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VANCOUVER
COMMUNITY
COLLEGE



and
LANGARA
COLLEGE

CONTINUING EDUCATION

SPRING
1994

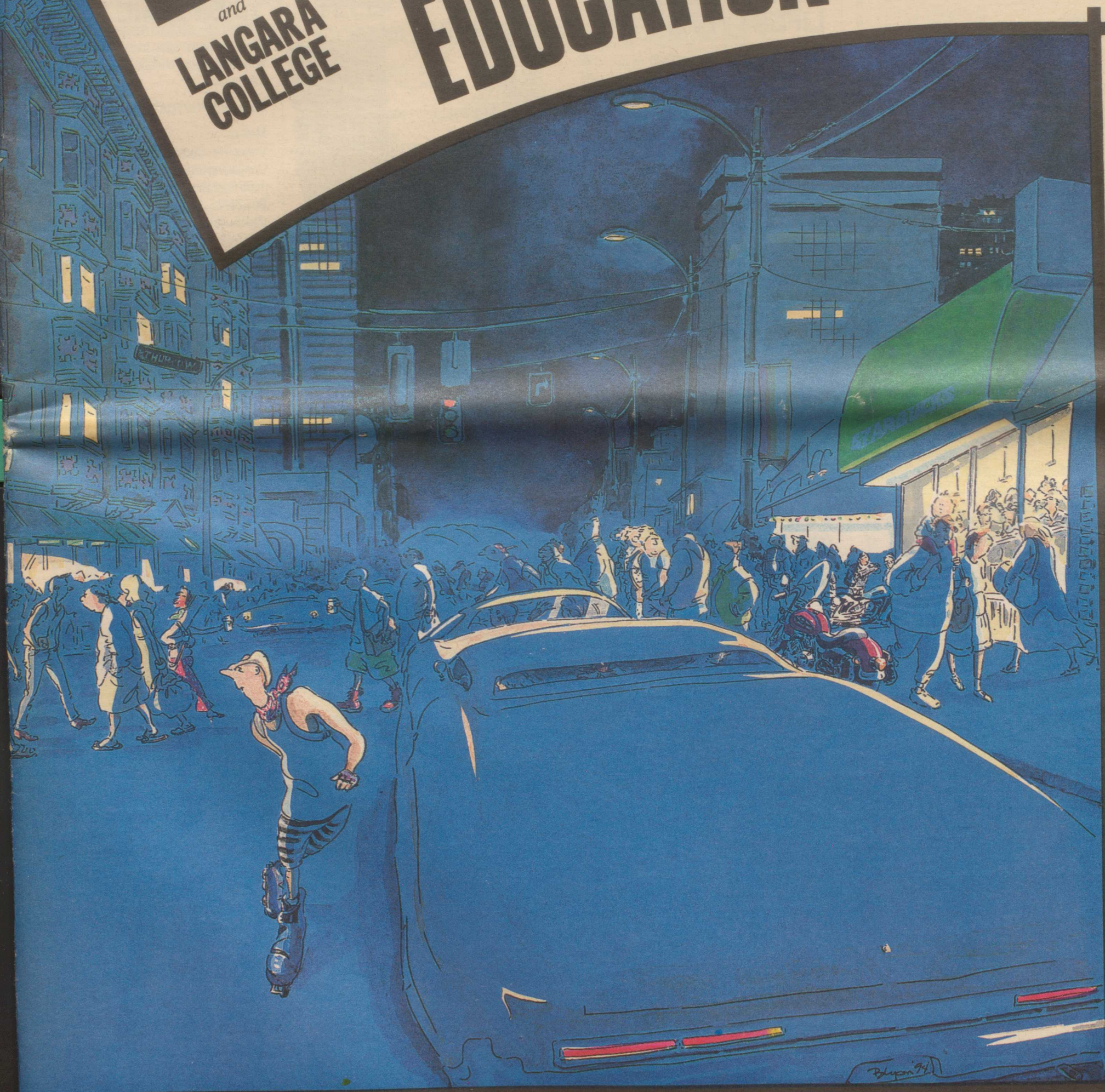


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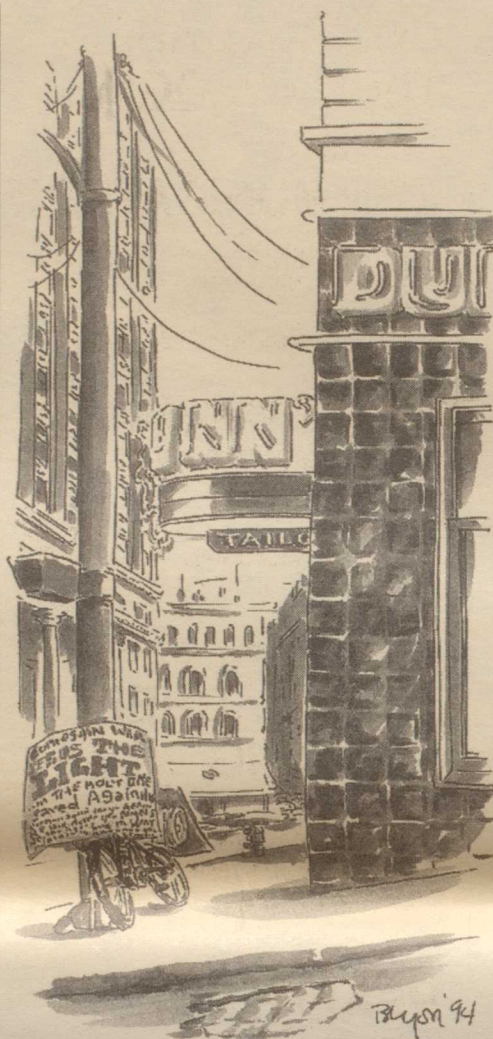
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4 WAYS TO REGISTER

1. BY MAIL

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

Sorry, NO POSTDATED CHEQUES

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

2. BY PHONE

Charge to your MasterCard or Visa card

City Centre Campus, 443-8380
King Edward Campus, 871-7070
King Edward Campus West, 874-9923
Langara College, 323-5322

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 Campuses and Langara College: 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, COMEDY, FILM & VIDEO, FINANCIAL PLANNING & INVESTMENT, HISTORY, INTERIOR DESIGN, JOURNALISM, WINE, WRITING
Wayne Decle, 871-7065

ART
Bernie Lyon, 323-5322

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

NATURAL HISTORY
Marja de Jong Westman, 871-7070

PHOTOGRAPHY
Walter Evans, 224-3636

CAREER, BUSINESS, MANAGEMENT, TRAINING & TRADES

BUILDING SERVICES
Brian Pink, 443-8388

BUSINESS ADMINISTRATION
Gordon Clough, 323-5322

BUSINESS ENGLISH, ESSENTIAL SKILLS FOR SUPERVISORS, MANAGEMENT SKILLS, OFFICE ADMINISTRATION
Anne Tollstam, 871-7021

IMPROVING WORKPLACE EFFECTIVENESS
Brian Cole, 871-7062

LIBRARY SKILLS
Susan Huber, 871-7461

SMALL BUSINESS
Peggy Worobetz, 871-7427

TRAINING SKILLS
Paula Yunker, 871-7457

TRADES
Wayne Decle, 871-7065

COMPUTERS, TECHNOLOGY & TELE-COMMUNICATIONS

COMPUTER SKILLS, LOCAL AREA NETWORK MULTIMEDIA
Cornelius Constantinescu, 323-5322

ELECTRONICS
Gareth Williams, 443-8565

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

TELECOMMUNICATIONS
Peggy Worobetz, 871-7427

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, 323-5585

EARLY CHILDHOOD EDUCATION, FAMILY DAY-CARE, INFANT-TODDLER EDUCATOR, SCHOOL AGE CHILD CARE, ADMINISTRATION, CONTINUING STUDY
Gyda Chud, 324-5521

MULTICULTURAL/SETTLEMENT
Marilyn McClaren, 871-7064

LANGUAGES

ENGLISH SKILLS IMPROVEMENT
Leanne Quirk, 323-5322

MODERN LANGUAGES
Patricia Martin, 323-5322

VANCOUVER FIRST MANDARIN SCHOOL
Jennifer Lo, 871-7070

NON-PROFIT, VOLUNTARY & FUNDRAISING SECTOR

FUNDRAISING MANAGEMENT, NON-PROFIT MANAGEMENT
Marilyn McClaren, 871-7070

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, 323-5322

REAL ESTATE DEVELOPMENT
Brian Pink, 443-8388

TRAVEL & RECREATION

EDUCATIONAL STUDY
Wayne Decle, 871-7065

RECREATION
Rosemary Taylor, 323-5322

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 and enclose the original of your tuition fee receipt.

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:

April 1—4, 1994 (inclusive)
May 21—23, 1994 (inclusive)
July 1—3, 1994 (inclusive)
July 30—August 1, 1994 (inclusive)

Continuing Education Phone Numbers

City Centre Campus, 443-8380
King Edward Campus, 871-7070
King Edward Campus West, 874-9923
Langara College, 323-5322

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?

There is limited 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 certificate programs do have limited assistance in the form of bursaries and scholarships. Financial Assistance issues should be discussed with the program coordinator.

CE has begun a fundraising campaign to raise money for a CE Instructors' Student Bursary Fund. Interest raised from this endowment will benefit CE students with a financial need. We anticipate that bursaries will be awarded beginning in 1995.

Your tax deductible donations to the CE Instructors' Student Bursary Fund is welcome. Please call the VCC Educational Foundation for details at 871-7173.

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 College, 323-5322

Career & Information Sessions

Please join us for the following FREE sessions:

Business Administration Certificate Program

Th. Apr 14, 17:30-18:30
Room A253, Langara College, 100 W. 49th Avenue

Counselling Skills Certificate Program

Mo. Apr 11, 18:00-19:00
Room 4043, King Edward Campus
1155 East Broadway

Court Interpreting Certificate Program

Tu. Apr 27, 19:30, Continuing Education Office
Langara College, 100 W. 49th Avenue

English Skills Improvement

Th. Apr 14, We. Apr 20, Tu. Apr 26, 17:30-20:00
Continuing Education Office
Langara College, 100 W. 49th Avenue

Floral Design Certificate Program

Th. Apr 07, 19:30-20:30
Room 4043, King Edward Campus
1155 East Broadway

Gemmology

Mo. Apr 25, 19:00-20:00
Room 164, City Centre Campus
250 West Pender Street

Health Professions

Gerontology Certificate Program-Nursing Learning to Teach Program
Nursing Management Certificate Program
Th. May 26, 19:00-20:30
King Edward Campus West,
691 East Broadway

Multicultural/Settlement Certificate Program

Mo. Apr 25, 17:30-18:30
Room 5025, King Edward Campus
1155 East Broadway

Non-Profit Management Fundraising Management Certificate Program

Th. Apr 07, 17:30-18:30
Room 4043, King Edward Campus
1155 East Broadway

Fr. Apr 08, 12:00-13:00
Room 4043, King Edward Campus
1155 East Broadway

Office Administration Certificate Program

Tu. Apr 12, 17:00-18:15
Room 237, City Centre Campus
250 West Pender Street

Property Management Certificate Program Real Estate Development Certificate Program

We. Apr 13, 17:30-18:30
(Formal presentation begins at 17:30)
Continuing Education Office
Langara College, 100 W. 49th Avenue

Substance Abuse Certificate Program

Mo. Apr 11, 18:00-19:00
Room 4043, King Edward Campus
1155 East Broadway

Telecommunications Management Certificate Program

We. Apr 06, 17:00-18:30
Room 237, City Centre Campus
250 West Pender Street

ARTS & SCIENCE

Advertising and Public Relations

INSTRUCTORS

Jayne Akizuki is a television producer with more than ten years of media experience. She is the co-creator and co-producer of CBC Television's National "Cycle!" program and is the former executive producer of UTV's "Your Town," "U Magazine" and "First News at Noon" programs.

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 senior public relations consultant and former journalist with more than 14 years of communications experience. He has conducted more than 1500 media interviews and is the former director of communications and fundraising for Vancouver General Hospital.

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

Public Relations: Is it the Career for You? (102704)

Public relations is a career that interests many people. If you're thinking of a career change, come and learn about the different types of PR from professionals in the field. Guest speakers will discuss their own experience and careers. As well, the course will touch on the fundamental skills required to work in public relations, including media relations and strategic planning. Whether you're taking the first step in a career change, or preparing for additional responsibilities in your current job, this interactive and hands-on class will help you learn more about and exciting and rewarding field. (Tinker) \$187.25 (Includes GST)

6 eve - Tu. May 10, 19:00-22:00 - Lan

Advertising, Designing, Buying and Writing (102717)

This course is designed for people who are involved in buying advertising and want to make the most of their advertising dollar. We will focus on various elements of advertising design, writing advertising copy, and we will discuss media buying in the Lower Mainland. We will outline how different publications will work best for you and why. Exercises and handout materials will help you develop the skills and knowledge you need to take control of your own advertising. Learn to build a successful working relationship with your sales representatives and discover what services are available to you at little or no charge so you can get what you need to make the most of your time and money. (Hurst) \$133.75 (Includes GST)

5 eve - We. May 04, 19:00-21:30 - Lan

Getting Your Message to the Media (102721)

Learn how to save your organization's media message from ending up in the trash (or recycling) bin. This course will teach you proven, practical and "hands on" techniques on how to prepare for, structure and communicate your message before and during a media interview. Participants will learn what TV, print and radio editors and producers are looking for, how to secure and practise for an interview and the dos and don'ts of effective media interviews. This intensive, full-day workshop includes extensive video recorded interview practice and is an ideal course for agency, corporate, non-profit, community and arts organizations. (Walton/Akizuki) \$160.50 (Includes GST)

1 day - Sa. May 14, 09:00-16:00 - Lan



Video Album: Putting Your Family Story on Video (102722)

Video Album is a user-friendly, yet intensive, one-day introduction for anyone who has ever wanted to put their family's history on video tape. Participants will receive expert instruction on how to plan, record and edit video memoirs. Instruction in this full-day course will include how to jog memories, how to conduct and plan in-depth interviews, video camera techniques and basic editing tips. This fun, practical workshop will provide both videotaping theory and "hands-on" instruction. It is an ideal introduction for anyone interested in the fascinating world of recording continuing history. Participants in Video Album will require a video camcorder. (Walton) \$64.20 (Includes GST)

1 day - Sa. May 28, 09:00-16:00 - 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. May 05, 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. May 11, 19:00-21:30 - Museum of Anthropology

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.

Liese Chapman, a four-time recipient of scholarships to the Pilchuck Glass School, has been teaching since 1983. Her own work appears in the Bronfman Collection, the Glasmuseum in Ebeltoft and the Canadian Craft Museum. Liese recently delivered a talk to the International Glass Symposium in Czechoslovakia.

Jean-Guy Dallaire is a self-taught sculptor and innovator in his field. He has worked successfully with "Sahara" foam as a primary medium to bronze sculpture for more than 15 years and has exhibited at major international art expositions including ARTEXPO in New York City. His workshop is now offered internationally and attracts sculptors from Europe and the USA. In Vancouver Jean Guy is represented by the Simon Patrich Galleries.

Elliot Drobner has been teaching screen printing for 15 years. He operates a successful screen printing, textile dyeing business, "Clothworks," on 41st Avenue in Vancouver.

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.

Pascal Milieli is a painter/illustrator whose work was featured in Vancouver Opera's 1991 through 1993 campaigns. He recently received international recognition when his work was selected from over 4000 entries to grace the cover of Communication Arts' 1993 Illustration Annual.

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.

Valerie Skemp studied decorative painting for many years in the USA and has been teaching decorative painting since 1973.

Illustration: Art Meets Business (500157)

This course is designed to introduce the student to commercial illustration. Various drawing and painting techniques will be demonstrated and exploration will be encouraged. Business aspects to be discussed include self promotion, pricing your work, and portfolio presentation. (Milieli) \$125

8 eve - We. Apr 27, 19:00-21:30 - Lan

Sandblasting Glass — an Introduction (500158)

Students will learn about the many possibilities in carving glass. Experimentation with techniques and ideas will be encouraged using both flat glass and blown forms will be used. The course begins with an introduction to the history of surface decoration on glass, with slides and examples of work from Europe and North America. A demonstration of basic sandblast techniques will allow the students to choose an approach for the first project. Students will respond to the three different glass forms provided and then choose their own direction for further works. Glass blanks and sandblast resist are available for purchase from the instructor at an approximate cost of \$50. Students should bring a pad of paper (any size), exacto knife, and a pen that marks on glass. Class will meet at Ravens Craft Studio, 1751 West 2nd Avenue, rear entrance. (Chapman) \$240

8 eve - Tu. Apr 26, 19:00-22:00 - RCS

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) \$125

8 eve - We. Apr 27, 19:00-21:30 - Lan

Life Drawing (500107)

Examine the scope of visual language in detail by working from live models. Learn principles of colour, movement and gesture. Be presented with the challenge of memory drawing, new media and more. Models at all classes. Bring a pencil and paper to first class. (Musson) \$135

8 eve - Tu. Apr 26, 19:00-21:30 - Lan

More Life Drawing (500120)

This figure drawing course is designed for the student who has studied figure drawing in the past and would like to expand their horizons. Poses will be of longer duration allowing the student to develop a more personal statement. Issues such as colour, composition and texture will be explored. The course is flexible enough that those who want to incorporate other mediums, 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) \$135

8 eve - Th. Apr 28, 19:00-21:30 - Lan

Portraiture (500110)

Focus on the beauty of the human form and in particular the form of the face. Learn how different drawing materials (pencil, charcoal, conte, pastels and ink) produce strikingly different results. All levels welcome. (Kowallek) \$125
8 eve - Th. Apr 28, 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. Apr 28, 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) \$125
8 eve - Mo. Apr 25, 19:00-21:30 - 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) \$125
8 mng - Sa. Apr 23, 09:00-11:30 - 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) \$125
8 aft - Sa. Apr 23, 12:00-14:30 - 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) \$125
8 eve - We. Apr 27, 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) \$125
8 eve - Tu. Apr 26, 19:30-21:30 - Lan

Decorative Painting—Level I (500129)

Revive worn furniture and walls with a painted flourish. Give a fanciful finish and character to your garage sale bargain. Learn to decorate walls, woodwork, picture frames and furniture with gold leaf, marbling, combing, vinegar painting, tortoise shelling and more. Beginners can achieve very professional results. Supply list given at first class. (Skemp) \$160
8 eve - Mo. Apr 25, 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) \$160
8 eve - Tu. Apr 26, 18:00-21:30 - 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. Apr 27, 18:30-21:30 - 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. 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. 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: Paper to Draw, Creative Commercial Illustration and Perspective Sketching and Drawing.

Comedy

INSTRUCTORS

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.

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. May 03, 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. May 04, 19:00-21:00 - Lan

Fashion Arts

The Fashion Arts Program offers professional instruction in the following non-credit courses designed to introduce the beginner to fashion skills, to assist those planning to apply for the Fashion Arts Certificate Program, to upgrade the skills of those already experienced in Fashion Arts and to introduce new fashion-related courses. These courses have limited enrollment—early registration is advised. Call 443-8380 to register.

INSTRUCTORS

Rosemary East, B.H.E., has been teaching for over 25 years in the Lower Mainland and Ottawa. She graduated in Home Economics and Education at the University of British Columbia in 1970.

Stan Green, Provincial Instructors Diploma, has worked for over 25 years in the Canadian fashion industry and is currently Vice President of the Western Canadian Designers and Fashion Association. For the last nine years he has operated his own product development studio, advising domestic and overseas clients on the creation and marketing of clothing in North America.

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.

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

Fredericka Staiger 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.

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

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.

Collection Development Techniques (050946)

Learn to plan and develop your individual collection or company line promptly and effectively with proven techniques. This "hands on" course will teach you to construct a line description; to use resources to colour and fabricate a line; to plan a detailed development schedule; to analyze previous season's sales results and market research data; to effectively work a line or visit market; and to successfully present your finished collection. (Green) \$140
8 eve - We. May 04, 18:30-21:30 - CC

Dress Form Workshop (050947)

Learn to make your own individual dressform with a professional custom fit from an instructor who has taught this unique method for fifteen years. Apply this method to create perfectly fitting dressforms for your clients. Supplies and preparation will be discussed during the preliminary evening session. This class meets both times listed. (East) \$40
1 eve - We. Apr 20, 19:00-21:00 AND 1 day - Sa. Apr 30, 10:00-15:00 - 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 - Mo. Apr 25, 18:30-21:30 - CC

Self-Promotional Tool-Kit for Fashion Designers (050944)

To survive in the 90s it is essential for a fashion designer to have a vehicle for self-promotion. If the industry or prospective clients have never heard of you, how can they call you for work? This course will examine various aspects of promoting yourself. Basic typography and graphic design principles will be covered and projects will include the design and implementation of an individual logo and business card, labels, hangtags, a stationery package, a press kit, and other self-promotional materials. Bring to first class: 8 1/2" x 11" pad of tracing paper, a

three-ring binder, HB and 2B pencils. Advice will be given on voluntary purchase of other graphic supplies. (Russell) \$90
5 eve - Th. Apr 28, 18:30-21:30 - CC

Children's Wear — Pattern Making I (050943)

Taught by a professional pattern maker, this course provides the knowledge, skills and experience necessary to draft patterns for children's wear in a variety of styles. You will construct all the blocks needed as a basis for this area of pattern making and, using standard size 4 blocks, draft patterns for various current popular styles. Drafting paper and pattern card are provided, but bring to first class: HB pencil, eraser, 38 cm ruler — clear plastic, metric fibre-glass tape measure, french curve, set square, tracing wheel, a three-ring binder. (Swinglehurst) \$170
4 day - Sa. Apr 30, 09:00-16:00 - 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. May 05, 09:00-12:00 - EMS
7 mng - Sa. May 07, 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. May 14, 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 Gechwerk 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 Gellert, A.A.S., is a free-lance illustrator and textile designer. She has worked in the fashion industry and education in New York and Vancouver. She graduated as an Associate Applied Science, majoring in Fashion, at the Parsons School of Design, New York, 1985.

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

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 October 31 for next entry in January 1995. For detailed brochure and application form, call the Continuing Education office at City Centre — 443-8380.

Film, Television and Theatre

Courses

INSTRUCTORS

Ed Farolan has a wide range of experience as a professional lecturer, actor and playwright. He acted with Theatre Philippine and the Covenant Players of Los Angeles. He was a founder/director of Montreal Experimental Theatre and a director of Mission Community Theatre, San Francisco. His play "The Caged Dream" was produced at the Vancouver Fringe Festival in September 1993.

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.

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. Apr 23, 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) \$58.85 (Includes GST)
1 day - Sa. May 07, 10:00-16:00 - Lan

Acting — Level I (503484)

This introduction to acting concentrates on voice, movement and acting techniques. We will do dramatic readings, some improvisation, and have fun while doing it. (Farolan) \$102.72 (Includes GST)
6 eve - Tu. May 10, 18:30-20:30 - CC

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)

Registration Information

There is no formal application required. Students are accepted into Design Level I (250105) on a first-come, first-served basis. Students wishing an exemption from Level I, due to prior learning experience, are required to successfully complete a basic Floral Design Evaluation (250104).

Shop Procedures and Sales and Customer Relations can be taken upon completion of Level I or with permission from the program coordinator.

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

An Information Night will be held on Thursday, April 07, from 19:30-20:30 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.

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

Rick Portice has 20 years' experience in the floral industry including retail, business consultation, teaching and custom contracts.

Floral Design—Level I (250105)

The student will learn to construct the five basic floral arrangements, including posy/nosegay, one-sided triangle, 3D triangle, crescent and hogarth curve. They will learn the proper use of tools and equipment and the basic principles of floral design. Flower treatment and plant care fundamentals will be covered. The student will be introduced to basic business principles including the use of a pricing grid and the function of wire services. Flowers included. Students required to purchase floral knife and cutters, available from instructor. (Harrison) \$540
20 eve - Mo/Tu. Apr 18, 18:30-21:30 - KEC

Floral Design Evaluation (205014)

This evaluation is designed for those with previous training and/or experience who wish to be exempted from Floral Design Level I. The student is required to make one of five basic floral arrangements and successfully complete a written evaluation of the basic and fundamental aspects of floral design. (Jackson) \$30
Sa. Apr 09, 13:00-15:00 - 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) \$635
24 eve - We/Th. Apr 13, 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. (Portice) \$635
24 eve - Mo/Tu. Apr 11, 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. (Portice) \$225
12 eve - We. Apr 13, 19:00-22:00 - KEC

Sales and Customer Relations (250109)

The student will learn to provide professional customer service including qualifying customer needs, selling to their needs and handling customer objections. The student will also learn telephone sales techniques that are relevant to the floral industry. Calculations of costs and the importance of in-store marketing and merchandising will also be covered. (Harrison) \$225
12 eve - Th. Apr 14, 19:00-22:00 - KEC

Gemmology

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

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

Dates and tuition

Preliminary year: \$955; begins Wednesday, September 14, 1994
Diploma year: \$1600; begins Tuesday, September 13, 1994
(Fees subject to change)

An information and demonstration evening will be held in Room 164, City Centre Campus at 19:00 Monday, April 25. Anyone interested in any aspect of gemmology is invited to attend.

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 three core courses which will provide you with over 75 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 30 years' experience of high-quality typography. After an apprenticeship in hot-metal typesetting, he practised photocomposition in England, France, Canada and New Zealand. Currently he is studio manager of Characters at Palmer Jarvis Advertising, Vancouver.

Debbie Dewar graduated from Emily Carr College of Art and Design with honours in drawing and ceramics. She is currently running her own ceramic business.

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 Arlie, 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.

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

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

Janet Russell, (program coordinator), B.F.A. University of Victoria, works as a graphic designer, computer consultant and desktop publishing instructor at McKay Technical Institute.

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

Core Courses

Graphic Design—An Introduction (050408)

This introductory course examines the many aspects of the graphic design industry with an emphasis on creativity and problem solving. Explore a wide variety of products and techniques and gain a sound understanding of basic typography and design concepts. Class projects include business card and poster design. This course is considered the basic level of the graphic design series. Please bring pencils and paper to the first class. (Rodak/Stockman) \$140
9 mng - Sa. Apr 23, 10:00-13:00 - CC
9 eve - Tu. Apr 26, 18:00-21:00 - CC

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

The assembly of logos, type, photos and line drawings creates camera-ready copy for the printer. This course integrates the preparation of camera-ready artwork with single and multiple colour printing. Class projects are designed to demonstrate efficiency and rationale as well as the tactile skills demanded for paste-up. Projects include a stationery package, display ad, brochure and hand-cut separations. Material cost is approximately \$50 to \$70. (Morrison) \$130
8 mng - Sa. Apr 23, 09:00-12:00 - 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. Full 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. Apr 28, 19:00-22:00 - CC

Design Seminars

Talking to Your Printer (050430)

Are you and your printer speaking a different language? This seminar for graphic designers and desktop publishers will help you to communicate more effectively with your printer to achieve the best possible results for you and your client. Starting with the different kinds of printing, you will learn how to prepare complete specs for getting an estimate and how to choose the right printer for your specific needs. This course also addresses questions like how to prepare, in advance, materials that will work best when going to a printer, whether you should output to lino or film; what kind of paper you should use; will it fold the way you want it to and a myriad of other printing mysteries. (Lewis) \$85
4 eve - We. Apr 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 typesface 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. Apr 27, 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. Apr 26, 19:00-22:00 - CC

Learning to Draw from the Right Side of the Brain (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. Two sessions include life drawing from a model. Please bring a sketchbook and 4B or 6B pencils to first class. (Dewar) \$120
8 eve - Th. Apr 28, 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. Apr 27, 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. Apr 26, 18:30-21:30 - CC

Other GRAPHIC DESIGN related courses can also be found in these sections: ART, ADVERTISING, FASHION ART, COMPUTERS.

Interior Design

INSTRUCTOR

Barbara Dilts, Graphics, Parson's School of Design, New York; B. of Environmental Studies, Master of Architecture, University of Manitoba; nine years' design experience.

Introduction to Residential Interior Design—Part I (050401)

Learn personal expression in functional interiors. Topics include space planning, scaled layouts, the history and development of design, style planning and colour theory. Find practical solutions for your residential design projects. (Dilts) \$123.05 (Includes GST)
5 eve - Tu/Th. May 03/05/10/12/17, 19:00-22:00 - KEC

Introduction to Residential Interior Design—Part II (050402)

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/Th. May 24/26/31, Jun 02/07, 19:00-22:00 - KEC

New, Old Furniture (050409)

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) \$69.55 (Includes GST)
1 day - Sa. May 07, 10:00-15:00 - KEC

Designer's Storyboard (050421)

Making a designer's storyboard for every room in your house is an important part of decorating. You will not only begin to see how the spaces relate to one another, but you will also find it much easier to shop for new furnishing and accessories. Prerequisites: completion of Residential Interior Design, Parts I & II. (Dilts) \$69.55 (Includes GST)
2 day - Sa/Su. May 14/15, 10:00-13:00 - KEC

Kitchen Design (0504212)

A course for home owners planning a new kitchen or remodeling an old one. The fundamentals of design are applied to kitchens, colour, lighting and aesthetics. This course will enable you to make informed decisions while carrying out potentially expensive yet rewarding renovations. (Dilts) \$117.70 (Includes GST)
2 day - Sa/Su. Jun 04/05, 10:00-15:00 - KEC

Interior Design: Condominiums, Townhouses and Apartment Living (0504213)

Interior decorating and design for apartments, condos and townhouses. Learn to create a personalized and stylized interior for living. Plan your spaces creatively and effectively. (Dilts) \$69.55 (Includes GST)
1 day - Sa. May 28, 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 - We. Apr 13, 18:00-21:00 - CC
10 eve - Th. Apr 14, 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 - Mo. Apr 11, 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. (Bebel) \$380
10 day - Sa. Apr 09, 09:00-16:00 - CC

Stone Setting (051111)

Learn the basics of stone setting including wire and prong settings, bead setting with pave, channel and bezel setting in this advanced course. Tool preparation and procedures are included. (Additional costs approximately \$150). Prerequisites: Successful completion of Metal Techniques or equivalent. (Bebel) \$190
10 eve - We. Apr 13, 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. Apr 12, 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. May 03, 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) \$69.55 (Includes GST)
1 day - Sa. Jun 04, 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.

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.

Craig Tompkins, Singing. Craig began his professional career 20 years ago, as a flute player and instructor, while he trained as a solo voice major. For the past 15 years he has been a member of the world-acclaimed Vancouver Chamber Choir. He has been an annual participant at the Summer Master Class at Oberlin College dealing with all aspects of vocal pedagogy. In addition to his duties with the Chamber Choir and VCC, he has also taught at the Vancouver Academy of Music.

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 (050517)

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) \$123.05 (Includes GST)
10 eve - Mo. Apr 18, 18:00-19:00 - KEC
10 eve - Mo. Apr 18, 19:00-20:00 - KEC

Piano: Intermediate (050518)

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) \$123.05 (Includes GST)
10 eve - Mo. Apr 18, 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 (050504)

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) \$123.05 (Includes GST)
10 eve - We. Apr 27, 18:00-19:00 - KEC
10 eve - We. Apr 27, 19:00-20:00 - KEC

Jazz Piano: Intermediate (050531)

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) \$123.05 (Includes GST)
10 eve - We. Apr 27, 20:00-21:00 - KEC
10 eve - We. Apr 27, 21:00-22:00 - KEC

Instrumental Music

NOTE

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

Flute: Intermediate (050506)

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) \$51.36 (Includes GST)
8 eve - Mo. May 02, 19:00-20:00 - KEC

Guitar: Beginners (050507)

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) \$80.25 (Includes GST)
8 eve - We. May 04, 18:00-20:00 - KEC

Guitar: Intermediate (050508)

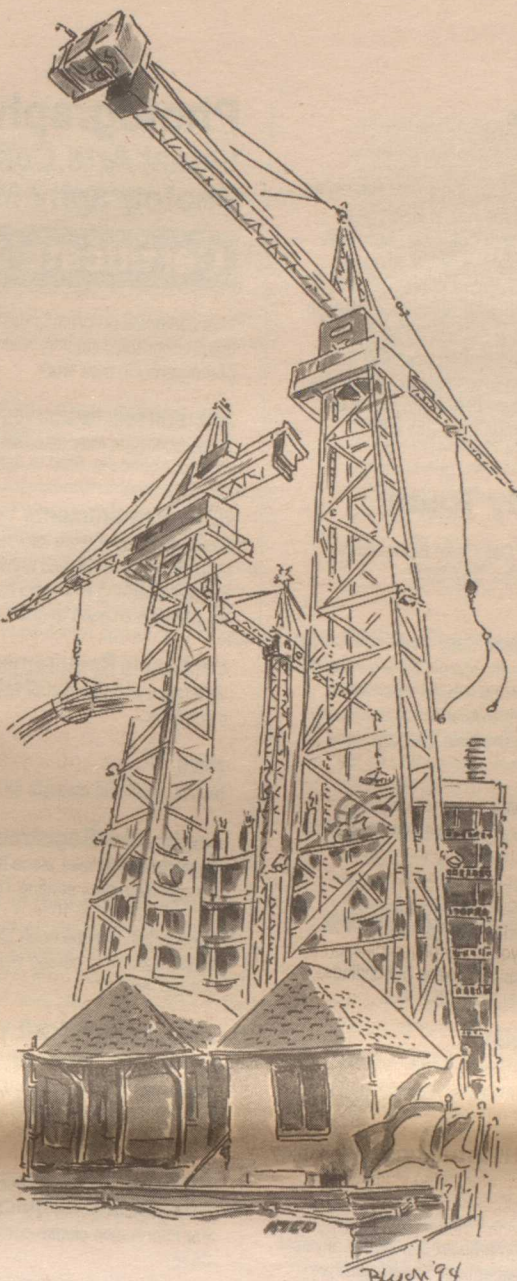
Have you had a few lessons in the past, or are you a self-taught player stuck at a certain level? This class will help you learn to use the wide range of materials available to improve your technique and musicality. The course includes theory, note reading, solo techniques, ensemble playing and insights into various styles from classical to contemporary. An excellent opportunity to meet other guitarists and improve your playing. (MacDermot) \$80.25 (Includes GST)
8 eve - We. May 04, 20:00-22:00 - KEC

Guitar Jazz Rock Improv (050544)

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) \$51.36 (Includes GST)
8 eve - We. May 04, 19:00-20:00 - KEC

Jazz and Blues Jam Workshop (050543)

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



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. Apr 18, 18:00-20:00 - KEC (Tompkins)
10 eve - Tu. Apr 26, 18:00-20:00 - KEC (Bradner)

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 - Th. Apr 28, 18:00-20:00 - KEC

Ensembles

Stage Band (050525)

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) \$90.95 (Includes GST)
9 aft - Sa. Apr 30, 12:30-14:30 - KEC

Woodwind Ensemble (050548)

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

new tune will be used as a means of exploring specific problems associated with ensemble musicianship. (Jahnke) \$82.39 (Includes GST)
8 eve - We. May 04, 20:30-22:00 - KEC

Saxophone/Clarinet: Intermediate (050520)

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) \$51.36 (Includes GST)
8 eve - We. May 04, 19:00-20:00 - KEC

Vocal Music

Singing I (102614)

(formerly Vocal Coaching)

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

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. Apr 18, 20:30-22:30 - KEC

Vocal Jazz Ensemble: Beginner (050523)

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) \$90.95 (Includes GST and music fee)
8 eve - We. May 11, 18:00-20:00 - KEC

Vocal Jazz Ensemble: Advanced (050524)

This group will function as a rehearsal group with the emphasis on advanced repertoire. Jazz styles, improvisation and some solo work will be included. Performing opportunities will be explored. Students must have previous vocal jazz experience and the permission of the instructor. Grads—recent and not-so-recent—of high school jazz programs are particularly welcome! Some rehearsals will be with sound system. Students unsure of their level should register in beginner's level and may be moved by instructor. (Warren) \$90.95 (Includes GST and music fee)
8 eve - We. May 11, 20:00-22:00 - KEC

Appreciation and Theory

Jazz Improvisation (102611)

Become a better improviser. Students will study in-depth the relationship between scales and chords, using the jazz shorthand approach to theory, involving the study of modes, chord progressions, analysis and chord substitution. Also included will be an analysis of several standards, blues and contemporary jazz works. Students must be able to read music and have a knowledge of all major scales. (Keenan) \$110
10 eve - Th. Apr 28, 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. Apr 27, 20:00-22:00 - KEC

Commercial Music

MIDI Music I (102604)

This introductory course provides an overview of music creation with MIDI by exploring how many different MIDI devices such as keyboards, drum machines, samplers and other sound modules can properly be connected to computers and sequencers. Learn how to set up your own MIDI systems and discover what pieces of equipment are necessary and cost effective. Get hands-on experience with keyboard controllers, computers and sound modules using the sequencer program for the Mac, 'Deluxe Recorder.' No previous experience required. (Reid) \$140
12 eve - Th. Apr 14, 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. Apr 11, 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. Apr 11, 18:00-20:00 - KEC

Continuing Education Summer Workshops
Look for these exciting and stimulating workshops this summer at the King Edward Campus of VCC.

Soundwave Vocal Jazz Workshop

To be held during the first week of July. An excellent way to improve your vocal jazz skills with an international faculty.

West Coast Strings Workshop

A one- or two-week workshop to be held in the latter part of July. Students of all ages will work with excellent instructors both on a private basis and in chamber ensembles. Open to all string players.

VCC International Brass Workshop

Being held for the first time, during the second week of August. Special guest for this workshop will be world-renowned trumpet player Vincent Chicowitz.

Call the Continuing Education office at 871-7070, or the VCC Music Department at 871-7297 after March 15 to receive a detailed brochure on these exciting workshops.

Natural History

Natural History Study Programs

The college's natural history 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. The college's primary focus is one of education, and tuition for our programs is tax deductible.

Itineraries and bookings call 871-7069

Field Studies

Spring Birds of Campbell Valley Park (502824)

Warblers and flycatchers, woodpeckers and finches, celebrate spring with a pleasant walk through this park known for its excellent birding and varied plant associations. Dr. Alice Cassidy. Day trip: Su. May 01, 1994

Widgeon Creek—Canoe and Hike (502819)

The marshlands and meandering sloughs are ideal for close-up nature observations and easy-paced canoeing. In the spring, the area is home to marsh wrens, song sparrows, red-winged blackbirds, ospreys and eagles and too, the resident beavers and harbour seals. Dr. Alice Cassidy. Day trip: Sa. Apr 23, 1994

Okanagan Weekend (502807)

Mountain goats, big-horn sheep, hooting owls, spring birds and blooming desert wildflowers, join wildlife biologists on this field weekend to BC's unique Okanagan Valley. Weekend trip: May 21-23, 1994

Mandarte Island Seabird Colony (502816)

The island's rocky cliffs, burrows and crevices support the largest inland water breeding colony of cormorants and gulls. It is also home to many other delightful marine species such as pigeon guillemots, oystercatchers and tufted puffins. On the boat charter to and from the island we have seen killer whales and porpoise! Dr. Alice Cassidy. Day trip: Sa. Jun 04, 1994

Whales, Eagles and Totems—Johnstone Strait and Quadra Island (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 Quadra Island and Johnstone Strait with naturalist Dick Cannings and anthropologist Margaret Holm. Weekend trip: Sep 9-12, 1994

Queen Charlotte Islands

Call Bluewater Adventures: 684-4575
Visit "Canada's Galapagos" with Canadian Wildlife Service biologist, Dr. Rob Butler, aboard MV Island Roamer and discover the unique biology and geology and fascinating native history of these islands. Aug 8-15, 1994

Fraser River Expedition

Aug 8-13, 1994
Aug 22-27, 1994

Begin high on the Chilcotin Plateau and spend five nights and five days journeying down the Fraser River as it carves through the heart of British Columbia. Accompanied by archaeologist Rick Blacklaks, 8000 years of human history will unfold as a number of prehistoric and historic sights are visited and wildlife sightings of bighorn sheep, eagle and black bear are common. This trip includes all meals, safety equipment and certified river guides. Call Fraser River Raft Expeditions at 1-800-363-RAFT or Rick Blacklaks, Archaeology Department at Langara College, 323-5318. \$995 (includes GST).

Canadian Study Tours

For information and booking: Call Great Expeditions, Fraser MacLean, 257-2044; Fax: 257-2037.

Newfoundland

From the gannet-covered cliffs of Cape St. Mary's to boat trips of the Great Banks; from the scenic fishing villages of France's St. Pierre to hikes in the rugged wind-swept Terra Nova park, search out the potential of Newfoundland's unique natural history. Dr. Alice Cassidy. June 12-26, 1994. \$2695

Arctic River Expedition

Discover the ecology of the Firth River. Dick Cannings. June 1995.

International Study Tours

For information and booking: Call Great Expeditions: Fraser MacLean—257-2044; FAX: 257-2037

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! \$5995 includes \$975 tax deductible tuition. Dr. Keith Wade. May 22-Jun 10, 1994.

Argentina

Few countries in the world can boast of a higher physical and natural diversity than Argentina. 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. Dr. John Ford and Dick Cannings. November 1994.

Tours in Planning 1995

For information and booking: Call Great Expeditions, Fraser MacLean, 257-2044; Fax: 257-2037.

Trinidad and Tobago

With their continental origins and proximity to South America the natural history of these southern Caribbean Islands is unusually diverse. Included is a stay at the Asa Wright Nature Centre. Nancy Baron and Johnny Mikes. February 1995.

Belize and Guatemala

Belize (British Honduras), one of the last tropical frontiers of the Northern Hemisphere, has both an intriguing human and startling diverse natural history. See lush rainforests, coral reefs, mangrove swamps and Mayan ruins. Martin Gebauer. March 1995.

Hawaii

On a ten-day tour of the islands of Hawaii and Kauai see tropical seabirds, humpback whales, coral reef fish at sea and active volcanoes and botanical wonders ashore. Dr. Rob Butler. April-May 1995.

Greece

Greece is a biological crossroads between Europe, Africa and Asia, and besides its many islands acting as homes to an abundant mosaic of flora and fauna, its past and present human history make it a pleasant place to visit. Stamatis Zogaris. August 1995.

Australia

Explore the varied tropical habitats this vast continent has to offer—rain forests of the Great Dividing Range, the deserts of the Red Centre, the coral islands of the Great Barrier Reef and the savannahs and rich wetlands of the Top End. Dr. Rob Butler. October 1995.

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.

Note

Not all certificate courses are offered each term.

Application/Registration

Registration will take place from 10:00-16:00, Monday through Saturday, starting Tuesday, April 05, 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, April 05 or Wednesday, April 06 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.

Note

During the summer we also offer classes that start the week of June 27 and run twice a week for five weeks. For a schedule or registration information please call Focal Point at 224-3636 after June 1, 1994.

INSTRUCTORS

Darren Bernaert 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.

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.

Ingrid Yulle 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/Tripp) \$225
10 eve - Mo. Apr 18, 19:00-22:00 - FP
10 aft - Tu. Apr 19, 12:30-15:30 - FP
10 eve - Tu. Apr 19, 19:00-22:00 - FP
10 eve - Fr. Apr 22, 19:00-22:00 - FP

Intermediate Photography (300103)

Improve your knowledge of camera operation while learning compositional and lighting techniques. Learn basic studio lighting techniques for both portraiture and still life, and learn how to get the most out of available light. Students will gain hands-on experience with lighting equipment through shooting sessions with professional models. Good technical and compositional techniques are stressed throughout the course. Prerequisite: Basic Photography or equivalent. (Brons/Weddell) \$235
10 eve - Mo. Apr 18, 19:00-22:00 - FP
10 aft - Tu. Apr 19, 12:30-15:30 - FP
10 eve - Tu. Apr 19, 19:00-22:00 - FP
10 eve - Fr. Apr 22, 19:00-22:00 - FP

Basic Darkroom (300102)

Through lectures, demonstrations and hands-on experience, learn the basic principles and practices of black and white darkroom use, including film processing, contact prints, enlargements, dry mounting and some print finishing techniques. Prerequisite: None. (Weddell/Tripp) \$225
10 aft - We. Apr 20, 12:30-15:30 - FP
10 eve - We. Apr 20, 19:00-22:00 - FP
10 mng - Sa. Apr 23, 10:00-13:00 - FP
10 aft - Sa. Apr 23, 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. Apr 21, 12:30-15:30 - FP
10 eve - Th. Apr 21, 19:00-22:00 - FP

Practical Lighting (300122)

Learn advanced fundamentals of lighting as it applies to people and still life. Examined are equipment selection and shooting techniques. There are several practical shooting sessions in and out of the studio, some sessions with models. Learn to recognize the potential of lighting, use it in a way that suits the needs of the subject and treat each set as a completely fresh situation. Prerequisite: Intermediate Photography or equivalent. (Harvey/Bernaert) \$275
10 eve - Th. Apr 21, 19:00-22:00 - FP
10 mng - Sa. Apr 23, 10:00-13:00 - FP

Advanced Studio Lighting (300133)

This course branches off from the theory and practical experience gained in Practical Lighting. Experiment with unconventional lighting techniques. Areas such as still life, people, editorial, automobiles, buildings and manipulating sunlight are explored. Course has many demonstrations and practical shooting sessions. Prerequisite: Practical Lighting or equivalent. (Blue) \$275
10 aft - Sa. Apr 23, 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. (Yulle) \$275
10 aft - We. Apr 20, 12:30-15:30 - FP

Commercial Photography (300116)

This course will give students practical experience in the field of commercial photography with emphasis placed on advertising. Students will be given assignments each stage of which will be guided by the instructor assuming the role of an art director/client. Topics will include:

working with clients, art director and models, composing layouts and getting the most of photographic equipment and lighting. Prerequisite: Intermediate Photography or equivalent. (Blue) \$250
10 aft - We. Apr 20, 12:30-15:30 - FP
10 eve - We. Apr 20, 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 - Th. Apr 21, 12:30-15:30 - FP

View Camera Techniques (300132)

This course is designed to be an extensive exploration of the view camera. Students will become familiar with the mechanics of a 4x5 camera, its operation and applications for this type of photography. This course will cover a great deal of technical material. Prerequisite: Intermediate Photography or equivalent. (Blue) \$275
10 mng - Sa. Apr 23, 10:00-13:00 - FP

Stock Photography (300134)

This course will introduce the students to the many facets of stock photography. Shooting for stock, marketing your work, equipment selection, selecting an agency and copyright laws will be some of the topics covered. Prerequisite: Intermediate Photography or equivalent. (Brons) \$175
5 aft - Sa. Apr 23, 14:00-17:00 - FP

Getting the Most from Custom Labs (300119)

This seminar will teach you how to get the most out of custom processing labs. Topics to be covered will include how labs work, what standards they work to and how to get the best results from them. Basic colour theory, the colour wheel, colour filtration and colour correction will be covered as well as the principles of both C-41 and E-6 processing. You will tour a custom processing lab and see how they operate. Common problems from both the lab's and customer's point of view will be discussed. Prerequisite: None. (Bernaert) \$165
4 aft - Sa. Apr 23, 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. Apr 18, 19:00-22:00 - FP
10 aft - Tu. Apr 19, 12:30-15:30 - 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 - We. Apr 20, 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. Note: This course can be taken concurrently with Business Management (300131). (Blue) \$250
10 eve - Tu. Apr 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. Prerequisite: Intermediate Photography or equivalent. Note: This course can be taken concurrently with Business Practices (300126). (Blue/McEwen) \$250
10 eve - Th. Apr 21, 19:00-22:00 - FP

Wine

Paul Warwick Wine Educator

For the past 13 years VCC King Edward Campus has led the way with the most diversified wine appreciation courses in the Northwest. Paul Warwick, a member and secretary of The Society of Wine Educators, will lead you through many great and interesting courses. As well, Paul is a celebrity chef, cook book author and a baker. Join us at KEC with a good palate and an enjoyment of wine and food.

Introduction to Wine Appreciation and Wine Tasting (505211)

An increased knowledge of wine will enhance your enjoyment of this most temperate of alcoholic beverages. Topics include a history of wine, production methods, soil, climate and man's influence, proper reading of labels, purchasing, storing, caring and serving, and getting the best value for money. Tastings each night will feature different grapes and countries e.g. France, Italy, USA, Germany and others. Food will be served. \$107 (Includes GST)
4 eve - Mo. Jun 06, 19:30-21:30 - KEC

Writing Program

The Writing Program is an integrated program that offers participants the opportunity to develop, build upon and hone their writing skills. Students will work through a syllabus designed to move them naturally from training in the basics to a variety of more advanced courses in three areas: creative writing, professional writing, business and technical writing.

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

Evaluation

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

INSTRUCTORS

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

Jonathan Furst, B.A., M.F.A., is an award-winning Julliard-trained writer/director whose works have been produced on the stage as well as on television. His screenplay, *The Boardwalk*, was a semi-finalist in the selection process at Robert Redford's Sundance Film Festival and his teleplay *Camilla* was produced by Shelley Duval and starred Meg Tilly and Ione Skye. Mr. Furst is the recipient of a National Endowment for the Arts Directors Grant.

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.

Lee McLeod, (Ph.D. English, M.A. Therapy and Counselling) taught literature and composition at the University of Calgary for seven years, is the author of articles and reviews on Canadian literature and on psychotherapy and has been a free-lance writer and broadcaster. A practicing counsellor and therapist, he has trained in London, England and in Calgary in Gestalt therapy.

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 sentence. You approach the writing tasks in stages—taking notes, writing and revising—examining each stage in detail. Weekly writing assignments give you a chance to apply each lesson; in-depth evaluations by the instructor give encouragement and solve individual problems. Enrollment is limited. \$115
6 eve - Mo. May 02, 18:30-21:00 - CC (Furst)
6 eve - Mo. May 02, 18:00-20:30 - CC (Medved)
6 eve - We. May 04, 18:30-21:00 - CC (Medved)

Writing Therapy (102720)

Is your writing process more difficult, more stressful, more anxiety producing than you want it to be? This personal and experiential workshop is designed to change that. In an accepting, respectful and supportive environment, you will be offered exercises to help explore and understand your experience of what it is like to write. We will pay attention to the body language of writing, to feelings about writing, to past experiences which shape the writing process and to the meanings we may attach to writing without being fully aware of it. We will explore the important experiential differences between creating and editing. There will be ample time for each participant to share, to listen, to ponder and absorb. The goal—more awareness, understanding and acceptance of each person's unique, creative, writing process and less stressful writing! (McLeod) \$150
8 eve - We. May 11, 19:00-22:00 - Lan

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." (Medved) \$115
6 eve - Tu. May 03, 18:30-21:00 - CC

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 - Th. May 05, 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. May 04, 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. You'll gain confidence with your new essay-writing skills and be able to tackle your essays with enthusiasm. (Levis) \$140
6 eve - We. May 04, 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. May 16/18, 19:00-21:30 - Lan

Getting Started: An Introductory Writing Workshop (102710)

You've always wanted to write. Perhaps you even kept a notebook of ideas, possible plots, character descriptions, bits of dialogue. Maybe you have actually begun working on a short story, a screenplay, or even a novel. Somehow it never gets off the ground. Well, take heart! This course is designed to motivate, direct and help you realize your full creative potential. (Williams) \$65
3 mng - Sa. May 28, 10:00-12:30 - Lan

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

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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. May 14, 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) \$69.55 (Includes GST)
1 day - Su. Jun 05, 10:00-16:00 - 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. May 07, 09:00-12:00 - Lan

CAREER, BUSINESS, MANAGEMENT, TRAINING & TRADES

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 323-5322. (Clarke) \$185
5 Day - Sa. Apr 23, 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
13 eve - Tu. Apr 19, 18:30-21:30 - CC

Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn to maintain your building and control costs through preventative maintenance, basic appliance repair, fire safety, building security and simple analysis of heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. (Watters) \$180
Available September 1994

IREM 101: Successful Site Management (109024)

This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfils the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Residential managers must also provide evidence of meeting the experience requirements established by IREM, and subscribe to a strict code of ethics in order to qualify for the ARM award (for details, contact IREM, BC Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a CPM (Certified Property Manager) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. \$425
6 day - Sa/Su/Mo/Tu/We/Th. Apr 23-Apr 28, 08:00-17:00 - Lan

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. You will learn a wide variety of skills and techniques designed to improve your effectiveness at work and increase your career potential. For registration and detailed course information call Program Assistant—Joanne Bydal, 323-5322 (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, April 14, 1994, 17:30-18:30
Place: Langara Campus, Room A253, 100 West 49th Avenue, Vancouver. Phone—323-5322
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 323-5214.

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. Apr 27, 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 323-5214.

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.

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.

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. May 04, 18:30-21:30 - Lan (Badley)
13 mng - Sa. May 07, 10:00-13:00 - Lan (Katz) Final Exam We. Jul 27

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, June 18, 10:00-13:00. Final exam for ALL classes of Accounting 1115 will be Wednesday July 27, 18:30-21:30.

NOTE:

The final exam will be Wednesday, July 27, 18:30-21:30

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. May 03, 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
Available September 1994

Accounting 3421 (102004)

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases, and financial statement analysis. Prerequisite: Standing of "C+" or higher in Accounting 3321. Proof of this letter grade must be provided at time of registration. (TBA) \$220
13 eve - Th. May 05, 18:30-21:30 - Lan

Business Ethics 1000 (102015)

Examine the basis of ethical business activity. Specifically, participants will review the fundamental criteria that make a business ethical. In addition, participants will learn how to develop and apply ethical standards in the context of the day-to-day reality of business. As well, participants will, upon completion, be able to create specific procedures and policies for their own business situation. (Fletcher) \$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. May 02, 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
Available September 1994

Business Planning 1000 (102060)

Learn how to prepare a practical business plan. At the conclusion of this course you will have developed a specific plan for a business of your choice (real or hypothetical) including the following components: mission statement/objectives, industry description, legal and corporate structure, marketing plan, sales forecast, production/service plan, financial plan, risk assessment and action plan. This class will assist those considering the establishment of their own business, as well as those responsible for specific functional areas in any size organization. (Greenslade) \$220
Available September 1994

Building Service Management 1000 (102023)

Intended for building supervisors, building service staff and others 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
13 eve - Tu. Apr 19, 18:30-21:30 - CC

Career Management 1115 (102020)

Personal success is rarely an accident, yet most of us spend very little time assessing, planning, and managing our careers to achieve 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. (TBA) \$240
Available September 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. May 03, 18:30-21:30 - Lan

Communications 1118 (102016)

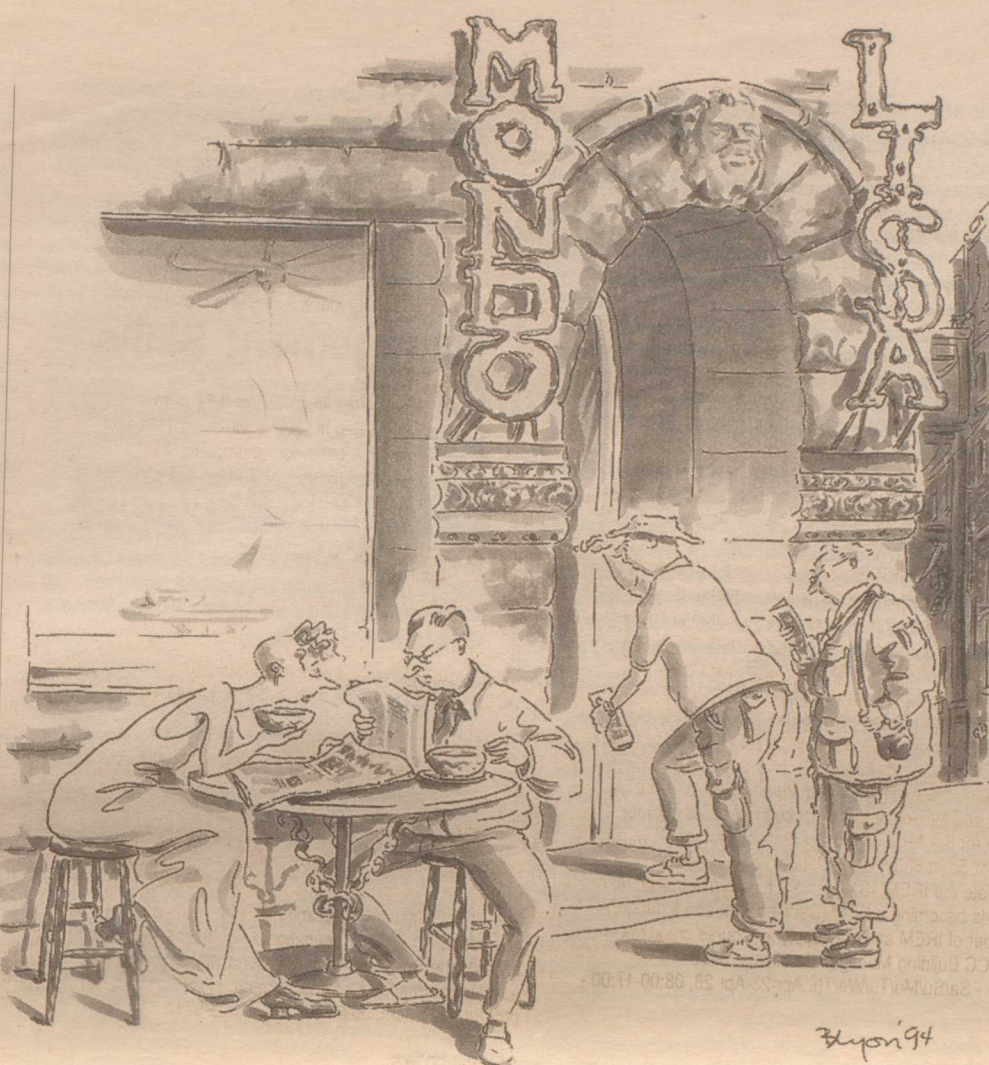
Learn to compose business correspondence. Writing projects include memos, letters, reports, resumes and employment correspondence. Effective written communication skills are an essential asset in all areas of professional life. Prerequisite: Successful completion of the LPI Exam. (Murray) \$220
13 eve - We. May 04, 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
10 mng - Sa. May 07, 09:00-13:00 - Lan (Tollstam)

Computer Applications in Business Challenge Exam 1000 (102058)

For those with industry experience using DOS, dBase, Lotus 1-2-3 and WordPerfect 5.1 who wish to challenge 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. Apr 30, 09:00-13:00 - Lan

**Conflict Resolution, Negotiation and Mediation 1115 (102059)**

Develop effective skills in conflict resolution, negotiation and mediation - so necessary in today's competitive and demanding workplace. At the completion of this course you will have the practical skills and confidence to handle both the small and large negotiations you are involved in daily. Most importantly, you will have learned how to find common ground in dealing with complex issues and assertive individuals that lead to win-win outcomes. (Brown) \$220
13 eve - Th. May 05, 18:30-21:30 - Lan

Credit and Collections 1321 (102057)

Learn the uses of credit at both the consumer and mercantile levels. The course will provide an in-depth look at different types of credit, how credit is granted, how credit accounts are collected and how to set up policies to protect your organization. (Mapleton) \$220
Available January 1995

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
Available September 1994

Personnel Management 1115 (102018)

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

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. (Brown) \$220
13 eve - Tu. May 03, 18:30-21:30 - Lan

Organizational Leadership 1115 (102021)

Successful businesses and organizations are searching for employees with well developed leadership skills. Learn the difference between leadership and management, discover your own leadership style, develop your skills to generate and communicate organizational vision and empower others to achieve that vision. In this contemporary look at the new way to succeed in building long term business success, you will analyze the components of leadership, compare and contrast the management vs. leadership approaches, review the personal characteristics of leaders, including their commitment to long term thinking and discover how leaders create leaders by developing a leadership-oriented organizational culture. (Greenslade) \$220
Available January 1995

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
Available September 1994

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 many 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. Jun 18, 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. Apr 30, 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. May 14, 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. May 28, 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. Jun 11, 09:30-15:30 - Lan

Business Letters that Get Results 1215 (104537)

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

Library Skills

INSTRUCTORS

Instructors in our Library Skills courses hold the Master of Library Science degree (M.L.S.). They share with students a wealth of knowledge acquired through extensive work experience.

Alexandra Bradley, (M.L.S.), is both a librarian and C.R.M. She has her own consulting business and is a sessional instructor at UBC.

Jacqueline Bradshaw, (M.L.S.), 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.

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

Sylvia Roberts, (M.L.S.), 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, (M.L.S.), is the librarian at the Society of Special Needs Adoptive Parents. She has extensive and varied experience working in non-profit organizations.

Maureen Witney, (M.L.S.), is a librarian with the Electronic Library Network at the Open Learning Agency. She also works in a college library and has experience in various library settings.

For information on Library Skills courses call Susan Huber, program coordinator at 871-7461. For information on Records Management courses call Anne Tollstam at 871-7021.

Records Management I—1615 (104509)
See Records Management (Office Administration Certificate) listings for course description. (Henderson) \$150
10 eve - We. Apr 27, 18:30-21:30 - CC

Records Management II/Advanced Topics—1617 (104556)
See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$150
10 eve - We. Apr 27, 18:30-21:30 - CC

Records Management III/Specialized Functions—1618 (104557)
See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$140
8 eve - Th. Apr 28, 18:30-21:30 - CC

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

\$195
To be offered Fall 1994

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 Fall 1994

Workshops on Creating Successful Libraries in Community Organizations

These workshops are responsive to the special circumstances associated with libraries in community organizations. The principles and guidelines covered are also applicable to development of small libraries/resource centres in a business environment.

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. May 11, 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 and have a brief introduction to the concepts of cataloguing and classification. 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 - We. Jun 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 Applications (106074)

Would you like to learn how to effectively use and search the database software available in your library? Would you like to automate a manual system or information resource but don't know where to start? In this introductory level course you will learn how to plan, design and create a textual database that can be used in many types of library applications such as: annual report collections, A-V equipment inventory, directory of local organizations. The concepts you learn will help you more effectively search and retrieve information from many types of textual databases (e.g. CD-ROM and OPAC databases).

You will learn how to:

- Conduct a needs assessment
- Evaluate various types of database software and select appropriate programs for your library environment
- Create a database structure, define the necessary records and fields
- Produce a working database model, using INMAGIC PLUS software (including report preparation, database documentation and user manuals production, backup procedures)

The practice exercise will be completed using INMAGIC PLUS software; the concepts can be applied to any database management software that you have in your library.

The course takes place in a computer lab and includes hands-on practice. Familiarity with microcomputers would be helpful. (Roberts) \$175
5 eve - Tu. Apr 26, 18:30-21:30 - CC

The Internet—Beginner Level (106075)

This one-day workshop is designed for library personnel with little or no Internet experience. 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

You will also learn about methods and procedures available locally for obtaining access to Internet. The workshop takes place in a computer lab where students will work in pairs. Hands-on exercises are featured throughout the day. Students must have some previous experience in using computers. This workshop was developed by the Electronic Library Network (ELN). Class size is limited to 20. (Witney) \$150
1 day - Sa. Jun 04, 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 Internet tools: ftp protocol, Gopher menus, telnet command, e-mail and listserv. This workshop was developed by the Electronic Library Network (ELN). (Bradshaw) \$150
1 day - Sa. May 07, 09:00-16:30 - SFU Harbour Centre

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 Skills, Labour and Training and The Business Council of British Columbia.

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 lecturettes 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 (100101)

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 (100102)

Objectives: On completion you'll be able to:

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

\$575

Administrative Skills—Part III (100103)

Objectives: On completion you'll be able to:

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

\$575
Interpersonal Skills - Apr 12-15
Group Skills - May 03-06
Administrative Skills - May 31-Jun 03
All sessions 09:00-17:00 - ROB

Course Location

All courses in this series will be held at Robson Square Conference Centre, 800 Robson Street (at Howe), Vancouver
For information call Anne Tollstam, program coordinator - 871-7021.
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, 871-7021. For registration and invoicing call Lynda Boothby, 871-7070. Registrations will be accepted up to one week prior to the course date.

Course Location

Robson Square Conference Centre, 800 Robson Street, Vancouver, BC

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. Apr 22, 09:00-16:30 - ROB

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. May 27, 09:00-16:30 - ROB

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 - ROB

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 - ROB

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.

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. Wilton 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 - Mo. May 09, 09:00-16:00 - ROB

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. May 13, 09:00-16:00 - ROB

Making Good Agreements (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) \$275

7 eve - Mo. May 02, 18:30-21:30 - CC
2 day - Th/Fr. May 05/06, 09:00-17:00 - ROB

On-the-Job Effectiveness or How to Build Your Career (100160)

Exploring the myths and realities of politics in the work place. To progress in a career, much 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. Jun 03, 09:00-16:00 - ROB

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 - Mo. May 16, 09:00-16:00 - ROB

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. Apr 26/28, 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. May 03/05, 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. May 10/12, 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. May 17/19, 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. May 24/26, 19:00-22:00 - Lan

Training Skills

All successful organizations need 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 emphasize skill development that can be applied to any training situation back on the job. Practice time is provided during each course to help learners develop and apply newly acquired skills and knowledge.

VCC offers current, well-proven, comprehensive courses in the training area. Should your organization, on its own or in cooperation with other organizations, require a course 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 program information please call Paula Yunker, program coordinator, 871-7457. For registration call 871-7070.

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.

Course Location

All courses in this program will be held at the Westin Bayshore Hotel, 1601 West Georgia Street, Vancouver.

Withdrawal and Refund Policy

Withdrawals received by telephone, fax, or in writing up to ten days before the course start date are subject to an administrative penalty of \$50. Alternatively, a "deferred

fee credit" will be issued upon request and is redeemable for a period of up to one year. The total course fee is forfeited for course withdrawals received less than ten days before the start date and no "deferred fee credit" will be issued. The college will accept participant substitutions if a previously registered individual is unable to attend.

INSTRUCTORS

Elizabeth Carriere is a consultant in adult education. Her specialties include multicultural and community issues and training. For over ten years she has worked as a senior administrator in multicultural issues. She has also 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.

Tom Sork, Ph.D., is associate professor of Adult Education at the University of British Columbia. He has practised and researched adult education for more than 20 years. Tom has written extensively on program planning and evaluation and on the role of needs assessment in educational design. He has taught adults in Western Canada, the United States, Hong Kong and Singapore.

Paula Yunker is a training consultant with extensive experience in the field of adult education. She is currently director of Con Brio Consulting Inc., a company that provides training development and instruction to a wide range of clientele. Paula was also employed as an Education Development Specialist with the BC Telephone Co. Education Centre. Her responsibilities range from training needs analysis, project management, classroom instruction, course development and training materials design. Paula is qualified as a BC Tel Master Trainer at the specialist level.

Evaluating Training Courses and Programs (100164)

Few companies and organizations evaluate training beyond whether learners "liked" the training. Evaluation is vital in determining the quality and effectiveness of your training program. It provides valuable feedback to ensure your training is meeting learners needs and ongoing improvement is taking place. Although most trainers and developers use informal evaluations, developing a more formal evaluation can often be confusing, intimidating and time consuming. This two-day hands-on course is for people and organizations who want to design more effective and useful evaluations but has limited time and resources to plan and use them. The course also teaches you how to apply evaluation practically to a wide variety of programs and courses. By the end of this course you will be able to:

- Describe the function and role of evaluation in program planning
 - Understand the purposes of evaluation
 - Determine the best ways to collect evaluation data
 - Design effective evaluation questionnaires
 - Describe the levels of evaluation to help focus the evaluation design
 - Describe how to process and report evaluation results
 - Understand ethical issues in program evaluation
- Please bring a sample of any evaluations you have developed or used. (Sork) \$275
2 day - Tu/We. Jun 21/22, 09:00-16:00 - WB

Assessing Training Needs (100155)

When you're planning a training program, where do you start? Analyzing training needs is a critical element in the planning process but one that is often left out. Needs assessment will help you identify your learners needs in the most cost-effective manner before course design begins. This interactive two-day course is designed for trainers, planners, designers and administrators of training programs who want to learn how to use needs assessment in planning and justifying course or program development. Alternatives to formal needs assessment will also be explored. By the end of this course you will be able to:

- Explain the role of needs assessment
- Know how to use needs assessment to establish cost-effective training
- Develop needs assessment strategies that are practical, relevant and efficient

- Describe alternatives to needs assessment and when to use them. Please bring a sample of any needs assessment surveys or questionnaires you have developed or used. (Sork) \$275
- 2 day - We/Th. Jun 15/16, 09:00-16:00 - WB

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
- 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 - WB

How to Write Great Training Materials (100154)

This two-day course will teach you how to develop and write training materials that are effective and easy to use. You'll learn how to get started, organize your information and how to keep it thorough, relevant and appealing to the learner. This course is designed for trainers who are involved in developing user guides, procedural manuals, instructor guides and other training materials. Previous experience in training 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 will be able to:

- Understand the phases for developing materials
- Identify learner needs and how to research information
- Explain the differences between procedural/user manuals and instructor guides
- Describe design conventions and writing guidelines
- Describe layout and editing guidelines
- Analyze and evaluate a variety of training material samples

NOTE

This workshop does not teach course design. Please bring a sample of training materials you have written or used. (Yunker) \$275

2 day - Th/Fr. May 05/06, 09:00-16:00 - WB

Becoming a Great Trainer (100151)

This two-day course will provide you with a fast and effective way to learn training skills that work! You will have the opportunity to practise the art of effective training in a supportive, coaching environment. By the end of this course, you will be able to:

- Explain special considerations when working with adult learners
 - Explain the importance of and strategies for creating and maintaining positive learning environments
 - Identify possible instructional styles
 - Explain a variety of instructional techniques
 - Explain the characteristics of a motivating instructor and identify possible motivational strategies
 - Explain the concept of evaluation
 - 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 - Tu/Th. May 05/06, 09:00-16:00 - WB

Delivering Effective Instruction (100159)

This two-day course offers a practical hands-on approach to adult instruction. If you are a new instructor or want to enhance your instructional skills, this course provides techniques and practical information that can be easily added to any course you teach. These skills will help you become more confident and focussed and make instruction more enjoyable for both you and your students. By the end of the course you will be able to:

- Present yourself effectively and professionally so people will listen
- Understand how to enhance adult learning
- Determine appropriate questioning techniques
- Understand how to deal effectively and calmly with disruptive situations
- Organize and enhance a lesson plan and instructor guide
- Identify a variety of simple-to-use instructional techniques and learning enhancement

- Understand how to use a variety of visual aids
 - Identify how to maximize your instructional setting
- 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 - Fr/Sa. May 13/14, 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 you will learn the fundamentals of group dynamics and specific strategies for enhancing adult learning in a training environment. You will come away with an understanding of stages of group development, common issues which arise in groups and how to respond to them, and ideas for fostering learning and commitment. This course is for those trainers who have completed 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 you will be able to:

- Explain how to set optimum climates for effective group learning
- Explain a model of group dynamics
- Explain possible purposes of groups
- Identify diagnostic variables for analyzing behaviour in a group situation

Apply the diagnostic variables

- Describe common issues which arise in group learning situations and strategies for dealing with them. (Kalef) \$275

2 day - Mo/Tu. May 09/10, 09:00-16:00 - WB

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:

- Understand how culture influences attitudes to learning and learning styles
- Identify ways in which cultural factors operate in learning settings
- Identify issues of cultural equity that must be dealt with in the classroom
- Effectively act to remove cultural barriers to learning. (Carriere) \$275

2 day - Th/Fr. Apr 21/22, 09:00-16:00 WB

Designing and Using Instructional Visual Aids (100163)

Do you want your instruction to create a more lasting impression? Adding visual aids will make your training more interactive and interesting, but it's important that visual aids are designed and used properly and appropriately. If used incorrectly, visual aids can annoy your learners and distract from your instruction. Used correctly, they can make you appear more professional, credible and better prepared. This in-depth one-day workshop will show you how to combine and use a variety of visual aids to maximize the impact and effectiveness of your instruction. By the end of this course you will be able to:

- Describe how to design and produce appropriate instructional visual aids
- Describe copyright considerations
- Evaluate design strengths and weaknesses
- Identify when and how to use flipcharts, handouts, boards, slides and overheads effectively
- Describe how to teach learners using models, objects or equipment
- Describe how to set up and use VCRs and video cameras
- Identify room setup considerations. (Yunker) \$140

1 day - Th. May 12, 09:00-16:00 - WB

Trades

INSTRUCTOR

Ron Fletcher, as well as owning his own diesel repair business, has been teaching diesel mechanics for over 14 years at VCC.

Diesel Engines for the Novice (050113)

This course is designed to assist you in buying, servicing and repairing diesel engines. Be it your car, truck or boat, this course will save you time and money when purchasing, maintaining or just tinkering with your diesel engine. Students will learn basic diesel operation, valuable maintenance tips, how to avoid costly repairs by doing it yourself. You will also learn valuable points to look for when purchasing diesel power. (Fletcher) \$149.80 (Includes GST)

8 eve - Tu/Th. May 03, 19:00-22:00 - KEC

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, Spreadsheets/Graphs, Database Management, 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.

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 Mathem (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, 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, Word for Windows, 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, Windows, and Excel.

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 - 323-5322

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. Basic mouse skills are essential for all programs running in Windows. Introduction to Windows (100914) is strongly recommended BEFORE any other Windows classes. Desktop Publishing students taking PageMaker or CorelDRAW! courses must have mouse skills and experience in the Windows environment.

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 Mathem (261-2806)
Lan—Cynthia Howman (323-5253)

Does our schedule suit your needs?

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

Oakridge Computer Courses

1. Introduction to Computers

How to Buy a Computer (100615)

Are computer ads confusing? Do you understand the language describing IBM compatible DOS microcomputer systems? Starting with basic concepts, a microcomputer system will be demystified. Learn about CPU's, RAM, disk 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 - Mo. May 09, 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 and software operations are explained, including differences in Central Processing Units, floppy disks and disk drives, hard disk drives, files, and RAM. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, and basic use of the DOS operating system to manage disks and files. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175
1 day - Sa. Apr 09, 9:00-17:00 - CC
1 day - We. Apr 13, 9:00-17:00 - Oak
3 eve - Mo. Apr 18, 18:30-21:30 - Oak
1 day - Sa. Apr 30, 9:00-17:00 - Oak
3 eve - Th. May 12, 18:30-21:30 - CC
1 day - Th. May 19, 9:00-17:00 - Oak
1 day - Su. Jun 05, 9:00-17:00 - Oak
1 day - Sa. Jul 16, 9:00-17:00 - Oak
1 day - Mo. Aug 15, 9:00-17:00 - Oak

Introduction to DOS (100903)

This course introduces the basic concepts and commands of DOS, the Disk Operating System, for file and disk management. Exercises show the purpose of DOS, how to manage files and format diskettes. Hard disk management includes: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. Taking Introduction to Microcomputers (100605) first would benefit those with little or no microcomputer experience. Some typing is required. Suitable for all versions of DOS. \$175
1 day - Su. Apr 17, 09:00-17:00 - Oak
1 day - Th. Apr 28, 09:00-17:00 - Oak
1 day - Su. May 15, 09:00-17:00 - Oak
1 day - Th. May 26, 09:00-17:00 - Oak
3 eve - Tu. May 31, 18:30-21:30 - CC
1 day - Mo. Jun 13, 09:00-17:00 - Oak
1 day - Fr. Jul 08, 09:00-17:00 - Oak
1 day - Tu. Aug 16, 09:00-17:00 - Oak

Intermediate DOS (100912)

Now that you know 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. Learn about different types of memory, including conventional, upper, expanded and extended memory. Create and use a bootable first aid disk for basic trouble-shooting on start-up procedures. Experience with DOS (100903) is essential. Introduction to DOS (100903) is strongly recommended. \$175
1 day - Sa. Apr 23, 09:00-17:00 - Oak
1 day - We. May 18, 09:00-17:00 - Oak
1 day - Sa. Jun 04, 09:00-17:00 - Oak
1 day - Tu. Aug 09, 09:00-17:00 - Oak

Advanced DOS (100916)

The focus of this course is control and customization of DOS operations. Build your own menu system using batch files and the DOS Text Editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space and protect files from accidental deletion. Understand and use file attributes. Learn new and

updated DOS 6 commands for defragmenting files, 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 (100912) is strongly recommended. \$175
1 day - Mo. Apr 25, 09:00-17:00 - Oak
1 day - Sa. May 28, 09:00-17:00 - Oak
1 day - We. Jul 20, 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. 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. Apr 11, 09:00-17:00 - Oak
3 eve - Tu. Apr 19, 18:30-21:30 - CC
1 day - Su. Apr 24, 09:00-17:00 - Oak
1 day - Tu. May 17, 09:00-17:00 - Oak
1 day - We. Jun 08, 09:00-17:00 - Oak
1 day - Sa. Jun 18, 09:00-17:00 - CC
1 day - We. Jul 13, 09:00-17:00 - Oak
1 day - Fr. Aug 12, 09:00-17:00 - Oak

Intermediate Windows (100915)

Expand your knowledge of the Windows operating environment. This course covers 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. Multitasking will be discussed, as well as Clipboard functions, linking and embedding data, and associating files. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$175
1 day - Fr. Apr 22, 09:00-17:00 - Oak
1 day - We. May 25, 09:00-17:00 - Oak
1 day - Sa. Jun 11, 09:00-17:00 - Oak
1 day - We. Aug 24, 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. Discover 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. Apr 16, 09:00-17:00 - CC
3 eve - We. Apr 20, 18:30-21:30 - CC
1 day - Sa. May 28, 09:00-17:00 - CC

Introduction to Novell NetWare (100921)

This course introduces basic Novell NetWare operating system commands to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, drive mapping and commands for user, directory and file management are explored. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. Introduction to Local Area Network (100920) is strongly recommended. \$175
1 day - Sa. Apr 23, 09:00-17:00 - CC
3 eve - We. May 11, 18:30-21:30 - CC
1 day - Sa. Jun 04, 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 supervisors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing, and basic login scripts. 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. Apr 30, 09:00-17:00 - CC
3 eve - We. Jun 01, 18:30-21:30 - CC
1 day - Sa. Jun 11, 09:00-17:00 - CC

Advanced Novell NetWare (100923)

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and supervisors. Advanced login script commands, creating and using NetWare menus, additional security options, and creating, managing and deleting groups are explored. Additional topics include: rights, granting and revoking trustee assignments, and using inherited rights masks. Classes are open only to those who have completed Intermediate Novell NetWare (100922) or have permission of the instructor. Advanced DOS (100916) is strongly recommended. \$175
3 eve - Th. Apr 14, 18:30-21:30 - CC
1 day - Sa. May 07, 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 6 for Windows, and WordPerfect 6 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 for DOS (100710)

Learn fundamental WordPerfect commands for creating and editing documents. Topics include: moving around, saving, retrieving, viewing and printing documents. Blocks, formatting, moving/copying text and basic problem resolution are also covered. Emphasis is placed on WordPerfect's use of codes. \$175
1 day - Sa. Apr 16, 09:00-17:00 - Oak
1 day - Fr. Apr 29, 09:00-17:00 - Oak
3 eve - Tu. May 10, 18:30-21:30 - CC
1 day - Mo. May 16, 09:00-17:00 - Oak
1 day - Sa. May 28, 09:00-17:00 - Oak
1 day - Tu. Jun 14, 09:00-17:00 - Oak
1 day - Sa. Jul 23, 09:00-17:00 - Oak
1 day - Mo. Aug 08, 09:00-17:00 - Oak

Intermediate WordPerfect 5.1 for DOS (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. Introduction to WordPerfect 5.1 for DOS is strongly recommended. \$175
1 day - We. Apr 27, 09:00-17:00 - Oak
1 day - Su. May 29, 09:00-17:00 - Oak
1 day - Tu. Jun 21, 09:00-17:00 - Oak
1 day - Fr. Jul 15, 09:00-17:00 - Oak
1 day - Fr. Aug 19, 09:00-17:00 - Oak

Advanced WordPerfect 5.1 for DOS (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. Apr 26, 09:00-17:00 - Oak
1 day - We. Jun 08, 09:00-17:00 - Oak

WordPerfect 5.1 for DOS Macro Programming (100788)

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

Introduction to WordPerfect 6 for DOS (101121)

Explore new features of WordPerfect 6 for DOS including: display modes, using a mouse, menus, button bars, and rulers. Learn fundamental WordPerfect commands for creating and editing documents; saving, retrieving and printing documents; selecting text, formatting, cutting,

copying and pasting text. Emphasis is placed on WordPerfect's use of codes. This course is suitable for students with version 6 for DOS only. \$175
1 day - Sa. Apr 30, 09:00-17:00 - Oak
1 day - We. May 25, 09:00-17:00 - Oak
3 eve - Th. Jun 02, 18:30-21:30 - CC
1 day - Th. Jun 16, 09:00-17:00 - Oak
1 day - Mo. Jul 18, 09:00-17:00 - Oak
1 day - Th. Aug 25, 09:00-17:00 - Oak

WordPerfect 6 for DOS Upgrade (101125)

This course is designed for experienced WordPerfect 5.1 for DOS users who want to make an easy, quick, and efficient transition into WordPerfect 6 for DOS. 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 for DOS. Experience with WordPerfect is essential. \$175
1 day - Sa. Apr 09, 09:00-17:00 - Oak
1 day - Tu. May 03, 09:00-17:00 - Oak
1 day - Sa. May 14, 09:00-17:00 - CC
1 day - Tu. Jun 07, 09:00-17:00 - Oak
1 day - We. Jul 06, 09:00-17:00 - Oak

Intermediate WordPerfect 6 for DOS (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 for DOS only. Experience with WordPerfect is essential. Introduction to WordPerfect 6.0 for DOS (101121) is recommended. \$175
1 day - Mo. May 09, 09:00-17:00 - Oak
1 day - Tu. Jul 05, 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. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. If you are an experienced WordPerfect for DOS user, please see the description below for WordPerfect for Windows Upgrade. \$175
1 day - Sa. Apr 23, 09:00-17:00 - Oak
1 day - Mo. May 30, 09:00-17:00 - Oak
1 day - Tu. Jul 12, 09:00-17:00 - Oak
1 day - Th. Aug 18, 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, this course explores new features such as: using menus, button bars and rulers. Also covered are concept and vocabulary changes including: 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. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$175
1 day - We. Apr 20, 09:00-17:00 - Oak
1 day - Fr. May 27, 09:00-17:00 - Oak
1 day - Th. Aug 11, 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. Introduction to WordPerfect for Windows (101106) is recommended. \$175
1 day - Fr. May 13, 09:00-17:00 - Oak
1 day - Fr. Jul 22, 09:00-17:00 - Oak

Advanced WordPerfect for Windows (101116)

Explore the power of WordPerfect for Windows' WYSIWYG environment. Desktop publishing features are explored through the use of lines, boxes, incorporating graphic images within a document and style sheets. Also learn how to create tables of contents, indexes, and basic macros. Experience with WordPerfect for Windows is essential. \$175
1 day - Fr. Apr 15, 09:00-17:00 - Oak
1 day - Tu. Jun 07, 09:00-17:00 - Oak

Introduction to Word for Windows (100796)

This course covers fundamental Word for Windows commands and concepts. Introductory topics include: creating and editing documents; moving around; and saving, opening and closing documents. Also covered is: deleting, inserting, moving and copying text; formatting, setting tabs and margins, and previewing and printing documents. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$175
1 day - Sa. Apr 16, 09:00-17:00 - Oak
1 day - Mo. May 02, 09:00-17:00 - Oak
1 day - Sa. May 14, 09:00-17:00 - Oak
1 day - We. Jun 15, 09:00-17:00 - Oak
1 day - Mo. Jul 11, 09:00-17:00 - Oak
1 day - Mo. Aug 22, 09:00-17:00 - Oak

Fastrack Word for Windows (101119)

Do you have experience with another word processing program? Are you switching to Word for Windows? Ease the transition by learning the key concepts, commands, and shortcuts. Topics include: creating and editing documents; deleting, inserting, moving and copying text; formatting, setting tabs and margins, and printing documents. Additional topics include: using the thesaurus, spell and grammar checkers, creating and using AutoText. 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. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. If you have little or no word processing background, see Introduction to Word for Windows (100796). \$175.
1 day - Tu. Apr 19, 09:00-17:00 - Oak
1 day - Tu. May 31, 09:00-17:00 - Oak

Intermediate Word for Windows (101114)

Now that you have mastered Word for Windows basics, explore some of the more powerful features of this program. Intermediate topics include: using the thesaurus, spell and grammar checkers, creating and using AutoText. 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. Introduction to Word for Windows (100796) is recommended. \$175
1 day - Tu. Apr 14, 09:00-17:00 - Oak
1 day - Th. Jun 10, 09:00-17:00 - Oak
1 day - Th. Jun 09, 09:00-17:00 - Oak
1 day - Th. Jun 09, 09:00-17:00 - Oak

Advanced 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 basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. \$175
1 day - We. May 11, 09:00-17:00 - Oak
1 day - Fr. Jun 10, 09:00-17:00 - Oak

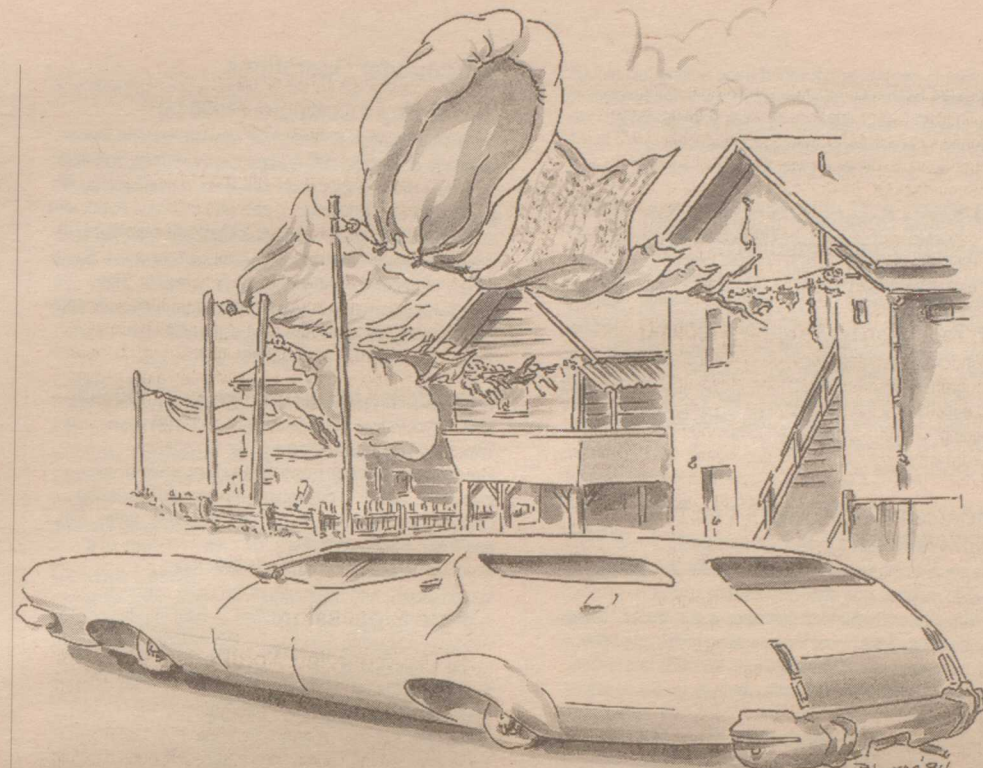
Database Management

Introduction to dBASE IV (100771)

Learn fundamental dBASE commands to create, use and maintain a database. This course covers catalogs; creating and changing a database structure; displaying, adding, changing and deleting records; basic indexing; and queries to select records. All commands are given through the Control Center. Experience with other programs is essential. \$175
1 day - Fr. May 06, 09:00-17:00 - Oak
1 day - Fr. Jun 10, 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 is the creation and maintenance of a variety of reports and



mailing labels, and the creation and use of input screens. Experience with dBASE IV is essential. Introduction to dBASE IV (100771) is recommended. \$175
1 day - Th. May 26, 09:00-17:00 - Oak

NOTE

Also see the Spreadsheets/Graphics section for additional database courses: Intermediate Lotus 1-2-3 (101712), Intermediate Lotus for Windows (101110), and Intermediate Excel—Databases (100797).

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 (101109) for more information. \$175
1 day - Tu. Apr 26, 09:00-17:00 - Oak
1 day - Sa. May 14, 09:00-17:00 - Oak
1 day - Fr. Jun 17, 09:00-17:00 - Oak
1 day - Th. Jul 14, 09:00-17:00 - Oak
1 day - We. Aug 17, 09:00-17:00 - Oak

Intermediate Lotus 1-2-3 (100712)

Explore Lotus database and graphing 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. Introduction to Lotus 1-2-3 (100711) is recommended. Suitable for all releases of Lotus 1-2-3 except Lotus for Windows. Please see Intermediate Lotus 1-2-3 for Windows (101110) for more information. \$175
1 day - Fr. Apr 29, 09:00-17:00 - Oak
1 day - We. Jun 01, 09:00-17:00 - Oak
1 day - Tu. Jul 19, 09:00-17:00 - Oak

Advanced Lotus—Macro Programming (100716)

Advanced Lotus 1-2-3 has been designed for individuals who want to put the full power of 1-2-3 to work. Learn how to automate Lotus procedures with macros. This course covers the development of detailed macros including planning, naming, recording, writing, and executing macros. Students will learn how to prompt for user input and create macro menu systems. A good working knowledge of Lotus 1-2-3 is a prerequisite. Intermediate Lotus 1-2-3 (100712) is strongly recommended. \$175
1 day - We. May 11, 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, shortcuts with SmartIcons will be explored. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$175
1 day - Th. Apr 21, 09:00-17:00 - Oak
1 day - Mo. Jun 20, 09:00-17:00 - Oak
1 day - We. Aug 10, 09:00-17:00 - Oak

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

Designed to build on the fundamentals of the introductory course, intermediate topics include: database functions (filling, sorting, finding and extracting records) and creating and printing a variety of graphs and charts. Other skills such as windowing, date math and three dimensional spreadsheets are also discussed. A working knowledge of Lotus for Windows is required. Introduction to Lotus 1-2-3 for Windows (101109) is recommended. \$175
1 day - Th. May 05, 09:00-17:00 - Oak
1 day - Th. Jul 07, 09:00-17:00 - Oak

Introduction to Excel (100795)

Learn the fundamentals of Excel including: worksheet creation and editing; entering data and formulas; relative, mixed and absolute addressing; and menu navigation. Also covered are saving, opening and printing worksheets as well as improving worksheet presentation. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$175
1 day - Tu. Apr 12, 09:00-17:00 - Oak
1 day - Sa. May 07, 09:00-17:00 - Oak
1 day - Tu. May 24, 09:00-17:00 - Oak
1 day - Th. Jun 16, 09:00-17:00 - Oak
1 day - Sa. Jun 25, 09:00-17:00 - CC
1 day - Th. Jul 21, 09:00-17:00 - Oak
1 day - Tu. Aug 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 (100795) is recommended. \$175
1 day - We. May 04, 09:00-17:00 - Oak
1 day - We. Jun 22, 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. Learn how to set up a data form for consistent data input, sort your worksheet into a specified order, and find and extract records meeting certain conditions. Data tables will also be discussed. Experience with Excel is essential. Introduction to Excel (100795) is recommended. \$175
1 day - Th. May 12, 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. Additional topics include: building interactive macros and assigning macros to buttons. A good working knowledge of Excel is essential. \$175
1 day - Th. May 05, 09:00-17:00 - Oak
1 day - Fr. Jun 03, 09:00-17:00 - Oak

Microcomputer Accounting

Accounting With ACCPAC Plus - G/L (100701)

Learn how to use ACCPAC - G/L to set up a General Ledger system. Students will learn how to convert existing manual data, add transactions in batches, edit transaction batches, post batches to the ledger and print out various financial reports. The financial statement report writer will also be explored. A basic understanding of accounting principles is a prerequisite. \$175
1 day - Mo. Apr 18, 09:00-17:00 - Oak
1 day - Su. May 15, 09:00-17:00 - Oak
1 day - Fr. Jun 24, 09:00-17:00 - Oak

Introduction to Simply Accounting for DOS (100702)

Learn how to set up a chart of accounts, as well as customer, vendor and payroll files. Additional topics include: 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 - Th. Apr 21, 09:00-17:00 - Oak
1 day - Tu. May 24, 09:00-17:00 - Oak
1 day - Th. Jun 23, 09:00-17:00 - Oak

Advanced Simply Accounting 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. Experience with Simply Accounting for DOS is essential. Introduction to Simply Accounting for DOS (100702) is recommended. If you have Simply Accounting for Windows, please see course description below. \$175
1 day - Mo. Jun 06, 09:00-17:00 - Oak

Introduction to Simply Accounting for Windows (101111)

Learn how to set up the chart of accounts; entering vendors, customers and employees and the history of each. Students 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. Introduction to Windows (100914) is strongly recommended as a prerequisite. Basic mouse skills are essential. \$175
1 day - Mo. Apr 25, 09:00-17:00 - Oak
1 day - Mo. Jun 13, 09:00-17:00 - Oak

ledger, accounts receivable, and 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. Apr 19, 09:00-17:00 - Oak
1 day - Tu. Jun 14, 09:00-17:00 - Oak

Advanced BusinessVision Delta (101127)

This course goes into greater detail on the payroll, order entry and inventory functions of BusinessVision Delta. Additional topics include sales analysis: by customer, territory, product, or product line. Experience with BusinessVision Delta is required. Introduction to BusinessVision Delta (101126) is strongly recommended. \$175
1 day - Mo. May 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: Benfrang 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
Not available this term

Introduction to CorelDRAW! (101103)

Explore 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, and how to set and customize typefaces. Graphic importing and exporting are also covered. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows (100914) is strongly recommended as a prerequisite. \$175

1 day - Th. Apr 14, 09:00-17:00 - Oak
1 day - Su. May 08, 09:00-17:00 - Oak
1 day - Th. Jun 02, 09:00-17:00 - Oak
1 day - Sa. Aug 20, 09:00-17:00 - Oak

Advanced CorelDRAW! (101117)

Learn and use CorelDRAW!'s advanced features — postscript options, vector fills, advanced options, custom outlines, tool advanced options, bitmap patterns, importing text, the special menu, and preferences. Class exercises include advanced envelopes, perspective, blending, extruding, and building a three-colour logo. Experience with CorelDRAW! is essential. Introduction to CorelDRAW! (101103) is strongly recommended. \$175
1 day - Sa. Jun 18, 09:00-17:00 - Oak

Introduction to PageMaker Desktop Publishing (100746)

Learn fundamental PageMaker skills for setting up a document, typesetting and editing. Develop skills in using PageMaker's tools, working with text blocks, saving and filing publications, setting up master pages for multi-page publications, creating a two-fold, two-colour brochure, adapting designs at the production stage, and adjusting and editing text. Class exercises include the production of a two-sided brochure. Familiarity with a mouse and experience with other programs is essential. Introduction to Windows (100914) is strongly recommended as a prerequisite. \$175

1 day - Fr. Apr 15, 09:00-17:00 - Oak
1 day - Su. May 01, 09:00-17:00 - Oak
1 day - Mo. Jun 06, 09:00-17:00 - Oak
1 day - Sa. Aug 13, 09:00-17:00 - Oak

Intermediate PageMaker Desktop Publishing (100766)

Now that you understand PageMaker basics, explore the following topics: setting up a four-page, two-colour catalog; 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. Jun 12, 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). Completion of Intermediate PageMaker (100766) or equivalent, along with some DOS/graphics background are prerequisites. \$175
Not available this term

Advanced WordPerfect 5.1 for DOS (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. Apr 26, 09:00-17:00 - Oak
1 day - We. Jun 08, 09:00-17:00 - Oak

Advanced WordPerfect for Windows (101116)

Explore the power of WordPerfect for Windows' WYSIWYG environment. Desktop publishing features are explored through the use of lines, boxes, incorporating graphic images within a document and style sheets. Also learn how to create tables of contents, indexes, and basic macros. Experience with WordPerfect for Windows is essential. \$175

1 day - Fr. Apr 15, 09:00-17:00 - Oak
1 day - Tu. Jun 07, 09:00-17:00 - Oak

Advanced 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 basic macros, and inserting graphics into documents. Basic merge commands are also covered. Experience with Word for Windows is essential. \$175
1 day - We. May 11, 09:00-17:00 - Oak
1 day - Fr. Jun 10, 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 how to automate Lotus procedures with macros. This course covers the development of detailed macros including planning, naming, recording, writing, and executing macros. Students will learn how to prompt for user input and create macro menu systems. A good working knowledge of Lotus 1-2-3 is a prerequisite. \$175
1 day - We. May 11, 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. May 05, 09:00-17:00 - Oak
1 day - Fr. Jun 03, 09:00-17:00 - Oak

WordPerfect 5.1 for DOS Macro Programming (100788)

Beyond advanced, this course focuses on the in-depth aspects of macro programming, including the creation of menu-driven applications using WordPerfect 5.0 and 5.1. This course is suitable for those who have extensive WordPerfect experience. \$175
1 day - Th. Apr 28, 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 - Mo. May 09, 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 and software operations are explained, including differences in Central Processing Units, floppy disks and disk drives, hard disk drives, files, and RAM. Hands-on training involves overviews of a variety of topics including: word processing, spreadsheets, and basic use of the DOS operating system to manage disks and files. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175

1 day - Sa. Apr 09, 9:00-17:00 - CC
1 day - We. Apr 13, 9:00-17:00 - Oak
3 eve - Mo. Apr 18, 18:30-21:30 - Oak
1 day - Sa. Apr 30, 9:00-17:00 - Oak
3 eve - Th. May 12, 18:30-21:30 - CC
1 day - Th. May 19, 9:00-17:00 - Oak
1 day - Su. Jun 05, 9:00-17:00 - Oak
1 day - Sa. Jul 16, 9:00-17:00 - Oak
1 day - Mo. Aug 15, 9:00-17:00 - Oak

1 day - Sa. Apr 09, 9:00-17:00 - CC
1 day - We. Apr 13, 9:00-17:00 - Oak
3 eve - Mo. Apr 18, 18:30-21:30 - Oak
1 day - Sa. Apr 30, 9:00-17:00 - Oak
3 eve - Th. May 12, 18:30-21:30 - CC
1 day - Th. May 19, 9:00-17:00 - Oak
1 day - Su. Jun 05, 9:00-17:00 - Oak
1 day - Sa. Jul 16, 9:00-17:00 - Oak
1 day - Mo. Aug 15, 9:00-17:00 - Oak

1 day - Sa. Apr 09, 9:00-17:00 - CC
1 day - We. Apr 13, 9:00-17:00 - Oak
3 eve - Mo. Apr 18, 18:30-21:30 - Oak
1 day - Sa. Apr 30, 9:00-17:00 - Oak
3 eve - Th. May 12, 18:30-21:30 - CC
1 day - Th. May 19, 9:00-17:00 - Oak
1 day - Su. Jun 05, 9:00-17:00 - Oak
1 day - Sa. Jul 16, 9:00-17:00 - Oak
1 day - Mo. Aug 15, 9:00-17:00 - Oak

Introduction to DOS (100903)

This course introduces the basic concepts and commands of DOS, the Disk Operating System, for file and disk management. Exercises show the purpose of DOS, how to manage files and format diskettes. Hard disk management includes: creating and using sub-directories efficiently, "mapping" hard disk structure and backing-up data. Taking Introduction to Microcomputers (100605) first would benefit those with little or no microcomputer experience. Some typing is required. Suitable for all versions of DOS. \$175
1 day - Su. Apr 17, 09:00-17:00 - Oak
1 day - Th. Apr 28, 09:00-17:00 - Oak
1 day - Su. May 15, 09:00-17:00 - Oak
1 day - Th. May 26, 09:00-17:00 - Oak
3 eve - Tu. May 31, 18:30-21:30 - CC
1 day - Mo. Jun 13, 09:00-17:00 - Oak
1 day - Fr. Jul 08, 09:00-17:00 - Oak
1 day - Tu. Aug 16, 09:00-17:00 - Oak

1 day - Su. Apr 17, 09:00-17:00 - Oak
1 day - Th. Apr 28, 09:00-17:00 - Oak
1 day - Su. May 15, 09:00-17:00 - Oak
1 day - Th. May 26, 09:00-17:00 - Oak
3 eve - Tu. May 31, 18:30-21:30 - CC
1 day - Mo. Jun 13, 09:00-17:00 - Oak
1 day - Fr. Jul 08, 09:00-17:00 - Oak
1 day - Tu. Aug 16, 09:00-17:00 - Oak

Intermediate DOS (100912)

Now that you know 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. Learn about different types of memory, including conventional, upper, expanded and extended memory. Create and use a bootable first aid disk for basic trouble-shooting on start-up procedures. Experience with DOS is essential. Introduction to DOS (100903) is strongly recommended. \$175
1 day - Sa. Apr 23, 09:00-17:00 - Oak
1 day - We. May 18, 09:00-17:00 - Oak
1 day - Sa. Jun 04, 09:00-17:00 - Oak
1 day - Tu. Aug 09, 09:00-17:00 - Oak

Advanced DOS (100916)

The focus of this course is control and customization of DOS operations. Build your own menu system using batch files and the DOS Text Editor. Learn how to sort directory listings, find files anywhere on the hard disk, free hard disk space and protect files from accidental deletion. Understand and use file attributes. Learn new and updated DOS 6 commands for defragmenting files, 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 (100912) is strongly recommended. \$175
1 day - Mo. Apr 25, 09:00-17:00 - Oak
1 day - Sa. May 28, 09:00-17:00 - Oak
1 day - We. Jun 01, 18:30-21:30 - CC
1 day - Sa. Jun 11, 09:00-17:00 - CC

Advanced Novell NetWare (100923)

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and supervisors. Advanced script commands, creating and using NetWare menus, additional security options, and creating, managing and deleting groups are explored. Additional topics include: rights, granting and revoking trustee assignments, and using inherited rights masks. Classes are open only to those who have completed Intermediate Novell NetWare (100922) or have permission

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. 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. Apr 11, 09:00-17:00 - Oak
3 eve - Tu. Apr 19, 18:30-21:30 - CC
1 day - Su. Apr 24, 09:00-17:00 - Oak
1 day - Tu. May 17, 09:00-17:00 - Oak
1 day - We. Jun 08, 09:00-17:00 - Oak
1 day - Sa. Jun 18, 09:00-17:00 - CC
1 day - We. Jul 13, 09:00-17:00 - Oak
1 day - Fr. Aug 12, 09:00-17:00 - Oak

Intermediate Windows (100915)

Expand your knowledge of the Windows operating environment. This course covers 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. Multitasking will be discussed, as well as Clipboard functions, linking and embedding data, and associating files. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$175
1 day - Fr. Apr 22, 09:00-17:00 - Oak
1 day - We. May 25, 09:00-17:00 - Oak
1 day - Sa. Jun 11, 09:00-17:00 - Oak
1 day - We. Aug 24, 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. Apr 16, 09:00-17:00 - CC
3 eve - We. Apr 20, 18:30-21:30 - CC
1 day - Sa. May 28, 09:00-17:00 - CC

Introduction to Novell NetWare (100921)

This course introduces basic Novell NetWare operating system commands to users and supervisors. Login and Logout procedures, network security, passwords, rights, directory structures, drive mapping and commands for user, directory and file management are explored. A basic understanding of microcomputers and Introduction to DOS (100903) are prerequisites. \$175
1 day - Sa. Apr 23, 09:00-17:00 - CC
3 eve - We. May 11, 18:30-21:30 - CC
1 day - Sa. Jun 04, 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 supervisors. Topics include: creating and deleting users, account restrictions, mapping search drives, printing, and basic login scripts. 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. Apr 30, 09:00-17:00 - CC
3 eve - We. Jun 01, 18:30-21:30 - CC
1 day - Sa. Jun 11, 09:00-17:00 - CC

Advanced Novell NetWare (100923)

This course builds on concepts and commands from Intermediate Novell NetWare for LAN administrators and supervisors. Advanced script commands, creating and using NetWare menus, additional security options, and creating, managing and deleting groups are explored. Additional topics include: rights, granting and revoking trustee assignments, and using inherited rights masks. Classes are open only to those who have completed Intermediate Novell NetWare (100922) or have permission

of the instructor. Advanced DOS (100916) is strongly recommended. \$175
3 eve - Th. Apr 14, 18:30-21:30 - CC
1 day - Sa. May 07, 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 261-2806 and ask about alternative dates. Additional classes may be added if there is sufficient interest. Custom training can also be arranged.

City Centre Lab Computer Courses

See previous sections for course descriptions

1. Introduction to Computers/Computer Operations

Introduction to Microcomputers (100605)

1 day - Sa. Apr 09, 9:00-17:00 - CC
3 eve - Th. May 12, 18:30-21:30 - CC

Introduction to DOS (100903)

3 eve - Tu. May 31, 18:30-21:30 - CC

Introduction to WINDOWS (100914)

3 eve - Tu. Apr 19, 18:30-21:30 - CC
1 day - Sa. Jun 18, 09:00-17:00 - CC

Introduction to Local Area Networks (100920)

1 day - Sa. Apr 16, 09:00-17:00 - CC
3 eve - We. Apr 20, 18:30-21:30 - CC
1 day - Sa. May 28, 09:00-17:00 - CC

Introduction to Novell NetWare (100921)

1 day - Sa. Apr 23, 09:00-17:00 - CC
3 eve - We. May 11, 18:30-21:30 - CC
1 day - Sa. Jun 04, 09:00-17:00 - CC

Intermediate Novell NetWare (100922)

1 day - Sa. Apr 30, 09:00-17:00 - CC
3 eve - We. Jun 01, 18:30-21:30 - CC
1 day - Sa. Jun 11, 09:00-17:00 - CC

Advanced Novell NetWare (100923)

3 eve - Th. Apr 14, 18:30-21:30 - CC
1 day - Sa. May 07, 09:00-17:00 - CC

2. Computer Applications

Word Processing

Introduction to WordPerfect 5.1 for DOS (100710)

3 eve - Tu. May 10, 18:30-21:30 - CC

Introduction to WordPerfect 6 for DOS (101121)

3 eve - Th. Jun 02, 18:30-21:30 - CC

WordPerfect 6 for DOS Upgrade (101125)

1 day - Sa. May 14, 09:00-17:00 - CC

Spreadsheets/Graphics

Introduction to Excel (100795)

1 day - Sa. Jun 25, 09:00-17:00 - 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 user with a high level of competence with computers and microcomputer software products. The program is based on the educational premise that people learn best by doing. Each course is taught in a microcomputer laboratory equipped with IBM PCs and the most popular business application software products.

For information and registration, call 323-5322.

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

Certificate Requirements

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

Course Credit

Credit for previously completed introductory course/s on personal computers and DOS will be considered for CSW1. No previous credit will be considered toward another CSW course. Students who are confident with DOS commands may register for other courses in the CSW program before receiving confirmation of credit for CSW1. Application for credit must be made in writing and include a transcript of the course/s previously taken. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Coordinator, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

Entry Requirements

No formal educational requirements are necessary.

Courses

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

CSW1—Introduction to Personal Computing and DOS (100501)

Introduces the components and basic principles of computers. Demystifies what a computer can do. Explores the most frequently used DOS commands for the IBM-PC and compatibles. The most common business applications for the IBM-PC microcomputer are examined: 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 is included in fee. \$245
5 eve - Mo. Apr 11, 19:00-22:00 - Lan
5 eve - Tu. Apr 12, 19:00-22:00 - Lan
5 eve - We. Apr 13, 19:00-22:00 - Lan
5 eve - Th. Apr 14, 19:00-22:00 - Lan
5 mng - Sa. Apr 16, 09:00-12:00 - Lan
5 eve - Tu. May 24, 19:00-22:00 - Lan
5 eve - We. May 25, 19:00-22:00 - Lan
5 eve - Th. May 26, 19:00-22:00 - Lan
5 mng - Su. May 29, 09:00-12:00 - Lan
5 eve - Mo. May 30, 19:00-22:00 - Lan
5 eve - Mo. Jul 04, 19:00-22:00 - Lan
5 eve - We. Jul 06, 19:00-22:00 - Lan

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

Teaches the participant how to use WordPerfect 5.1 to prepare attractive looking documents. Topics include editing documents, margin and tab setting, formatting documents with different layouts and styles, checking out spelling mistakes, mail and keyboard merging, sorting and using macro features. Prerequisite CSW1. Course manual included in fee. \$265
5 eve - Th. Apr 14, 19:00-22:00 - Lan
5 eve - Fr. Apr 15, 19:00-22:00 - Lan
5 mng - Su. Apr 17, 09:00-12:00 - Lan
5 eve - Th. May 26, 19:00-22:00 - Lan
5 eve - Fr. May 27, 19:00-22:00 - Lan
5 eve - Th. Jul 07, 19:00-22:00 - Lan

5 eve - Th. Apr 14, 19:00-22:00 - Lan
5 eve - Fr. Apr 15, 19:00-22:00 - Lan
5 mng - Su. Apr 17, 09:00-12:00 - Lan
5 eve - Th. May 26, 19:00-22:00 - Lan
5 eve - Fr. May 27, 19:00-22:00 - Lan
5 eve - Th. Jul 07, 19:00-22:00 - Lan

CSW4B—Advanced WordPerfect 5.1 (100520)

This course is designed for those who already have some basic knowledge of WordPerfect and wish to learn more. The advanced features will cover math columns, lines, boxes, style sheets, graphic images, indexing, statistical typing, macros, long document preparation and much more. Upon completion of this course, the participant will be able to perform any word processing task normally

encountered in a business/office environment. Prerequisite: CSW4. Course manual included in fee. \$265
5 eve - We. Apr 13, 19:00-22:00 - Lan
5 mng - Su. May 29, 09:00-12:00 - Lan

CSW5—Using dBASE III/IV Plus (100505)

Teaches the participant how to create and change a database structure; display, add, change, or delete records; retrieve records from the database via queries involving multiple search conditions. Learn how to use date and memo fields, sorting records, creating and using an index. The creation and maintenance of reports via report generator will be explored as well as printing mailing labels. The most popular database package, dBASE IV will be used. Prerequisite CSW1. Course notes included in fee. \$265
5 mng - Sa. May 28, 09:00-12:00 - Lan
5 eve - Th. Jul 07, 19:00-22:00 - Lan

CSW6—Using Lotus 1

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. Apr 14, 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. Prerequisite: the participants must possess a working knowledge of programming in dBASE (Xbase) language. Course notes included in fee. \$265

5 mng - Sa. Jul 09, 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 fueling 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 Banyan VINES
- Each course consists of 15 hours lecture/workshop plus supervised practice time with lab assistant in attendance
- 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 323-5322. 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 College. There is an

optional one hour, supervised, practice lab time to go with each session. Note: due to shortage of lab space, some courses will have only half hour for practice lab time.

Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW1 and CSW9. Participants 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 College, 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 DOS commands for the IBM-PC and compatibles. The most common business applications for the IBM-PC microcomputer are examined: 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. Apr 11, 19:00-22:00 - Lan
5 eve - Tu. Apr 12, 19:00-22:00 - Lan
5 eve - We. Apr 13, 19:00-22:00 - Lan
5 eve - Th. Apr 14, 19:00-22:00 - Lan
5 mng - Sa. Apr 16, 09:00-12:00 - Lan
5 eve - Tu. May 24, 19:00-22:00 - Lan
5 eve - We. May 25, 19:00-22:00 - Lan
5 eve - Th. May 26, 19:00-22:00 - Lan
5 mng - Su. May 29, 09:00-12:00 - Lan
5 eve - Mo. May 30, 19:00-22:00 - Lan
5 eve - Mo. Jul 04, 19:00-22:00 - Lan
5 eve - We. Jul 06, 19:00-22:00 - Lan

CSW9—DOS and Hard Disk Management (100509)

Teaches the participant how to control and make the most effective use of the IBM/PC's via the DOS Operating System Ver 6.2. Learn internal and external DOS commands, how to create and manage directories, create and change AUTOEXEC.BAT, CONFIG.SYS files. Design your own menu using batch files and full screen 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 use of different types of memory: conventional, upper, extended and expanded. Learn the new DOS 6.2 commands for defragmenting files, optimizing use of upper memory and using multiple CONFIG.SYS files. Microsoft Diagnostics (MSD) will be introduced. Prerequisite: CSW1. Course manual included in fee. \$265

5 eve - Th. Apr 14, 19:00-22:00 - Lan
5 eve - Fr. Apr 15, 19:00-22:00 - Lan
5 mng - Su. Apr 17, 09:00-12:00 - Lan
5 eve - Th. May 26, 19:00-22:00 - Lan
5 eve - Fr. May 27, 19:00-22:00 - Lan
5 eve - Th. Jul 07, 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. It is well suited for end users and those interested in becoming network administrators/managers. 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 commands, with extensive hands-on practice. Login and Logout procedures, network security, passwords, rights, directory structure, drive mapping, creating and editing login script file through SYSICON utility are covered in detail. Additional practice lab time will be available as indicated by instructor. Prerequisite: CSW1 and CSW9. Course manual included in fee. \$275

5 eve - Mo. Apr 11, 19:00-22:00 - Lan
5 mng - Sa. Apr 16, 09:00-12:00 - Lan
5 mng - Su. Apr 17, 09:00-12:00 - Lan
5 eve - Fr. May 27, 19:00-22:00 - Lan
5 mng - Su. May 29, 09:00-12:00 - Lan
5 eve - Mo. May 30, 19:00-22:00 - Lan
5 eve - We. Jul 06, 19:00-22:00 - 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. Through extensive hands-on practice, participants will create and manage users and user groups, grant and revoke rights, change passwords as well as learn how to create and manage printer queues. Prerequisite: CSW12. Course Manual (Complete Reference - Novell 386 by McGraw Hill - \$58 value) included in course fee. \$295

5 eve - Fr. Apr 15, 19:00-22:00 - Lan
5 mng - Sa. Apr 16, 09:00-12:00 - Lan
5 eve - We. May 25, 19:00-22:00 - Lan
5 mng - Sa. May 28, 09:00-12:00 - Lan
5 eve - Tu. Jul 05, 19:00-22:00 - Lan

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

This course will involve advanced aspects of network administration. Topics covered will include: cabling considerations of network systems, Novell 3.11 installation, Windows 3.1 installation on the network, and advanced Novell administration topics such as managing Windows on the network. In addition, Banyan VINES network operating system and NetWare 4.x will be presented. At the end of this course, participants will be well equipped to plan and manage the client/server networked information systems of the 90's. Prerequisite: CSW12A. Course notes included in fee. \$295

5 eve - Mo. Apr 11, 19:00-22:00 - Lan
5 eve - Th. Apr 14, 19:00-22:00 - Lan
5 eve - Tu. May 24, 19:00-22:00 - Lan
5 eve - We. May 25, 19:00-22:00 - Lan
5 eve - Th. May 26, 19:00-22:00 - Lan
5 mng - Su. May 29, 09:00-12:00 - Lan
5 eve - Mo. May 30, 19:00-22:00 - Lan
5 eve - Mo. Jul 04, 19:00-22:00 - Lan
5 eve - Th. Jul 07, 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. May 08, 09:00-16:00 - Lan
1 day - Su. Jun 12, 09:00-16:00 - Lan
1 day - Su. Jul 10, 09:00-16:00 - Lan

CSW15—Managing Large Networks (100585)

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. May 15, 09:00-16:00 - Lan
1 day - Su. Jun 19, 09:00-16:00 - Lan
1 day - Su. Jul 17, 09:00-16:00 - Lan

Multimedia Programmer Certificate Program (Certificate Pending)

The Windows environment has opened a new chapter on how people interact with computers. The ability of the Windows Graphic User Interface (GUI) medium to handle data, sound, and video, still or motion, has created new possibilities for the business environment. Marketing, promotion, training, databases, are but a few of the areas most likely to benefit from this new technology. The Multimedia Programmer Certificate Program is intended for those who are keen to get a head start in this new field. It is the first such program to be offered in Canada. In summary, the certificate will cover the following three areas:

1. CSW90—Multimedia—PC Desktop Video Production is an overview of multimedia with the objective of familiarizing the participant with the concepts, terminology, software and hardware requirements, and current trends in the multimedia field. Successful completion of this course will assist the participant to start or establish a multimedia production business e.g. to produce electronic brochures, or short video clips.
2. CSW91 and CSW92—Visual Basic for Windows I and II prepares participants to write windows applications for the business environment. Visual Basic Level II will also allow the participant to write multimedia databases—required for the production of visual databases, using the built-in advanced Access database extensions.
3. CSW93—Visual Basic for Windows Level III covers the use of the Professional Edition of Visual Basic to write advanced Windows applications. This will enable the participant to use the Multimedia control, MCI, and the Windows API to customize audio and video hardware. The project component of this course entails developing a full fledged multimedia application.

For information and registration call 323-5322.

Non-credit students may enroll in any courses without meeting certificate requirements. Careful attention must be exercised with regard to prerequisite requirements, solicit instructor opinion during first class.

Certificate Requirements

Four courses completed successfully in not more than two years, six terms, consisting of:

CSW90—Multimedia—PC Desktop Video Production
CSW91—Visual Basic for Windows Level I
CSW92—Visual Basic for Windows Level II
CSW93—Visual Basic for Windows Level III

Course Credit

Credit for previously completed equivalent courses and/or acquired experience will be considered for CSW91 and CSW92 only. Participants who are confident with intermediate Visual Basic programming should register in the other courses and not wait for confirmation. Application for credit must be made in writing and include a transcript of courses taken and/or documentation of Visual Basic for Windows related experience. Include contact telephone number/s for follow up. Mail request to Vancouver Community College, Continuing Education, CSW Program Coordinator, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

Entry Requirements

No formal educational requirements are necessary.

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 College. For courses using PC labs, there is an optional one hour supervised practice lab time to go with each session. Note: due to shortage of lab space, some courses will have only half hour for practice lab time.

CSW90—Multimedia—PC Desktop Video Production (100590)

This course introduces the participant to digital video and digital audio generation on the IBM-PC. It starts with a thorough explanation of the difference between analog and digital video. The participant is then shown how to select the required hardware. All relevant industry terms are explained. Finally the participant will understand how Video for Windows can be used to:

- Create, edit and play back digital video images and sequences
- Use files and techniques for creating professional presentations by learning how to add video clips to PC presentations
- Incorporate full-motion video clips into any OLE-aware application for the most captivating message

Prerequisites

Programming background is not required, however the following minimum is required:

1. The participant should be familiar with editing or modify an autoexec.bat or config.sys file.
 2. Familiarity with basic computer hardware e.g. VGA display cards, hard-drives, RAM etc.
 3. Familiarity with Windows and Windows applications such as word processors and spreadsheets
- Course taught in regular classroom. Software, hardware and procedures will be demonstrated via large screen

projector. Course manual and notes is included in fee. \$240

5 eve - Tu. Apr 12, 19:00-22:00 - Lan
5 eve - We. May 25, 19:00-22:00 - Lan
5 eve - Th. Jul 07, 19:00-22:00 - Lan

CSW91—Visual Basic for Windows—Level I (100591)

No prior Visual Basic experience required. Intended for anyone who wants to learn windows programming. First few lessons focus on making the Visual Basic novice comfortable with Windows programming in general and with the event-driven nature of Visual Basic in particular. Visual Basic programming will be explored through extensive hands-on practice. Prerequisite: familiarity with Windows and Windows applications such as word processors and spreadsheets. Course notes included in fee. \$265

5 eve - Th. May 26, 19:00-22:00 - Lan
5 eve - Mo. Jul 04, 19:00-22:00 - Lan

CSW92—Visual Basic for Windows—Level II (100592)

This course continues where Level I left off. Emphasis will be placed on greater familiarity with the Windows environment and intermediate topics of Visual Basic for Windows. Prerequisite: CSW91. Course notes included in fee. \$265

5 eve - We. Jul 06, 19:00-22:00 - Lan

CSW93—Visual Basic for Windows—Level III (100593)

This course continues where Level II left off. The course will cover the controls in the professional edition of Visual Basic for Windows. Particular attention will be paid to the use of the Multimedia Control and the use of the Windows API to access all the available multimedia functions in Windows 3.1. Emphasis will also be placed on the extensions to the Access database engine and its use to produce multimedia databases. The participants will also be introduced to the Communications control. At the end of this course the participant will have been equipped to use Visual Basic to develop sophisticated multimedia application as powerful as those developed in C, and do so in considerably less time. Prerequisite: CSW90, CSW92 and optional, but strongly recommended, database applications knowledge, in particular, familiarity with Microsoft Access would be very useful. Course notes included in fee. \$265

5 eve - Th. Jul 07, 19:00-22:00 - Lan

Electric/Electronics**INSTRUCTORS**

Allen Hein is an instructor in CompuCollege's Computer 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 - Mo/We. Apr 18, 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-credit 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. Apr 06, 17:00-18:30 - CC, Room 237. Presentation: 17:15.

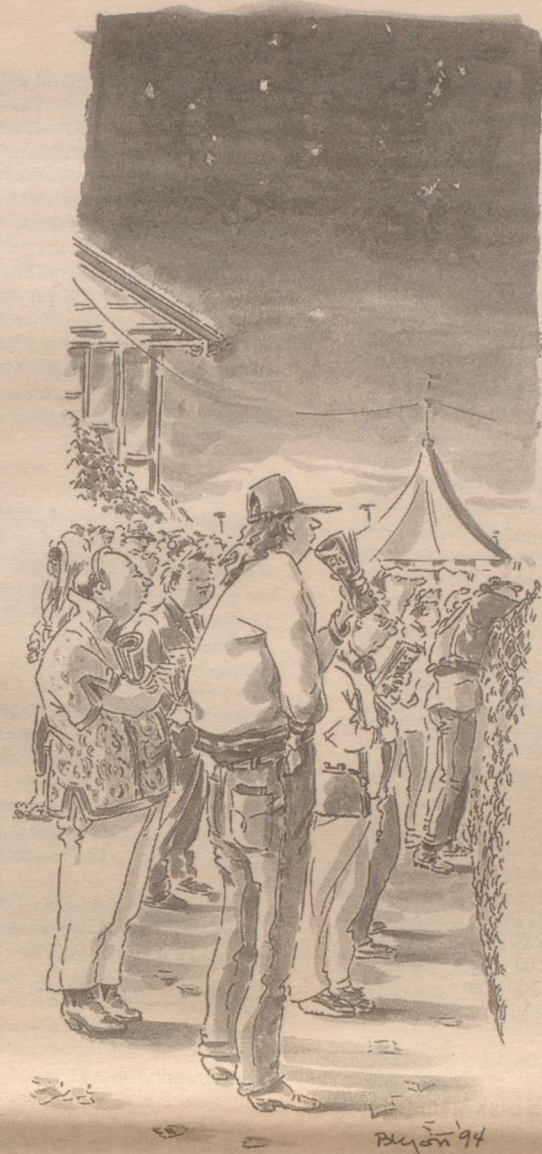
INSTRUCTORS

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 a 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 specializes 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) \$240

8 eve - Tu. Apr 19, 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. Apr 21, 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 telecommunications 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. Apr 21, 18:00-21:00 - CC

*** Data Communications (102204)**

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

12 eve - We. Apr 20, 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. Apr 21, 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 - Tu. Apr 12, 18:30-20:30 - KEC

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

\$160
2 hrs - Tu. Apr 12, 18:30-20:30 - KEC

Challenge Examination—Data Communications (102209)

\$160
2 hrs - Tu. Apr 12, 18:30-20:30 - KEC

Free 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 "free fee credit" for 100 percent of the balance of \$110 (valid for one year); b) request a refund of the balance of \$110 which will be subject to an administrative charge of 20 percent.

Telecommunications Seminar

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

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

Broadband Networking: Applications, Standards and Environment (102247)

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

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

3 day - We/Th/Fr. May 04/05/06, 08:30-16:30 - ODH

NOTE

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

ESL TEACHER TRAINING

Teaching English as a Second Language Certificate Program

The TESL Certificate Program at VCC is the largest English as a Second Language teacher training program in Western Canada. It is a teacher-training program for instructing English as a Second Language to adults. Applicants may be planning to teach overseas or at post secondary educational institutions, community agencies or international schools in Canada. The TESL Certificate Program is 325 hours in length and consists of a prerequisite course, seven Core Courses, 30 hours of elective courses and a teaching internship. Courses are offered in the part-time program on week days, weekends and evenings from September to June of each year. There is also a TESL Summer School scheduled in June, July and August of each year. The application deadline for next year's summer school is January 31, 1995. On successful completion of all of the program requirements, graduates receive the Vancouver Community College Teaching English as a Second Language Certificate.

Admission Requirements for the VCC TESL Certificate Program:

1. An undergraduate university degree verified by sealed original transcripts. Evaluation of a degree from outside Canada must be completed before the TESL program application is submitted.
2. Satisfactory completion of the introductory course, An Overview to Teaching ESL at VCC or an equivalent university course at UBC, SFU or a recognized university.
3. A standard of spoken English equivalent to that of an educated native speaker as well as a good command of grammar, usage, spelling and punctuation in written English is required for entry into the program. Applicants whose first language is not English may be asked to submit their score on the University of Cambridge Certificate of Proficiency in English. A grade of B is required for admission into the TESL Certificate Program.
4. A successful interview with program staff.

The VCC TESL Certificate Information Guide can be obtained by phoning (604) 871-7070.

TESL Program Coordinators

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

Jayeson Van Bryce, B.A., Teaching Certificate, TESL Certificate (VCC). Jayeson taught at the secondary level in the public school system for ten years and has taught ESL at VCC. Jayeson is assistant program coordinator for the TESL Certificate Program and teaches the TESL Certificate Core Courses, Teaching Pronunciation and Teaching Grammar Two: Theory and Practice.

INSTRUCTORS

Joan Acosta, B.A., TESL Certificate (San Francisco State University). Joan has taught ESL at Capilano College since 1979. She is editor of the Westcoast Reader and is internationally recognized as an expert in developing and writing materials for adult ESL and literacy learners. Joan has been an executive member of BC TEAL and the TEAL Foundation. Joan teaches the TESL Elective Course, Using the Westcoast Reader in the ESL Classroom.

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

Jane Forward, B.A. (English Language). Jane has taught ESL since 1980. She currently teaches in the ESL Outreach Department at VCC. Her special areas of interest include community-based ESL and reading instruction for adult ESL learners. Jane teaches the TESL Certificate Core Course, Teaching Reading.

Barbara Gerber, B.Sc., M.Ed. Barbara has been teaching ESL at VCC since 1974. She has created materials and techniques for grammar instruction, and has developed and implemented the Oral Interview Assessment Test at VCC. Barbara teaches the TESL Certificate Core Course, Teaching Grammar One: Theory and Practice and the TESL Elective Courses, Testing in ESL, Teaching ESL Using Poetry, and Teaching ESL Using Storytelling.

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

Barbara Gray-Richards, B.A., B.Ed., M.A. (English Language and Literature). Barbara has taught at VCC since 1971 and has been department head in the College Preparatory Department at VCC. Barbara teaches the TESL Certificate Core Course, Teaching English for Academic Purposes.

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

Raymond Jabaji, Provincial Instructor's Diploma. Raymonde is an instructional assistant/LAN system operator at VCC. She manages the IBM Computer Lab, recommends ESL educational software programs and conducts training workshops for the ESL Vocational Department at VCC. She has extensive computer knowledge and experience in MS-DOS, Windows, WordPerfect and MS Publisher. Raymonde teaches the TESL Elective Courses, An Introduction to the Computer Lab for ESL Instructors, and An Introduction to Word Processing for ESL instructors.

Pat Kennedy, B.A., M.Ed. Pat has taught ESL at VCC since 1973. She has also taught in Singapore, Toronto and Taiwan. Pat has been intermediate coordinator and department head of the English Language Skills Department at VCC. Pat has done curriculum development in the area of "English for Work" for the Ministry of Education and the English 001-006 Program for Open Learning Agency. Pat teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Felicia Klingenberg, B.A., M.A., Diploma in Applied Linguistics, TESL Certificate (Vancouver Community College). Felicia has been teaching ESL at VCC since 1987. Her special areas of interest include teaching writing using the process approach and teaching reading to advanced level ESL students. She has presented workshops at Mini-TEAL, TEAL and TESL Canada. Felicia teaches the TESL Certificate Core Course, Teaching Writing and the TESL Elective Course, Improving ESL Reading Comprehension Using Creative Diagramming.

John Kostoff, B.S. Teaching Certificate (University of Alberta). TESL Certificate (University of Alberta). John has taught ESL since 1980. He currently teaches in the ESL Vocational Department at VCC. He has presented workshops at VCC and at the TEAL Conference. John teaches the TESL Elective Course, Rewriting Course Materials into Accessible English for ESL Students.

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

Diane Liu, B.A. Teaching Certificate, B.A., M.A. (Cross-Cultural Education). Diane has taught ESL since 1984 at the Vancouver School Board, VCC and most recently at

the English Language Institute at UBC. Diane has extensive experience as both a consultant and an instructor in the field of cross-cultural education and has presented workshops for TEAL. Diane teaches the TESL Elective Course, Teaching Strategies for Cross-Cultural Learning and Communication and the TESL Core Course, Internship Intercultural Workshops.

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

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

Sandy MacDonald, B.A., TESL Certificate (Vancouver Community College). Sandy co-developed and wrote a 72-episode bilingual ESL TV series for SUCCESS and Cathay International Television. Sandy speaks Mandarin and taught English as a Foreign Language in Taiwan and English as a Second Language in the LINC Program and for the Vancouver School Board. Sandy teaches the TESL Elective Course, Video Production and ESL Instruction.

Michael Pidgeon, B.A., M.A. TESL Certificate (Vancouver Community College). Michael taught English and Linguistics at the university level from 1970 to 1984. He is currently teaching in the ESL College Preparatory Department at VCC. Michael teaches the TESL Certificate Core Courses, Teaching Grammar Two: Theory and Practice, Teaching Pronunciation, and Teaching English for Academic Purposes.

Carla Pitton, B.Ed. is an experienced ESL instructor. She has taught at the Canada Language Centre, Royal Oak College in the Czech Republic, and is presently teaching in the ESL Vocational Department at VCC. Carla has co-developed Card Games for Infinite Language. Carla teaches An Overview of Teaching ESL.

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

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

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

Maureen Sawkins, B.A., M.Ed. (Language Education). Maureen has taught at VCC since 1973. She has been Advanced Level Coordinator in the English Language Skills Department and her special areas of interest include teaching reading, advanced-level ESL students, and fostering independence in language learning. Maureen teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

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

Eugene Sayson, B.A., TESL Certificate (Vancouver Community College). Eugene taught EFL in China from 1987 to 1989, and has taught ESL at VCC since 1989. His special areas of interest include the use of computers and multi-media in the area of ESL instruction. Eugene teaches the TESL Elective Courses, An Introduction to the Computer Lab for ESL Instructors and An Introduction to Word Processing for ESL instructors.

Ann Sears, B.Ed., M.Ed. Ann has taught at VCC since 1987. She has taught "Arts in Society" at the Canadian International College and has also been involved in teacher training in the areas of poetry, developmental drama and graphics. She is specifically interested in using an integrated arts approach in the teaching of ESL. Ann teaches the TESL Elective Courses, The Power of Poetry in Language Education, Language Education Through Drama, and the TESL Core Course, Teaching Writing.

Richard Sim, B.Ed. Richard has taught ESL since 1986, and has extensive experience teaching immigrant and international students. Richard has presented workshops at VCC, the TEAL conference and TESOL conference. Richard teaches the TESL Prerequisite Course, An Overview of Teaching ESL, the TESL Elective Courses, Integrative Techniques—Maximize Your Materials, and Interactive Activities—Get Your Students Talking.

Candice Slattery, B.G.S. Candice has taught at VCC since 1989. One of her special areas of interest is the creative and innovative use of the audio lab for English language instruction. Candice teaches the TESL Elective Course, An Introduction to the Audio Lab for ESL Instructors.

Andrea Scott, B.A. TESL Certificate (Vancouver Community College). Andrea has worked at Vancouver School Board and developed ESL workplace curriculum. She presented at TESOL (1994). She also designs and facilitates workshops on cross-cultural relations. Andrea teaches the TESL Elective Course, Planning a Successful VESL Program.

Patricia Steiner, TESL (Carleton University), M.A. (English). Patricia has taught business communication programs including CJS-ESL/Accounting and Introduction to Computers. Pat has developed ESL workplace curriculum and materials. She has presented TESOL (1994) and facilitates cross-cultural workshops. Pat teaches the TESL Elective Course, Planning a Successful VESL Program.

Riina Tammi, B.A., M.L.S. Riina has taught ESL in Finland, the UBC English Language Institute and at the ESL Outreach Department at VCC. Her special areas of interest include developing teaching materials for publication for low beginner and literacy ESL students. Riina teaches the TESL Prerequisite Course, An Overview of Teaching ESL.

Judy Taylor, B.A. (Linguistics), TESL Certificate (Vancouver Community College). Judy has taught in the ESL Vocational Department at VCC since 1988. Her special areas of interest include phonology, stress and intonation. Judy teaches the TESL Certificate Core Course, Teaching Pronunciation.

Rose Marie Watson, B.Ed., M.Ed. Rose Marie has been department head of the ESL Outreach Department at VCC and is a past president of BC TEAL and TESL Canada. Her special areas of expertise include teaching reading and learner centred instruction. Rose Marie has presented workshops at the TEAL Conference, TESL Canada, the TESOL Conference and has taught in Slovakia. Rose Marie teaches the TESL Certificate Core Course, Teaching Reading.

Martyn Williams, B.A. (Honours), TEFLA diploma (International House). Martyn has been teaching ESL and EFL since 1982 in Germany, Italy, UK, Japan and Canada. Martyn is an experienced teacher trainer. He has taught the TEFLA certificate course at Columbia College and is also teaching ESL at Kwantlen College. Martyn teaches the TESL Elective Course, Presenting and Practising New Language.

Maureen Zeller, B.A., RSA Preparatory Certificate (International House). M.Ed. Maureen has taught ESL since 1980 in England, Israel, and Canada. She taught in the VCC ESL Outreach Department at many locations in Vancouver. Maureen teaches the TESL Prerequisite Course, An Overview of Teaching ESL, and the TESL Elective Course, Teaching ESL Using the Visual Arts.

Prerequisite Course

An Overview of Teaching ESL (150802)

An Overview of Teaching ESL provides a practical introduction to the teaching techniques, procedures, and instructional resources used to teach English as a Second Language. This course is the prerequisite for the TESL Certificate Program. The course examines the instructional methodology used for teaching communicative skills, listening skills, writing skills, reading skills, dialogues, role plays, pronunciation, advanced ESL learner, beginning ESL learners, beginning ESL learners as well as oral testing, and lesson planning. \$205

10 aft - Tu. Apr 12/19/26, May 03/10/17/24/31, Jun 07/14, 12:30-15:30 - KEC (Howard)
10 aft - Fr. Apr 15/22/29, May 06/13/20/27, Jun 03/10/17, 12:30-15:30 - KEC (Zeller)
6 day - Fri/Sa. Apr 29, May 13/27, 18:30-21:30, Sa. Apr 30, May 14/28, 09:00-17:00 - KEC (Kozakiewicz, M. Sawkins and Pitton)
6 day - Th. Jun 09/16, 18:30-21:30, Fri/Sa. Jun 10/11/17/18, 09:00-16:00 - KEC (Kennedy/Tamm)
5 day - Fr. Jun 10, 19:00-22:00, Sa. Jun 11, 09:00-17:00, Mo. Jun 13, 09:00-17:00, Tu/We. Jun 14/15, 09:00-16:00 - KEC (Sim/House)
5 day - Mo/Tu/We/Th/Fr. Jul 04/05/06/07/08, 09:00-16:00 - KEC (Howard)
5 day - Mo/Tu/We/Th/Fr. Jul 18/19/20/21/22, 09:00-16:00 - KEC (Howard)

Refund Policy

Please note that requests for refunds require a minimum of 48 hours notice prior to the course start date. Refunds are subject to an administrative charge of 20 percent of course fees or a minimum of \$10 and a maximum of \$30. For additional information regarding withdrawals, refunds and course cancellations, please refer to the VCC Continuing Education flyer.

TESL Certificate Core Courses

The TESL Certificate Core Courses should be taken in the order recommended in the TESL Information Guide.

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

This Ministry of Advanced Education program is recognized by colleges and industries throughout BC. It provides useful instructional skills and techniques for teaching adults. This program is designed for college/university/technical instructors and professionals who would like to teach in their field of expertise.

DIPLOMA IN ADULT EDUCATION

In this program you will learn practical skills for working with learners for whom English is a second language, effective instructional strategies with adult learners and microcomputer applications for teachers.

BACHELOR OF EDUCATION (ADULT EDUCATION ROUTE)

Earn a Bachelor of Education degree from the University of Alberta right here in B.C. If you are currently teaching, this

program allows you to receive up to one year of university credit for your training and experience. This program also accepts all credits

from the BC Provincial Instructor Diploma and the VCC Diploma in Adult Education.

TRAIN THE TRAINER CERTIFICATE PROGRAM

Discover proven methods to increase your

effectiveness as an instructor through courses in

Curriculum and Instructional Design,

Instructional Techniques and Evaluation.

Please send information about the following:

- ☐ Provincial Instructor Diploma Program
☐ Bachelor of Education (Adult Education Route)

- ☐ Diploma in Adult Education
☐ Train the Trainer Certificate

Name _____

Address _____

Postal Code _____

Phone _____

Mail or Fax (443-8444) this coupon to:
Program Development & Staff Training Dept.
Vancouver Community College
250 West Pender St.
Vancouver, BC V6B 1S9

Withdrawal, Refund and Course Cancellation Policy

Students registered in elective courses are requested to refer to the information provided in the flyer regarding withdrawal, refunds and course cancellation policy. Please note that requests for refunds require a minimum of 48 hours notice prior to course start date. Refunds are subject to an administrative charge of 20 percent of the course fee or a minimum of \$10 to a maximum of \$30.

Presenting and Practising New Language (150853)

The emphasis in this 12-hour workshop will be on the practical application for presenting new language. The aims of this excellent course are to:

- Identify the characteristics of a good presentation
- Look at formal, conceptual, phonological and stylistic considerations
- Explore different approaches to and media of presentation

- Look at practical examples and techniques
- Examine the above with regard to the learner
- Discuss ways of providing practice activities in order to incorporate the target language into the learner's existing store of knowledge. It is recommended that those planning to attend this workshop have a good understanding of English grammar. (Williams) \$105

2 day - Sa. May 04/11, 09:30-16:30 - KEC

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

This six-hour workshop will examine cross-cultural learning and communication for ESL students at the advanced and college preparatory level. Teaching strategies and activities will be presented in this hands-on workshop. (Liu) \$55

1 day - Sa. May 28, 09:00-16:00 - KEC

An Introduction to Curriculum Development (150874)

This five-hour workshop will explore curriculum development for advanced and college-bound ESL students. The content presented in this workshop will focus on a basic orientation to the philosophies of curriculum, educational goals and objectives, and curriculum planning. (Lovelace) \$45

1 day - Sa. Apr 23, 09:00-15:00 - KEC

1 day - Sa. Jun 25, 09:00-15:00 - KEC

The Power of Poetry in Language Education (150869)

This ten-hour workshop will explore a rationale for teaching poetry in the ESL classroom. Workshop participants will examine poetry as a tool for developing power vocabulary. Participants will also explore teaching techniques for developing a variety of forms of poetry, including haiku and cinquain, while creating their own personal poetry. Poetry will also be examined as a means of cross-cultural education. (Sears) \$95

2 day - Fr. Apr 29, 18:30-21:30, Sa. Apr 30, 08:30-16:30 - KEC

Language Education Through Drama (150877)

This experiential ten-hour workshop will use theatre sports, improvisation and role play as a vehicle for language learning in the ESL classroom. A variety of techniques and exercises will be explored to develop expressiveness using voice, body movement, gestures, character work, tall tales, masks and more. (Sears) \$95

2 day - Fr. May 13, 18:30-21:30, Sa. May 14, 08:30-16:30 - KEC

Video Production and ESL Instruction (150881)

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

1 day - Sa. Jul 09, 09:00-16:00 - KEC

An Introduction to the Computer Lab for ESL Instructors (150883)

This four-hour hands-on workshop will introduce ESL instructors to the use of the computer lab as a tool for teaching ESL. It will provide those unfamiliar with computer labs with a brief introduction to computer jargon and an overview of the ESL software programs for IBM computers. This workshop will be held in the Computer

Lab at the KEC (North) campus located at 2019 Dundas Street, Vancouver. (Sayson/Jabaji) \$50

1 aft - Sa. May 28, 12:30-16:30 - KEC North

Improving ESL Reading Comprehension Using Creative Diagramming (150882)

This is a six-hour hands-on workshop in which participants will explore a variety of creative diagramming exercises, using newspaper articles, expository prose and fiction. Participants will analyze the reading strategies students need to use as they create charts, graphs and visuals to improve their level of reading comprehension. These exercises can be applied at the intermediate, advanced and college-preparatory level. It is advised that participants have completed Teaching Reading course. (Klingenberg) \$55

1 day - May 14, 10:00-17:00 - 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 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. Jun 11, 09:30-12:30 - 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. Apr 30, 13:00-16:00 - KEC, Audio Lab

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. Please note that this elective course has a value of six hours of elective credits. (TBA) \$65

1 day - Tu. Jun 14, 08:00-15:00 - KEC North

1 day - Th. Jun 16, 08:00-15:00 - KEC North

An Introduction to Language Programs for Employment (150858)

This six-hour workshop will focus on teaching ESL to the increasing number of adult ESL students whose goal is to be trained in an occupational field or to re-connect with their original occupation. Language programs for employment offer ESL students training in job skills and employment-related English. It is recommended that participants in this workshop should have experience or an interest in this area. This workshop will:

- Explore issues related to immigrant employment
- Provide information on how to integrate employment concerns and job content with ESL methodology and techniques
- Examine materials in different areas of employment training as well as give participants an opportunity for a hands-on experience in creating their own materials. (T. Sawkins) \$55

1 day - Sa. May 28, 09:30-16:30 - KEC

Teaching ESL Using Storytelling (150838)

This six-hour workshop explores a variety of teaching techniques for teaching storytelling in the ESL classroom. Learn techniques for eliciting stories from your ESL students. (Gerber) \$55

1 day - Apr 16, 10:00-17:00 - KEC

Introduction to Word Processing (WP5.1) for ESL Instructors (150889)

In this six-hour workshop, participants will learn how to create their own personal computer bank of tests, assignments, exercises and handouts for use in an ESL classroom. Basic word processing terminology and WordPerfect 5.1 features that can be used to create, save, edit, adapt format and print ESL teaching materials will also be presented. Participants will also learn to create grids to monitor student progress and to import graphics to enhance their lesson presentations. Workshop

participants must have a minimum typing speed of 20 wpm and basic computer literacy on IBM compatible computers. This workshop will be held in the Computer Lab at KEC North located at 219 Dundas Street, Vancouver. (Jabaji/Sayson) \$75

2 mng - Sa. Jun 04/11, 09:00-12:00 - KEC North

Rewriting Course Materials into Accessible English for ESL Learners (150888)

Participants will examine the rules and techniques that can be used to rewrite materials ensuring that ESL students will find them more accessible and easier to understand. In this hands-on, three-hour workshop, participants will have an opportunity to rewrite a range of articles using the "rules for rewriting" and discuss how to utilize both the rewritten and original materials in an upper-beginner and intermediate ESL classroom. (Kostoff) \$40

1 aft - Sa. Apr 30, 13:00-16:00 - KEC (Kostoff)

Interactive Activities—Get Your Students Talking (150864)

Develop ways to foster communication in an ESL classroom. Participants will explore a variety of interactive activities through role-plays, discussions, questions, games, vocabulary development, narrations, and other ways. This six-hour workshop will also look at ways to adapt various activities across the levels. (Sim) \$55

1 day - Sa. Jul 09, 09:00-16:00 - KEC

Planning a Successful VESL Program (150894)

In this three-hour workshop, participants will examine current issues regarding VESL (Vocational English as a Second Language) program. We will discover how language and vocational instructors can collaborate to create a consistent and cohesive curriculum for ESL students registered in modern technology programs such as computerized accounting, secretarial and computer skills. Participants will receive handouts on terminology and the interactive functional approach to teaching vocational English as a Second Language programs. (Steiner/Scott) \$50

1 mng - Sa. Jun 25, 09:30-12:30 - KEC

TESL Professional Development Institute

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

INSTRUCTORS

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

Debbie Smith, Ph.D. (Language Education). Debbie is an experienced and highly-skilled English as a Second Language teacher trainer and instructor. Since 1971, she has been teaching ESL and English for Special/Academic Purposes. She has taught at the London School of English in England, Camosun College, the UBC English Language Institute, Acadia University and Simon Fraser University. Debbie is currently teaching English for Academic Purposes at Douglas College, and has a special interest in developing curricula for teaching academic reading and writing skills. Debbie has extensive experience as a teacher trainer at both UBC and SFU. Debbie teaches the Professional Development Institute workshop, Teaching Academic Writing Using Rhetorical Patterns.

Janet Essig, M.A. (TESL). Janet received her M.A. in TESL through a US government scholarship at the University of Hawaii and has taught at the University of Puerto Rico, Oregon State University, in Japan and at UBC. Janet has taught the Advanced Pronunciation course at VCC since 1974. Janet has written a wide range of text materials and has recently published her speech diagrams for teaching pronunciation. She has presented workshops on teaching pronunciation at the TESOL Conference, at the TESL Canada Conference, at the TEAL Conference, as well as for many teachers' groups across BC. Janet teaches the Professional Development Institute workshop, Trouble-Shooting Pronunciation Problems in English as a Second Language Classroom.

Douglas Grant, B.A., TESL Certificate (Vancouver Community College) and Sandy MacDonald, B.A., TESL Certificate (Vancouver Community College). Douglas and Sandy co-developed and wrote a 72-episode bilingual ESL video series for Cathay International Television and SUCCESS. Sandy speaks Mandarin and has taught EFL in Taiwan and ESL in the LINC Program in Vancouver. Douglas has taught ESL to international students and developed educational materials at BCIT. Douglas is currently completing postgraduate study in the production of interactive multi-media educational materials at the Applied Information Technology Program at Capilano College.

Frank Harris, B.A., M.S.W. Frank is the author of Great Games to Play with Groups. He has led his "hands-on" workshops throughout the US, Canada, Japan, England and Europe. His game book has been translated into Japanese. Frank teaches the Professional Development Institute workshop, Informal Group Games: A Path to Self-Esteem, Relaxation and Learning English.

Informal Group Games: A Path to Learning English, Self-Esteem and Relaxation (50890)

This three-hour experiential workshop will involve participants in playing a range of games that will be followed by guided group discussion. During the discussion, participants will share with each other their reactions and experiences with the games and the philosophical approach. This sharing will help integrate the knowledge gained so that it can be applied to their own ESL classes. The games to be played are traditional and will facilitate the learning of English. Overall, the use of the games will create a learning environment that can provide a path to self-esteem, relaxation and improved interaction among students learning English. This workshop will be held in Room 237 at VCC City Centre Campus, 250 West Pender Street, Vancouver. It is easily reached by bus and Sky Train. (Harris) \$45

1 eve - We. May 04, 18:30-21:30 - CC Room 237

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

This four-hour course will examine the use of writing portfolios by ESL learners at the high-intermediate and advanced language levels. The issues addressed in this course will include the definition, explanation and implementation of writing portfolios. Course participants will identify the kinds of portfolios that are relevant to their programs and develop guidelines to implement a portfolio system that is appropriate in the context of their ESL program. (Rothschild) \$60

1 day - Sa. Apr 09, 09:00-13:00 - KEC

Teaching Academic Writing Using Rhetorical Patterns (150872)

This 12-hour course will examine instructional strategies for teaching academic writing using rhetorical patterns to ESL adult learners at the intermediate and advanced language levels. The course will begin by providing an overview of teaching writing for academic purposes. The

product versus process approach to teaching writing will be discussed and debated. Teaching academic writing using rhetorical patterns will be defined through sample texts, materials and curricula, and evaluated in terms of both its benefits and drawbacks. Participants also will examine course planning, specific course components such as rhetorical patterns, paragraph frameworks, essay frameworks and source materials, and course implementation. Course implementation will be addressed in terms of lesson formats, student centred and paired writing activities, peer revision, writing conferences and evaluation strategies. (Smith) \$165

1 day - Sa. Apr 16/23, 09:00-16:00 - KEC

Using Canadian Short Stories with ESL Students: Language, Content, Culture and Collaboration (150892)

This five-hour course will show how one instructor uses Canadian short stories with advanced-level and college preparatory English students to enhance their knowledge of both language and literature, their views of Canada and Canadians, and their ability to study English collaboratively. The course content will concentrate on the following topic areas: language skills, story content and culture, study skills, classroom management skills, and instructor and peer assessment. (Rothschild) \$70

1 day - Sa. Jul 23, 09:00-15:00 - KEC

Trouble-Shooting Pronunciation Problems in the English as a Second Language Classroom (150891)

This three-hour course will provide the opportunity to learn or review some practical hand gestures for speech correction while gathering in a potpourri of new ideas regarding the teaching of linking, intonation, rhythm, unreleased consonants, the many aspects of [r], and the many other pronunciation problems encountered in the ESL classroom. (Essig) \$45

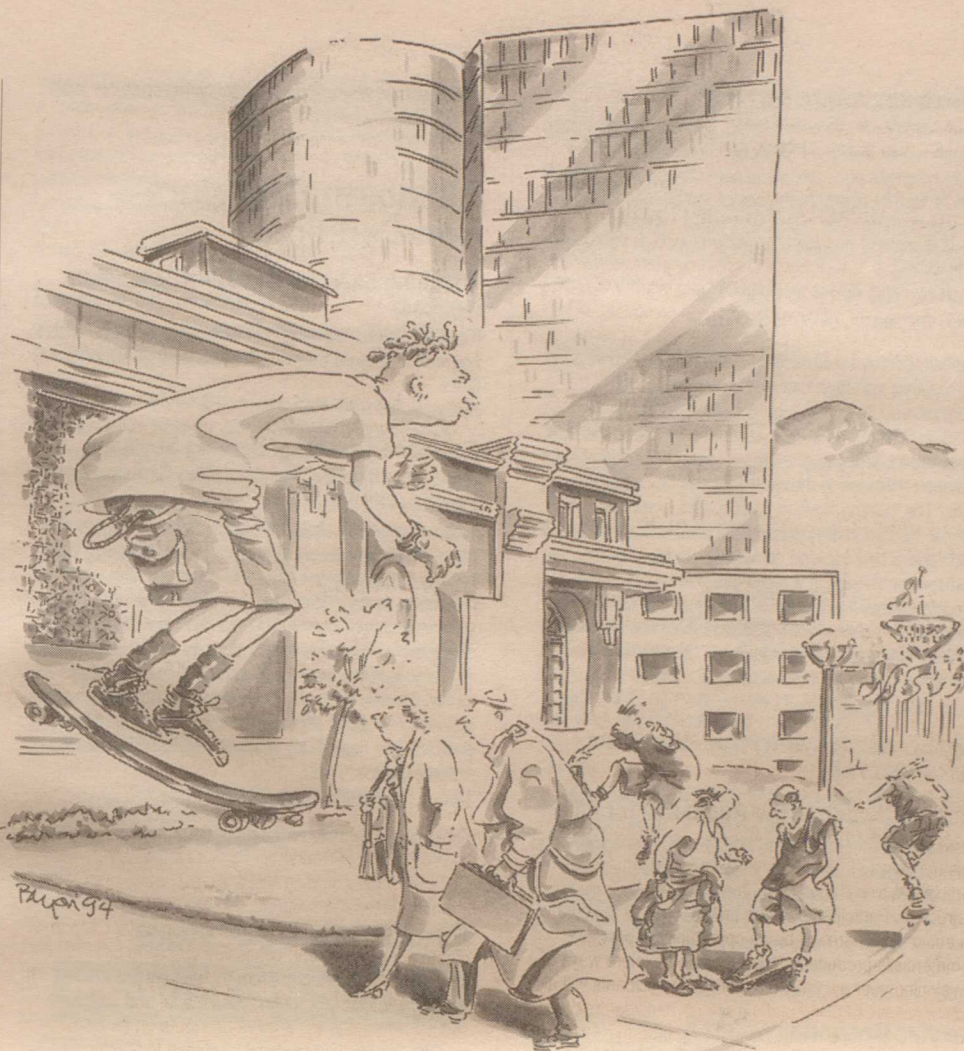
1 day - Sa. Jun 04, 09:30-12:30 - KEC

Interactive Multi-Media ESL Educational Materials (150893)

Interactive multi-media educational materials provide ESL students with text, digital-quality sound, and still and video images; respond to their choices, give them flexibility as to the way they learn, when and at what speed; and track their acquisition of language and other skills and knowledge. The emergence of interactive multi-media materials have had a huge impact on textbooks, AV, and realia-type resources as well as the way ESL instructors interact with their students. Some embrace the coming of these methods; some fear it. This workshop is for anyone interested in having a look at making and using interactive multi-media in the ESL classroom. This workshop will be held in Room 237 at the VCC City Centre Campus, 250 West Pender Street, Vancouver. It is easily reached by bus and Sky Train. This hands-on workshop will examine:

- Language skills and the teaching objectives, both content and cultural, that are suitable for interaction for multi-media
- Interactive multi-media and how it can be used as a teaching resource for ESL instruction
- Student language levels and student learning profiles best served by interactive multi-media
- Delivery of teaching points, reinforcement and testing within the content of interactive multi-media instruction
- Practical, technical and business considerations in interactive multi-media production. (Grant/MacDonald) \$75

1 day - Fr. Aug 05, 13:00-17:00 - CC



HEALTH CARE, SELF-IMPROVEMENT AND LIFESTYLES

Professional and Allied Health Care

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

For phone registration call 874-9923.

INSTRUCTORS

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.

Mary Blake, R.Psych., is a social worker currently employed by VGH Geriatric Psychiatry Outreach team. Her clinical experience has largely been in geriatrics and psychiatry in the community setting. She has worked closely with the Office of the Public Trustee in doing competency assessments. She has also been involved in the recent Guardianship Hearings. She has a position in the Division of Geriatric Psychiatry, Faculty of Medicine at UBC.

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.

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

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

L. Feam, 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.

N. McCoy, R.N., B.S.N., M.Ed., is a nursing instructor at VCC and is a member of the Holistic Nurses Group, a professional practice group of the RNABC. She has studied and taught relaxation, meditation, yoga and therapeutic touch over several years.

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.

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.

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.

L. Thorson, R.N., is program director of the Thorson Pain Rehabilitation Clinic. She has experience in intensive care nursing and has been a biofeedback therapist since 1989. Lynda completed the Stens Corporation Professional Biofeedback Certificate Program in Seattle, WA and will be sitting the exam in November 1994.

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.

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

If education is among your interests, improve your teaching skills at this interactive, practice-oriented workshop. Instructor Pru Moore creates a comfortable, non-threatening atmosphere and helps you learn and experience adult education principles and instructional methods from planning through to evaluation. Allow 25 hours in the two weeks preceding the course to read the modules. Registration must be done three weeks prior to the course in order to receive the course modules on time. Course texts are required—available at KEC Bookstore. One week full-time format. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) \$350

5 day - Mo/Tu/We/Th/Fr. Jun 06/07/08/09/10, 09:00-16:00 - KEC West

Assessing Competency (202827)

This workshop will help health and social service professionals understand the main indicators of need for competency assessment and the process of assessment for competency. Topics: "language" used in competency assessment; relevant legislation; ethical issues involved in dealing with autonomy, self-determination, decision-making, guardianship and self-neglect; indicators for competency assessment; practical issues such as referrals, consent, documentation and competency protocols. (Blake) \$90

1 day - We. May 25, 09:00-16:00 - 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 202727 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

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 - Fr. May 27, 09:00-16:00 - KEC

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
1 day - Mo. Jun 06, 09:00-16:00 - KEC

Differing Health Care Needs of Ethnic Groups (200728)

Building on Issues and Needs in Multicultural Health Care, this course surveys the realities and health care needs of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge, plus an overview of what it takes to provide culturally-sensitive health care, will prepare you to work more effectively with multi-ethnic populations in community or institutional settings. Drawing on a wealth of knowledge and experience in cross-cultural health care, instructor Monica Mogg teaches you how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) \$90
1 day - Mo. Apr 25, 09:00-16:00 - KEC West
1 day - Mo. Jun 20, 09:00-16:00 - KEC West

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

Successful nutrition education programs offer personal involvement and meaning for clients. In multicultural communities, nutrition education must integrate an understanding of clients' cultural and religious food preferences and a recognition that food habits provide a link with the past and an expression of one's culture and identity. Nutrition expert Dr. Khatun Damji will help you learn how to adapt a basic nutrition education tool, Canada's Food Guide, for the South Asian Community. Topics include: the four food groups made up of commonly used South Asian foods; size and number of servings for each food group using traditional foods; sensible food selections using traditional foods to plan nutritionally balanced meals; and South Asian food sources of major nutrients such as protein, calcium, iron, vitamin D and folic acid. This six-hour course is recommended for nurses, teachers, and day-care and food services personnel. (Damji) \$90
1 day - Fr. Jun 03, 09:00-16:00 - KEC West

Assisting Persons with Swallowing and Feeding Problems (200729)

Often underrated, nutrition has a direct impact on health and well-being. Care providers in all settings will learn how to promote independence and optimum nutrition among the many older and younger adults who experience difficulty with eating or drinking activities. You will experience a hands-on session with food textures, feeding aides and feeding techniques. You will learn about methods for alleviating swallowing problems and dealing with disruptive behaviour at meals. (Rocheleau) \$90
1 day - Mo. May 16, 09:00-16:00 - KEC West

Introduction to Holistic Health Techniques (202750)

Learn to understand holistic health as a complementary healing process. Experience practices and techniques of visualization, imagery, relaxation, therapeutic use of sound, breath work, centring, grounding and energy fields. Instructor Nadene McCoy has successfully integrated holistic health principles and concepts in her professional practice and is a skilful facilitator of experiential learning. (McCoy) \$40
1 eve - Tu. May 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. May 14, 09:30-16:30 - Lan
1 day - Sa. Jun 11, 09:30-16:30 - Lan

Introduction to Massage Therapy (200737)

The role that massage can play in healing is well recognized by the general public and health care providers. This 12-hour course introduces you to the field of massage therapy and helps you learn to perform basic relaxation massage techniques that can be used by the public. The training method emphasizes practical application. The instructors recommend that you wear shorts and a tank top and come prepared to practise massage techniques in a small group format. Course instructors have a minimum of 2000 hours of clinical experience and are teaching assistants or instructors at the West Coast College of Massage Therapy and Registered Massage Therapists in BC. \$120
3 eve - We. May 25/Jun 01/08, 18:30-21:30 - KEC West

Psychoneuroimmunology—Mind Over Matter (202734)

Recent studies have reconfirmed that anxiety and fear influence the immune system. Explore relationships between the immune system and the mind, endocrine and nervous systems. Introduce yourself to strategies for strengthening and maintaining an intact immune system and increasing resistance to illness. Empower yourself and your patients/clients—learn techniques to regain control over your health. (Fearn) \$90
1 day - Fr. Jun 10, 09:00-16:00 - KEC

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. May 10/17/24, 09:00-16:00 - KEC West

Biofeedback: Practical Applications (202781)

Come and learn, hands-on, about biofeedback — a non-invasive treatment technique in which people are trained to improve their health by learning to use signals from their own bodies. Biofeedback monitors act as a kind of sixth sense which allows you to "see" or "hear" activity from your own body. Learn how biofeedback is useful in managing problems such as: stress, anxiety, chronic pain, headaches, TMJ, stress incontinence and high blood pressure. This course is open to anyone who is interested. Co-sponsored by the Thorson Pain Rehabilitation Clinic, the course provides an opportunity for you to see and experience biofeedback and monitoring processes first hand. (Thorson) \$45
1 eve - Th. Jun 02, 18:30-21:30 - Thorson Pain Rehabilitation Clinic

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. Jun 16, 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. Jun 17, 09:00-16:00 - KEC West

* If registered in both courses fee is \$180

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
Available Fall term 1994

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. (Mumick/Tognazzini/Adler/Donaldson) \$90
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
Available Fall term 1994

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

Program Coordinator: June Coe
Senior Program Coordinator: Sheila Stickney

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.

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

Computereze I (203410)

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

Computereze II (203412)

Prerequisite: Computereze I. After a short review of lessons learned in Computereze I, the participant will spend another hands-on session with the computer. Knowledge and exposure will be expanded to include: how to find your way around the system; help screens, menus; maintaining files—patient, insurance, procedures; entering claims; scheduling appointments; recall appointments—how does the computer prevent patients from "slipping through the cracks?"; recall letters and PR; what is to come? (McLeod) \$75
1 mng - Sa. May 07, 09:00-12:30 - 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 mng - Sa. May 14, 09:00-12:30 - CC, Room 529

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. Apr 19/26, 18:30-21:30 - 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. Apr 30, 09:00-16:00 - CC Room 522

Gerontological 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.

Heather Pattullo, R.N., B.S.N., M.A., is a seniors wellness coordinator with the Vancouver Health Department, a role which involves liaison and/or facilitation with numerous Lower Mainland health promotion groups. Heather's background also includes experience as a case manager in long term care. She is currently an active member of the BC Public Health Association.

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. May 26, 19:00-20:30 - KEC West

Length of Program

One to two courses per term: Five terms—18 months. The program must be completed in two years.

Application

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

Courses offered this term

Open only to certificate program students who have met entry requirement:

Communications (203603)

Through study and application of effective interpersonal behaviours, participants increase their confidence and competence as communicators and leaders in a variety of situations. Focus is on communicating proactively and responsibly with older adults and colleagues in one-to-one and group situations. Participants examine leadership concepts and skills, including practical application of problem-solving, conflict resolution and team-building strategies. (Berry) \$245
6 day - Th. Apr 28, 09:00-16:00 - KEC West

Gerontological Nursing II (203606)

A continuation of Gerontological Nursing I, this course focuses on the nurse's role in psychosocial assessment and intervention with the older adult. Emphasis is on nursing interventions for commonly encountered concerns including psychosocial and behavioural difficulties. (Kline) \$245
6 day - Fr. Apr 29, 09:00-16:00 - KEC West

Electives offered this term

Open to certificate program students and other health professionals:

Multicultural Health Care Series—Issues and Needs in Multicultural Health Care (200725)

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescents, women and seniors, in health assessment. (Mogg) \$90
1 day - Mo. Apr 11, 09:00-16:00 - KEC West
OR 1 day - Mo. Jun 06, 09:00-16:00 - KEC

Differing Health Care Needs of Ethnic Groups (200728)

Survey the realities and health care needs of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge, plus an overview of what it takes to provide culturally sensitive health care, will prepare you to work more effectively with multi-ethnic populations in community or institutional settings. Drawing on a wealth of knowledge and experience in cross-cultural health care, instructor Monica Mogg will help you learn how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) \$90
1 day - Mo. Apr 25, 09:00-16:00 - KEC West
OR 1 day - Mo. Jun 20, 09:00-16:00 - KEC West

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

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

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

1 mng - Tu. Jun 21, 09:00-12:00 - KEC West
Medications for Treatment of Chronic Pain (202775) \$45

1 mng - Fr. Jun 24, 09:00-12:00 - KEC West
Medications for Psychological and Neurological Disorders (202777) \$85
1 day - Mo. Jun 27, 09:00-16:00 - KEC West

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. The program provides 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. Class size limited to allow maximum interaction and application exercises. All

instructors are practicing professionals in continuing care or related fields and are able to provide up-to-date knowledge and experiences.

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. Each course is offered in four-day formats, 09:00-16:00 hours, Wednesday through Saturday.

Management Processes (201601) (Goodall)

Not offered in Spring term

Communications (201602) (Goodall)

Not offered in Spring term

Introduction to Continuing Care Management (201603)

4 day - We/Th/Fr/Sa. Apr 27/28/29/30, 09:00-16:00 - KEC (Davis/Clements)

Personnel Management (201604)

4 day - We/Th/Fr/Sa. Jun 15/16/17/18, 09:00-16:00 - KEC (Brown)

Financial Management (201605)

4 day - We/Th/Fr/Sa. Sep 14/15/16/17, 09:00-16:00 - KEC (Curtis)

Organizational Development and Evaluation (201606)

4 day - We/Th/Fr/Sa. Oct 19/20/21/22, 09:00-16:00 - KEC (Goodall)

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

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

Gerrit 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.

Introduction to Continuing Care Management (201603)

This course provides an overview of continuing care within the provincial health care system. Within a holistic and interdisciplinary health care framework, participants examine current trends and issues impacting the field, implications of government acts and agencies and relevant legal issues. Participants will be actively involved in developing and/or revising philosophy and mission statements and developing policy statements and applications useful for their own organizations within a strategic planning framework. (Davis/Clements) \$400
4 day - We/Th/Fr/Sa. Apr 27/28/29/30, 09:00-16:00 - KEC

Personnel Management (201604)

This course provides participants with a working knowledge of human resource development principles and strategies. Focus is on the manager's role in personnel and staff development, management/employee rights within the context of relevant legislation, scheduling, labour relations, employment processes and interpretation of collective agreements. (Brown) \$400
4 day - W/Th/Fr/Sa. Jun 15/16/17/18, 09:00-16:00 - KEC

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 Available Fall 1994 term

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.

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

Certification

Students who successfully complete Level I and/or Level II 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. Apr 16, 09:00-18:00 - CC
- 1 day - Sa. Apr 23, 09:00-18:00 - CC
- 1 day - Sa. Apr 30, 09:00-18:00 - CC
- 1 day - Sa. May 07, 09:00-18:00 - CC
- 1 day - Sa. May 14, 09:00-18:00 - CC
- 1 day - Sa. May 28, 09:00-18:00 - CC
- 1 day - Sa. Jun 04, 09:00-18:00 - CC
- 1 day - Sa. Jun 11, 09:00-18:00 - CC
- 1 day - Sa. Jun 18, 09:00-18:00 - CC
- 1 day - Sa. Jun 25, 09:00-18:00 - CC

Foodsafe—Level II (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. Apr 16/23, 09:00-16:00 - KEC
- 2 day - Sa. May 28/Jun 04, 09:00-16:00 - CC

Foodsafe—Level II (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. May 14, 09:00-18:00 - CC
- 1 day - Sa. Jun 18, 09:00-18:00 - KEC

Foodsafe—Level II (Advanced) (250202)

Designed for managers, chefs and supervisory staff. This course will explore food poisoning and food protection; facilities and equipment; housekeeping and pest control; and managing sanitary practices in a foodservice operation. \$70

- 1 day - Sa. Jun 04, 09:00-18:00 - CC
- 1 day - Sa. Jun 11, 09:00-18:00 - CC
- 1 day - Sa. Jun 18, 09:00-18:00 - CC
- 1 day - Sa. Jun 25, 09:00-18:00 - CC

Self-Improvement and Lifestyles

INSTRUCTORS

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.

Larry Green, (B.A., M.A. Couns. Psych) has 21 years of experience as an instructor and psychotherapist with individuals, couples and families. He has successfully helped many people develop new perspectives on themselves and work through troubling life situations. By combining knowledge and expertise, personal warmth, and respect for others, Larry creates a comfortable atmosphere and worthwhile learning experience.

Wendy Hilliard, B.A., L.L.B., specializes in conflict resolution and mediation. She began her career as a secondary school teacher and went on to complete a degree in law. She is currently a coach/trainer in the conflict resolution program at the Justice Institute and a mediator at the Surrey/White Rock Conflict Resolution Centre.

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

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

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) \$139.10 (Includes GST)

8 eve - We. May 04, 19:00-21:30 - Lan

Mastering Meditation (503409)

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

4 eve - Tu. May 03, 20:15-21:15 - Lan

The Art of Conversation (503452)

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

8 eve - We. May 11, 19:30-21:30 - Lan

Effective Oral Communications (104546)

Become a more effective communicator! At this course you will learn to express yourself with greater clarity, confidence and impact. Learning techniques utilized will include: information sessions, impromptu speaking, delivering prepared speeches, speech evaluation and audience analysis, creative visualization, role playing, acting, evaluation of thinking and learning styles, plus media relations exercises. The program is designed to extend the communication capabilities of every individual and all sessions will be dynamic, highly participatory and creative. The goal of the learning process is for YOU to become more knowledgeable of interpersonal communication barriers and skills, plus be more confident and comfortable in the public forum and thereby, become a more successful communicator with family, friends, colleagues, clients and supervisors. (Swankey) \$170

6 eve - We. May 04, 18:30-21:30 - CC

Performance Anxiety: Paralysing 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. Apr 07/14, 18:30-21:30 - KEC West

The Contemporary Male (201051)

The current social situation for men is a troubling one. Present day images of men often portray them as either figures of scorn or fear. While knowing that he values neither response, the individual male too often finds himself in a defensive position. This workshop is for men who are interested in discovering and living in a third way . . . a way of self-respect. Topics: men's shifting role and position in society; the value of male friends, buddies, or a support group; dealing with the fear of being alone, "master of oneself, not of others" and replacing external addictions with internal support. (Green) \$90

1 day - Sa. Apr 16, 09:00-16:00 - KEC

Heal Yourself—Mind Over Matter (207234)

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. Jun 10, 09:00-16:00 - KEC

Assertiveness Training (202715)

Assertion is an essential component of communication and interpersonal relationships. Counsellor psychologist, Randy Boychuk, will teach you methods for effectively expressing your thoughts, feelings, opinions and beliefs to others. Learn to be assertive in situations of strong emotion. Practice assertive strategies which can lead to positive changes in your life and work. (Hilliard) \$95

1 day - Fr. Jun 10, 09:00-15:00 - KEC

Conflict Resolution (202802)

This course combines theory with practice to help you manage conflict in the workplace and deal effectively with tension and anger. Learn to recognize the positive functions of conflict and view it as a normal part of everyday life and work. Become aware of your own reactions and approaches to conflict and broaden your conflict resolution options. Course emphasizes practice using a variety of communication techniques to resolve conflicts more successfully. (Hilliard) \$95

1 day - Fr. May 27, 09:00-15:00 - KEC

For additional courses see PROFESSIONAL AND ALLIED HEALTH CARE section.

HUMAN AND SOCIAL SERVICES

Counselling Skills

INSTRUCTORS

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

Veronica Ertis-Kojima, (M.A. Interdisciplinary Studies), is a school-based alcohol and drug counsellor.

Larry Koopman, (B.Ed.), is a job placement officer with the Vancouver Neurological Centre.

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.

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

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

Kym Samis (M.A., Counselling Psychology), is a counsellor with North Shore Family Services, specializing in family counselling.

Lynn Zetti, (M.A., Counselling Psychology), is a therapist in private practice.

Basic Counselling Skills—Level I (101805)

This course is designed to introduce individuals to the listening skills that form the foundation of counselling. It will be of particular interest to volunteers and staff in the helping professions. You will practise beginning phase helping skills, which include attending, empathy, summarizing and concreteness. You will participate in counselling interviews as both a helper and a client. This process will require self-disclosure and self-exploration. You can expect to spend three hours per week completing reading and written assignments. This course is a prerequisite for those applying to the Counselling Skills Certificate Program and to the Substance Abuse Program. Text: "Counselling Skills for Social Service Workers," Bob Shebib. \$240

12 mgg - Fr. Apr 08, 09:30-12:30 - KEC (TBA)

10 mgg - Sa. Apr 09, 09:30-12:30 AND 1 day - Sa. May 14, 09:30-16:30 - KEC (Ertis-Kojima) No class May 21

12 eve - Mo. Apr 11, 18:30-21:30 - CC (Samis) No class May 23

12 eve - Tu. Apr 12, 18:30-21:30 - CC (Miller)

12 eve - Th. Apr 14, 18:30-21:30 - CC (Laird)

12 eve - Th. Apr 14, 18:30-21:30 - CC (Adilman)

Summer Session: 10 eve - Mo/Th. Jul 04, 18:30-21:30, AND 1 da - Su. Jul 24, 09:30-16:30 - CC (Krakow) No class Mo. Jul 25 and Aug 01

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. May 27, 18:00-21:00 AND 1 day - Sa. May 28, 09:30-16:30 - KEC

Family Counselling II (101840)

This course (24 hours) builds on the Family Systems theory concepts covered in Family Counselling (101833). You will review Family Systems theory and practise family assessment techniques and intervention methods. The focus in this course is on skill development, using experiential learning and role play. Prerequisite: Family Counselling (101833), Family Counselling for Substance Abuse (200117), or an introductory course in Family Systems theory (with permission of program coordinator). (Pierce) \$160

8 eve - We. Apr 13, 19:00-22:00 - KEC

Marketing for Job Placement Workers (101809)

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

4 eve - Th. Apr 21, 19:00-22:00 - KEC

Counselling Skills Certificate Program

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

Entry Requirements

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

Certificate Requirements

Satisfactory completion of: A 12-hour Program Orientation; five 36-hour courses—Counselling Theories; Individual Counselling Skills; Group Counselling Skills; Family Counselling Skills; Assessment, Referral, and Community Resources; A 60-hour practicum.

Course Fees: 12 hours—\$75, 36 hours—\$240, Practicum—\$200

Evaluation

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

Length of Program

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

Program Coordinator: Joanne Rykers

Application

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

Next intake dates: January, September 1994

Information Meetings

For more information attend the following meeting: 1 eve - Mo. Apr 11, 18:00-19:00 - KEC Room 4043

NOTE

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

INSTRUCTORS

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.

Joanne Rykers, (M.A., Counselling Psychology) is a counsellor with an employee assistance program.

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

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. (Rykers/Krakow) \$240

12 eve - Tu. Apr 12, 18:30-21:30 - KEC (Rykers)

12 eve - Th. Apr 14, 18:30-21:30 - 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) \$240

12 eve - We. Apr 13, 18:30-21:30 - CC

Family Counselling Skills (101833)

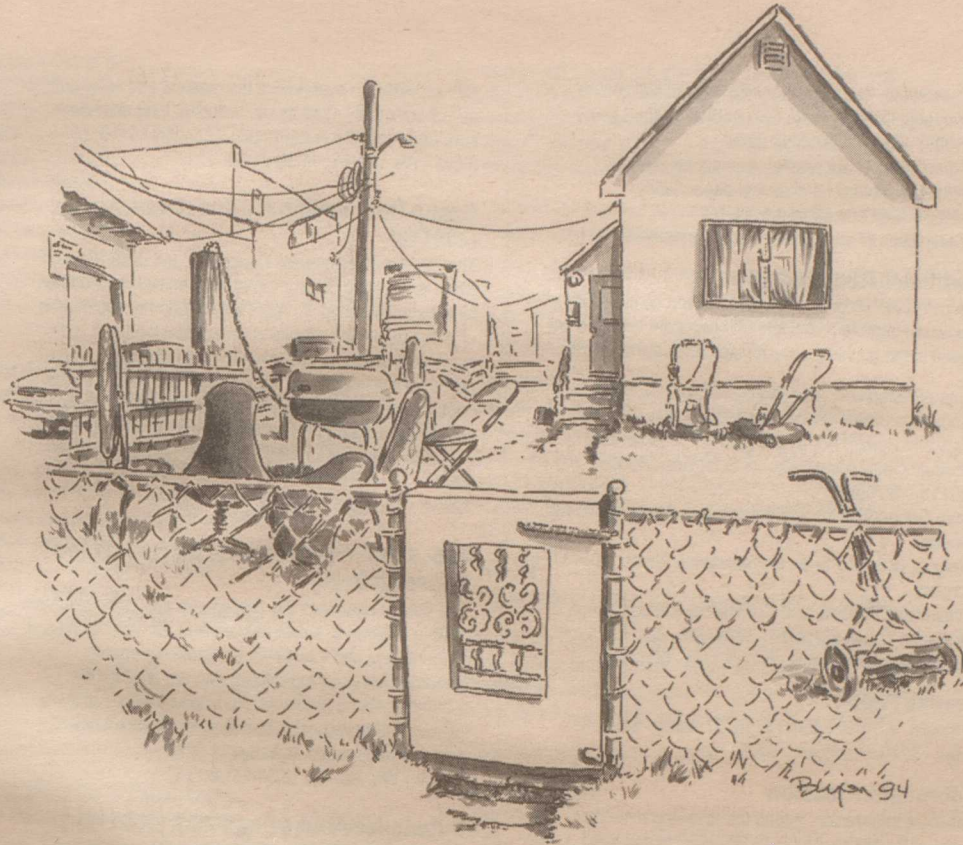
This course examines the knowledge and skills which are required when involved in family counselling. Content will include: understanding family dynamics and the system approach to family counselling, explaining the indications for using a family systems approach; understanding the impact of the extended 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. Apr 12, 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 - Tu. Apr 12, 18:30-21:30 - CC



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.

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 323-5322.

An Information Night will be held Wednesday, April 27 at 19:30. Come to the Langara Continuing Education office.

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 are now being 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. Continuing 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 next term's offerings is available upon request.

E. School Age Child Care

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 course 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 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-May 02, 19:00-22:00 - Lan

1 day - Sa. May 07, 09:30-15:30 - Lan

Leadership and Organizational Skills (150650)

This course highlights the use of communication skills and leadership styles necessary for effective management. Administrative aspects of school age child care including policies, procedures, budgeting, fundraising, promotions and community liaisons are explored. (Musson) \$95

6 eve - We. Apr 13, 19:00-22:00 - Lan

1 day - Sa. Apr 30, 09:30-15:30 - Lan

Family Day-Care

Caring for a small group of children in your own home can provide a rewarding experience for you and meet the important need of young families for quality child care. Recommended by Community Care Licensing, this course will offer you the information and skills you will need to ensure a good beginning!

INSTRUCTORS

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

Judy Labrin is a very experienced family day-care provider and instructor. In addition to her work with Continuing Education at VCC, Judy also offers workshops throughout the Lower Mainland to provide ongoing professional development in family day-care.

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

This course offers an introduction to a variety of issues related to quality family day-care. It provides an overview of child development, health and nutrition, activity planning, guiding behaviour and administration. Please note: This course meets evenings AND two Saturdays. There will be an additional charge for a class workbook. (Hager/Labrin) \$100

8 eve - We. Apr 20-Jun 08, 19:00-21:30 - Lan AND 2 day - Sa. Apr 30/Jun 11, 09:00-14:30, off campus

Multicultural/ Settlement Certificate Program

(Certificate Pending)

Continuing Education is pleased to offer a new certificate program for multicultural/settlement workers. The program is designed to enhance the knowledge and skills of staff who work with culturally diverse clients including immigrants and refugees.

The courses will be offered on a part-time basis to suit the working adult. The start date is September 1994.

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

Admission Requirements

- Grade 12 or equivalent
- Satisfactory completion of VCC Basic Counselling Skills (101805) or equivalent
- Maturity and emotional stability
- Good knowledge of English, both oral and written
- Appropriate experience in social services/health/education (volunteer experience is credited if it is in a structured, supervised setting)
- Satisfactory interview with program coordinator

Certificate Requirements

Satisfactory completion of five 36-hour courses:
Introduction to Settlement and Integration
Cross-Cultural Counselling
Employment Counselling
Community Development and Education
Business Communication
A 60-hour practicum (exception will be defined)

Evaluation

Students will be evaluated on the basis of tests and assignments

Length of Program

The program will take two years part-time to complete

Application

Call 871-7070 for a brochure and application form. Qualified students are accepted in order of receipt of application.

Program starts September 1994

Information Meeting

For more information attend the following meeting:
1 eve - Mo. Apr 25, 17:30-18:30 - KEC Room 5025

Introduction to Settlement and Integration (150501)

This course is the first in the Multicultural/Settlement Certificate Program. It is designed to give participants an understanding of the settlement and integration process of immigrants and refugees and the context within which support services are provided. The course includes an overview of the history of immigrants to Canada and BC, a review of the settlement and integration process and an introduction to the legal systems in BC.
Available September term 1994

Substance Abuse

Certificate Program

This part-time certificate program is designed for individuals who wish to develop knowledge and skills in substance abuse counselling. Applicants may be employed in the substance abuse field, or have work or volunteer experience in a helping, rehabilitative or therapeutic role.

Entry Requirements

- Successful completion of Grade 12 or equivalent
- Good knowledge of English, both oral and written
- 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.)

- Satisfactory documented completion of Vancouver Community College Basic Counselling Skills—Level I (101805)—See Counselling Skills
- Three years of successful recovery for those candidates affected by chemical dependency
- Maturity and emotional stability
- 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. Apr 11, 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 Rykes

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

Julie Chadwick, (M.A., Psychology) is a counsellor in an alcohol and drug service.

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

Colin Sanders, (M.A., Anthropology), is clinical supervisor at Peak House, a residential program for adolescents. He also works extensively as a trainer and consultant.

Garth Thomson, (M.S.W.), is clinical supervisor at SHARE counselling services. He has a background in family therapy and alcohol and drug counselling.

Course Preparation Workshop (200120)

This two-day workshop is held on two consecutive Saturdays at the beginning of the certificate program. The content includes group activities aimed at developing individual self-awareness and building group cohesion in the training group. The intent of this workshop is to allow the participants to develop mutual trust and inter-dependence. (Hall, Chadwick) \$75
2 day - Sa. Apr 09/16, 09:30-16:30 - CC

Introduction to Substance Abuse (200112)

This course provides an overview of the concepts involved in understanding substance abuse, the factors involved in controlling substance abuse, and counselling strategies for assisting abusers. The content will include an exploration of: terms such as addiction/dependency; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impinging on substance use; counselling/therapeutic strategies prevention; factors specific to sub-cultures and minority groups. (Sanders) \$190
8 eve - We. Apr 06 AND 1 eve - Mo. May 30, 18:30-21:30 - CC

Drugs and Human Behaviour (200127)

This course provides participants with the basic pharmacological concept needed to understand the action of psychoactive drugs in the human body. The course

also provides an overview of the medical and non-medical use of commonly used drugs, including long and short-term effects on the human body. (Sanders) \$110
5 eve - We. Jun 01, 18:30-21:30 - CC

Group Counselling for Substance Abuse (200116)

This course examines the knowledge and skills required when counselling, in a group setting, individuals affected by substance abuse. Content will include: an exploration of group dynamics; stages of group development; leadership styles; member roles; types of groups; particular applications to working with substance abuse populations. The experiential component of the course will include an extended group experience, as well as the opportunity to lead structured groups. (Thomson, Hall) \$240
12 eve - Tu. Apr 12, 18:30-21:30 - CC

Assessment and Referral for Substance Abuse (200126)

This course examines the procedures and skills which are used in substance abuse assessment and referral as well as identifying and examining available community resources for those individuals who are affected by substance abuse problems. Participants will be actively involved in the gathering and sharing of community resource information. (Chadwick) \$240
12 eve - We. Apr 13, 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:
Thursday, April 14; Wednesday, April 20; and Tuesday, April 26 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 enrollment. Also, the College reserves the right to reduce hours of instruction due to lower enrollment.

INSTRUCTORS

Marlene Durrieu, B.A., M.A., has taught ESL since 1986.

David Bouvier, B.A., M.A., has taught in Britain, the United States and Canada since 1969.

Kirsten Bunton, B.Ed., has taught ESL since 1987.

Terence Demers, B.Ed., has taught English/ESL in Saudi Arabia, Korea and Canada since 1972.

Nora Ferrera, B.A., received her degree in English and French and has taught in Africa, Israel and Canada for many years.

Jeannette Smith, B.A., TESL (VCC), Dip. Adult Ed., has been teaching ESL since 1988.

Liz Strayski, B.A. (English), TESL (VCC), worked in business for 16 years. She has been teaching ESL and business courses since 1988.

Luci Tenisci, B.A., B.Ed., has taught English, French, Italian and Spanish to adults in Canada and the US since 1976.

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
16 eve - Tu/Th. May 10, 18:30-21:30 - Lan

Mid-Intermediate ESL (103044)

A course for students who have taken a lower intermediate course and wish to continue learning and practising their English. The focus of the course will be on speaking and listening, but reading and writing skills will also be taught. Text required. (Demers) \$250
16 eve - Tu/Th. May 10, 18:30-21:30 - Lan

Upper Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. (Ferrera) \$250
16 eve - Mo/We. May 09, 18:30-21:30 - 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
16 eve - Mo/We. May 09, 18:30-21:30 - Lan

Developing Business Communication Skills (103042)

Learn to express yourself more confidently and clearly on the job. This course is designed for ESL adults who want to improve their oral and written communication skills in typical work situations with clients, co-workers and superiors. Topics will include requesting and clarifying information, giving instructions, handling complaints, participating in meetings, conducting interviews, several types of letters and memos, and revision of resumes. Students must be fluent in English. Text required. Enrolment limited to 16. (Strayski) \$300
18 eve - Tu/Th. May 10, 18:00-20:00 - 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
8 eve - Tu. May 10, 18:30-21:30 - Lan (Durrieu)

TOEFL Preparation (103020)

The ten areas diagnosed as the greatest problem areas in English understanding and communication will be the focus. Improve syntax, vocabulary, listening and reading comprehension skills as tested in the standard TOEFL exam. Study strategies will also be discussed. While the course is open to students from an intermediate level and up, a certain level of competency is assumed. Required text: "Building Skills for the TOEFL." Saturday class will have a half-hour lunch break. (Demers) \$250
16 eve - Mo. May 09, 18:30-21:30 - Lan

English Upgrading & Composition Writing (103201)

Designed for students at the post-secondary level who require additional training in the fundamental skill of composition writing in order to write a Language Proficiency Index (LPI). Students wishing to register for the course must write a diagnostic test the first night of class and obtain an appropriate score in order to continue the course. Students whose score is too low for this course will have their money refunded and be advised of other options for ESL and native speakers. Text required. (Bouvier) \$350
17 eve - Tu/Th. May 10, 18:30-21:30 - Lan

Conversational Skills Improvement I for Advanced ESL Speakers (103004)

Accuracy in speech is an important asset for advancement in Canadian society. This course is designed for advanced non-native speakers of English. It will strengthen your command of spoken English. You will correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You will also build up your knowledge and comprehension of idioms and colloquialisms, review grammatical problems, and correct pronunciation errors. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. Text required. (TBA) \$160
8 eve - Tu. May 10, 18:30-21:30 - Lan

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. (TBA) \$160
8 eve - We. May 11, 18:30-21:30 - Lan

Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who want to expand their skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feedback by the instructor. Text required. (TBA) \$160
18 eve - Tu/Th. May 10, 18:00-20:00 - Lan (Smith)

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. Enrollment is limited to 12. Please note that the first class will be three hours long. Text required. (Bunton) \$325
18 eve - Mo/We. May 09, 18:00-20:00 - Lan

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 September 10, 1994. The fee is \$75 per course. (GST is applicable for students age 15 and older—fees will be \$90.25.)

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 September 10, 1994. The fee is \$75 per course. (GST is applicable for students age 15 and older—fees will be \$80.25.)
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, June 11/18/25, 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 April 16, 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.

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 Langara on a variety of days and times to accommodate your personal needs.

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

Enhance your travel tour by communicating with the people of the country you will visit. VCC Continuing Education offers you special workshops or courses, including tutorials customized to your needs, to prepare you for your travels. These classes can be arranged at a suitable time and location. Contact Brenda Pengelly at 871-7055.

NOTE

The college is closed for one statutory holiday on May 23.

Course Cancellation and Adjustment

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

Inquiries: 323-5322 or 443-8380

INSTRUCTORS

Cantonese

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

French

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

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

Japanese

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

Megumi Oba is originally from Tokyo. She has a diploma in English Language from Cambridge University, England. She has, through the many years of teaching, developed her own materials and methods.

Mandarin

Xianzhao Huang comes from Beijing, China. He has a degree in English as a Second Language from the States and also in Literature and Language from Beijing Teacher's College.

Spanish

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.

Ana Maria Espinel comes from Ecuador with good experience in second language acquisition. She uses a variety of techniques to enhance the second language learning.

Cantonese Conversation—Level I (501903)

\$139.10 (Includes GST)
8 eve - Tu. May 03, 19:00-21:30 - Lan (Lu)

Cantonese for Mandarin Speakers (502015)

\$139.10 (Includes GST)
8 mng - Sa. Apr 30, 09:00-11:30 - Lan (Lu)

French Conversation—Level I (501913)

\$130
8 eve - Tu. May 03, 19:00-21:30 - Lan (Hassaine)

French Conversation—Level II (501914)

\$130
8 eve - Tu. May 03, 19:00-21:30 - Lan (Visscher)

Italian Conversation—Level I (501923)

\$139.10 (Includes GST)
8 eve - Mo. May 02, 19:00-21:30 - Lan (Visscher)

Italian Conversation—Level II (501924)

\$139.10 (Includes GST)
8 eve - We. May 04, 19:00-21:30 - Lan (Visscher)

Japanese Conversation—Level I (501926)

\$139.10 (Includes GST)
8 eve - Mo. May 02, 19:00-21:30 - Lan (Egawa)

Japanese Conversation—Level II (501927)

\$139.10 (Includes GST)
8 eve - Mo. May 02, 19:00-21:30 - Lan (Oba)

Nancy McPhee is currently a trainer/consultant in interpersonal skills and conflict resolution. She has developed and managed several volunteer programs including BC Children's Hospital and Science World.

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

Kirk Saloum is an educational consultant with extensive experience in the BC public school system.

Rod Santiago is a planning consultant with the United Way of the Lower Mainland.

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

Naomi Staddon is the coordinator of the project "Core Curriculum for Service Providers Working with Refugees" and consults and teaches on multicultural issues.

Lee Titterington, Ed.D., is president of Matrix Developments Inc., a company providing education and consultation services to non-profits. Over the past 15 years he has worked with many groups and organizations throughout BC.

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 four-day sessions will enable you to examine and practise the organizational and human relations skills necessary to develop and operate a successful volunteer program. Facilitators are experienced managers and/or trainers in volunteerism. Limited to 26 participants. \$165
4 day - Mo/Tu/Wed/Th. Jun 20/21/22/23, 09:30-15:30 - KEC Boardroom, Room 5025

Communicating Across Cultures: Skills for Helping Professionals (101807)

(See index for details)

Libraries in Community Organizations—Assessing Your Situation (106072)

See Library Skills listings for workshop description. (Shaskin) \$37.45 (Includes GST)
1 aft - We. May 11, 13:00-16:00 - SNAP, 1150-409 Granville Street

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 - We. Jun 15, 13:00-16:00 - SNAP, 1150-409 Granville Street

Facilitators Training—Advanced (101235)

This program builds on the skills developed in the Facilitator Training—Basic course of last term. The program is designed for situations where more experienced facilitation is required, such as focus groups. Rather than "teaching" only one approach, the program will promote the development of personal facilitator "style." Objectives:
- Develop instruments for activities
- Develop personal facilitation styles
- Increase proficiency
- Identify obstacles to group communication
- Increase understanding of group dynamics. (Titterington) \$69.55 (Includes GST)
1 day - Sa. Apr 23, 09:00-16:00 - KEC Room 5025

Integrated Marketing for Fundraisers (101317)

Learn how to increase your fundraising results through integration of your fundraising programs with the other aspects of your organization. How many donors are right under your nose? Do your fundraising and communication programs support each other? How many external messages are you sending? These questions and more will be explored and answered. (Ellis-Perry) \$69.55 (Includes GST)
1 day - Sa. Apr 23, 09:30-16:30 - KEC

Today's Non-Profit Organization and the Multicultural Environment (101284)

A growing number of friends, neighbours, co-workers and clients come from cultures other than ones own. This course deals with how those realities exist within today's non-profit organizations. Together with resource persons from a number of cultural communities services we will work on:

1. Identifying stereotypes
2. Transforming stereotypes
3. Forming multicultural working groups
4. Recognizing cultural variables that affect user needs
5. Models of service delivery that respond to user needs. (Staddon/Christensen/Barrientos/Dorigni/Santiago) \$128.40 (Includes GST)

2 day - Fri/Sa. May 06/07, 09:30-16:30 - KEC Room 5025

Strategic Planning and Strategic Management (101236)

All managers and staff must think in a "holistic" way about their organization and its role. That thinking process and communicating about the future of an organization is vital for growth and success. Planning is a managerial process designed to anticipate change and proactively respond providing direction and stability.

- Objectives:
- Describe the role of strategic planning
- Describe planning approaches
- Determine the components of strategic planning
- Initiate the process
- Applying the process to the job. (Titterington) \$69.55 (Includes GST)
1 day - Fr. May 13, 09:00-16:00 - KEC Room 5025

Overview of Private Funding for Public Education (101319)

This one-day program will assist participants in exploring the fundamentals of private funding for elementary and secondary public education. Major issues and effective funding practices in education will be highlighted. In this workshop an overview will be given on:
- The history of philanthropic and private support for BC public schools.

- Strategic planning efforts
- Fundraising fundamentals
- Benefits beyond monetary gains
- The foundation approach for raising funds
- Sources and allocations of funds
- Demographics and policy issues.

Note: Not restricted to public school personnel. (Saloum) \$69.55 (Includes GST)
1 day - Fr. May 13, 09:30-16:30 - KEC

Corporations Have Needs Too! (101316)

The days of large cheques from anonymous corporations are over. Partnerships with non-profit organizations is a hot topic for the 1990s, but few non-profits know how to take advantage of this trend. Learn how to bridge the gap between the corporate and non-profit sector. (Ellis-Perry) \$69.55 (Includes GST)
1 day - Fr. May 27, 09:30-16:30 - KEC Room 5025

Front Line Management Skills (101237)

This program is designed for front line management personnel in non-profit organizations. The program's purpose is to develop the skills and knowledge required to work with people, increase productivity, reduce errors, increase team work, handle pressure and reduce stress; all while maintaining your calm and having "fun."

- Objectives:
- Supervisory roles and responsibilities: analyzing styles as a person in the middle
- Problem solve: solving people problems, solving equipment or material problems
- Communication: how to make sure employees understand direction; giving and requesting feedback
- Motivation: changing negative attitudes into positive attitudes
- Leadership: effective leadership through involvement, creates a productive team. (Titterington) \$69.55 (Includes GST)
1 day - Fr. Jun 03, 09:00-16:00 - KEC Room 5025

Proposal Writing for Non-Profits (101310)

This one-day course will examine the key elements in effective proposal writing, including defining your need in the community, budget presentation, client profiles, measures of success, proposal attachments and the mechanics of advancing successful proposals. Participants should bring proposals to critique and any budget and public relations material presently being used in their organization. Handouts to guide you in future proposal

writing are provided. This course is designed for people responsible for writing proposals to corporations, foundations and other funders for a variety of charitable purposes including arts, direct service and environmental advocacy. (Lightwater) \$59.55 (Includes GST)
1 day - Sa. Jun 04, 09:30-16:30 - KEC

Creative Conflict Resolution for Coordinators of Volunteers (101419)

This practical workshop will meet the needs of coordinators of volunteers for increased skill and knowledge in dealing with conflict in the work environment. You will have the opportunity to assess your current approaches to resolving conflicts and to broaden your range of options. This workshop will emphasize practical applications to everyday situations involving clients, volunteers, co-workers or colleagues. Assertively expressing your needs, thoughts and beliefs concerning the volunteer program in your agency will be addressed. (McPhee) \$53.50 (Includes GST)
1 day - Fr. Jun 10, 09:00-16:00 - KEC Room 5025

Fundraising Management National Certificate Program

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

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

Entry Requirements

- Fundraising experience in the non-profit sector in a staff or volunteer capacity
- 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 Fall 1994

Overview of Non-Profit Organization Management (101221)
Overview of Fundraising Management (101301)
Developing Fundraising Volunteers (101303)
Applied Marketing for Fundraisers (101304)

Courses to be offered Winter 1995

Overview of Non-Profit Organization Management (101201)
Strategic Management of Fundraising Campaigns (101302)
Fundraising Approaches—Part I (101306)

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: Marilyn McClaren

Information Meetings for Spring Admission to Non-Profit/Fundraising Certificate Programs
Th. Apr 07, 17:30-18:30 - KEC Room 4043
Fr. Apr 08, 12:00-13:00 - KEC Room 4043

Spring 1994 courses

INSTRUCTORS

Anne Cochran is executive director of Project Haven.

Barney Ellis-Perry is the fund development officer for the Canadian Diabetes Association, BC/Yukon Division.

Cheryl Milton is the coordinator of Leadership Development Programs for Volunteer Vancouver.

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

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. (Cochran/Milton) \$150
4 sessions - Mo. Apr 18/25, 18:30-21:30; Fr. Apr 22, 09:00-16:00; Sa. Apr 30, 09:00-16:00 - KEC

Fundraising Approaches—Part II (101307)

This course surveys a broad spectrum of fundraising approaches. Topics include direct mail planning, design and follow-up; telemarketing organization and presentations; the risks and rewards of special events fundraising; corporate sponsorship in detail; planned giving campaigns and other common techniques. (Titterington) \$150
6 eve - Tu. May 03, 18:30-21:30 - CC

Information and Financial Management for Fundraisers (101305)

This course provides a framework for understanding a variety of information management tools, including the use of computers in fundraising. Basic financial management of restricted funds, grants, gifts, pledges and other fundraising techniques is explored. Reporting and evaluating systems are described and a practice audit included in class activities. Course manual included in course fee. (Ellis-Perry) \$100
4 eve - Th. Apr 28, May 05/12/19, 18:30-21:30 - KEC Room 5025

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

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 Fall term 1994

Overview of Non-Profit Management (101201)
Human Resource Management (101203)
Resource Development for Non-Profit Organizations (101211)
Time/Stress Management (101234)

Courses to be offered Winter term 1995

Overview of Non-Profit Management (101201)
Financial Management (101206)
Working With Individuals and Groups (101209)
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: Marilyn McClaren

Information Meetings for Spring admission to Non-Profit and Fundraising Sector Certificate Programs:
Th. Apr 07, 17:30-18:30 - KEC Room 4043
Fr. Apr 08, 12:00-13:00 - KEC Room 4043

INSTRUCTORS

Anne Cochran is the executive director of Project Haven.

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.

Cheryl Milton is the coordinator of Leadership Development Program for Volunteer Vancouver.

Erika Justman Rowell has over ten years of management experience in the non-profit sector as the head of Visual Media Resources at Concordia University in Montreal. Currently she is a market researcher for Mediquest-Pluricon International and a board member of IDERA.

Chloe Lapp is the executive director of the Kidney Foundation of Canada and a registered lobbyist with several years' experience working with advocacy issues.

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

Spring 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; 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. (Cochran/Milton) \$150
4 sessions - Mo. Apr 18/25, 18:30-21:30; Fr. Apr 22, 09:00-16:00; Sa. Apr 30, 09:00-16:00 - KEC

Government Relations and Lobbying for Community Groups (101214)

This course focuses on the skills required by community groups to approach government to change legislation, policy, programs, systems and/or funding. Techniques for building membership or allies, garnering support from related groups, working with the media, government staff and politicians and other methods for effecting change will be covered. Participants will learn to develop clear, concise issues and dynamic leadership. Also ethics, language and approach will be discussed. (Lapp) \$100
4 eve - Tu. Apr 19/26, May 03/10, 18:30-21:30 - KEC Room 5025

Program Planning and Evaluation (101202)

In this course a variety of systematic program planning models are explored, including an introduction to strategic planning. Organizational planning, program planning, needs assessment and evaluation are examined along with common planning problems encountered in the non-profit sector. This course provides a framework for analyzing planning needs and selecting effective planning strategies. (Staddon) \$200
6 sessions - 4 eve - We. May 25, Jun 01/15/22, 18:30-21:30
AND 2 day Sa. Jun 11/25, 09:00-16:00 - KEC Room 5025

Marketing for Non-Profit Organizations (101210)

Planning, managing and evaluating the marketing and communications needs of a non-profit organization are studied in this course. Topics covered include developing a basic marketing plan, components of the public relations process, effective media relations and common marketing problems encountered by non-profits. Textbook: "Doing Best by Doing Good," by Dr. Richard Steckel and Robin Simons. (Rowell) \$150
4 eve - Mo. May 02, 18:00-21:00 AND 1 day - Sa. May 28, 09:00-16:00 - KEC Room 5025 (No class Mo. May 23)

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. Apr 15, 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

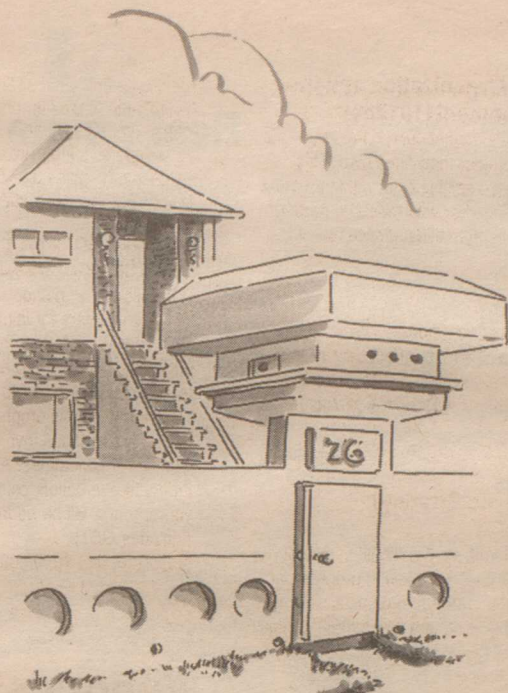
- Successful completion of Grade 12 or equivalent
- Current experience in the voluntary sector as a volunteer or staff member, preferably in Volunteer Management

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 of workshop assignments and internship. A certificate will be awarded on satisfactory completion of all requirements.

Length of Program

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

Program Coordinator: Brenda Reynolds

Next full program: September 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 Spring workshops: \$65 each workshop. Contact the program coordinator at 871-7059 to register.

INSTRUCTORS FOR SPRING WORKSHOPS

Carol Biely is Executive Director of Richmond Connections, Information and Volunteer Society.

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

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

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

The Workshops - Spring Term

Financial Management/Resource Development (101405)

This workshop provides a brief introduction to the knowledge and skills necessary to manage the financial and resource development component of the volunteer program. (Biely/Cuthill)
1 day - We. Apr 13, 09:00-16:00 - KEC

Marketing/Public Relations (101403)

This workshop provides an introduction to the knowledge and skills necessary to manage the marketing and public relations component of the volunteer program. (O'Brien)
1 day - We. May 04, 09:00-16:00 - KEC

Time/Stress Management (101415)

This workshop provides an introduction to the time and stress management issues which face coordinators of volunteers. Practical strategies for coping with these issues are emphasized. (Chuback)
1 day - We. Jun 01, 09:00-16:00 - KEC

REAL ESTATE, LAW & FINANCIAL PLANNING

Financial Planning and Investment

INSTRUCTOR

Doug Hodgins, B.A., B.Comm., CFP, is a registered financial planner and principal of the financial planning firm, 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 September 1994—June 1995. Qualified students accepted in order of receipt of application.

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) \$32.10 (Includes GST)
1 eve - Tu. May 31, 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 - Tu. Jun 07, 19:00-21:30 - 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

Shirley Kay practises wills and estates law.

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

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

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.

US Legal Research (104862)

An introduction to legal research techniques for US law. Class meets at UBC's Law Library so students can do hands-on research. (Soroka) \$105
1 day -

Legal Communications (104854)

Useful to legal assistants of all levels of experience. Topics covered include: interviewing techniques, listening skills, and communication for productive work teams. (Stephens) \$160

4 eve - Tu/Th. May 10/12/17/19, 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) \$160

4 eve - We. May 04, 18:00-21:00 - CC

Trust Accounts (104861)

For those with working knowledge of client billing: trust accounting procedures and compliance, day-to-day practice, problem prevention, audit preparation. Text provided. (Langston) \$200

1 eve - We. May 11, 17:00-18:15

Advanced Probate Issues (104863)

Emphasis on unusual forms of grant, contested grants, estate litigation, proof in solemn form, trust and WVA claims. (Kay) \$160

4 eve - Tu. May 03, 18:00-21:00 - CC

Legal Assistant

Certificate Program

The legal assistant of today plays an invaluable role in a law office that strives to deliver high-quality service to its clients. Skilled legal assistants are able to perform legal research, prepare legal documents and enhance client relations.

We can provide you with the necessary skills including: drafting, file management, financial management, interviewing, legal research and writing; and substantive knowledge in the areas of conveyancing, corporate/commercial, or litigation, areas where there is an ever-increasing demand for qualified legal assistants. Each program is taught by legal professionals with years of practice experience.

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

Conveyancing Certificate (104801)

The buying and selling of real property generates a flood of paperwork. This program will teach you how to prepare the documents and forms that must be drafted in order to complete a real estate transaction effectively and on time. You will also master the legal terms and concepts that a real estate conveyancer uses on a daily basis. Topics include: the Torrens System in British Columbia; relevant legislation including the Land Title Act; Real Estate Act; and Property Purchase Tax Act; contract law in a real estate transaction; preparing and understanding mortgages, leases, and related documents; on-line computer registration of transfer documents; and dealing with strata-lots and mobile homes. Commercial conveyances and new developments will be covered.

Corporate/Commercial Certificate (104802)

Organization and file management are the cornerstones in maintaining a company's corporate records and minute books. In this program you will learn these and other necessary skills to become a legal assistant in a law firm's corporate/commercial department. You will also learn how to incorporate and organize both provincial and federal companies, how to register and maintain extra-provincial companies, and how to handle the restoration of a company to the registry, or its dissolution. Topics include: public versus private companies; corporate arrangements and amalgamation; relevant legislation including the BC Company Act, Personal Property Security Act, BC Society Act and Canada Business Corporations Act; corporate finance, insolvency, and transactions; and capital structures and reorganization.

Litigation Certificate (104803)

Learn how to manage a litigation file from the initial client interview to the file's ultimate resolution. This program will provide you with a solid foundation in the principles of general litigation, with an emphasis on the areas of personal injury and creditors' remedies law. Topics include preparing and understanding pleadings and file

documentation; chambers applications; relevant legislation including the Supreme Court Rules, Insurance (Motor Vehicle) Act, and Court Order Enforcement Act; preparing for trial, commercial litigation and collections.

Schedule: Conveyancing, Corporate/Commercial or Litigation

Fall 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, practicums will begin immediately following the classroom portion of the program. The classroom portion and the practicum portion should be completed within 18 months; however, some flexibility may be allowed in this regard.

Location

The location of each program will be confirmed at the time of registration.

Fees

The fee for the program is \$1395 (payable in three instalments) for students entering in September 1993. The first instalment must be submitted ten working days before the program start date. Costs for textbooks and supplies not included.

Registration and Information

Deadline: Submit applications for Fall term no later than June 30. Registration may be completed by credit card (MasterCard or VISA) or by cheque, by 1) telephoning 443-8380 from 09:00 to 15:00, Monday to Friday, or 2) completing the FAX and mail-in registration form available from CE office at City Centre Campus.

For more information

Contact Anne Tolstam, program coordinator, or Millie Anderson, program assistant. An application form or brochure may also be obtained by contacting Millie Anderson at 443-8380, or in writing at

Legal Assistant Programs

Continuing Education Division
Vancouver Community College
City Centre Campus
250 West Pender Street
Vancouver, BC V6B 1S9

Withdrawals and Refund Policy

Students may withdraw from a program at any time by contacting the program assistant by telephone or in writing as indicated above.

Students who want to withdraw and receive a refund must provide a written request to the program coordinator before the second class of a program, stating the reasons and enclosing the receipt. Refunds are subject to an administrative charge of 20 percent of the program fee. After the second class, refunds are not available and tuition credits are granted.

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 (323-5511)

Real Estate Seminars—Sharon Kelly (443-8380)

Real Estate Development Certificate Program—Brian Pink (443-8388)

Real Estate Information Night for Property Management and Real Estate Development

Please drop by to see us on Wednesday evening, April 13, 1994 from 17:30-18:30 to learn about the Property Management and Real Estate Development 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
· Coinomatic 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. The college also offers IREM 101 (Successful Site Management) which fulfils the educational requirement for IREM's ARM (Accredited Residential Manager) award. See "Building Manager" or "Real Estate Seminars" section of this flyer for course description. 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 323-5214 or Chuck Dunn at 323-5409.

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.

Gordon Dick, CPM, FRI, is a professional property manager and an Institute of Real Estate Management (IREM) faculty member.

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.

Bill Rogers, a facility engineer with Vancouver Parks Board, has over 30 years' experience with aquatics. He is responsible for the operation of all outside pools managed by the Parks Board.

Ed Witzke, B.A., B.Arch, MCHBA, heads his own building inspection firm and has a solid background as a building consultant. He is the author of "The Complete Canadian Home Inspection Guide." Ed has extensive teaching experience including the course *House Inspection I* at BCIT. His familiar voice can also be heard on various local radio stations.

IREM 101: Successful Site Management (109024)

This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfils the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Residential managers must also provide evidence of meeting the experience requirements established by IREM, and subscribe to a strict code of ethics in order to qualify for the ARM award (for details, contact IREM, BC

Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a CPM (Certified Property Manager) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. \$425
6 day - Sa/Su/Mo/Tu/We/Th. Apr 23-Apr 28, 08:00-17:00 - Lan

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
Not available this term

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
Available Fall term 1994

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
Available Fall term 1994

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) \$41.73 (Includes GST)
1 day - Sa. May 07, 10:00-14:00 - KEK

How to Inspect a Condominium (109025)

For condominium buyers, the term 'buyer beware' is familiar. How can you reduce the chances of purchasing a problem unit? What should you check inside the suite and also in the common areas? Potential hidden defects can cause an owner unexpected additional expenses. Learn the basics on how to inspect your new condominium and what tools you should bring along to complete that inspection. (Witzke) \$53.50 (Includes GST)
1 day - Sa. May 14, 09:00-13:00 - CC

Pool Sanitation (109011)

Are you responsible for the maintenance of a swimming pool or jacuzzi? Or, are you interested in learning about pool sanitation? This two-part seminar will include maintenance techniques, health considerations, Workers' Compensation Board requirements and proper chemical testing of pools. In-class lecture plus on-site instruction at a swimming pool are included. (Rogers) \$45
2 eve - Tu/Th. May 03/05, 18:30-21:30 - Lan

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
Available September 1994

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 to save lives and reduce damage through staff training and effective communica-

tion methods. Students will go through the steps necessary to set up an emergency plan including development of a resource list, procedures manual, and determining the feasibility of establishing an emergency operation centre. (Harding) \$110
Not available this term

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
Available September 1994

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 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., 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 three 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

1. Introduction to Real Estate Development
2. Real Estate Development Finance
3. Public Approval Process for Real Estate Development
4. 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

Macro Economics 221
Micro Economics 220
Any course in the Business Administration Certificate Program other than Accounting 1115 and Communications 1118

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 Langara College.

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

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.

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 - We. Apr 20, 18:30-21:30 - CC (Norton)

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
Available September 1994

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
Available September 1994

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 decision-making as applied to development projects. At the conclusion of the course, each participant will be required to submit a complete development proposal for a selected site. Prerequisites: Introduction to Real Estate Development (109201), Real Estate Development Finance (109202) and Public Approval Process for Real Estate Development (109203). \$290
13 eve - Tu. Apr 19, 19:00-22:00 - CC

Additional Courses

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

An Information Session on the Real Estate Development and Property Management Programs will be held on Wednesday evening, April 13, 1994 from 17:30-18:30. The formal presentation will begin at 17:30. Location: Langara College, 100 West 49th Avenue, Vancouver. (Go to Continuing Education office for directions.)

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 GVAQA 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: (1) Law and Tenant Relations, (2) Building Maintenance and Cost Control, (3) Building Service Management or IREM 101: Successful Site Management, and (4) 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
Available September 1994

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 preventive 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
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. \$220
13 eve - Tu. Apr 19, 18:30-21:30 - CC

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. IREM 101: (Successful Site Management) may be taken as a substitute for Building Service Management.

IREM 101: Successful Site Management (109024)

This course is a joint offering by VCC and the Institute of Real Estate Management (IREM). It is intended for individuals interested in improving the operating success of residential properties. The course covers management, marketing, leasing and resident retention as well as maintenance and operations. Successful completion of this course fulfills the educational requirement for achieving IREM's ARM (Accredited Residential Manager) award. Residential managers must also provide evidence of meeting the experience requirements established by IREM, and subscribe to a strict code of ethics in order to qualify for the ARM award (for details, contact IREM, BC Chapter 50 at 683-9106). Students who successfully complete the IREM 101 course will earn elective points towards becoming a CPM (Certified Property Manager) member of IREM and may apply for course credit towards the VCC Building Manager Certificate. \$425
6 day - Sa/Su/Mo/Tu/We/Th. Apr 23-Apr 28, 08:00-17:00 - Lan

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 323-5322. \$185
5 day - Sa. Apr 23, 09:00-16:00 - CC

Property Management

Certificate Program

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

For information call Program Coordinator, Chuck Dunn at 323-5511.
For registration call 323-5322.

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 12 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)
OR any courses listed under Business Administration, other than Accounting 1115, Communications 1118 and Computer Applications in Business 2000.

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 323-5214.

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 percent. 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 323-5511 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.

Spring 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.

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

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.

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.

D. Owen is a real estate consultant and instructor.

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. Apr 27, 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. (Owen) \$290
13 eve - Tu. May 03, 18:00-21:00 - Lan

Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing commercial and industrial type properties. (TBA) \$290
13 eve - Tu. May 03, 18:00-21:00 - Lan

Property Management 3415 (109103)

An in-depth course that discusses the management of shopping centres. Topics will include: shopping centre location, tenant mix, leases, insurance, promotion and advertising, security, budgets, problems with retailers, future trends.
Available September 1994

Real Estate Law - 1325 (109104)

A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate.
Available September 1994

Real Estate Appraisal 1101 (109105)

Introduction to the basic principles of real estate appraising. Focus on the nature of value; the reasons for appraisals and the appraisal process itself. This course meets the requirements for the Appraisal Institute of Canada Courses Appraisal 1101.
Available September 1994

Real Estate Appraisal 1102 (109106)

In-depth discussion on the three approaches to value. Preparation of appraisal reports will be discussed. This course meets the requirements of the Appraisal Institute of Canada's course for Appraisal 1102. Note: Prerequisite - Successful completion of Appraisal 1101.
Available September 1994

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 and Real Estate Law 1325. (Dunn) \$290
13 eve - Mo/We. Apr 27, 18:00-21:00 - Lan (No class May 23)

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 - We. Apr 20, 18:30-21:30 - CC (Norton)

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. May 04, 18:30-21:30 - Lan (Badley)
13 mng - Sa. May 07, 10:00-13:00 - Lan (Katz)

Note: To Accounting Students

There will be common midterm and final exams for Accounting 1115.
Mid-term exam for all classes of Accounting 1115 will be Sa. Jun 18, 10:00-13:00.
Final exam for all classes of Accounting 1115 will be We. Jul 27, 18:30-21:30.

Computer Applications in Business 2000 (102008)

Learn to 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
10 mng - Sa. May 07, 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. (Murray) \$220
13 eve - We. May 04, 18:30-21:30 - Lan

TRAVEL & RECREATION

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. In Turkey we visit fascinating Istanbul, Roman Ephesus and ancient Troy, among many wonders. Join us for renowned historical sites, brilliant sapphire blue seas, warm beaches and spectacular sunsets. \$10.70 (Includes GST)
1 mng - Sa. May 14, 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. May 28, 10:00-12:00 - 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. May 28, 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.

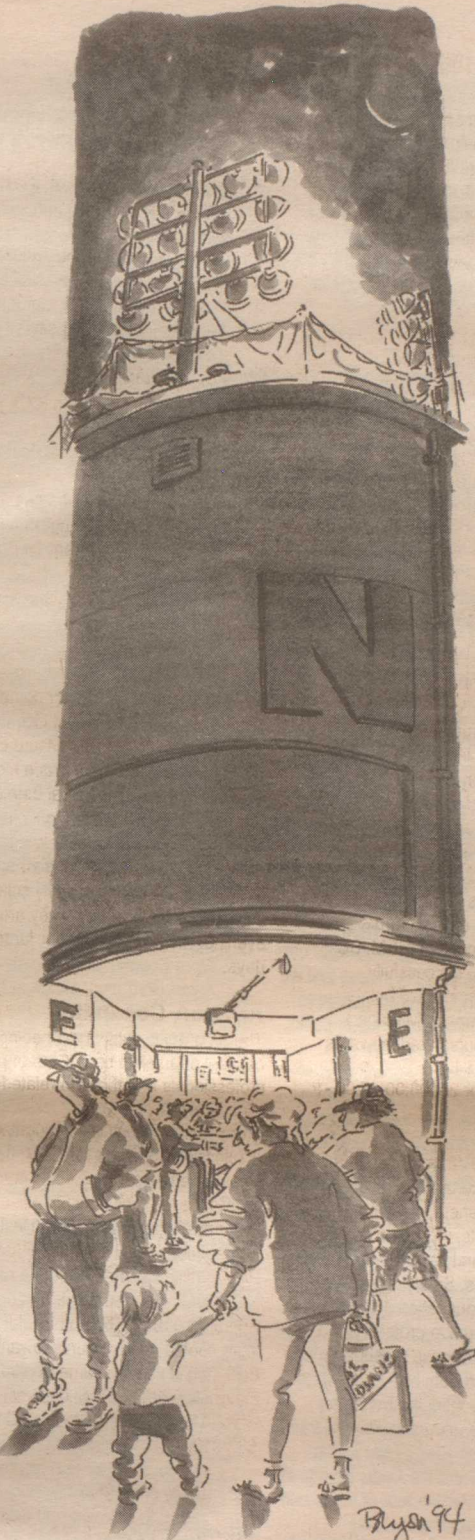
London Theatre Tour

November 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.

Provence: Sunlit Land of Wine and History

May 1-15, 1994 Price: \$2995 approximately
"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 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.

Morocco

April 16-May 01, 1994 (2 weeks)
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 fabled Casablanca, romantic Marrakesh, the Sahara Desert and the imperial city of Fes. We travel through the snow-capped Atlas mountains to visit friendly Berber villages.
Price: \$1800 without international flights; \$2950 with flights from Vancouver. Christmas 1994 trip is \$100 more. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Yemen

Apr 18-May 03, 1994 (2 1/2 weeks)
Oct 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. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

India

Oct 14-Nov 04, 1994
Feb 10-Mar 03, 1995 (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. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - at 871-7065.

Pakistan

Oct 05 - 22, 1994 (2 1/2 weeks)
Mar 04-21, 1995
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. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Turkey (Western)

May 01-22, 1994 (2 weeks)
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.
This is \$1850 without flights and \$3275 with flights from Vancouver. 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. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Costa Rica

Sep 11-24, 1994 (2 weeks)
Dec 18, 1994-Jan 01, 1995
Jan 08-21, 1995
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: \$1900 without international flights; \$2680 with flights from Vancouver. Christmas trip is \$100 more. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Costa Rica, Guatemala and Honduras

Oct 16-Nov 06, 1994
Jan 08-29, 1995
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: \$3615 with flights from Vancouver. \$2750 without international flights. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Indonesia

Oct 07 - 28, 1994
Apr 03-24, 1995
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. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Greek Isles

May 08-28; May 15-Jun 04; May 29-Jun 18; Jun 05-25; Jun 26-Jul 16; Jul 17-Aug 06; Aug 07-27; Aug 24-Sep 04; 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. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

New Zealand

Oct 22-Nov 06, 1994
Dec 18, 1994-Jan 02, 1995
Feb 04-20, 1995
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; \$3740 with flights from Vancouver. Christmas trip is \$150 more. 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.

Australia

Oct 07-22, 1994
Dec 18, 1994-Jan 02, 1995
Jan 20-Feb 05, 1995
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: \$2545 without international flights; \$4145 with flights from Vancouver. Christmas trip is \$150 more. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Thailand, Malaysia and Singapore

Oct 28-Nov 11, 1994 (2 weeks)
Mar 20-Apr 03, 1995 (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: \$1600 without international flights; \$2800 with flights from Vancouver. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Egypt

Oct 15-29, 1994
Oct 29-Nov 12, 1994
Dec 18, 1994-Jan 01, 1995
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: \$1650 without international flights; \$3050 with flights from Vancouver. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Madagascar and Seychelles

May 07-Jun 01, 1994
Sep 10 - Oct 05, 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. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Jordan/Syria

Oct 05-26, 1994
Oct 26-Nov 16, 1994
Through this fertile crescent roamed Greeks, Egyptians, Phoenicians, Romans, Nabateans, Arabs and Crusaders. In their wake they have left rose red Petra, wonderful Roman sites such as Palmyra and Jerash, hilltop castles such as Crak des Chevaliers and the great cities of Aleppo and Damascus. Price: \$2500 without international flights. \$3995 with flights from Vancouver. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Austria and Switzerland

Jul 09/29, 1994 (3 weeks)
Starting in sophisticated Zurich, our three-week Austria/Switzerland trip travels through spectacular mountain scenery to Austria, where we visit Innsbruck, Salzburg

and Vienna. Travelling through the Italian Alps we re-enter Switzerland to sample the delights of St. Moritz — playground of the rich and famous — on our way to incomparable Geneva. We visit Berne, Interlaken and Lucerne among the many highlights of this wonderful, small group holiday. Our Austria/Switzerland trip can be combined with our two-week Italy trip. Price: \$4250 with flights from Vancouver. \$2950 without international flights. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Italy

Jun 25-Jul 09, 1994 (2 weeks)
Our two-week Italy trip starts in Rome, one of the world's more historic cities. In the south we see Sorrento, Capri and the perfectly preserved Roman town of Pompeii. In the north we visit Florence, home of the Renaissance and Venice, city of canals and romance. Our Italy trip can be combined with our three-week Austria/Switzerland trip. We also have a separate trip that visits selected areas of Spain, France, Monaco and Italy. Price: \$1995 without international flights. \$3295 with flights from Vancouver. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

England and Wales

Aug 06-26, 1994 (3 weeks)
Most tours of England and Wales travel in groups of up to 50 people and rush through these immensely historical and scenic countries in ten days or less. In contrast, our tour of these lovely countries travels with an absolute maximum of 20 travellers per group and spends a full three weeks exploring lesser-known areas such as Devon, Cornwall and the Lake District, as well as the more famous sites such as Big Ben in London, Stonehenge, Caernarvon Castle, and Shakespeare's birthplace — Stratford-upon-Avon. Another feature of our tour is the number of two-night stays. This means that we are not changing hotels every day and we have time to explore historic towns such as Oxford and Bath in depth. Our England/Wales trip can be combined with our Scotland trip to give a comprehensive five-week tour of Great Britain. Price: \$3800 with flights from Vancouver. \$2850 without international flights. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Scotland—Discovering the Highlands and Islands

Aug 27-Sep 10, 1994 (2 weeks)
Scotland is a country steeped in myth and legend. The pages of her history are filled with colourful heroes, warring clans and dramatic castles. Historic figures such as Robert the Bruce, Mary Queen of Scots, Robert Louis Stevenson and Sir Walter Scott light up Scotland's rich past. This is also a land of wild scenic beauty. Starting from sophisticated Edinburgh — "The Athens of the North," we explore the mountainous highlands and travel to the outer reaches of the British Isles — the Viking islands of Orkney and Shetland and the Celtic islands of the Hebrides. This is a comprehensive tour of a rich and diverse country, including remote areas usually overlooked by most visitors to Britain. Price: \$3045 with flights from Vancouver. \$1995 without international flights. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 871-7065.

Galapagos and Ecuador

Nov 12-27, 1994 (2 weeks)
Few countries offer the diversity and natural wonder that abound in the Galapagos and Ecuador. From the high Andean splendour to the astonishing Amazon basin, one will experience jungle, rare dry forest, cloud and rain forest, high plateaus and glorious coastline. The highlight of any trip to Ecuador is a visit to the Galapagos Islands, where each island is home to unique species of animals. Price: \$2750 without international flights. \$4050 with flights from Vancouver. Phone Adventures Abroad - 732-9922; or Wayne Decle, VCC-CE - 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 sidelecture orientation prior to departure, airfare, hotels, land transportation, and an educational tax deduction portion. VCC tour leader, Geoff Flack has travelled and visited Thailand over 30 times and teaches in the Travel Department of VCC's Continuing Education Division. Price: \$2975 For more information please call tour leader Geoff Flack at 986-3898; 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 tours in Kathmandu as well as lead the mountain treks and jungle safaris.

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 farmland with daily vistas of Annapurnas and Himalachuli. The weather is warm for this low-level ridge route. The trek is followed by two days rafting 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 County Inn on a ridge 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, has specialized in Nepal Himalayan travel since 1967. His love of the outdoors translates into constant searching 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 - 731-7650.

Middle Ages Monastery Tour
October 1994
We follow the pilgrimage route to Muktiath 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 Jomson, 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 Muktiath. 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 Jomson 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 Coopland. Grade—Difficult.
Gary Coopland has been part of the Everest Trekking team since 1969 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 - 731-7065 or Everest Trekking - 731-7650.

Heritage Arts and Crafts — Thailand and Laos

Oct 6-21, 1994 (15 days — Thailand)
Oct 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 Nasrma, on the faculty of Chingmai 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. \$1410 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.

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. \$1410 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.

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 - 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-trekbed 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 - 731-7650.

Bolivia and Brazil Eclipse Trips

The H.R. MacMillan Planetarium and Gordon M. Southern 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, my southern Brazil tour 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 - 736-4431.

British Virgin Islands Caribbean Sail-Training

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

Our yachts are the very best offered anywhere—new luxurious, high performance and with private accommodation. You don't have to be a "sailor" to come along—just be ready to have an unforgettable great time. Internationally recognized bareboat Captain's certification is offered upon successful completion of voluntary course. Pre-registration is a must. Avoid disappointment and register now. Space is limited. A \$400 non-refundable deposit is required to confirm registration. Ten days of sailing. Some restrictions apply. Complete tour cost includes air, accommodation, luxurious yacht, skipper/instructor and yacht provisions.

Summer Workshops in France

Jul 07/25, 1994
Aug 01-19, 1994
Enjoy Painting and Drawing or French Language workshops at Paul and Babette Deggan's Summer Centre for the Arts in Montaigne-le-Blanc, a medieval hill village in the ruggedly beautiful Auvergne region of France. Overlooking a panorama of orchards, vineyards and fields of giant sunflowers, the centre is a totally self-contained complex of renovated buildings dating from the 17th century. An optional week in Paris is available. Price: \$2095 without international flights; includes accommodation, meals, beverages and local excursions. Phone Infinity Travel at 985-2262 or Liz Morton, Capilano College at 984-4907.

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. Th. Jun 09, 19:30-21:30 - KEC, Room 4043

Sailing Howe Sound/Canadian Yachting Association (CYA) Certificate Course (502818)

This three-day adventure offers a unique opportunity to escape; acquiring sailing instruction amidst the beauty and solitude of Howe Sound. A comfortable hike is offered, exploring the coast forest on Gambier Island. aboard a comfortable yacht. All sailing instruction is provided by an advanced CYA instructor. Course covers: manoeuvring under sail and power, basic navigation and other seamanship skills to complete the CYA Learn to Cruise standard. Class is limited. Pre-registration required. (Kerry) \$345
Victoria Day, Sa. May 21 departure
Canada Day, Th. Jul 01 departure
Labour Day, Sa. Sep 03 departure
Thanksgiving, Mo. Oct 08 departure
For more information please call Marcus Kerry, Sail Train International - 731-1023.

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

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

Our yachts are the very best offered anywhere—new luxurious, high performance and with private accommodation. You don't have to be a "sailor" to come along—just be ready to have an unforgettable great time. Internationally recognized bareboat Captain's certification is offered upon successful completion of voluntary course. Pre-registration is a must. Avoid disappointment and register now. Space is limited. A \$400 non-refundable deposit is required to confirm registration. Ten days of sailing. Some restrictions apply. Complete tour cost includes air, accommodation, luxurious yacht, skipper/instructor and yacht provisions.

(\$600 instructional portion tax deductible.)
Departure dates: Nov 17/28, 1994
Cost \$2150 approx. (No Air \$1500 approx.)
Information Video Night: Th. Jun 09, 19:30-22:00 - KEC, Room 4043
Call for details, Marcus Kerry, Sail-Train International Inc. - 731-1023.

Islands Sail-Paddle Eco-Tour

Day tour 09:00-17:00
Dates: Every 2nd and 4th Saturday, from May 01 to Oct 22 inclusive. Leaving from Victoria's Inner Harbour
Join us in our quest for whales, fun and adventure aboard a 47' replica of a West Coast whaling canoe — the largest built this century. Experience a once-in-a-lifetime opportunity to paddle and sail in the traditional manner of the native people in a marine wilderness of exceptional beauty, history and diversity. We will explore a number of marine ecological reserves in the vicinity of the Discovery Chain and Chatham Islands (Gulf Islands just east of Victoria). Our shallow draft canoe will enable us to prow the shoreline of these islands and search for marine life among the many reefs and kelp beds. Our inflatable will be used to go ashore to stretch our legs, explore the beaches, tidal pools and unique ecology in greater detail. After hiking the wind-swept oak, Arbutus forests and log-strom beaches, we picnic on a secluded white sand beach. A visit to the light house and its keepers (the only inhabitants) affords an interesting insight into their lives and duties. The heli-pad offers a breath-taking view of the San Juan Islands and the straits. A different naturalist and environmental study theme, from sea birds and island flora to marine photography will be offered during the course of the season. Price: \$75 per person, tax included
Includes: Boat transport, a guide and naturalist, transfers from the Tsawwassen Ferry to our waterfront orientation centre in Victoria, a tour orientation and "hot tub social" in Victoria on the evening prior to departure, and protective jackets. Excludes meals and accommodation. For more information and to register call Blackfish Wilderness Expeditions - 1-388-3918, day or evening, or Rosemary Taylor, VCC-CE - 228-9966.

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

Weekend Whaling Canoe Adventure

Two days and nights
Dates: Commencing the evening of May 06/07, Jun 17, Sep 16/17 from Victoria
For those who desire a wilderness boating and camping experience in the islands but can only plan a weekend escape. We will tour the Gulf Islands between Sidney and Victoria in our giant West Coast whaling canoe using sail and motor power primarily. We meet Friday evening at our lodgings in Victoria for our tour orientation. The focus of our travels will be the Chain-Discovery Islands and surrounding waters, going as far north as Sidney and Mandarte Island. There will be an opportunity to explore the uninhabited and mysterious Darcy Island, a former leper colony. The marine ecological reserves we will be visiting afford excellent opportunity to view seals, bald eagles and many species of sea birds. Dolphins, killer and minke whales are more elusive, but can also be encountered in these waters. Bring musical instruments and voices for the Saturday evening campfire. Price: \$275 per person
Includes: all meals, an orientation evening including a "hot tub social" with refreshments and entertainment on Friday, one-night dormitory-style accommodation and one night camping, canoe and sail/paddle training, guides and naturalist, the use of support boats, tents and outdoor equipment, protective jackets, safety gear and Victoria area transfers to and from boat. Excludes: sleeping bag, personal items. For more information and to register call Blackfish Wilderness Expeditions - 1-388-3918, day or evening, or Rosemary Taylor, VCC-CE - 228-9966.

Gulf and San Juan Islands Sailing/Camping Adventure

Five days and nights
Dates: Commencing the evening of Jun 05, Jul 03, Sep 11 from Victoria
We will be using our 47' West Coast canoe for an extended camping tour of the southern Gulf Islands. A 25' herring skiff will also be available for fishing and crabbing. Each night we will camp in a different marine park (island) between Victoria and Nanaimo. Paddles and sails will be used where possible. A motor will extend our cruising range and ensure an extra degree of safety and convenience. Musical instruments welcome. Price: \$550 per person, tax included
Includes: all meals, one night dormitory, five nights tenting accommodation, transfers to and from Tsawwassen Ferry, boat and tender, tents and outdoor equipment, safety

gear, protective jackets, paddle and sail training, guide, and evening social/orientation prior to departure. Excludes: sleeping bags, items of a personal nature. For more information and to register call Blackfish Wilderness Expeditions - 1-388-3918, day or evening, or Rosemary Taylor, VCC-CE - 228-9966.

NOTE

Students planning to travel with VCC—CE educational tours are encouraged to refer to the LANGUAGES section.

Please see ARTS & SCIENCE section for NATURAL HISTORY.

Recreation

Tennis

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

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

NOTE

Bring racket if you have one.

Tennis — Beginner (504010)

(Lendvov) \$74.90 (Includes GST)
6 eve - Mo. May 02, 18:00-19:30 - Lan
6 eve - Mo. May 02, 19:30-21:00 - Lan
6 eve - Tu. May 03, 18:00-19:30 - Lan
6 eve - Tu. May 03, 19:30-21:00 - Lan
6 eve - We. May 04, 18:00-19:30 - Lan
6 eve - We. May 04, 19:30-21:00 - Lan
6 eve - Mo. Jun 13, 18:00-19:30 - Lan
6 eve - Mo. Jun 13, 19:30-21:00 - Lan
6 eve - Tu. Jun 14, 18:00-19:30 - Lan
6 eve - Tu. Jun 14, 19:30-21:00 - Lan
6 eve - We. Jun 15, 18:00-19:30 - Lan
6 eve - We. Jun 15, 19:30-21:00 - Lan
6 eve - Mo/We. Jul 25, 18:00-19:30 - Lan
6 eve - Mo/We. Jul 25, 19:30-21:00 - Lan

Tennis — Intermediate (504011)

(Lendvov) \$74.90 (Includes GST)
6 eve - Th. May 05, 18:00-19:30 - Lan
6 eve - Th. May 05, 19:30-21:00 - Lan
6 eve - Th. Jun 16, 18:00-19:30 - Lan
6 eve - Th. Jun 16, 19:30-21:00 - Lan
6 eve - Tu/Th. Jul 26, 18:00-19:30 - Lan
6 eve - Tu/Th. Jul 26, 19:30-21:30 - Lan

4 WAYS TO REGISTER

1. BY MAIL

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

Sorry, NO POSTDATED CHEQUES

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

2. BY PHONE

Charge to your MasterCard or Visa card

City Centre Campus, 443-8380
King Edward Campus, 871-7070
King Edward Campus West, 874-9923
Langara College, 323-5322

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 Campuses and Langara College: 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.

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Accounting 2215 12
Accounting 3321, 3421 12
Accounting for the Non-Accountant 1415 16
Accounting Using ACCPAC PLUS G/L, CSW17 23
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British Virgin Islands Caribbean Sail-Training 43

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Building and Coaching a Productive Team 1318 15

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Canadian Yachting Association Certification 43

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Challenge Examination-Telecommunications 25

Challenge Examination-Understanding 25

Challenge Examination-Telecommunications 25

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Collaboration 29

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Integrated Marketing for Fundraisers 36

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Lotus 1-

Multicultural/ Settlement Certificate Program (Certificate Pending)

Continuing Education is pleased to offer a new certificate program for multicultural/settlement workers. The program is designed to enhance the knowledge and skills of staff who work with culturally diverse clients including immigrants and refugees.

The courses will be offered on a part-time basis to suit the working adult. The start date is September 1994.

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

Admission Requirements

- Grade 12 or equivalent
- Satisfactory completion of VCC Basic Counselling Skills (101805) or equivalent
- Maturity and emotional stability
- Good knowledge of English, both oral and written
- Appropriate experience in social services/health/education (volunteer experience is credited if it is in a structured, supervised setting)
- Satisfactory interview with program coordinator

Certificate Requirements

Satisfactory completion of five 36-hour courses: Introduction to Settlement and Integration Cross-Cultural Counselling Employment Counselling Community Development and Education Business Communication A 60-hour practicum (exception will be defined)

Evaluation

Students will be evaluated on the basis of tests and assignments

Length of Program

The program will take two years part-time to complete

Application

Call 871-7070 for a brochure and application form. Qualified students are accepted in order of receipt of application.

Program starts September 1994

Information Meeting

For more information attend the following meeting:
1 eve - Mo. Apr 25, 17:30-18:30 - KEC Room 5025

Introduction to Settlement and Integration (150501)

This course is the first in the Multicultural/Settlement Certificate Program. It is designed to give participants an understanding of the settlement and integration process of immigrants and refugees and the context within which support services are provided. The course includes an overview of the history of immigrants to Canada and BC, a review of the settlement and integration process and an introduction to the legal systems in BC. Available September term 1994

NEW COURSES FOR SPRING 1994

Public Relations: Is it the Career for You? (102704)

Public relations is a career that interests many people. If you're thinking of a career change, come and learn about the different types of PR from professionals in the field. Guest speakers will discuss their own experience and careers. As well, the course will touch on the fundamental skills required to work in public relations, including media relations and strategic planning. Whether you're taking the first step in a career change, or preparing for additional responsibilities in your current job, this interactive and hands-on class will help you learn more about and exciting and rewarding field. (Tinker) \$187.25 (Includes GST)
6 eve - Tu. May 10, 19:00-22:00 - Lan

Video Album: Putting Your Family Story on Video (102722)

Video Album is a user-friendly, yet intensive, one-day introduction for anyone who has ever wanted to put their family's history on video tape. Participants will receive expert instruction on how to plan, record and edit video memoirs. Instruction in this full-day course will include how to jog memories, how to conduct and plan in-depth interviews, video camera techniques and basic editing tips. This fun, practical workshop will provide both videotaping theory and "hands-on" instruction. It is an ideal introduction for anyone interested in the fascinating world of recording continuing history. Participants in Video Album will require a video camcorder. (Walton) \$64.20 (Includes GST)
1 day - Sa. May 28, 09:00-16:00 - Lan

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. (Lyse) \$58.85 (Includes GST)
1 day - Sa. May 07, 10:00-16:00 - Lan

Greece

Greece is a biological crossroads between Europe, Africa and Asia, and besides its many islands acting as homes to an abundant mosaic of flora and fauna, its past and present human history make it a pleasant place to visit. Stamatis Zogaris. August 1995.

Writing Therapy (102720)

Is your writing process more difficult, more stressful, more anxiety producing than you want it to be? This personal and experiential workshop is designed to change that. In an accepting, respectful and supportive environment, you will be offered exercises to help explore and understand your experience of what it is like to write. We will pay attention to the body language of writing, to feelings about writing, to past experiences which shape the writing process and to the meanings we may attach to writing without being fully aware of it. We will explore the important experiential differences between creating and editing. There will be ample time for each participant to share, to listen, to ponder and absorb. The goal—more awareness, understanding and acceptance of each person's unique, creative, writing process and less stressful writing! (McLeod) \$150
4 day - Sa/Su. May 14, 09:30-17:00 - Lan

Designing and Using Instructional Visual Aids (100163)

Do you want your instruction to create a more lasting impression? Adding visual aids will make your training more interactive and interesting, but it's important that visual aids are designed and used properly and appropriately. If used incorrectly, visual aids can annoy your learners and distract from your instruction. Used correctly, they can make you appear more professional, credible and better prepared. This in-depth one-day workshop will show you how to combine and use a variety of visual aids to maximize the impact and effectiveness of your instruction. By the end of this course you will be able to:

- Describe how to design and produce appropriate instructional visual aids

- Describe copyright considerations
- Evaluate design strengths and weaknesses
- Identify when and how to use flipcharts, handouts, boards, slides and overheads effectively
- Describe how to teach learners using models, objects or equipment
- Describe how to set up and use VCRs and video cameras
- Identify room setup considerations. (Yunker) \$140
1 day - Th. May 12, 09:00-16:00 - WB

Diesel Engines for the Novice (050113)

This course is designed to assist you in buying, servicing and repairing diesel engines. Be it your car, truck or boat, this course will save you time and money when purchasing, maintaining or just tinkering with your diesel engine. Students will learn basic diesel operation, valuable maintenance tips, how to avoid costly repairs by doing it yourself. You will also learn valuable points to look for when purchasing diesel power. (Fletcher) \$149.80 (Includes GST)
8 eve - Tu/Th. May 03, 19:00-22:00 - KEC

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 - Mo. May 16, 09:00-17:00 - Oak

Introduction to Massage Therapy (200737)

The role that massage can play in healing is well recognized by the general public and health care providers. This 12-hour course introduces you to the field of massage therapy and helps you learn to perform basic relaxation massage techniques that can be used by the public. The training method emphasizes practical application. The instructors recommend that you wear shorts and a tank top and come prepared to practise massage techniques in a small group format. Course instructors have a minimum of 2000 hours of clinical experience and are teaching assistants or instructors at the West Coast College of Massage Therapy and Registered Massage Therapists in BC. \$120
3 eve - We. May 25/Jun 01/08, 18:30-21:30 - KEC West

Technical Writing for Business 1415 (104569)

Learn the skills to prepare and edit a variety of technical documents such as reports, proposal, manuals and articles. Topics covered include: research, logic, organization, graphics, writing style, vocabulary and editing. The goal of good business writing is always to communicate information to the reader in an appropriate and effective manner. Bring examples of your current work for review and analysis. - 6 hours (Swankey) \$65
2 eve - Th. May 05/12, 18:30-21:30 - CC

Weekend Whaling Canoe Adventure

Two days and nights
Dates: Commencing the evening of May 06/20, Jun 17, Sep 02/16 from Victoria
For those who desire a wilderness boating and camping experience in the islands but can only plan a weekend escape. We will tour the Gulf Islands between Sidney and Victoria in our giant West Coast whaling canoe using sail and motor power primarily. We meet Friday evening at our lodgings in Victoria for our tour orientation. The focus of our travels will be the Chain-Discovery islands and surrounding waters, going as far north as Sidney and Mandarte Island. There will be an opportunity to explore the uninhabited and mysterious Darcy Island, a former leper colony. The marine ecological reserves we will be visiting afford excellent opportunity to view seals, bald eagles and many species of sea birds. Dolphins, killer and minke whales are more elusive, but can also be encountered in these waters. Bring musical instruments and voices for the Saturday evening campfire.
Price: \$275 per person
Includes: all meals, an orientation evening including a "hot tub social" with refreshments and entertainment on Friday, one-night dormitory-style accommodation and one night camping, canoe and sail/paddle training, guides and naturalist, the use of support boats, tents and outdoor equipment, protective jackets, safety gear and Victoria area transfers to and from boat. Excludes: sleeping bag, personal items. For more information and to register call Blackfish Wilderness Expeditions - 1-388-3918, day or evening, or Rosemary Taylor, VCC-CE - 228-9966.

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

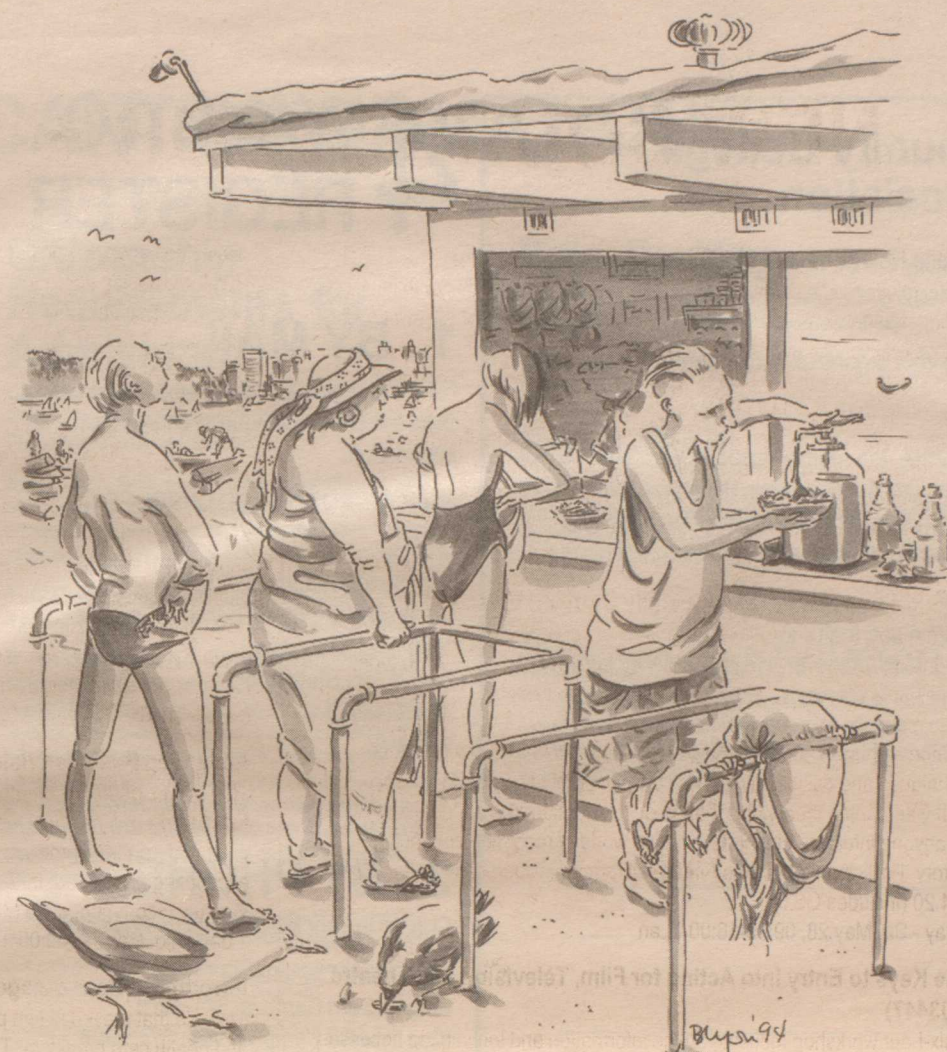
Substance Abuse

Teaching English as a Second Language

Telecommunications Management

Visual Arts—Photography Major

Volunteer Management



Spanish Immersion Weekend (50217)

Dates: May 27/28 and 29, 1994
Cost \$246.10 (Includes GST)
Immerse yourself in an enjoyable weekend of Spanish language and culture. Instructors from countries such as Ecuador, Chili, Argentina and Mexico who have extensive training in second language teaching, will bring to life this exciting culture through interaction, games, songs and slides.

The beginner student will develop the ability to have simple, short conversations as well as learn about the cultural differences of the Latin American mosaic.

The intermediate and advanced students will have the opportunity to gain more skill and confidence through practice and further studies.

Lunches and dinners will be part of this exciting weekend.

For more information phone Patricia Martin at 323-5322.

Paid Parking

Paid parking is now in effect for students at King Edward Campus. Charge is \$1 per day or portion of a day.

Continuing Education Phone Numbers

City Centre Campus, 443-8380

King Edward Campus, 871-7070

King Edward Campus West, 874-9923

Langara College, 323-5322

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 brailleing.

City Centre, King Edward Campuses and Langara College and many other CE locations are wheelchair accessible and provide parking for the disabled. For further information, please call Donald Oakes at 443-8386.

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.

Career & Information Sessions

Please join us for the following FREE sessions:

Business Administration Certificate Program

Th. Apr 14, 17:30-18:30
Room A253, Langara College, 100 W. 49th Avenue

Counselling Skills Certificate Program

Mo. Apr 11, 18:00-19:00
Room 4043, King Edward Campus
1155 East Broadway

Court Interpreting Certificate Program

Tu. Apr 27, 19:30, Continuing Education Office
Langara College, 100 W. 49th Avenue

English Skills Improvement

Th. Apr 14, We. Apr 20, Tu. Apr 26, 17:30-20:00
Continuing Education Office
Langara College, 100 W. 49th Avenue

Floral Design Certificate Program

Th. Apr 07, 19:30-20:30
Room 4043, King Edward Campus
1155 East Broadway

Gemmology

Mo. Apr 25, 19:00-20:00
Room 164, City Centre Campus
250 West Pender Street

Health Professions

Gerontology Certificate Program-Nursing
Learning to Teach Program
Nursing Management Certificate Program
Th. May 26, 19:00-20:30
King Edward Campus West,
691 East Broadway

Multicultural/Settlement Certificate Program

Mo. Apr 25, 17:30-18:30
Room 5025, King Edward Campus
1155 East Broadway

Non-Profit Management Certificate Program

Fundraising Management Certificate Program

Th. Apr 07, 17:30-18:30
Room 4043, King Edward Campus
1155 East Broadway

Office Administration Certificate Program

Tu. Apr 12, 17:00-18:15
Room 237, City Centre Campus
250 West Pender Street

Property Management Certificate Program

We. Apr 13, 17:30-18:30
(Formal presentation begins at 17:30)
Continuing Education Office
Langara College, 100 W. 49th Avenue

Substance Abuse Certificate Program

Mo. Apr 11, 18:00-19:00
Room 4043, King Edward Campus
1155 East Broadway

Telecommunications Management Certificate Program

We. Apr 06, 17:00-18:30
Room 237, City Centre Campus
250 West Pender Street

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 41 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 College, 323-5322

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 Campuses and Langara College: 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 College, 323-5322

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:

April 1—4, 1994 (inclusive)
May 21—23, 1994 (inclusive)
July 1—3, 1994 (inclusive)
July 30—August 1, 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 braille.

City Centre, King Edward and Langara campuses and many other CE locations are wheelchair accessible and provide parking for the disabled. For further information, please call 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 may not apply to computer courses, 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.

Paid Parking

Paid parking is now in effect for students at King Edward Campus. Charge is \$1 per day or portion of a day.

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:

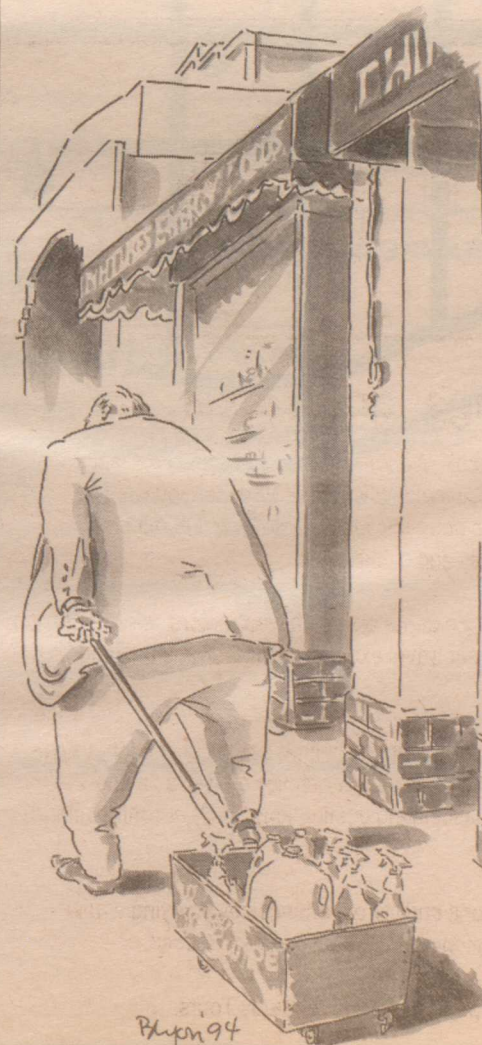
SELP Summer English Language Program is for students from Japan who require Homestay as part of their English language and cultural experience. The program runs July through August with students staying for three week periods. Families are required to accept two students per session.

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.

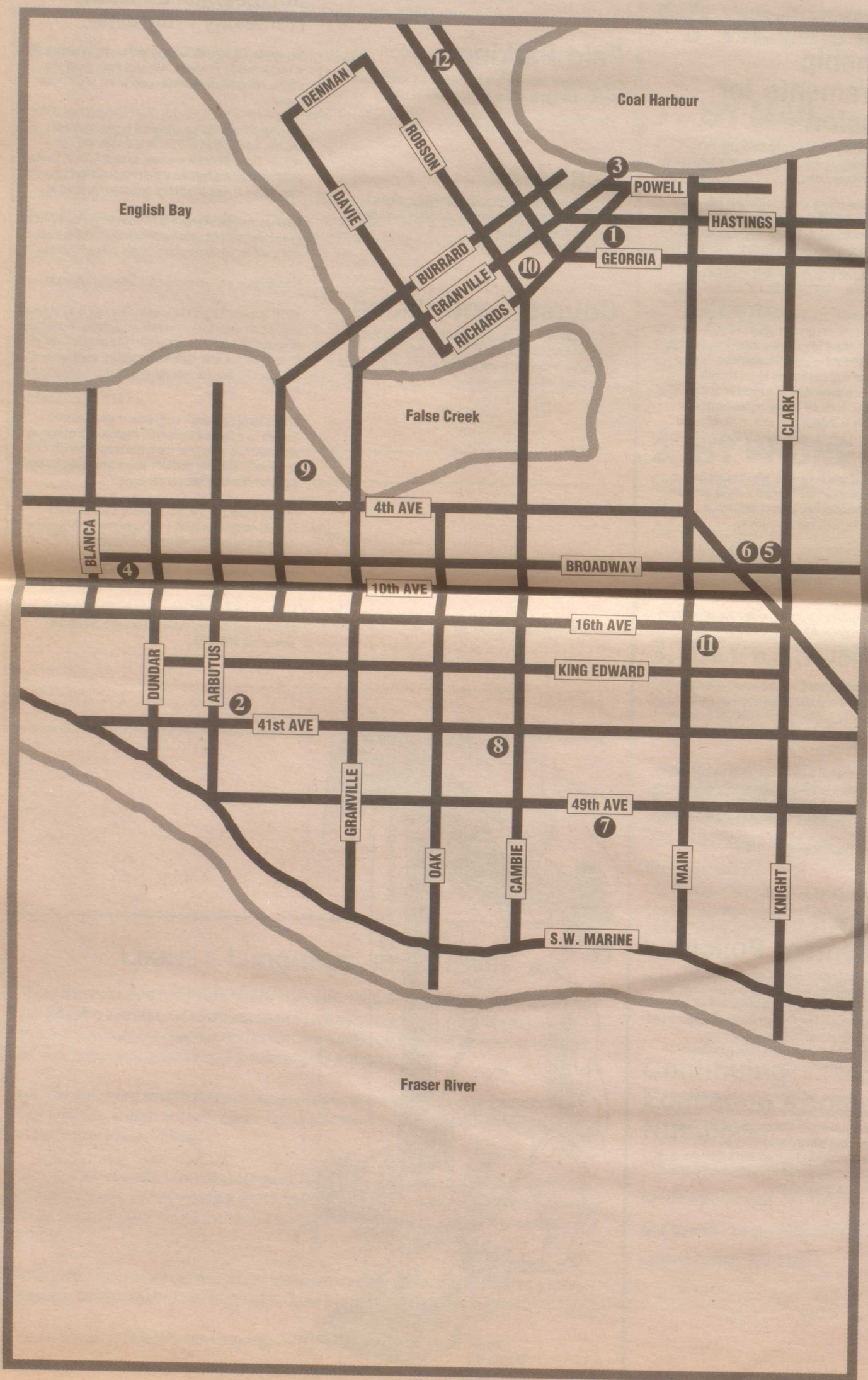
Bursary Program—French-speaking students from Quebec studying English at VCC for five to six weeks in July and August. One student per family.

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 CC
City Centre, 250 W. Pender St.
- 2 CLW
Clothworks, 2031 W. 41st Ave.
- 3 EMS
e. marie hat studio, 375 Water St., The Landing
- 4 FP
Focal Point, 4474 W. 10th Ave.
- 5 KEC
King Edward Campus, 1155 E. Broadway
- 6 KEC/WEST
King Edward West, 691 E. Broadway
- 7 LAN
Langara College, 100 W. 49th Ave.
- 8 OAK-VCC
Oakridge Shopping Centre (North Tower)
Cambie and 41st Ave.
- 9 RSC
Raven's Craft Studio
1751 W. 2nd Ave.
- 10 ROB
Robson Square Conference Centre
500 Robson St.
- 11 VVC
Vancouver Volunteer Centre,
#301-3102 Main St.
- 12 WB
Westin Bayshore Hotel
1601 W. Georgia St.
- 13 MOA
Museum of Anthropology
6393 N.W. Marine Dr.
(not shown on map)



Continuing Education

Fax & Mail-In Registration

FAX & MAIL-IN REGISTRATION

**VANCOUVER
COMMUNITY
COLLEGE**

**Continuing
Education Division**

FAX 871-7300

(FOR VISA or MASTERCARD USE ONLY)

Mail Registration to:

1155 East Broadway
Box 24785, Station 'F'
Vancouver, B.C. V5N 5V2
Phone: 871-7070



Continuing Education

PLEASE TYPE or PRINT in BLACK ink.

Note: one student may register on this form. Place additional registrants on a separate sheet.
Photocopy this form for additional students.

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms

S.I.N. Number

SURNAME

GIVEN NAMES

ADDRESS: and/or NUMBER - STREET

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

LOCAL

COURSE INFORMATION

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

TOTAL FEES

METHOD
OF PAYMENT

CREDIT CARD INFORMATION ☐ VISA ☐ MASTERCARD

1

\$

NAME ON CARD

2

☐ MONEY ORDER

CREDIT CARD ACCOUNT #

3

☐ CHEQUE

START DATE

END DATE

4

☐ CREDIT

SIGNATURE

DATE



LANGARA
323-5322
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

