effectively with Individuals and Groups 37
 Working in a Multicultural Environment: Issues for Volunteer Programs 36
 Working the Room 18
 Working with 6-9 Year Olds 34
 Working with 9-12 Year Olds 34
 Working with Children with Special Needs 34
 Working with Volunteers: Communication Skills 38
 Working with Volunteers: Leadership and Group Skills 38
 World Religions 5
 Writers' Co-op 12
 Writing a Best Seller 12
 Writing a Novel, An Introduction to 12
 Writing Dynamic Business Letters 1415 14
 Writing for Magazines 12
 Writing for Public Relations 5
 Writing Skills Workshop, III 12

Yemen 42
 You and Your Aging Parent: Balancing Care for Self and Others 31

NEW COURSES FOR WINTER 1994

Textile Painting Techniques Workshop (500156)

This covers brush, sponge, finger and spray painting, stamping, stencils, fish and other 3-D prints using the polyfab water-based textile paints. No solvents are used. For more information please call Clothworks (CLW), 2031 West 41st Avenue, Vancouver (263-4483). (Drobner) \$74.90 (Includes GST)

1 day - Su. Jan 23, 09:00-16:00 - CLW
 1 day - Su. Feb 20, 09:00-16:00 - CLW
 1 day - Su. Mar 20, 09:00-16:00 - CLW
 1 day - Su. Apr 17, 09:00-16:00 - CLW
 1 day - Su. May 22, 09:00-16:00 - CLW
 1 day - Su. Jun 19, 09:00-16:00 - CLW

Telescope Making (503493)

Participants will enjoy the satisfaction of building their own powerful and easy-to-use astronomical telescope—an instrument capable of showing the wonders of the heavens, such as the rings of Saturn, the craters on the moon, and countless star clusters and distant galaxies. Note: supplies extra — estimate \$125. (Seronik) \$150
 12 eve - We. Jan 26, 19:00-21:00 - PLANET

Fashion Careers—Business Development for Designers (050918)

Today designers are experiencing a significant move to retail. Rather than depend on a fragile market place and high credit risks, designers are working to cut out the middleman and open retail outlets featuring their own designs. How does one begin to establish a retail front? How to obtain funding or financing for the venture? These questions and more are answered by professionals in sessions covering retail factors, business plan development, politics of fashion, mind-set and media management. (Thompson) \$180
 5 day - Sa. Jan 29, 10:00-16:00 - CC

Writing a Best Seller (102718)

Mysteries, thrillers, romances, westerns, big storytelling novels — "category" fiction comprises over 80 percent of the bestseller lists. The public and publishers' appetite for genre fiction is enormous, and this class focuses on the fundamentals of writing it, including plot, the creation of conflict, characterization, and setting. Writing assignments cover first draft, revision, and preparation of manuscript for submission. (Furst) \$115
 6 eve - We. Feb 09, 18:30-21:00 - CC

Labour Relations 1330 (102022)

An introduction to the basic elements of the Canadian industrial relations system. The first part of the course surveys the historical development of trade unionism; the structure and function of contemporary unionism; and public policies affecting labour and employment relations. The balance of the course will examine the main components of the labour relations system, including: the establishment of the labour-management relationship; the collective bargaining process; strikes and dispute resolution; and contract administration. The course will conclude with an actual labour dispute negotiation. (Brown) \$220
 13 eve - Mo. Jan 10, 18:30-21:30 - Lan

WordPerfect 6 Upgrade (101125)

This course is designed for experienced WordPerfect for DOS users who want to make an easy, quick, and efficient transition into WordPerfect 6. Explore new features such as: using a mouse, managing frames, using menus, button bars and rulers. Also covered are concept and vocabulary changes such as 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. Suitable for students with versions 5.0 and 5.1. Experience with WordPerfect is essential. \$175
 1 day - Tu. Jan 25, 09:00-17:00 - Oak
 1 day - Th. Feb 24, 09:00-17:00 - Oak
 1 day - Tu. Mar 15, 09:00-17:00 - Oak

CorelDRAW! (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 CorelDRAW!. Previous experience with

CorelDRAW! is required. Introduction to CorelDRAW! (101103) is strongly recommended. (Newman) \$175

1 day - Su. Feb 06, 09:00-17:00 - Oak
 3 eve - We. Mar 16, 18:30-21:30 - Oak

Validation Through Storytelling: A New Approach for Care Givers (200736)

Storytelling is an effective and entertaining way of validating life experiences for people of all ages, but especially for those dealing with the uncertainties and changes involved in coming to terms with the aging process. Facilitating a storytelling group involves patience and skills learned over time, but brings with it many lasting rewards. This course will give you ideas for getting started and provide suggestions for implementing storytelling as a useful tool for promoting well-being among participants. The course includes demonstration and discussion of the art and value of storytelling, with the help of some veteran senior storytellers. (Shaw) \$90
 1 day - Fr. Mar 11, 09:00-16:00 - KEC West

ESL in the Family Day-Care Setting (150726)

This session will focus on some challenges and strategies for working with children who speak a second language. We will explore how to incorporate a multitude of activities and ideas into your program planning. (Greenspoon) \$25
 1 eve - Tu. Feb 22, 19:00-22:00 - Lan

Corporate Administration I (104859)

General procedures, agencies and registries involved: Registrar's Guidelines, name procedures; incorporation, organization of corporate records, duties of records/registered offices, post-incorporation steps, share issuance, annual maintenance, directors and shareholders meetings; Federal Incorporations; Societies. (TBA) \$175
 8 eve - Tu/Th. Jan 4, 18:00-21:00 - CC

Heritage Arts and Crafts—Thailand and Laos

October 6 - 21, 1994 (15 days — Thailand)
 October 6 - 26, 1994 (20 days — Thailand and Laos)
 For those on their first, or repeat, visit to Thailand, a unique opportunity to discover the culture and history of North and North-east Thailand through visits to archaeological sites and village workshops where artisans use traditional methods to produce intricately designed textiles, ceramics, bronzes and baskets. The tour members have the option of journeying on to the magical country of Laos, where time seems to have stood still and tourism is just beginning. Visit the capital, Vientiane, with its French colonial air, just in time for the Loy Krathong festival; and Luang Prabang, the former royal capital, nestled in the mountains. Both the 15-day and 20-day tours end with two days in Bangkok for shopping and sightseeing. In-country tour leader, Patricia Naenna, on the faculty of Chiangmai University, has lectured worldwide and published numerous books on Thai and Lao textiles and ceramics. Both she and VCC tour leader Alison Norman speak Thai and Lao fluently and have lived many years in both countries. Alison will provide an orientation prior to departure.

Price for 15-day Thailand tour includes all breakfasts, two lunches, deluxe hotel accommodation, air-conditioned coach travel, airport transfers and return airfare Vancouver—Bangkok. \$2875
 Price for optional Laos portion (five-days) includes Lao visa, all meals, accommodation, ground transportation, return airfare Vientiane-Luang Prabang, airfare Vientiane to Bangkok and Lao airport tax. \$1585

For more information and booking, please call Great Expeditions, 257-2044; tour leader Alison Norman at 988-9995; or Wayne Decle, VCC-CE at 871-7065.

Provence: Sunlit Land of Wine and History

May 1 - 15, 1994 Approx. Price: \$2995

"Provence" — Just to speak the name conjures up vivid images of sunlight on vineyards, romantic medieval townscapes, imposing Roman monuments and the flavour of fine, rich wines. A very special feature of this journey to Provence is the fact that you settle into the attractive old city of Avignon for the entire stay. From this historic base you venture out each day in the comfort of your private air-conditioned coach to sample the justifiably famous wines of the region and to visit old Roman towns still endowed with fine stonebuilt theatres and temples. There will be time to taste the local cuisine — a blend of aromatic herbs, olive oil, garlic and the freshest of ingredients. Provençal crafts have been prized for centuries — fabrics, ceramics and glassware will tempt you to purchase. In all ways Provence is a connoisseur's delight!

Cost includes: Return airfare on BA Vancouver/Marseilles return, 12 nights hotel on a bed-and-breakfast basis in twin share, all ground transportation in deluxe coach, transfers Marseilles airport/Avignon return, services of an English-speaking guide. For more information or to register, please call Great Expeditions, Caroline Williams, 257-2040, or VCC Continuing Education, Wayne Decle at 871-7065.

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

Fundraising Management

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

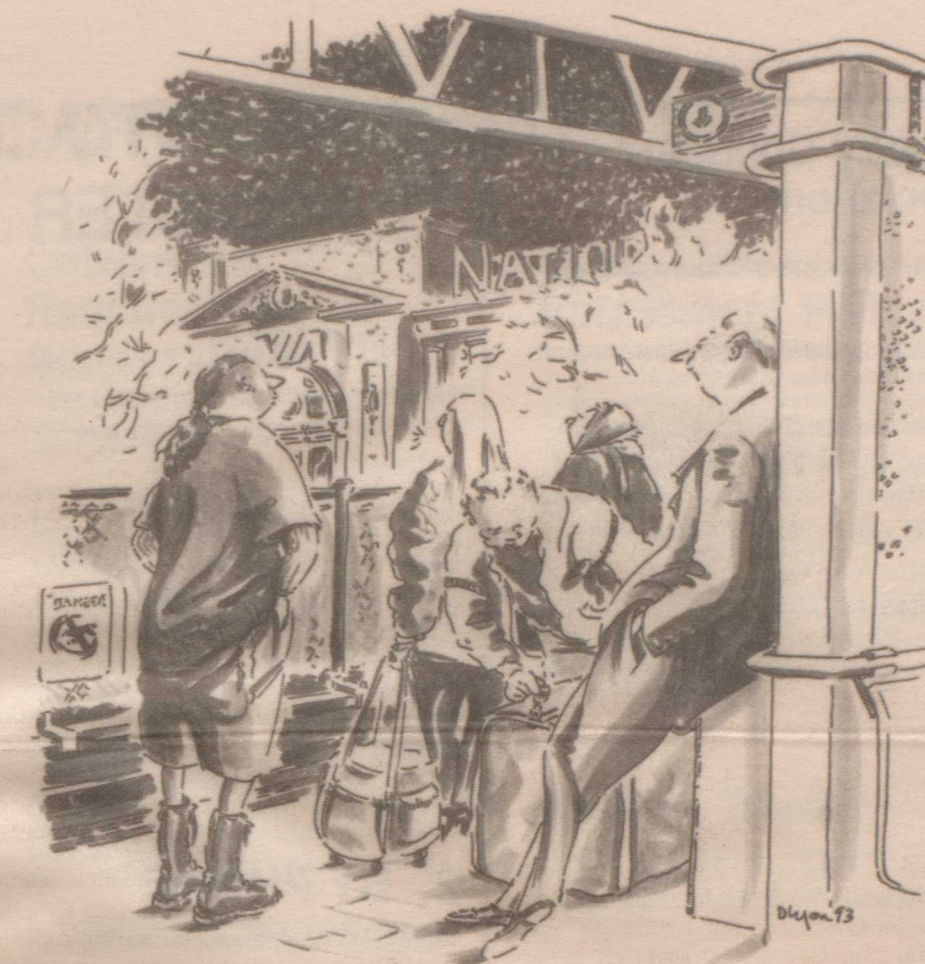
Substance Abuse

Teaching English as a Second Language

Telecommunications Management

Visual Arts—Photography Major

Volunteer Management



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.

Continuing Education Phone Numbers

City Centre Campus, 443-8380

King Edward Campus, 871-7070

King Edward Campus West, 874-9923

Langara Campus, 324-5322

Students with Special Needs

Services for students with disabilities who are registered in CE Certificate Programs may be arranged through Donald Oakes, senior program coordinator, 443-8386. 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 Donald Oakes at 443-8386.

Career & Information Sessions

Please join us for the following FREE sessions:

British Virgin Islands Open House

Mo. Feb 07, 19:30-21:30
 Room 4043, King Edward Campus
 1155 East Broadway

Counselling Skills Certificate Program

Mo. Jan 10, 18:00-19:00
 Room 4043, King Edward Campus
 1155 East Broadway

Court Interpreting Certificate Program

Tu. Jan 25, 19:30, Continuing Education Office
 Langara Campus, 100 W. 49th Avenue

English Skills Improvement

Tu. Jan 04, Th. Jan 06, We. Jan 12, 17:30-20:00
 Continuing Education Office
 Langara Campus, 100 W. 49th Avenue

Floral Design Certificate Program

Th. Jan 13, 19:00-20:00
 Room 4043, King Edward Campus
 1155 East Broadway

Health Professions

Gerontology Certificate Program-Nursing
 Learning to Teach Program
 Nursing Management Certificate Program
 Th. Jan 20, 19:00-20:30
 King Edward Campus West,
 691 East Broadway

Nepal Trekking Open House

Mo. Feb 07, 19:30
 HR MacMillan Planetarium
 1100 Chestnut Street

Non-Profit Management Certificate Program

Fundraising Management Certificate Program

Voluntary Sector Certificate Program

We. Jan 05, 12:00-13:00
 Room 4043, King Edward Campus
 1155 East Broadway

Th. Jan 06, 17:30-18:30

Room 4043, King Edward Campus
 1155 East Broadway

Office Administration Certificate Program

Tu. Jan 18, 17:00-18:15
 Room 237, City Centre Campus
 250 West Pender Street

Property Management

We. Jan 05, 17:30-18:30
 (Formal presentation begins at 17:30)
 Continuing Education Office
 Langara Campus, 100 W. 49th Avenue

Substance Abuse Certificate Program

Mo. Jan 10, 18:00-19:00
 Room 4043, King Edward Campus
 1155 East Broadway

Telecommunications Management Certificate Program

We. Jan 05, 17:00-18:30
 Room 237, City Centre Campus
 250 West Pender Street

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.

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 35 for Modern Languages and page 42 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:

December 23, 1993 to January 3, 1994 (inclusive)
April 1—4, 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 PERCENT OF COURSE FEES OR A MINIMUM OF \$10 AND TO A MAXIMUM OF \$30. As an alternative, we would be pleased to issue a "deferred fee credit" for 100 percent 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 Donald Oakes, senior program coordinator, 443-8386. Services include interpreting, note taking and brail.

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 Donald Oakes at 443-8386.

Seniors

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

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

If the minimum number of fee paying students is not met, a senior will be given the option of paying.

2. The waiver of course fees shall not include the waiver of materials or equipment rentals.

3. A fee waiver shall not apply to computer courses at off-campus locations, to travel or natural history tours, wine courses and other specified courses. Please inquire at the time of registration.

Security Escort

Our Security Office offers students an escort to campus parking lots in the evening. Please check at the Continuing Education office for details.

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.

D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.

E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Skills, Training and Labour.

F. An individual with a valid full-time employment authorization permit and his/her dependents, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.

G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

H. A resident of Washington State, USA.

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 KKNW 98 AM radio after 16:00 or telephone any Continuing Education office for more information.

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 Cancellation

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 or fee credit will be made.



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.

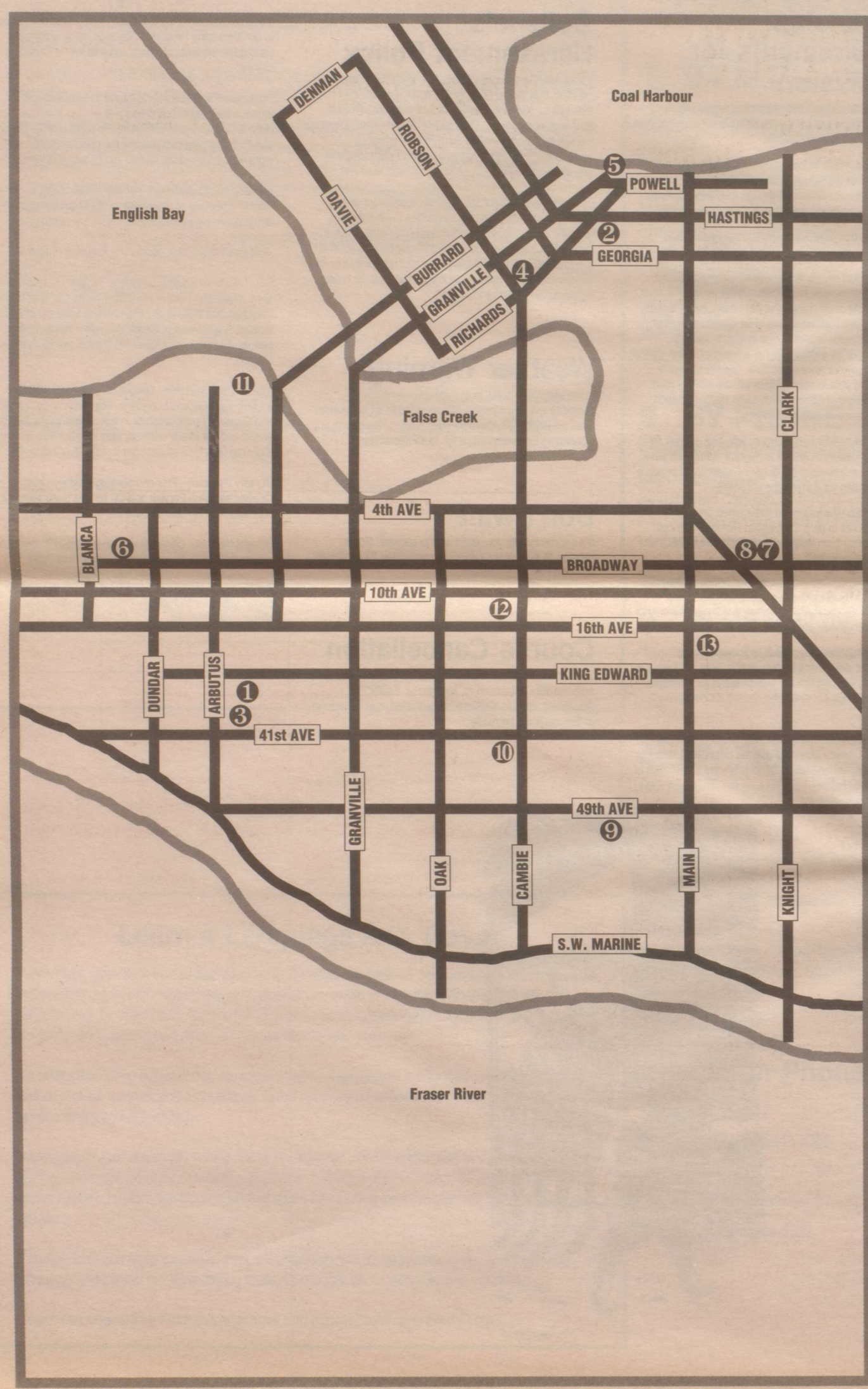
International Students - Long-term students in VCC English as a Second Language, High School completion and University programs are in this program which runs year round. Students normally stay with families for two to eight months. One student per family.

Bursary Program—French-speaking students from Quebec studying English at VCC for five to six weeks in July and August. One student per family.

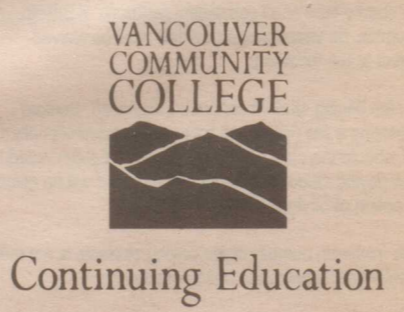
Special Interest—Other short-term groups in a variety of programs require Homestay on a short term basis.

The Homestay Program is a growing one with many opportunities for involvement. For more information please call 874-5056.

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, 375 Water St., The Landing
- 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 PLAN
H. R. MacMillan Planetarium
1100 Chestnut St.
- 12 SPH
Sheraton Plaza 500, W. 12th at Cambie
- 13 VVC
Vancouver Volunteer Centre,
#301-3102 Main St.
- 14 MOA
Museum of Anthropology
6393 N. W. Marine Dr.
(not shown on map)



Fax & Mail-In Registration

FAX & MAIL-IN REGISTRATION

**VANCOUVER
COMMUNITY
COLLEGE**

Continuing
Education Division

FAX 871-7300
(FOR VISA or MASTERCARD USE ONLY)

Mail Registration to:
1155 East Broadway
Box 24785, Station 'F'
Vancouver, B.C. V5N 5V2
Phone: 871-7070



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

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms S.I.N. Number

| | | | |
|---------------------------------|-------------|-------------------|----------------------|
| SURNAME | | GIVEN NAMES | |
| ADDRESS: and/or NUMBER - STREET | | CITY/MUNICIPALITY | |
| PROVINCE | POSTAL CODE | HOME PHONE | BUSINESS PHONE LOCAL |

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

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

SIGNATURE DATE



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

